

 <p>State of Connecticut Department of Correction</p> <p><b>ADMINISTRATIVE DIRECTIVE</b></p>	Directive Number 2.12	Effective Date 11/27/12	Page 1 of 5
	Supersedes Employee Health and Safety, dated 8/15/2006		
Approved By    Commissioner Leo C. Arnone	Title  Employee Health and Safety		

1. Policy. The Department of Correction (DOC) shall promote safe and healthy working conditions for all employees of the Department.
  
2. Authority and Reference.
  - A. FLSA, 29 U.S. C. 207.
  - B. Connecticut General Statutes, Chapters 568 and 571, and Sections 5-142 through 5-145b, 18-81 and 31-40w.
  - C. Regulations of Connecticut State Agencies, Sections 31-40v-4 through 31-40v-8 and 31-279-1 through 31-379-22.
  - D. Executive Order No. 16, Governor Rowland.
  - E. Department of Administrative Services (DAS), General Letter No. 78 (Revised).
  - F. American Correctional Association, Standards for the Administration of Correctional Agencies, Second Edition, April 1993, Standard 2-CO-1B-11.
  - G. American Correctional Association, Standards for Adult Correctional Institutions, Fourth Edition, January 2003, Standards 4-4041 and 4-4048.
  - H. American Correctional Association, Performance-Based Standards for Adult Local Detention Facilities, Fourth Edition, June 2004, Standards 4-ALDF-7D-14 and 4-ALDF-7E-01.
  - I. American Correctional Association, Standards for Adult Probation and Parole Field Services, Third Edition, August 1998, Standard 3-3046.
  - J. American Correctional Association, Standards for Correctional Training Academies, First Edition, May 1993, Standard 1-CTA-1B-09.
  - K. Administrative Directives 1.3, Administrative Directives, Manuals, Forms Management and Post Orders; 2.22, Workplace Violence Prevention Policy; 4.7, Records Retention; 6.2, Facility Post Orders and Logs; 6.6, Reporting of Incidents; and 7.3, Emergency Plans.
  
3. Definition. For the purposes stated herein, the following definition applies:
  - A. Third Party Administrator. A contracted entity, selected by the Department of Administrative Services, which investigates and processes claims, provides case management and ensures appropriate medical care through a network of participating providers for employees covered under the state's workers' compensation program.

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4. Management's Responsibility. Each unit shall develop health and safety related unit directives and post orders in accordance with Administrative Directives 1.3, Administrative Directives, Manuals, Forms Management and Post Orders; 2.22, Workplace Violence Prevention Policy; 6.2, Facility Post Orders and Logs; and 7.3, Emergency Plans. Each employee shall be responsible for safety compliance.
  - A. Each Unit Administrator or designee shall maintain contact with any employee who is absent from work for a period of two weeks or more due to an occupational illness or injury. Such contact shall be documented on CN 21201, Worker's Compensation Contact Form. A copy of the completed CN 21201, Worker's Compensation Contact Form shall be forwarded to the Unit Administrator and the Facility Personnel Officer on a monthly basis. Contact shall be to ensure appropriate support and monitoring of the employee's progress.
  - B. Each Unit Administrator shall ensure that employees within the chain of command follow the correct procedures for preventing and reporting incidents of occupational illness or injury as mandated by the Department of Administrative Services. All injuries shall be documented on Attachment A, WC-207, DAS First Report of Injury and on CN 6601, Incident Report in accordance with Administrative Directive 6.6, Reporting of Incidents.
  - C. Each Unit Administrator shall provide and designate a private location within the facility which will allow female staff members the opportunity to express breast milk. The location shall not be a restroom, shall be well lighted and shall be supplied with a chair. Additionally, provisions to allow appropriate storage of the expressed breast milk will be provided until the staff member completes her work shift.
  
5. Safety Program Implementation. The goal of the Department's safety program shall be to reduce accidents and injuries. The program shall:
  - A. Identify unsafe acts, omissions and conditions, and provide the necessary procedures and training to reduce risk of occupational injury or illness;
  - B. Reduce, modify, or eliminate the conditions which may cause lost time;
  - C. Promote health and safety awareness through example, training, educational aids, promotional materials and adherence to Safety Manual guidelines; and,
  - D. Establish methods for monitoring health and safety issues.
  
6. Department Coordination. The Department shall maintain a Department-wide Health and Safety Advisory Committee for the purpose of discussing health and safety concerns. The committee shall be a forum for constructive dialogue regarding overall safety efforts and concerns, and may recommend or develop programs designed to enhance worksite health and safety. The Commissioner or designee shall appoint managerial representatives to the Health and Safety Advisory Committee.
  
7. Membership and Composition of Facility/Unit Committees.

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- A. Committees shall be composed of an equal number of managerial and non-managerial members to include the Unit Administrator or a manager that reports directly to the Unit Administrator as well as a representative of the Human Resources Unit.
  - B. The facility/unit's non-managerial employees shall submit potential employee safety and health members to the Unit Administrator, who shall approve membership.
  - C. Each facility/unit committee shall have a chairperson selected by the committee members.
  - D. Reasonable efforts shall be made to ensure that committee members represent the major work areas of the facility/unit.
8. Frequency of Meetings. The committee shall meet at least once every two (2) months in accordance with the standards set by the Department of Administrative Services. If the number of incidents of occupational injury or illness warrant, meetings may occur on a more frequent basis until the level of injury/illness activity decreases.
9. Recordkeeping.
- A. The Unit Administrator shall keep a roster containing the names and units of all committee members. The names of current members shall be posted to ensure that all employees can readily contact committee members.
  - B. The Unit Administrator shall keep a record of attendance and minutes of the meetings utilizing the format mandated by the Department of Administrative Services. Copies of the minutes shall be forwarded to the DOC Workers' Compensation Unit and posted at each facility/unit.
  - C. The retention time for such records shall be three (3) years, after which said records may be purged in accordance with Administrative Directive 4.7, Records Retention.
10. Duties and Responsibilities. The committee shall make recommendations to the Unit Administrator regarding the development and implementation of strategies aimed at reducing employee injuries and illnesses while concurrently promoting employee health and safety. Committee activity shall include, but not be limited to, the following:
- A. Reviewing all Attachment A, WC-207, First Report of Injury and Attachment B, WC-207-1, DOC Supervisor's Accident Investigation Report forms that have been filed since the previous meeting. These copies shall have the employee's name, social security number and employee number redacted for confidentiality purposes. The information gathered from these forms shall become the focus of the committee's new business;
  - B. Developing plans to correct unsafe acts or omissions and working conditions;
  - C. Developing and communicating ideas related to health and safety issues;
  - D. Reviewing the results and comments of safety inspections;
  - E. Developing suggestions and information pertaining to safety;

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- F. Creating safety awareness through education;
  - G. Identifying unsafe conditions or practices and recommending strategies to reduce, modify, or eliminate those conditions and practices;
  - H. Developing safety guidelines in accordance with relevant Administrative Directives;
  - I. Recommending programs to improve the health of employees; and,
  - J. Recommending training programs promoting workplace safety.
11. Medical Attention. An injured employee may obtain preliminary emergency medical assistance at the facility/unit as available. If additional medical assistance is required, the employee shall be directed to the nearest medical provider/facility approved by the Third Party Administrator. If there is a medical emergency, 911 shall be called.
12. Claim Filing.
- A. In any instance of on-the-job injury and/or occupational disease, the supervisor shall report the injury to the Third Party Administrator. Upon notification of an injury or illness, the employee's supervisor shall complete Attachment A, WC-207, DAS First Report of Injury. In addition, the employee must complete Attachment C, CO-175, Request for Use of Accrued Leave with Workers' Compensation (Employee's Choice), Attachment D, Form 1A, Filing Status and Exemption and Attachment E, PER-WC-211, Concurrent Employment Third Party Liability Form for each injury or occupational disease. These forms shall be forwarded to the appropriate DOC Workers' Compensation Liaison. The supervisor must ensure that the injured employee receives Attachment G, Employee Workers' Compensation Guide.
  - B. Once Attachment A, WC-207, DAS First Report of Injury is completed, the supervisor must detach the yellow copy and make a copy of the original form and forward it along with a blank Attachment B, WC-207-1, DOC Supervisor's Accident Investigation Report to a managerial employee, Captain or Counselor Supervisor on duty in order for the accident investigation to take place. When possible, the managerial employee, Captain or Counselor Supervisor shall interview the injured employee as soon as possible and complete the WC-207-1. In the event that there is no managerial employee, Captain or Counselor Supervisor on duty at the time of the injury, the first managerial employee, Captain or Counselor Supervisor reporting for duty shall obtain as much information as possible and complete the WC-207-1 with as much detail as possible.
- If an injured employee requires immediate medical attention, the interview shall be deferred and the WC-207-1 filled out with as much information as possible. In other cases, all fields of information shall be completed. Copies of all WC-207's and WC-207-1's shall be forwarded to the Unit Administrator or designee and to the designated Health and Safety Committee chairperson.
- D. To claim a recurrence, the employee must immediately contact their supervisor and the DOC Workers' Compensation Unit. The

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following information must be provided by the employee filing the claim to support the recurrence claim:

1. The original date of injury;
  2. The original claim number, if known;
  3. Details of the recurrence;
  4. Name of the medical facility where treatment was obtained; and,
  5. Medical disposition of the employee's claim of recurrence.
- E. A new Attachment G, Employee Workers' Compensation Guide shall be provided to the employee with each new claim of recurrence in addition to having the employee complete the following:
1. Attachment C, CO-175, Request for Use of Accrued Leave with Workers' Compensation (Employee's Choice);
  2. Attachment D, Form 1A, Filing Status and Exemption; and,
  3. Attachment E, PER-WC-211, Concurrent Employment Third Party Liability Form.
13. Physician Reports. When an injury is reported and the employee is referred to an outside physician, the employee shall be furnished with a copy of Attachment F, Worker Status Report. The employee shall be responsible for delivering the Attachment F, Worker Status Report from the employee's physician to his/her supervisor, who in turn shall immediately forward a copy of Attachment F, Worker Status Report to the DOC Workers' Compensation Unit.
14. Occupational Safety and Health Administration (OSHA) Logs. After a recordable work injury, an entry shall be made in the OSHA log, OSHA No. 300 by the DOC Workers' Compensation Unit. Information necessary for the completion of the OSHA log shall be obtained from Attachment A, WC-207, DAS First Report of Injury.
15. OSHA Records Submission and Posting Information. By February 1 of each year, each facility/unit shall post the annual OSHA summary on the employee's bulletin board. This summary shall remain posted until at least April 30.
16. Forms and Attachments. The following forms and attachments are applicable to this Administrative Directive and shall be utilized for the intended function:
- A. CN 21201, Worker's Compensation Contact Form;
  - B. Attachment A, WC-207, DAS First Report of Injury;
  - C. Attachment B, WC-207-1, DOC Supervisor's Accident Investigation Report;
  - D. Attachment C, CO-175, Request for Use of Accrued Leave with Workers' Compensation (Employee's Choice);
  - E. Attachment D, Form 1A, Filing Status and Exemption;
  - F. Attachment E, PER-WC-211, Concurrent Employment Third Party Liability Form;
  - G. Attachment F, Worker Status Report; and,
  - H. Attachment G, Employee Workers' Compensation Guide.

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17. Exceptions. Any exceptions to the procedures in this Administrative Directive shall require prior written approval from the Commissioner.