

	<b>JUSTICE AND PUBLIC SAFETY CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES</b>	<b>AUTHORITY and REFERENCES: KRS 15A.0652 1-JPAS-2-7105</b>
<b>CHAPTER: Juvenile Services in Community</b>		
<b>SUBJECT: Health and Safety for Community and Mental Health Services</b>		<b>KRS 56.800-56.823</b>
<b>POLICY NUMBER: 623</b>		
<b>TOTAL PAGES: 4</b>		
<b>EFFECTIVE DATE: February 2, 2018</b>		
<b>APPROVAL: Carey D. Cockerell</b>		<b>COMMISSIONER</b>

**I. POLICY**

The Department of Juvenile Justice (DJJ) and the Division of Community and Mental Health Services support a safe and healthful place of employment, free from recognized hazards.

**II. APPLICABILITY**

This policy and procedure shall apply to all Community and Mental Health Services offices.

**III. DEFINITIONS**

Refer to Chapter 600

**IV. PROCEDURES**

A. All Community and Mental Health staff shall comply with the occupational safety and health regulations, standards, and rules pursuant to KRS 338:

1. The district and branch Administrative Specialists shall maintain records of occupational injuries, illnesses, and fatalities experienced by district staff. Records must be kept by using the appropriate Occupational Safety and Health Administration (OSHA) form(s), or equivalent, as designated by DJJ Administrative Services.
2. The respective Administrative Specialist shall ensure that OSHA information is posted in every district and branch office for staff's review.
3. The Juvenile Services District Supervisor (JSDS) and Regional Managers shall review KRS 338.011, 338.031, and 338.121 with staff, annually, regarding their role and responsibility for safety and health protection.

B. The JSDS shall have the responsibility for ensuring routine maintenance and upkeep of their offices and offices within their districts. When maintenance

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- issues exist, the JSDS shall immediately notify the property manager and request a resolution to the matter. If the property manager fails to respond within 24 hours the JSDS shall notify the Director of Community and Mental Health Services through supervisory channels. The director shall notify the Division Of Administrative Services, Capital Construction and Real Property Manager.
- C. Each JSDS shall establish a system of regular office inspections, tracking repairs, and replacement of equipment, and shall review space requirements and needs. The space inspections and reviews shall be evaluated in terms of safety, security, and program needs. These inspections and reviews shall occur annually, and updated as needed. The inspections shall be submitted through supervisory channels, and submitted to the DJJ Division of Administrative Services, Capital Construction and Real Properties Branch Manager.
- D. The JSDS shall maintain copies of office floor plans within their district. The floor plans shall be reviewed annually and reported as necessary for repairs, expansion or renovation. Revisions to floor plans shall not occur unless approved through the Division Director of Administrative Services and the DJJ Capital Construction and Real Properties Branch.
- E. The JSDS shall submit a notification to the Capital Construction and Real Properties Branch through supervisory channels at any time there has been a change or modification to Community offices which may in some way affect or change the existing conditions of the leased building, and the totality of conditions which do not safeguard the life, health, safety and security of staff and clients.
- F. Each JSDS shall develop an office Emergency Plan delineating procedures to cover situations including fire, building evacuation, medical emergencies, law enforcement, severe weather, earthquake, bomb or other security situations, such as; hostage, weapons, or workplace violence. The plan shall be reviewed and approved by the Juvenile Services Regional Manager. The Emergency Plan shall also include: the office floor plan; a method of communication within the office and between the closest office or facility, if conventional means of communication are disrupted; identification and location of emergency lighting and power sources, along with exit signs.
- G. Each JSDS or designee shall ensure all their district staff are trained in the implementation of the Emergency Plan, and the plan is reviewed annually and updated as needed. Each employee shall be provided a copy of the Emergency Plan.
- H. The building evacuation plan section of the Emergency Plan shall be posted in each office and in areas where staff and clients meet routinely.

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- I. Every Community office shall have an operable and fully charged fire extinguisher. The extinguisher shall have a current and valid inspection tag securely attached showing the last maintenance or recharge date. The JSDS shall ensure all DJJ owned fire extinguishers are inspected by the contracted provider. The JSDS shall notify the property manager for maintenance or pending annual inspections for fire extinguishers not owned by DJJ.
- J. For Community offices that are located within DJJ facilities, Cabinet of Health and Family Services (CHFS), or other government buildings, the JSDS or designee shall follow, and ensure that staff participate in scheduled fire, earthquake, and tornado drills, along with safety inspections.
- K. For Community offices located in privately-owned buildings, the JSDS or designee, shall develop a plan for fire, earthquake, and tornado drills for that particular office location. Fire, earthquake, and tornado drills shall be conducted in conjunction with the local fire department.
- L. All Community and Mental Health supervisors or managers shall report any known safety hazard at any leased location to the Division Director of Community and Mental Health Services. Said Director shall immediately notify the DJJ Construction and Real Properties Branch Manager and the Division Director of Administrative Services.
- M. All Community and Mental Health Services offices shall have a first-aid kit on site that contains appropriate supplies to handle situations that might reasonably be expected to arise at the workplace.
- N. All first-aid kits shall be adequately maintained and sealed. The kits shall be checked at ninety (90) day intervals to ensure that supplies are in place and up-to-date.
- O. If exposure to any type of body fluid or waste occurs, staff shall be allowed to use work time to return home to shower and change clothes, seek medical attention, or take other reasonable measures, whichever is most appropriate under the circumstances.
- P. All exposures to bodily fluids or waste shall be reported, documented, and forwarded through supervisory channels to the Director of Community and Mental Health Services. The Division Director of Community and Mental Health Services shall forward to the Division Director of Medical Services for review and any feedback, if necessary.
- Q. In order to ensure the safety and security of staff and clients:
  - 1. Any visitor who disrupts the secure and orderly management of the office through physical or verbal threats, or by displaying menacing behavior, shall be asked to leave the premises. Local law enforcement shall be contacted

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immediately for a refusal to leave a premises. Notification of the incident shall be up lined to the immediate supervisor and from that point of notification, through supervisory channels. Documentation outlining the specifics shall be completed immediately and up lined.

2. Community and Mental Health staff shall attend a Self-Protection Training. Staff trained in Self-Protection shall complete a one hour (1) review training quarterly. Staff who fail to complete a review for two consecutive quarters shall re-attend a Self-Protection Training.
3. The JSDS shall ensure that district staff are trained in office emergency preparedness.

#### **V. STAFF TRAINING**

- A. The Division of Professional Development shall provide initial training on self-protection and cardiopulmonary resuscitation certification, and all subsequent updates as required.
- B. The Juvenile Services District Supervisor shall provide training regarding the Emergency Plan, annually.
- C. The Juvenile Services District Supervisor and Regional Managers shall review KRS 338.011, 338.031, and 338.121 with staff, annually, regarding their role and responsibility for safety and health protection.

#### **VI. MONITORING MECHANISM**

The Juvenile Services District Supervisor, the Juvenile Services Regional Manager, the Division Director of Community, and Mental Health Services, and the Quality Assurance Branch shall monitor this activity.