

POLICY #116	SUBJECT: Workplace Safety Policy
EFFECTIVE DATE: October 10, 2006 REVISION DATE: June 20, 2014, September 6, 2018, February 8, 2021	Page 1 of 5
Approved By: Josette Manning, Cabinet Secretary	

DELAWARE CHILDREN’S DEPARTMENT POLICY

I. PURPOSE

The purpose of this policy is to establish parameters and guidance for safety in the workplace and consistent standards and processes to enable work activities to be carried out safely by removing or reducing the risks to the health, safety and welfare of all employees, contractors and authorized visitors.

II. POLICY

The Department strives to provide the highest level of safety possible for its employees, clients and members of the public by formally integrating safety-based practices into every aspect of our daily operations. All department employees share responsibility in contributing to a safe workplace.

III. DEFINITIONS

- A. Department Safety Administrator (DSA) - Person designated by the DMSS Director to serve as the lead person in developing and maintaining procedures to implement safe work practices, plans, policies and procedures.
- B. Department Safety and Security Committee – A multi-divisional working group consisting of safety champions designated by the Workplace Safety Committees from each major location, the DMSS Safety Administrator, and division representatives designated by the Division’s Director or Deputy Director.
- C. Hall Captain – Person(s) designated by on-site division management to ensure compliance with evacuation procedures. Hall captains are responsible for checking their designated area to ensure that staff have vacated the area (as appropriate) and provide assistance (if needed) to individuals with special needs.
- D. Emergency Procedures Guide – Procedures tailored to each office location that outline emergency preparedness guidelines and response to safety related events.
- E. Safety Champion – Person designated by division management to coordinate development and maintenance of a site safety plan, act as a liaison to management and serve as the designee on the Workplace Safety Committee.

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- F. Workplace Safety Committee – A working group consisting of department representatives from each DSCYF operated building and each division within the building (S:\DSCYF Safety and Security).
- G. Workplace Safety Guide – Information outlining expectations for employees regarding workplace safety (Appendix A).

IV. PROCEDURES

- A. The Department will ensure there are staff designated as Safety Administrator and Workplace Safety Committee members.
 - 1. By January 1st of each calendar year, the Division of Management Support Services (DMSS) will identify a staff member to serve as the Department Safety Administrator (DSA).
 - 2. The DSA is responsible for coordinating the formation and activity of the Department’s Safety and Security Committee as well as the workplace safety committees. The DSA will also monitor the strategies the committees may implement to aid in review and response to department safety and security concerns.
 - 3. By January 1st of each year, the divisions will identify a minimum of one Safety Champion to serve on the workplace safety committees located at each DSCYF operated building . Employees located at State Service Centers and other satellite offices can join the workplace safety committee at the location nearest to them.
 - 4. A Safety Champion from each workplace safety committee will be designated as the committee’s chairperson and the representative on the Department Safety and Security Committee.
- B. The Department Safety and Security Committee will meet bi-annually to review safety related issues and recommendations received from the workplace safety committees and implement practices that promote safety, reduce the risk of workplace injuries and adhere to the standards set by Delaware Emergency Management Agency (DEMA) Workplace Safety Guidelines (<http://www.dema.delaware.gov/disprep/workplace.shtml>) and the State of Delaware Workplace Violence Policy (<http://www.delawarepersonnel.com/policies/documents/workplace-violence.pdf>). Any changes made to the Workplace Safety Guide or the DSCYF Emergency Procedures Guide will be communicated to employees.
- C. Workplace safety committees will meet quarterly to discuss and review overall safety/security and address any concerns related to the Workplace Safety Guide or

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individual staff. Requests for safety and security equipment and technology must include the following:

1. Requests should be approved by a division manager and submitted to the site's Workplace Safety Committee. An updated list of members at each location can be found on the DSCYF Extranet/DSCYF Safety Site Contacts. This list will be maintained by the Department Safety Administrator.
2. All requests for safety and security equipment and technology must be in writing and include a description of the item e.g. cameras, sensors, locks, alert systems, software, related licenses etc., and the reason or need for the request.
3. All requests must be reviewed by the Workplace Safety Committee. The committee will request additional information as needed including price quotes, consultation with MIS, Maintenance or an external vendor. Decisions will be recorded in the meeting minutes.
4. The Workplace Safety Committee will submit approved, prioritized requests to the Department Safety and Security Committee (DSSC). Requests are prioritized based on the level of the safety concern and the proposed reduction of risk.
5. The Department Safety Administrator (DSA) will monitor and track the status of the submitted requests. The scheduling of additional DSSC meetings will occur as needed.
6. The DSSC will formally review submitted requests within 30 days of receipt. Decisions will be made by consensus.
7. The DSA will submit finalized recommendations to the DMSS Director or Deputy Director for final approval. Approvals will be contingent on available funding.
8. The DSA will notify the Workplace Safety Committee of the DSSC decision. DSSC reviews, findings and recommendations will be tracked and maintained by the DSA.

D. Workplace safety committees are responsible on an annual basis to update the Workplace Safety Guide and complete the following:

1. Schedule, communicate and implement drill schedules, site safety and security reviews and updates made to the Workplace Safety Guide at the local site and in coordination with the Department Safety Administrator;

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2. Develop and update procedures for admitting or not admitting individuals into DSCYF offices;
 3. Develop and update protocols for handling person(s) of concern;
 4. Develop and update processes for communicating safety threats to work site staff;
 - i. Provide department employees with intercom notification system and other alert processes
 5. Identify and train hall captains;
 6. Maintain an updated list of office assignments and building floor plans;
 7. Update and enforce restricted office items and storage requirements; and
 8. Report all updates, changes, recommendations and concerns to the Department Safety and Security Committee by way of the Department Safety Administrator;
 9. Ensure all safety related documents, communications and activities are documented and stored in the designated folders located on the department S Drive.
- E. In the event of an anticipated emergency, the Workplace Safety Committee will convene in advance of the event to assess preparedness and response. Following an actual event, the Workplace Safety Committee will convene to develop recommendations to address gaps and training issues.

V. EMPLOYEE RESPONSIBILITIES

- A. Department employees are responsible for:
1. Practicing safe working habits and safety reporting;
 2. Taking all reasonable safety related actions appropriate to position, function, location and circumstance;
 3. Voicing any safety and security concerns to a supervisor or manager for potential referral to the workplace safety committee;
 4. Following evacuation procedures; and

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5. Refraining from activities not conducive to workplace safety.

VI. TRAINING

All employees will receive training on the safety policy, the Workplace Safety Guide and the DSCYF Emergency Procedures Guide initially upon hire, as updates are made or as recommended by the Department Safety Administrator.

VII. RESPONSIBILITY FOR THIS POLICY

The Department Safety Administrator and the Department Safety and Security Committee are responsible for providing guidance regarding this policy.