

Directive 397.04 Work Crew Safety Training

**STATE OF VERMONT
AGENCY OF HUMAN SERVICES
DEPARTMENT OF CORRECTIONS**

Directive: 397.04

Subject: Work Crew Safety Training
Effective Date: May 16, 1991 **Review and Re-Issue Date:**
Supersedes: NEW **APA Rule Number:**

Recommended for approval by:		Authorized By:	
_____	_____	_____	_____
Signature	Date	Signature	Date

1. Authority:

- 1.1. INTRODUCTION: the subject of occupational safety is an important component to the safe operation of Community Service Crews (CSC's) within the Department of Corrections. As the use of inmates in community service work by the regional correctional facilities continues, the safety of inmates and staff is a concern.
- 1.2. Since the work crews perform a variety of duties within the community, and often use common occupational tools and equipment, instructions in safety is important to the safe operation of this type work program.

2. Purpose:

- 2.1. The purpose of this policy is to outline a process for offering work safety training at the facilities assigning staff and inmates to Community Service Crews. The course should generally raise the level of awareness and concern for safety as it applies to a work environment. It shall help assure that all CSC foremen and assigned inmates have the basic knowledge of general occupational safety to safely perform work tasks in any work or training environment.

3. Applicability/Accessibility

- 3.1.

4. Directive:

- 4.1. It shall be the responsibility of all Superintendents of the regional correctional facilities to insure that all inmates assigned to Community Service Crews successfully complete training in the area of work safety.

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- 4.2. The Vocational Instructors, in conjunction with work crew foremen, shall have the responsibility to develop a training program in Work Occupational Safety. The training will be made readily available to all CSC foremen and inmates to be assigned to the CSC's. If there is no vocational instructor employed at the facility, then a supervisor of a CSC may be assigned to develop and offer the training. The training will be offered no less frequently than monthly, or as designated by the Superintendent. Scheduling will be arranged by the Superintendent.
- 4.3. The training will be delivered in a reasonable and appropriate manner, and will be sufficient to cover the general content areas of (A) Rules and Responsibilities in Working Safety, (B) Causes and Steps to Prevent Common Accidents, (C) Storing and Handling Materials Safely, (D) General Tool and Equipment Safety, (E) Ladders and Scaffolding Safety, (F) Protective Devices and Clothing, and (G) Reporting Accidents.
- 4.4. The training content and objectives are subject to the approval of the Chief of Vocational Education. Documentation will be maintained, indicating that the training has been successfully rendered.
- 4.5. This Directive supersedes Department of Corrections Policy 660.

5. Training Method

- 5.1.

6. Quality Assurance Processes

- 6.1.

7. Financial Impact:

8. References

- 8.1.

9. Responsible Director and Draft Participants

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