

 <p style="text-align: center;"><b>WEST VIRGINIA DIVISION OF JUVENILE SERVICES</b></p>	<p><b><u>POLICY NUMBER:</u></b></p> <p style="font-size: 2em; text-align: center;"><b>113.00</b></p>	<p><b><u>PAGES:</u></b></p> <p style="text-align: center;"><b>3</b></p>
<p><b><u>CHAPTER:</u></b> Administration and Management</p>	<p><b><u>REFERENCE AND RELATED STANDARDS:</u></b> WV Code Chapter §49-2-903</p>	
<p><b><u>SUBJECT:</u></b> Safety Committee</p>		
<p><b><u>DATE:</u></b> July 1, 2015</p>		

**PURPOSE**

This policy establishes the Division of Juvenile Services' Safety Committee and program and outlines the responsibilities of the facility safety committees.

**CANCELLATION**

This policy has been reviewed and supersedes Policy 113.00 dated July 1, 2012.

**APPLICABILITY**

This Policy applies to all Division of Juvenile Services' facilities, offices, centers, and employees.

**PROCEDURES**

1. Central Office Safety Committee
  - a. The Division of Juvenile Services' Safety Committee will have program development, oversight and monitoring for the Division's safety program. The standing members of the Safety Committee will be the following central office staff:
    - i. Director of Safety and Risk Management or designee
    - ii. Central Office Safety Monitor
    - iii. Human Resources representative
    - iv. Legal Representative for the Division

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v. Member of the Investigative Unit

vi. Representative from Community Based Services

b. The Safety Committee may elect to add other individuals to the Safety Committee for specified periods of time as program needs dictate so that expertise is represented on the Committee to ensure effective Safety Program development and enhancements.

c. The Safety Committee will meet monthly.

d. Agendas will be prepared and distributed prior to the meetings by the Assistant Director of Safety and Risk Management or designee.

e. Minutes of Safety Committee meetings will be entered into the appropriate data base by the Central Office Safety Monitor.

f. The Safety Committee has the authority to make decisions regarding development and implementation of safety program issues and in each of the areas of responsibility listed:

i. Accident / Injury reporting and investigation.

ii. Quality Assurance.

## 2. Facility Responsibilities

a. Each facility will conduct monthly safety meetings and enter all safety-related data into the appropriate database no later than five (5) days after their meeting. All meeting minutes, inspections, and sign-in sheets will be uploaded into OIS.

b. Facility safety meetings will include:

i. any injuries or accidents that occurred in the past month,

ii. review of any audits/inspections,

iii. any resulting corrective action plans,

iv. safety trainings/tips,

v. update of the Return-to-Work employee status, and

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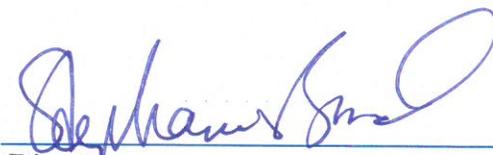
vi. any other safety-related concerns.

3. Each facility will have in place an operational procedure to ensure the standards and practices of this policy are followed.

**RIGHTS RESERVED**

The Director reserves the right to modify, suspend or cancel any provision herein in part or entirety, without advance notice, unless prohibited by law.

**APPROVED:**

  
\_\_\_\_\_  
**Director**

7/1/15  
\_\_\_\_\_  
**Date**