DEPARTMENT OF CORRECTIONS

Policy Number:	**105.130**
Title:	**Offender and Staff Safety - Sentencing to Service (STS) and Institution Community Work Crew (ICWC)**
Effective Date:	**10/15/19**

PURPOSE: To ensure Sentencing to Service (STS) and Institution Community Work Crew (ICWC) staff and crewmember safety.

APPLICABILITY: All STS/ICWC staff and crewmembers

DEFINITIONS: None

PROCEDURES:

A. General

1. Sentencing to Service (STS) and Institution Community Work Crew (ICWC) crew leaders are responsible to ensure crewmember compliance with these procedures.

2. Crew leaders must provide safety training to crewmembers and instruct crewmembers in safety plans specific to the assigned project, including fall protection and tools and equipment to be used. This training is documented on the Offender Safety Training form (attached) for the length of the crew member's service. All STS/ICWC staff and crewmembers must be aware of safety considerations at all times.

3. The department trains crew leaders on employee right to know procedures during orientation and provides annual refresher training. Training is documented in the agency-approved electronic training management system. Crew leaders must instruct crewmembers as needed. When STS/ICWC crews are to work with hazardous substances or harmful physical agents on a project, the project supervisor making the project proposal referral and the STS/ICWC supervisor must provide specific safety information, personal protective equipment (PPE), and training to crew leaders and crewmembers. Safety data sheets (SDS) must be readily available for all hazardous chemicals used by the crews (see Policy 105.150, "Right to Know Program").

4. Crew leaders must complete a hazard assessment and take necessary precautions prior to starting a new job. Crew leaders must consult with the assigned site safety administrator, as needed. Crew leaders must follow Policy 105.116, "Fall Protection for Walking and Working Surfaces," and consult with the assigned site safety administrator for assistance in project hazard assessment, training, and fall protection equipment selection.

5. Crew leaders must follow Policy 105.126, "Adverse Weather Guideline" for prevention of heat-related illnesses, cold weather exposure, and protection from severe weather.

6. Crew leaders and crewmembers must complete an STS/ICWC Medical History/Emergency Information form, contained in the Crewmember Program Packet (attached). The crew leader must maintain crewmember information as private data and give the information to a physician only in the event of a medical emergency.

7. If a crewmember is injured, the crew leader must notify the STS/ICWC supervisor and prepare an STS Accident/Incident Report, contained in the Claims Packet (attached). The crew leader must investigate all accidents, illnesses, and injuries immediately regardless of how minor they appear. Crew leaders are encouraged to call the site safety administrator for assistance when needed to investigate an incident. Reports are retained by the regional community services supervisor.

8. Crew leaders must ensure that crewmembers are qualified to operate assigned tools and equipment. Crewmembers must have crew leader authorization to operate any tool or piece of equipment. A crew leader must not operate or teach the use of a chainsaw or brush cutter until the crew leader has successfully completed an approved STS training course and achieved certification.

9. Crew leaders issue necessary protective equipment, including hard hats, chain saw chaps, gloves, hearing protectors, respirators, safety glasses, and safety boots to crewmembers. The crew leader must instruct crewmembers in the proper use and maintenance of the equipment. Crewmembers must maintain the equipment, advise the crew leader of its condition, and turn in the equipment upon completion of the day. Crewmembers intentionally damaging or losing equipment may be subject to discipline, including replacement of the equipment.
   a) Crewmembers and STS/ICWC staff must wear hard hats as directed by the crew leader.

   b) Crewmembers and STS/ICWC staff must wear eye protection (glasses or goggles) when using hand or power tools or whenever the possibility of eye injury exists.

   c) Crewmembers and STS/ICWC staff must wear hearing protection (muffs or plugs) whenever sound levels may reach dangerous levels (see Policy 105.114, “Hearing Conservation Program”).

   d) All staff and crewmembers must comply with Policy 105.115, “Respiratory Protection Program,” when performing tasks that may result in possible exposure to harmful airborne contaminants.

   e) Staff and crewmembers with beards are not allowed to perform work requiring a respirator.

   f) Crew leaders and crewmembers must wear personal flotation devices (PFDs) at all times when working in, over, or on water. Crewmembers working/walking over ice-covered water must also carry a piece of rope not less than 20 feet long.

   g) Crewmembers must wear long-sleeved shirts and long pants, unless the crew leader authorizes short-sleeved shirts and short pants.

10. Crewmembers and STS/ICWC staff with long hair must tie it back. No loose or hanging jewelry may be worn while working.

11. Crewmembers lifting heavy objects must summon assistance when needed and lift with the legs, not the back, to prevent back injuries.

12. Crewmembers and STS/ICWC staff must not use defective or unsafe tools and equipment as determined by the crew leader, whether state-owned or equipment loaned by other agencies. Crewmembers must report such equipment to the supplier of the tool/equipment immediately for repair. STS/ICWC staff must remove the tool from service. Tools must be secured at all times when not in use.

13. Crew leaders and crewmembers must wear seatbelts at all times while traveling in a state vehicle.

14. Chemicals and flammable items must not be stored or transported inside a vehicle passenger area.

15. Crew leaders must provide mosquito and tick repellant and instructions on proper application.

16. Crew leaders must follow Policy 105.129, "Portable Drinking Water" when using water coolers for the entire crew's use.

B. Staff injury process

1. Obtaining medical treatment

a) Crew leaders must have emergency plans in place in the event of a medical emergency involving themselves.

b) The crew leader must get emergency medical treatment at the nearest medical provider.

2. Reporting and investigation

a) The crew leader and supervisor must refer to the following policies for forms and procedures:

(1) Policy 103.240, “Return to Work Process;” and

(2) Policy 105.170, “Bloodborne Pathogens.”

b) The crew leader must verbally report the injury/accident to the crew leader’s supervisor no later than then end of the work shift.

c) Both the crew leader and the crew leader’s supervisor must complete the necessary forms and submit forms to the central office workers’ compensation coordinator as soon as possible. Note: most forms are due within 24 hours of the incident or sooner and may be submitted electronically.

d) The workers’ compensation coordinator takes appropriate action as outlined in Policy 103.241, Workers’ Compensation.”

C. Staff training

1. The supervisor must ensure all crew leaders and carpenters maintain current certification in first aid/cardiopulmonary resuscitation (CPR), including:

a) Recognition of signs and symptoms, and knowledge of action required in potential emergencies;

b) Standard precautions;

c) Administration of CPR;
d) Methods of obtaining emergency assistance; and
e) Procedures for crewmember transfer to appropriate health care facilities or providers when necessary.

2. At the completion of training, the crew leader or carpenter must submit a copy of the first aid/CPR certificate(s) to the district supervisor. Certificates are retained by the district supervisor. Only the current certificate is retained.

3. The employee must submit a training verification request to the employee's supervisor through the agency-approved electronic training management system to document all approved training hours.

D. First aid supplies

1. The supervisor must provide first aid kits for each crew leader. The crew leader must ensure the on-site availability of the first aid kit at all times. Crew leaders must inspect first aid kits daily and inform the supervisor if supplies are required. Quarterly, the supervisor must inspect the contents of crew leader first aid kits.

2. Note: if an offender on the crew has an allergy (bee sting, poison ivy, etc.) that may require an epi-pen, the offender must obtain a prescription from the offender's personal doctor to obtain one. Epi-pens are not available in the first aid kit. Once used, an epi-pen is considered hazardous and must be disposed of properly.

3. When larger operations or multiple operations are being conducted at the same location, additional first-aid kits must be provided at the work site or additional quantities of supplies must be included in the first-aid kits.

E. Standard precautions

Crew leaders and crewmembers must observe standard precautions at all times to prevent the transmission of bloodborne pathogens (see Policy 105.170, "Bloodborne Pathogens").

F. Hazardous material storage

1. Crew leaders are responsible to know how to correctly store any hazardous materials used on a project. All crew leaders must attend department training on hazardous material storage. Training documentation is retained in the agency-approved electronic training management system.

2. Crew leaders must ensure correct labeling of containers.

3. In the event of an accident involving hazardous material, the crew leader must exercise caution to protect crewmembers and the public.

4. All pesticide drums, cans, bottles, and jugs must be securely capped and protected from breakage or spillage. Ripped/punctured bags or cardboard containers must be put into plastic bags or otherwise contained to prevent leakage.

5. Flammable liquids
   a) Flammable liquids must be transported in, and dispensed from, approved safety cans that meet the standards of Occupational Safety and Health Administration's

(OSHA) nationally recognized testing laboratories. The can must not exceed five gallons. Flammable liquid containers and pumps must be approved by Underwriter's Laboratories (U.L.) or Factory Mutual Liability Insurance Company of America.

b) Flammable liquids must not be stored inside the passenger compartment of a vehicle and may only be transported in the back of pick-up trucks or in trailers. Containers of flammable liquids must be secured to prevent spillage, tipping, or from becoming a projectile.

c) Flammable or combustible liquids of 25 gallons or less may be stored in safety containers outside an approved flammable storage room or storage cabinet. Flammable liquids of 60 gallons or more must be stored in a U.L.-approved storage cabinet. No more than 60 gallons may be stored in each storage cabinet.

d) "No Smoking" signs must be posted inside and outside buildings and locations storing flammables. Smoking, open flames, or sparks are prohibited within 50 feet of flammables.

e) Chainsaws, pumps, and other equipment with fuel tanks must be stored with the tank no more than one-half to three-quarters full.

f) Flammable liquid storage area doors must open outward.

g) Flammable liquid storage areas must provide positive ventilation to prevent accumulation of vapors.

h) Light bulbs in flammable liquid storage areas must be protected from accidental breakage. Fixtures and switches must be vapor-proof and spark-proof.

i) A fire extinguisher must be maintained within 50 feet of flammable liquid storage/dispensing areas.

j) Flammable liquids must not be stored in office areas unless required for maintenance and operation of building and equipment. Such storage areas must be in closed metal containers in a fire-rated storage cabinet or in safety containers.

k) Spilled flammable liquids must be wiped up at once. If spilled on a body, the body parts must be washed immediately. Rags used to wipe up spills must be immediately disposed of in an approved combustible waste container.

l) Kerosene may be stored in dwellings in two-gallon closed safety containers away from flames and sparks, at temperatures below 100 degrees Fahrenheit.

m) Defective, leaking, or damaged safety cans must be destroyed and must not be welded or soldered.

n) Disposal of flammable liquids in sewer drains is prohibited.

6. Paint

a) Flammable paint must be stored in an oil house or other special building.

b) Smoking or open flame is prohibited in rooms where spray guns are operating.

c) Positive ventilation must be used when painting indoors.

G. Tools and equipment

1. Inventory
   Crew leaders must inventory tools annually. Inventories are also required upon a change of employees, with the outgoing crew leader submitting a current inventory prior to the crew leader's last day of employment. The supervisor must verify the inventory and provide it to the new crew leader, who must also verify its accuracy. Inventories are retained by the district supervisor.

2. Selection
   Crew leaders must select, maintain, and correctly use the proper tool for the task being performed.

3. Training
   Crew leaders must have knowledge of proper selection and use of tools. Crew leaders must follow all tool and equipment manufacturer's recommended safety precautions when using tools or equipment and when instructing crew members in tool and equipment use. Crew leaders must teach crewmembers how to use a tool and must continuously monitor crewmembers for unsafe or improper tool use.

4. Use
   Tools must only be used for their intended purpose.

5. Crew leaders and crew members must follow the STS/ICWC Fall Protection Program for Residential Construction (attached), when working at elevated heights.

6. Transporting equipment
   a) Crew leaders must safely secure all tools and equipment before transport to avoid injury to crewmembers or others. Crew leaders must inspect vehicles and trailers prior to movement.

   b) Crew leaders must secure all loads and equipment to minimize movement of the equipment while the vehicle is in motion. The crew leader must ensure that hand tools are sheathed or boxed securely if transported in a vehicle with occupants.

   c) No equipment may be attached or secured on the outside of the vehicle.

   d) The crew leader must ensure that any item extending beyond the tailgate of a vehicle is red-flagged.

   e) All trailers must only be attached to towing vehicles equipped with a properly-rated hitch. Safety chains must be used and crossed over at all times.

   f) The crew leader must ensure that all vehicle and trailer lights are working properly.

g) The crew leader must ensure that gasoline-powered tools containing fuel are transported outside the passenger compartment of the vehicle.

h) Weight restrictions for passenger vans
Weights behind the rear axle must not exceed 100 pounds. Passengers need to be limited to 10 or fewer.

7. Chainsaws

a) Each STS supervisor must conduct an annual chain saw maintenance and safety session prior to regular chain saw training for all crew leaders using a chainsaw or brush saw.

b) In order to be certified, all crew leaders using chainsaws or brush saws must attend level one (beginner) training, four hours additional safety/maintenance training and four hours of actual use (tree-felling).

c) Crew leaders must satisfactorily complete level two (advanced) eight hours of actual use (tree-felling) before being certified to train crewmembers.

d) Crew leaders may not use power chainsaws until the supervisor verifies training and experience. New crew leaders claiming training and experience from other employment must send documentation of the training and experience to the supervisor for certification.

e) Chainsaw training instructors must be approved as qualified by the STS/ICWC training committee.

f) Crew leaders and crewmembers using chainsaws in an unsafe or unapproved manner are subject to disciplinary action.

g) Crew leaders must select and maintain chainsaws. Only anti-kick-back or safety chainsaws are used unless the supervisor certifies the crew leader to use a chisel chain. Only state-supplied saws in proper working order with chainsaw brakes may be used.

h) Crew leaders must frequently and thoroughly inspect and examine chainsaws before and during use.

i) Before using a chainsaw, crew leaders must ensure the following: all long hair is tied back and jewelry is secured, a first aid kit and fire extinguisher are available, emergency plans are in place, and a buddy system (second person present) is in use.

j) Chainsaw operators must wear personal protective equipment that meets OSHA logging operation standards 1910.266.

k) Crew leaders and crewmembers must only use STS chainsaw instructor-approved cutting methods.

l) The STS/ICWC management team must maintain and implement chainsaw training criteria.

m) Supervisors must ensure crew leader training and documentation of training level in the approved training management system. Supervisors must quarterly inspect crew leader chainsaws and related safety equipment.

n) All staff using a chain saw must possess a current copy of the logger's safety training guide.

H. Use of warning devices

The crew leader must deploy appropriate warning devices and procedures must be deployed to allow for safe and uninterrupted traffic flow and worker safety.

1. Crew leaders must use appropriate traffic warning devices according to the traffic zone layout manual (see the Minnesota Temporary Traffic Control Field Manual, link attached). Crew leaders must use good judgment in determining whether safety concerns are adequately addressed.

2. Before starting work on any right-of-way, crew leaders must obtain permission from the governing road authority, consisting of properly completed project proposals signed by the project manager.

3. When a crew leader undertakes any project that must require the crew to work in the roadway or block a traffic lane:
   a) The governing road authority must agree to provide a person qualified in traffic control practices to assist the crew leaders in placement of appropriate traffic control devices.

   b) The governing road authority must provide the necessary devices including vehicles equipped with warning lights as outlined in the traffic zone layout manual.

4. The crew leader must keep traffic-warning devices which are part of the STS/ICWC inventory clean and in good repair. The crew leader must replace dirty and faded signs.

5. All traffic control or warning devices used must meet the specifications for such devices as outlined in the traffic zone layout manual.

6. STS/ICWC vehicles and trailers must be parked on the far right on the shoulder of the roadway, as far out of the traffic lane as possible. Whenever possible they should be parked off the shoulder on an approach or in a ditch.

7. STS/ICWC vehicles parked on public road right-of-ways must display a visible activated flashing yellow warning light, or activated vehicle emergency hazard lights.

8. Crew leaders and crewmembers must wear high-visibility outer garments such as vests, shirts, or jackets that meet OSHA requirements before erecting traffic warning devices.

9. The crew leader must place a traffic-warning device noting “workers ahead” on the shoulder and out of the traffic lane. Placement must not impair the visibility of the traffic or the workers.
   a) On roadways where the speed limit is 30 mph or lower, the warning device must be 250 feet in advance of the work area. If the roadway has two-way traffic, a

warning device must be placed 250 feet in advance of the work area in the opposite direction to notify traffic in that direction.

b) On roadways where the speed limit is 35 mph, the same procedures must be followed except that the warning device(s) must be placed 350 feet in advance of the work area.

c) On roadways where the speed limit is 40-45 mph, the same procedures must be followed except that the warning device must be placed 600 feet in advance of the work area.

d) On roadways where the speed limit is 50-55 mph, the same procedures must be followed except that the warning devices must be placed at 750 feet in advance of the work area.

e) On roadways where the speed limit is 60-65 mph, the same procedures must be followed except that the warning devices must be placed at 1000 feet in advance of the work area.

e) On roadways where the speed limit is 70-75 mph, the same procedures must be followed except that the warning devices must be placed at 1200 feet in advance of the work area.

g) When work is performed on a one-way roadway, the warning device must be placed on the same side of the roadway that the work is being done. If crews are working on both sides of the roadway, both sides must have warning devices placed at intervals as outlined above.

INTERNAL CONTROLS:

A. Crew leader training is retained electronically and documented in the agency-approved electronic training management system. Crew member training documents are retained by the crew leader during the crew member's time of service.

B. The district supervisor retains the most current first aid/CPR certificates of the crew leaders and carpenters.

C. Accident reports and inventories are retained by the district supervisor.

ACA STANDARDS: None

REFERENCES: Minn. Stat. §§ 244.03; 471.59, subd. 10; 609.135, subd.1
Policy 103.240, "Return to Work Process"
Policy 105.113, "Personal Protective Equipment (PPE)"
Policy 105.114, "Hearing Conservation Program"
Policy 105.115, "Respiratory Protection Program"
Policy 105.116, "Fall Protection for Walking and Working Surfaces"
Policy 105.125, "A Workplace Accident and Injury Reduction Program (AWAIR)"
Policy 105.126, "Adverse Weather Guideline"
Policy 105.129, "Portable Drinking Water"
Policy 105.150, "Right to Know Program"

Policy 105.170, “Bloodborne Pathogens”
Policy 106.210, "Providing Access to and Protecting Government Data"
Policy 103.241, Workers’ Compensation”
Policy 205.100, “Accident Prevention and Injury Claims in Community Work Service Programs”
Policy 205.110, “Institution Community Work Crew (ICWC) Program”
Policy 205.115, “Sentencing to Service (STS) Program”
Logger's Safety Training Guide, March 1997, Forest Industry Safety & Training Alliance, Inc.
Minnesota Temporary Traffic Control Field Manual, January 1, 2018
Health and Safety Code Handbook, US Department of Agriculture, 12/1/99

REPLACES: Division Directive 105.130, “Offender and Staff Safety – Sentencing to Service (STS) and Institution Community Work Crew (ICWC),” 7/26/16.
All unit policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: Fall Protection Program for Residential Construction (105.130D)
Fleet Safety Standards for Towing Trailers (105.130E)
STS/ICWC Medical History/Emergency Information form, Crewmember Program Packet (Available to staff only on the DOC intranet:)
STS Accident/Incident Report, contained in the Claims Packet (Available to staff only on the DOC intranet:)
Offender Safety Training form (105.125F)

APPROVALS:
Deputy Commissioner, Community Services
Deputy Commissioner, Facility Services
Assistant Commissioner, Operations Support
Assistant Commissioner, Facility Services