



STATE OF MARYLAND
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES
DIVISION OF PRETRIAL DETENTION AND SERVICES

	PROGRAM: Safety and Sanitation
	PDSD: 80-8
	TITLE: Risk Management
	ISSUED: August 15, 2000
	APPROVED: La Mont W. Flanagan  COMMISSIONER

- I. References: Annotated Code of MD, Article 41§§4-101©, 4-104 (e); Executive Order .01.01/1989.15 and 01.01/1995.26; Secretary's Directive 04-90 (Rev.3); COMAR 12.14; Occupational Safety and Health Act of 1970 (84 Stat.1593)
- II. Applicable to: The Division of Pretrial Detention and Services
- III. Purpose: To establish a program for the Division of Pretrial Detention and Services in accordance with guidelines issued by the State Employee Risk Management Agency.
- IV. Definitions: None
- V. Policy: It is the policy of the Division of Pretrial Detention and Services that a risk management program be implemented to ensure a safe and healthy work environment for employees and the public.
- VI. Procedures:

The Divisional Risk Management Coordinator (RMC) will implement directives as outlined by the State Employee Risk Management Agency and oversee all aspects of the Divisional Risk Management Program, to include:

- A. Establishment of Institutional Risk Management Teams (RMT) as follows:
 - 1. Membership:

BCDC	BCBIC	PRSP
Security Chief/ Leader	Security Chief/ Leader	Deputy Director/ Leader
Personnel Rep (Adm Off II)	Personnel Rep. (Adm Off II)	Administrative Officer III
Maintenance Manager	Maintenance Manager	Administrative Officer III
DPDS Health Services Adm	Sgt. Rep. (Health & Safety)	Investigative Supervisor Day Shift
Lt. Rep. (Health & Safety)	to be appointed	Investigative Supervisor Evening Shift
Lt. Rep. (Transportation)	to be appointed	Investigative Supervisor Night Shift

B. Establishment of Institutional Health & Safety Teams (HST) as follows:

1. Membership

BCDC	BCBIC	PRSP
Security Chief/ Leader	Security Chief/ Leader	Deputy Director/ Leader
Rep. Health & Safety Unit	Rep. Facility Maintenance	Administrative Officer III
Rep. Food Service Vendor	Rep. Security (3)	Administrative Officer III
Rep. MDC & WDC Staff	Rep. Personnel Office	Investigative Supervisor Day Shift
Rep. Personnel Office	Rep. Food Service	Investigative Supervisor Evening Shift
Director Training Unit		Investigative Supervisor Night Shift
Dir. Transportation Unit		
Medical Director		

2. Functions will include:

- a. Reporting directly to the RMC about risk management issues;
- b. Review of accident records/ statistics, development of plans for corrective action, and assessment of effectiveness of corrective action.
- c. Completion of Risk Management surveys as requested by the Divisional Risk Management Team and SERMA.
- d. Recommendation of specific health and safety studies and reports, as needed.
- e. Monitoring of potential risks/ hazards/ unsafe work practices and proposals to eliminate or minimize the danger.
- f. Recommendation, implementation and monitoring of safety rules and regulations.
- g. Posting and enforcement of all applicable health and safety rules and regulations. Establishment of a sign-off procedure to document staff awareness for current rules and regulations.
- h. Recommendation of specific staff training in areas of health and safety, as needed.

3. Meeting Schedule: Committees will meet no less than monthly. Poor meeting attendance will be reported to the RMC.

4. Minutes - Within 1 week of a meeting, minutes will be distributed as follows:
 - Commissioner
 - Deputy Commissioner
 - Facility Administrator (Warden or PRSP Director)
 - RMC
 - HST Members

C. Divisional Risk Management Team:

1. Membership:
 - Risk Management Coordinator, Leader
 - Deputy Director, PRSP
 - Security Chief, BCDC and BCBIC
2. Functions will include:
 - a. Establishment of safety performance goals for each unit of DPDS. Goals will be specific, measurable, and objective standards for the periodic assessment of each unit's progress in reducing the number of injuries. Goal attainment will be a factor in the performance appraisal of DPDS Managers.
 - b. Efforts to maximize cost-effective injury ,management programs, while holding all employees accountable for their safety behaviors.
 - c. Recommendation of specific departmental policies, administrative procedures, and educational/ training programs to reduce risks to employees in the performance of their duty and to promote the safety and well-being of employees and the public.
3. Meeting Schedule: Meetings will be held no less than quarterly.
4. Minutes: Within 1 week of a meeting, minutes will be provided to:
 - Commissioner
 - Deputy Commissioner
 - Warden, BCDC and BCBIC
 - Director, PRSP
 - Team Members
 - RMT Leaders

VII. Attachments: Appendix A - Injury Claim Report

VIII. Rescissions PDSD# 80-8, Risk Management (9-15-99)

Distribution: "A"

MARYLAND DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES

RISK MANAGEMENT ADMINISTRATION

INJURY CLAIM REPORT

Agency: The Division of Pretrial Detention and Services

Month/Year: _____ / _____

Employee Name	Claim No.	Injury Date	Part of Body	Cause of Injury	Lost Work Case

2. Functions

The RMT will ensure that the DPSCS risk management mission is proactively pursued and will:

- a. Report directly to the RMC about risk management.
 - b. Hold mandatory monthly meetings to review, analyze and discuss:
 - i. Work-related injury claims (Department and insurance carrier)
 - ii. Insurance carrier reports (*usu.* comprehensive quarterly reports)
 - iii. Worker's compensation hearings (*esp.* contested cases)
 - iv. Fiscal year (current) risk management performances
 - v. Work-related injury claims trends, causes and costs
 - vi. Corrective action plans
 - vii. Injury claim investigations
 - viii. Risk management goals
 - c. Monitor compliance with all programs, policies and procedures established to reduce risks to employees in the performance of their duties and to prevent or minimize work related injuries and illness.
 - d. Submit an Injury Claim Report (Appendix A) to the appointing authority and the RMAD Director by the fifth day of each month.
 - e. Communicate risk management performance data to all employees through direct handouts, bulletin boards, newsletters, roll calls, etc.
 - f. Be represented at quarterly RMNT meetings by the RMTL or designee.
 - g. Evaluate of the progress of the Health & Safety Unit and assistance to the Unit as follows:
 - i. Identify existing and potential problems, hazards;
 - ii. Determine the causes;
 - iii. Develop plans for corrective action; and
 - iv. Evaluate the corrective action.
3. Minutes - Within 1 week of a meeting, minutes will provided to:
- Commissioner
 - Deputy Commissioner
 - Facility Administrator (Warden or PRSP Director)
 - RMC
 - RMT Members