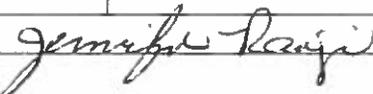


DELAWARE CHILDREN'S DEPARTMENT POLICY

POLICY #116	SUBJECT: Safety Policy
EFFECTIVE DATE: October 10, 2006 UPDATED: JUNE 20, 2014	PAGE 1 of 1
AUTHORIZED SIGNATURE	

SAFETY POLICY

I. PURPOSE

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. The purpose of this policy is to establish broad parameters and guidance for safety in the workplace that is designed to augment sound management practices.

II. PROCEDURES

- A. The Department maintains a Safety Plan (attached to this policy) that outlines expectations for employees regarding workplace safety and provides information for handling of safety-related events. A copy of the Safety Plan will be available at each Department office location. Revision to the current Safety Plan is anticipated to occur in FY2015.
- B. The Department has a safety committee with representatives from each building and each Division within the buildings. The Committee will meet at minimum once per year to review the Safety Plan and make any needed changes. Any changes made to the plan will be communicated to all employees.
- C. All employees will receive training on the Safety Policy and maintaining a safe workplace as part of New Employee Orientation and annually thereafter.



DEPARTMENT OF SERVICES FOR
CHILDREN, YOUTH AND THEIR FAMILIES
HUMAN RESOURCES

SAFETY PROGRAM PLAN

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INTRODUCTION

The Department of Services for Children, Youth and their Families is committed to providing a safe and healthy work environment. Each of the Divisions within the Department provides a unique service resulting in unique employee safety and health exposures. Due to the nature of their work, caseworkers are often exposed to uncontrollable safety hazards in the homes of clients. Staff working directly with adjudicated youth are exposed to different types of hazards. While the major exposures of each division represent unique challenges, the development, implementation and application of a formal safety program must be consistently applied throughout the Department. The most effective safety efforts and programs involve input from all employees, consistent first level supervisory direction, and effective management. The Department's performance goal is to reduce employee injuries by 10% each year. To help plan and implement ways in which we can meet or exceed our goal, we established this Safety Program Plan.

PURPOSE: To provide a safe and healthy work environment for staff, clients and the public. To establish broad parameters and guidance for safety in the workplace that are designed to augment sound management practices.

MANAGEMENT COMMITMENT: Management is committed to health and safety of all staff. Management will ensure that the DSCYF Safety Plan is up-to-date and available at all locations, that supervisors are properly trained in the area of safety and health, that training will be provided to staff specific to their function and types of clients, that valid and effective selection criteria are in place for contractors and that contractors comply with DSCYF Safety Policies/Procedures.

GOAL: To provide the highest practical level of safety to the public and our employees by formally integrating safety into every facet of our daily operation.

SAFETY RELATED RESPONSIBILITIES

Every functional unit within the Department has safety related responsibilities. The commitment must come from the Top Management. Safety is a line management/supervisory responsibility. The line supervisor implements all phases of a safety program, including but not limited to investigating accidents, minimizing hazards, reporting accidents and deficiencies and ensuring compliance. The Safety Leader and Safety Champions advise and assist in fulfilling safety goals.

A. DIVISIONAL MANAGEMENT STAFF RESPONSIBILITIES

- Establish overall customer and employee safety goals.
- Establish specific safety goals and performance criteria for own staff.
- Commit to safety.
- Hold their management team accountable for safety.
- Ensure that their management team members receive appropriate safety training.

B. SUPERVISOR RESPONSIBILITIES

- Spot, Investigate and Report hazards.
- Discuss safety issues as part of regularly scheduled unit meetings.
- Encourage staff to do safety checks of their work areas in an attempt to avoid accidents/injuries
- Establish specific safety goals and performance criteria for own staff.
- Commit to safety.
- Work with the Safety Champions to ensure policies and programs are implemented and that the Department is in compliance with this Safety Program Plan.
- Actively manage safety and injury prevention reviews, routine safety inspections and incident investigations.
- Assure that all safety related records are prepared, maintained and submitted in a timely manner.

C. SAFETY LEADER RESPONSIBILITIES

- Provide access and management commitment to Safety Champions in the areas of injury and illness prevention, safety training, documentation and safety program enforcement.
- Provide training, guidance, direction and leadership.
- Support the Safety Champions in implementing the agency safety program, organizing training, enforcing policies and overcoming organizational barriers.
- Review and approve content for the health and safety program and policies.

D. SAFETY CHAMPION RESPONSIBILITIES (In conjunction with the Supervisor)

- Act as the local advocate for a safe working environment.
- Act as the liaison to the Divisional manager responsible for overall safety performance.
- Coordinate development of site safety plan.
- Provide technical support in the areas of injury and illness prevention, physical hazard assessment, basic safety training, identification of appropriate personal protective equipment, and safety policy interpretation.
- Participate in site health and safety committees.
- Participate on Statewide Department Safety Committee.
- Deliver training to agency employees on the basics of safety and injury prevention.
- Review site operating procedures for compliance with the safety and injury prevention program.
- Participate in safety and injury prevention reviews, routine safety inspections and incident investigations, making appropriate recommendations.

E. EMPLOYEE RESPONSIBILITIES

- Practice safe working habits and safety reporting.
- Take all reasonable safety related actions appropriate to position, function, location and circumstance.
- Refrain from activities not conducive to workplace safety.

SAFETY AWARENESS

Maintaining interest and awareness in safety is necessary. Accident prevention depends largely upon the desire of people to work safely. One of the basic tools in maintaining interest in safety is good communication. To this end,

- Supervisors/Managers will be required to discuss safety issues as part of regularly scheduled unit meetings.
- Staff will be encouraged to do safety checks of their work areas in an attempt to avoid accidents or injuries.
- Pamphlets dealing with Safety related issues will be widely distributed in all work locations.

Continuous and on-going training is necessary in the area of safety for all staff.

Safety Orientation training will be developed and provided. The training will include

- Dissemination of policy/procedure and plan
- Employee role
- Supervisor/Manager role
- How to spot hazards
- How to report hazards
- What to do if Injured
- Return to Work

Training specific to type of client contact will be developed and provided by the service divisions.

- Involuntary clients
- Incarcerated Youth
- Mentally challenged clients

Areas of Safety to be addressed.

- Field Safety
- Safety at the worksite (office/school)
- Fleet Safety (safety behind the wheel)

SAFETY GOALS/REPORTING AND INVESTIGATING SAFETY PROBLEMS

The Department goal is a 100% safe environment. In an attempt to achieve this goal, the Department's performance goal is to reduce employee injuries by 10% each year. All employees are encouraged to spot hazards in their immediate work area before they result in accidents or injuries and report such hazards.

Every incident that results in or could have resulted in injury or accident in the workplace is to be reported and investigated by Supervisory/Management staff.

REPORTING

Any employee who feels that their work environment is unsafe shall immediately report to either their supervisor or a member of management. Management will immediately report the unsafe condition to the Facility Head. If the hazard is easy to correct, do so immediately. If the hazard is not easy to correct, the Facility Head shall immediately notify the site Safety Champion for guidance and/or assistance. All allegations of safety violation/hazards will be taken seriously. Employees reporting real or perceived safety concerns in good faith will not be subject to reprisal based on their report. Supervisor/Managers will immediately report, document and investigate safety hazards on Hazard Identification Form and forward to the site Safety Champion.

IF AN EMPLOYEE IS INJURED AS A RESULT OF THE SAFETY HAZARD, THEY MUST COMPLETE A REPORT OF INJURY TO BE FILED WITH THE HUMAN RESOURCE UNIT (See Job Related Accidents/Injuries).

TRACKING

Divisional Management will be responsible for tracking all safety hazards and will submit reports on a quarterly basis to the Safety Leader. The purpose of the tracking will be to identify the source of the accident so that corrective action can be taken and to compile statistics to determine if a pattern exists that requires needed changes and to identify additional training needs.

STAFF SAFETY

Staff is not expected to place their own safety in jeopardy but is to recognize that some degree of risk is inherent in any job involving the delivery of services to children. All staff are responsible for proactively managing their own safety as much as possible. There are several things workers can do to reduce risk to themselves.

- Find out what you can about the client and the setting you will be entering before meeting with the client. This can be done by reviewing existing records or, if authorized, review DELJIS information. If there is a history of violence or criminal behavior, assistance from the police should be sought. In the event that police are not available, take another worker along*.
- Have a cell phone in working order when out in the field.
- Make sure that supervisors or others within the unit are aware of where you are going and when you are expected to return. If plans change while in the field, telephone your supervisor before you do an unanticipated visit.
- Do not take purses, briefcases or laptops into a client's home.
- When it is necessary to remove a child from a home, request assistance. Police presence is preferred, however, if the police are not available, take another worker along with you*.
- Consider doing joint home visits with community partners such as Public Health, Probation/Parole, etc.
- If at any time during a home visit or in the office, you feel that your personal safety is in jeopardy, leave the home or area immediately.

****Divisions do not have the resources to allow a two-person response to all contacts with clients and families. Where there exists an indication of possible risk to a staff person, supervisors should be consulted.***

The following are guidelines for when a two-person response or police assistance may be warranted:

Two-person response may be needed when:

1. Intake notes the possibility of a dangerous situation.
2. The client home is in a high crime or in an isolated area.
3. The initial contact is to be made after dark.
4. There is a known history of domestic violence.
5. There is a history of suicide attempts or mental illness.

Police assistance may be needed when:

1. Suspected weapon(s) in the home.
2. Intoxicated person(s) in the home.
3. A person in the home has a violent criminal history.

If you suspect that a crime is in progress, consult a supervisor immediately. The supervisor will make a determination about notifying the authorities.

JOB RELATED INJURIES (WORKER'S COMPENSATION)

The Workers Compensation Act is designed to provide compensation, as well as medical and rehabilitation assistance, to workers who suffer any injury or industrial disease arising out of and in the course of employment.

A Report of Injury Form needs to be filed with the Human Resource Unit within 24 hours to report a job related accident or injury sustained by an employee in the performance of his/her duties. Timeliness in reporting the incident to Human Resources is critical.

When an injury occurs on the job, afford the injured employee an opportunity to be seen by a physician. Immediately after the injury, or as soon thereafter as practical, have the employee complete a Report of Injury Form. The reverse side of the Report of Injury requires a supervisory investigation of the incident, which must be completed immediately upon receipt from the employee. ***The Department is required to notify the Industrial Accident Board within 10 days of the incident or of obtaining knowledge of the accident.*** Failure to notify the Industrial Accident Board within the 10 days may jeopardize and/or cause a delay in the claim. If an employee is unable to complete a Report of Injury, the supervisor should complete one on the employee's behalf. Upon receipt of the Report of Injury, the Human Resource Unit will complete the paperwork necessary and forward to the Insurance Carrier who will determine if the injury is compensable. A copy of the paperwork that is filed with the insurance carrier will be forwarded to the employee along with instructions to forward billings received to the insurance carrier.

LOST TIME INJURIES

If an employee is unable to work as a result of a job related injury and it is determined that the injury is compensable by the Department's insurance carrier, leave will be charged as follows:

- No time will be charged on the date the incident occurred
- If the employee is incapacitated for three (3) calendar days or less, the time is not compensable and therefore, accumulated leave or leave without pay must be utilized.
- If the employee is incapacitated for four (4) calendar days but less than seven (7) calendar days, the time is compensable for every day after the initial three (3) days and therefore, accumulated leave or leave without pay, as appropriate, must be utilized for the first three (3) calendar days.
- An employee incapacitated for seven (7) calendar days or more is entitled to receive compensation from the date the injury was sustained.

Employees will be charged sick, vacation, and/or compensatory time until the worker's compensation claim is approved or denied. If the employee does not have sufficient leave time to cover the absence, the employee must be placed on a leave without pay status until the approval or denial of the worker's compensation claim is received. If the claim is approved, the leave and/or pay will be reinstated to the employee.

If an employee is absent more than the three (3) days due to the injury, the insurance carrier will pay Total Temporary Disability (TTD) provided there is sufficient medical documentation. ***If the employee maintains their salary during the time they are out due to the injury, the TTD payments will be recouped via the payroll deduction process.*** This is the procedure required by the State. The State will supplement the TTD payments for a period of three (3) months only, unless receiving Hazardous Duty Supplement, in which case the State will supplement the TTD payments for a period of twelve (12) months. ***Employees incapacitated beyond the supplemental period may opt to utilize accumulated leave or be charged leave without pay to supplement their TTD payments (approximately 1/3 of a day charged).*** Employees will continue to accrue vacation/sick leave during the time they are receiving payment from the State.

If the employee's doctor instructs the employee to remain home, it is the ***employee's responsibility*** to inform their supervisor of the absence and to provide medical documentation with an anticipated duration of the absence. It is the ***supervisor's responsibility*** to inform the Human Resource Unit of the employee's continued absence and to require up-to-date medical documentation to support the employee's continued absence. Medical documentation is required each month when an employee is out for an undetermined amount of time due to injury.

After returning to work, subsequent absences for medical appointments, including physical therapy, will be charged to the employee's accumulated leave or leave without pay.

SUPERVISORY FOLLOW-UP INVESTIGATION

As a part of the supervisory investigation, a determination should be made as to the cause of the accident and whether or not the accident could have been prevented. Necessary steps will be taken to remedy unsafe conditions as appropriate; i.e., repairs, improvements, training, etc.

RETURN TO WORK

Every attempt should be made to return the employee to work as quickly as possible following a job related injury or illness. Although transitional duty functions may not be available for every situation, accommodations should be made whenever possible and appropriate. For injuries/disabilities covered under the Americans with Disabilities Act, accommodations may be required. Consult with your Human Resource Representative to determine transitional duty possibilities/requirements. Refer to the Department's Return To Work Program Plan.

VEHICLE SAFETY

Equipment used for purposes of transportation will only be operated by authorized State of Delaware employees, holding a valid drivers license. Employees may be subject to a DMV check to insure license is valid and to review past violations. Employees operating vehicles may not engage in the use of substances that may impair their judgment or driving ability. Each operator and passenger is required to use seat belts at all times during the use of the vehicle. Operators are required to act in a responsible fashion. The State of Delaware will not condone illegal, unsafe or reckless driving practices. Passengers are not permitted to ride in the bed of trucks for any purpose.

All damage or malfunctions should be reported to the “Key Keepers” who will notify the DMSS Facilities/Fleet Manager.

Automobile accident reports must be filed, with as much detail as possible, within one to three days of the incident. Forms for Fleet Services vehicles are in the glove compartment of the vehicles. The lack of a form should not preclude the timely reporting of an accident. Accidents involving injuries should be phoned into the Insurance Coverage Office or to Fleet Services as soon as possible. The DMSS Facilities/Fleet Manager can be of assistance.

The State strives to maintain safe equipment and safe drivers.

WORKPLACE VIOLENCE

The Department of Services for Children, Youth and Their Families is committed to promoting a safe environment for its employees. The Department is committed to working with its employees to maintain a safe working environment that is free from violence, threats of violence, harassment, intimidation and other disruptive behavior. Violence, threats, harassment, intimidation and other disruptive behavior in the workplace will not be tolerated. Reports of incidents will be taken seriously and will be dealt with appropriately.

The State does not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities. Threats or acts of violence include conduct against persons or property that is sufficiently severe, offensive or intimidating to alter the conditions of state employment, or to create a hostile, abusive, or intimidating work environment for one or more employees, customers, or business partners. Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination of employment. Non-employees engaged in violent acts on the employer's premises will be reported to the proper authorities and fully prosecuted.

The following list of behaviors, while not all inclusive, provides examples of conduct that is prohibited:

1. Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress.
2. Intentionally damaging employer property or property of another employee.
3. Hitting or shoving an individual.
4. Threatening to harm an individual or his/her family, friends, associates or their property.
5. The intentional destruction or threat of destruction of property owned, operated or controlled by the state.
6. Making harassing or threatening telephone calls, or sending harassing or threatening letters or other forms of written or electronic communications.
7. Intimidating or attempting to coerce an employee to do wrongful acts, as defined by applicable law, administrative rule, or policy that would affect the business interest of the state.
8. The willful, malicious and repeated following of another person, also known as "stalking" and making of a credible threat with intent to place the other person in reasonable fear for his/her safety.
9. Making a suggestion or otherwise intimating that an act to injure persons or property is "appropriate" without regard to the location where such suggestion or intimidation occurs.
10. Possession of a weapon while on employer property or while on employer business (unless specifically approved by the Cabinet Secretary/Agency Head as a job-related requirement).
11. Committing acts motivated by, or related to, race, age, color, national origin, religion, sexual orientation, sex, disability, marital status, sexual harassment or domestic violence.

All employees are responsible for notifying their supervisor of any threats which they have witnessed or received. Even without any actual threat, employees should report any behavior they have witnessed which they regard as threatening or violent, when the behavior is related or might be carried out at work or is connected to State employment. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behavior. Any potential dangerous situation must be reported immediately to a supervisor or the human resource office. The supervisor is responsible for reporting the situation to his/her Facility Head who in turn will notify the Division Director and their Human Resource representative. Reports can be made anonymously and all reported incidents will be investigated if there is sufficient information in order to initiate an investigation.

To protect the rights of the accused, Management will limit disclosure of the threat and identity of the alleged perpetrator(s) to involved personnel. The agency does however, have an obligation to warn potential victims of violence. Any release of information will be determined on a case-by-case basis and be cleared through the Department's Affirmative Action Coordinator and made in a good faith effort to warn potential victim(s) regarding violent activities. The Department of Services for Children, Youth and Their Families shall make a good faith effort to continue to promote a workplace free from violence.

WORKPLACE VIOLENCE AWARENESS

While we do not expect employees to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment and to inform the Human Resource Office if any employee exhibits behavior, which could be a sign of a potentially dangerous situation. Such behavior may include:

1. Discussing weapons or bringing them to the workplace.
2. Displaying overt signs of extreme stress, resentment, hostility or anger.
3. Making threatening remarks.
4. Sudden or significant deterioration of performance.
5. Displaying irrational or inappropriate behavior.
6. Dropping hints about a knowledge of firearms.
7. Making intimidating statements like: *"You know what happened at the Post Office"* or *"I'll get even"* or *"You haven't heard the last of me."*
8. Physical signs of hard breathing, reddening of complexion, menacing stare, loudness, fast profane speech.
9. Having a romantic obsession with a co-worker who does not share that interest.
10. Intense anger, lack of empathy.
11. History of interpersonal conflict, domestic problems, unstable/dysfunctional family.
12. Brooding, strange behavior, "time bomb ready to go off."

Office Awareness

1. Be familiar with your building
2. Take precautions when working late or arriving early – make sure someone knows your whereabouts and have them check on you from time to time
3. Have a telephone close at hand for use in emergencies
4. Secure personal belongings to protect against theft
5. Be especially careful when leaving the office and going to your vehicle. If possible, get someone to escort you to your vehicle after dark. Have your keys ready and look all around your vehicle, inside and out.

In all situations, if violence appears to be imminent, employees should take the precautions necessary to assure their own safety and the safety of others. Employees who confront or encounter an armed or dangerous person should not attempt to challenge or disarm the individual. Employees should remain calm, make eye contact and talk to the individual. If management can be safely notified of the need for assistance without endangering the safety of the employee or others, such notice should be given. Otherwise, cooperate and follow the instructions given by the individual.

GUIDELINES FOR WHEN WORK SITE IS TEMPORARILY NOT ACCESSIBLE

If an employee's work site is not accessible due to an unforeseen emergency (bomb threat, flooding, etc.) that necessitates the closing of the site, management will attempt to locate an alternative work site.

If an alternative work site is located, employees will be directed to report there until their normal work site is accessible. If the employee requests not to report to the alternative work site, he/she may be offered the opportunity to use vacation, flex time or compensatory time based on operational needs. Casual/seasonal staff are also directed to report to the alternative site. If a casual/seasonal chooses not to report to the alternative site they will not be paid. Essential Employees *may be required* to report to the alternative site as part of an emergent situation.

If an alternative work site cannot be arranged, employees will be advised when to report back to their normal work site. Employees will not be required to use accumulated leave as long as they report back as requested.

Employees on approved vacation, compensatory time, sick leave or alternative work schedule, will not have the leave usage changed or their schedule changed solely due to the emergency. In other words, the leave will still be charged.

Management should develop a means of communicating alternative sites to employees out of the office.

***THESE GUIDELINES DO NOT APPLY FOR LONG TERM INACCESSIBILITY OF
EMPLOYEE WORK SITE AND/OR MAY BE PRE-EMPTED BY A GOVERNOR'S
DECLARATION OF EMERGENCY***

EMERGENCY PREPAREDNESS

Emergency shall be defined as bomb threats, violent incidents, fire, explosion, and natural disasters such as floods, earthquakes, hurricanes, etc.

A Departmental team will be developed with representatives from each major location and coordinated by the DMSS Safety Leader. The team will meet quarterly to develop and discuss action steps needed in the event of an emergency. Team members will be responsible for coordinating development of site plans. They will work with building/agency owners to ensure a safe work environment. This will include, but not be limited to, coordinating fire drills, ensuring that first aid kits are stocked with materials recommended by the Red Cross, ensuring that maps are displayed to evacuate the building, and liaison with local Red Cross, fire, police and State authorities.

The DMSS Safety Leader will compile a Department Emergency Preparedness Plan consisting of site specific plans to be developed by the Safety Champions. The Plan will include:

1. Identification of individual(s) responsible for
 - a. Communication
 - b. Data Recovery
 - c. Emergency Response

2. Preparedness
 - a. Orderly Actions
 - b. Communication
 - c. Decision-making
 - d. Relocation procedure
 - e. Data Recovery Procedure
 - f. Residential facilities - accessibility to population

3. Prioritization
 - a. Protect human life
 - b. Eliminate risk/hazard
 - c. Physical assets and data
 - d. Minimize losses
 - e. Resume normal operations

4. Supervisory/Management checklist
 - a. What to do in the event of an emergency/Emergencies Procedures Guide
 - b. Dealing with Medical emergencies

WORKPLACE ENVIRONMENT

ERGONOMICS

Ergonomics is the science of designing equipment to maximize worker productivity by reducing operator discomfort and fatigue. Any strain on your wrist, arms, fingers, back, torso or shoulder caused by your work, should be reported to your supervisor. Supervisors will consult with management and divisional training staff to determine appropriate workplace design.

COMMUNICABLE DISEASES

All staff are expected to practice Universal Precautions – that is to assume that all blood and body fluids are potentially infected. Wear gloves before handling body fluids or touching someone's broken skin or blood. Good hygiene should be practiced by washing hands thoroughly and regularly and after touching clients. There are many websites available on infection control and communicable diseases. Contact your divisional training staff for more information on communicable/infectious diseases.

INDUSTRIAL HYGIENE

The State, in its effort to maintain a safe and healthful workplace realizes that there may be occasions where employees are exposed to potentially hazardous airborne substances. When there is a report of a suspected hazard or airborne toxic, dust or noise, the State will make every endeavor to identify and evaluate that alleged environmental condition.

DRUG FREE WORKPLACE

The Department of Services for Children, Youth and Their Families believes that illegal drugs have no place in the work environment. Furthermore, Congress passed the Drug-Free Workplace Act of 1988, requiring the certification of federal grantees of a drug-free workplace, and the Department Supports that Act.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited by the Department of Services for Children, Youth and Their Families, in all places where its employees work, including all State-owned vehicles, and in carrying out any federal grant activity. As a condition of employment, each employee shall abide by this prohibition and shall notify the Department if he/she is convicted under any criminal drug statute for a violation occurring in the workplace. Violation of such prohibition shall result in personnel action against the employee, which shall include action up to and including termination, and/or satisfactory participation in an approved drug abuse assistance or rehabilitation program. The Department has no obligation to pay for such a program, but the cost of the program may be covered by an employee's health insurance policy. A copy of the Department's Drug Free Workplace Policy, including the schedule of violations and penalties, is given to employees upon hire.

EMPLOYEE ASSISTANCE

EMPLOYEE ASSISTANCE PROGRAM (EAP)

“An EAP is a worksite-based program designed to assist in the identification and resolution of productivity problems associated with employees impaired by personal concerns including, but not limited to, health, marital, family, financial, alcohol, drug, legal, emotional, stress or other personal concern which may adversely affect job performance.”

Employee Assistance Professional Association

All employees who ***are enrolled in the State of Delaware non-Medicare health insurance plans***, their dependents and pensioners who do not have Medicare may use the EAP.

Information shared with the EAP is confidential and will not be disclosed to anyone without the individual's specific written consent except in cases of

- Imminent threat of harm to self or others or as otherwise required by law or court order.

EAP records **DO NOT** become a part of an employee's personnel file.

There is no cost to eligible participants for the initial assessment or short-term counseling services provided by the EAP. Fees charged by providers to whom the participant may be referred are the responsibility of the participant in coordination with their health insurance. The EAP professional will make every effort to coordinate care through the participant's State of Delaware health plan.

For more information or to arrange for a confidential appointment call:

Human Management Services (HMS)
800-343-2186
www.hmsincorp.com

Call HMS if you need guidance or assistance with any issue.

EMERGENCY AND ADVERSE WEATHER GUIDELINES

State employees in the executive branch are governed by Executive Order for emergency situations.

Department and agency heads identify essential employees that must report to work during an emergency declared by the Governor. Essential employees are responsible for carrying out the emergency operational services of the Department during a State of Emergency declared by the Governor. Essential employees are expected to report to and remain at work for their regular work shift. Should a crisis situation develop that requires an individual to respond and the roads are not passable, police assistance in securing transportation should be sought. If essential personnel are prevented by the police or other emergency personnel from traveling to their work site due to an emergency, natural or manmade, the employee is required to inform such emergency personnel of their essential status. If the employee is still prevented from traveling, they are to notify their supervisor of the obstruction and will then be excused and not charged for the absence. An essential employee who fails to report to work for any other reason must notify their supervisor and may request to use annual leave, accumulated compensatory time or be docked for the absence. A doctor's certificate will be required for sick leave requested after a State of Emergency is declared.

In the event of closings or delays for State agencies, the following media outlets will be notified by the Office of Management and Budget:

<u>RADIO STATIONS</u>	<u>TV STATIONS (KENT AND SUSSEX COUNTIES)</u>
<ul style="list-style-type: none"> • WJBR - 99.5 FM • WSTW - 93.7 FM • WILM - 1450 AM • WRDX - 94.7 FM • WNRK - 1260 AM • WDOV - 1410 AM • WGMD - 92.7 FM • EAGLE - 97.7 FM 	<ul style="list-style-type: none"> • WBOC - TV 16 • WMDT - TV 47

Information regarding closings or delays for State agencies can also be found on the Internet at www.delawarepersonnel.com/closings

Unless a Declaration of Emergency has been issued by the Governor, all employees are expected to report to work.

GENERAL SAFETY GUIDELINES

The following guidelines, not all inclusive, have been extracted from the State of Delaware Safety and Health Manual. These guidelines must be enforced at all levels by members of the management and supervisory staff.

1. All accidents must be reported to your supervisor immediately.
2. Running is not permitted.
3. The blocking of fire exits is prohibited.
4. The blocking of fire extinguishers is prohibited.
5. Horseplay is prohibited.
6. The use of illegal substances in conjunction with the State of Delaware work activities is prohibited.
7. Unless authorized, firearms or weapons are prohibited.
8. The use of State vehicles for purposes other than the State of Delaware business is prohibited.
9. The use of the State of Delaware vehicles without driver and passenger restraints (seatbelts) is prohibited.
10. Aisles and passageways must be kept clear and accessible at all times.
11. The use of furniture or equipment for a purpose other than intended is prohibited.
12. Wear personal protective equipment when necessary.
13. Obey all signs and signals.
14. Violation of local, state and federal laws is prohibited.
15. Use universal precautions (treating all blood and body fluids as if they were infectious) when encountering bodily fluids.
16. Do not tamper with, or attempt to adjust equipment with which you are not familiar.
17. Do not climb on furniture or equipment; use ladder or step stool.