

TN

Department of
Children's Services



Occupational Safety and Health Program Plan

Tennessee Department of Children's Services | Facilities and Support Services | September 2018



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OCCUPATIONAL SAFETY AND HEALTH PROGRAM PLAN FOR THE DEPARTMENT OF CHILDREN’S SERVICES 2018

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I. PURPOSE AND COVERAGE

The purpose of this plan is to provide guidelines and procedures for implementing the Occupational Safety and Health Program for the employees of the **Department of Children's Services**.

This plan is applicable to all employees, part-time or full-time, seasonal or permanent.

The **Department of Children's Services**, in electing to establish and maintain an effective occupational safety and health program for its employees, will:

- a) Provide a safe and healthful place and condition of employment.
- b) Require the use of safety equipment, personal protective equipment, and other devices where reasonably necessary to protect employees.
- c) Make, keep, preserve, and make available to the Commissioner of Labor and Workforce Development, his designated representatives, or persons within the Department of Labor and Workforce Development to whom such responsibilities have been delegated, including the Director of the Division of Occupational Safety and Health, adequate records of all occupational accidents and illnesses and personal injuries for proper evaluation and necessary corrective action as required.
- d) Consult with the Commissioner of Labor and Workforce Development or his designated representative with regard to the adequacy of the form and content of such records.
- e) Consult with the Commissioner of Labor and Workforce Development regarding safety and health problems which are considered to be unusual or peculiar and are such that they cannot be resolved under an occupational safety and health standard promulgated by the State.
- f) Assist the Commissioner of Labor and Workforce Development or his monitoring activities to determine program effectiveness and compliance with the occupational safety and health standards.
- g) Make a report to the Commissioner of Labor and Workforce Development annually, or as may otherwise be required, including information on occupational accidents, injuries, and illnesses and accomplishments and progress made toward achieving the goals of the occupational and health program.
- h) Provide reasonable opportunity for, and encourage the participation of, employees in the effectuation of the objectives of this program, including the opportunity to make anonymous complaints concerning conditions or practices which may be injurious to employees' safety and health.

II. DEFINITIONS

For the purposes of this program, the following definitions apply:

- a) "ACT" or "TOSHA Act" shall mean the Tennessee Occupational Safety and Health Act of 1972.
- b) "APPOINTING AUTHORITY" means any official or group of officials of the employer having legally designated powers of appointment, employment, or removal there from for a specific department, board commission, division, or other agency of this employer.
- c) "CHIEF EXECUTIVE OFFICER" means the chief administrative official as may be applicable.
- d) "COMMISSIONER OF LABOR AND WORKFORCE DEVELOPMENT" means the chief executive officer of the Tennessee Department of Labor and Workforce Development. This includes any person appointed, designated, or deputized to perform the duties or to exercise the powers assigned to the Commissioner of Labor and Workforce Development.
- e) "DIRECTOR OF OCCUPATIONAL SAFETY AND HEALTH" or "DIRECTOR" means the person designated by the establishing resolution, or executive order to perform duties or to exercise powers assigned so as to plan, develop, and administer the occupational safety and health program for the employees of the **Department of Children's Services. This is the DCS Departmental Safety Officer.**
- f) "DISCRIMINATION" means any disciplinary action, including Intimidate, Threaten, Restrain, Coerce, Blacklist, Discharge or in any other manner of discrimination taken by an employer against an employee for exercising his or her rights under T.C.A. § 50-3-409 because the employee has engaged in protected activity.
- g) "EMPLOYEE" means any person performing services for this employer and listed on the payroll of this employer, either part-time, full-time, seasonal, or permanent. It also includes any persons normally classified as "volunteers" provided such persons received remuneration of any kind for their services. This definition shall not include independent contractors, their servants and employees.
- h) "EMPLOYER" means the **Tennessee Department of Children's Services** and includes each administrative department, board, commission, division, or other agency of the **Department of Children's Services.**
- i) "ESTABLISHMENT" or "WORKSITE" means a single physical location under the control of this employer where business is conducted, services are rendered, or industrial type operations are performed.
- j) "GOVERNING BODY" means the Board of Commissioners, City or Town Council, Board of Governors, etc., whichever may be applicable to the government agency to which this plan applies.

- k) "IMMINENT DANGER" means any conditions or practices in any place of employment which are such that a hazard exists which could reasonably be expected to cause death or serious physical harm immediately or before the imminence of such hazard can be eliminated through normal compliance enforcement procedures.
- l) "INSPECTOR(S)" means the individual(s)/or coordinators appointed or designated by the Director of Occupational Safety and Health to conduct inspections provided for herein. If no such compliance inspector(s)/officer(s) are appointed, inspections shall be conducted by the Director of Occupational Safety and Health.
- m) "PERSON" means one or more individuals, partnerships, associations, corporations, business trusts, or legal representatives of any organized group of persons.
- n) "SERIOUS INJURY or HARM" means that type of harm that would cause permanent or prolonged impairment of the body in that:
 - 1. A part of the body would be permanently removed (e.g., amputation of an arm, leg, finger(s); loss of an eye) or rendered functionally useless or substantially reduced in efficiency on or off the job (e.g., leg shattered so severely that mobility would be permanently reduced); or
 - 2. A part of an internal body system would be inhibited in its normal performance or function to such a degree as to shorten life or cause reduction in physical or mental efficiency (e.g., lung impairment causing shortness of breath). On the other hand, simple fractures, cuts, bruises, concussions, or similar injuries would not fit either of these categories and would not constitute serious physical harm.
- o) "STANDARD" means an occupational safety and health standard promulgated by the Commissioner of Labor and Workforce Development in accordance with Section VI (6) of the Tennessee Occupational Safety and Health Act of 1972 which requires conditions or the adoption or the use of one or more practices, means, methods, operations, or processes or the use of equipment or personal protective equipment necessary or appropriate to provide safe and healthful conditions and places of employment.

III. EMPLOYER'S RIGHTS AND DUTIES

Rights and duties of the employer shall include, but are not limited to, the following provisions:

- a) Employer shall furnish to each employee conditions of employment and a place of employment free from recognized hazards that are causing or are likely to cause death or serious injury or harm to employees.

- b) Employer shall comply with occupational safety and health standards and regulations promulgated pursuant to Section VI (6) of the Tennessee Occupational Safety and Health Act of 1972.
- c) Employer shall refrain from and unreasonable restraint on the right of the Commissioner of Labor and Workforce Development to inspect the employer's place(s) of business. Employer shall assist the Commissioner of Labor and Workforce Development in the performance of their monitoring duties by supplying or by making available information, personnel, or aids reasonably necessary to the effective conduct of the monitoring activity.
- d) Employer is entitled to participate in the development of standards by submission of comments on proposed standards, participation in hearing on proposed standards, or by requesting the development of standards on a given issue under Section 6 of the Tennessee Occupational Safety and Health Act of 1972.
- e) Employer is entitled to request an order granting a variance from an occupational safety and health standard.
- f) Employer is entitled to protection of its legally privileged communication.
- g) Employer shall inspect all worksites to insure the provisions of this program are complied with and carried out.
- h) Employer shall notify and inform any employee who has been or is being exposed in a biologically significant manner to harmful agents or material in excess of the applicable standard and of corrective action being taken.
- i) Employer shall notify all employees of their rights and duties under this program.

IV. EMPLOYEE'S RIGHTS AND DUTIES

Rights and duties of employees shall include, but are not limited to, the following provisions:

- a) Each employee shall comply with occupational safety and health act standards and all rules, regulations, and orders issued pursuant to this program and the Tennessee Occupational Safety and Health Act of 1972 which are applicable to his or her own actions and conduct.
- b) Each employee shall be notified by the placing of a notice upon bulletin boards, or other places of common passage, of any application for a permanent or temporary order granting the employer a variance from any provision of the TOSHA Act or any standard or regulation promulgated under the Act.
- c) Each employee shall be given the opportunity to participate in any hearing which concerns an application by the employer for a variance from a standard or regulation promulgated under the Act.

- d) Any employee who may be adversely affected by a standard or variance issued pursuant to the Act or this program may file a petition with the Commissioner of Labor and Workforce Development or whoever is responsible for the promulgation of the standard or the granting of the variance.
- e) Any employee who has been exposed or is being exposed to toxic materials or harmful physical agents in concentrations or at levels in excess of that provided for by any applicable standard shall be provided by the employer with information on any significant hazards to which they are or have been exposed, relevant symptoms, and proper conditions for safe use or exposure. Employees shall also be informed of corrective action being taken.
- f) Subject to regulations issued pursuant to this program, any employee or authorized representative of employees shall be given the right to request an inspection and to consult with the Director or Inspector/or Coordinator at the time of the physical inspection of the worksite.
- g) Any employee may bring to the attention of the Director any violation or suspected violations of the standards or any other health or safety hazards.
- h) No employee shall be discharged or discriminated against because such employee has filed any complaint or instituted or caused to be instituted any proceeding or inspection under or relating to this program.
- i) Any employee who believes that he or she has been discriminated against or discharged in violation of subsection (h) of this section may file a complaint alleging such discrimination with the Director. Such employee may also, within thirty (30) days after such violation occurs, file a complaint with the Commissioner of Labor and Workforce Development alleging such discrimination.
- j) Nothing in this or any other provisions of this program shall be deemed to authorize or require any employee to undergo medical examination, immunization, or treatment for those who object thereto on religious grounds, except where such is necessary for the protection of the health or safety of others or when a medical examination may be reasonably required for performance of a specific job.
- k) Employees shall report any accident, injury, or illness resulting from their job, however minor it may seem to be, to their supervisor or the Director immediately after the occurrence.

V. ADMINISTRATION

- a) The Director of Occupational Safety and Health is designated to perform duties or to exercise powers assigned to administer this Occupational Safety and Health Program.
1. The Director may designate person or persons as he deems necessary to carry out his powers, duties, and responsibilities under this program.
 2. The Director may delegate the power to make inspections, provided procedures employed are as effective as those employed by the Director.
 3. The Director shall employ measures to coordinate, to the extent possible, activities of all departments to promote efficiency and to minimize any inconveniences under this program.
 4. The Director may request qualified technical personnel from any department or section of government to assist him in making compliance inspections, accident investigations, or as he may otherwise deem necessary and appropriate in order to carry out his duties under this program.
 5. The Director shall prepare the report to the Commissioner of Labor and Workforce Development required by subsection (g) of Section 1 of this plan.
 6. The Director shall make or cause to be made periodic and follow-up inspections of all facilities and worksites where employees of this employer are employed. He shall make recommendations to correct any hazards or exposures observed. He shall make or cause to be made any inspections required by complaints submitted by employees or inspections requested by employees.
 7. The Director shall assist any officials of the employer in the investigation of occupational accidents or illnesses.
 8. The Director shall maintain or cause to be maintained records required under Section VIII of this plan.
 9. The Director shall, in the eventuality that there is a fatality or an accident resulting in the hospitalization of three or more employees, insure that the Commissioner of Labor and Workforce Development receives notification of the occurrence within eight (8) hours.
- b) The administrative or operational head of each department, division, board, or other agency of this employer shall be responsible for the implementation of this occupational safety and health program within their respective areas.
1. The administrative or operational head shall follow the directions of the Director on all issues involving occupational safety and health of employees as set forth in this plan.

2. The administrative or operational head shall comply with all abatement orders issued in accordance with the provisions of this plan or request a review of the order with the Director within the abatement period.
3. The administrative or operational head should make periodic safety surveys of the establishment under his jurisdiction to become aware of hazards or standards violations that may exist and make an attempt to immediately correct such hazards or violations.
4. The administrative or operational head shall investigate all occupational accidents, injuries, or illnesses reported to him. He shall report such accidents, injuries, or illnesses to the Director along with his findings and/or recommendations in accordance with APPENDIX V of this plan.

VI. STANDARDS AUTHORIZED

The standards adopted under this program are the applicable standards developed and promulgated under Section VI (6) of the Tennessee Occupational Safety and Health Act of 1972 or which may, in the future, be developed and promulgated. Additional standards may be promulgated by the governing body of this employer as that body may deem necessary for the safety and health of employees.

VII. VARIANCE PROCEDURE

The Director may apply for a variance as a result of a complaint from an employee or of his knowledge of certain hazards or exposures. The Director should definitely believe that a variance is needed before the application for a variance is submitted to the Commissioner of Labor and Workforce Development.

The procedure for applying for a variance to the adopted safety and health standards is as follows:

- a) The application for a variance shall be prepared in writing and shall contain:
 1. A specification of the standard or portion thereof from which the variance is sought.
 2. A detailed statement of the reason(s) why the employer is unable to comply with the standard supported by representations by qualified personnel having first-hand knowledge of the facts represented.
 3. A statement of the steps employer has taken and will take (with specific date) to protect employees against the hazard covered by the standard.

4. A statement of when the employer expects to comply and what steps have or will be taken (with dates specified) to come into compliance with the standard.
 5. A certification that the employer has informed employees, their authorized representative(s), and/or interested parties by giving them a copy of the request, posting a statement summarizing the application (to include the location of a copy available for examination) at the places where employee notices are normally posted and by other appropriate means. The certification shall contain a description of the means actually used to inform employees and that employees have been informed of their right to petition the Commissioner of Labor and Workforce Development for a hearing.
- b) The application for a variance should be sent to the Commissioner of Labor and Workforce Development by registered or certified mail.
- c) The Commissioner of Labor and Workforce Development will review the application for a variance and may deny the request or issue an order granting the variance. An order granting a variance shall be issued only if it has been established that:
1. The employer:
 - i. Is unable to comply with the standard by the effective date because of unavailability of professional or technical personnel or materials and equipment required or necessary construction or alteration of facilities or technology.
 - ii. Has taken all available steps to safeguard employees against the hazard(s) covered by the standard.
 - iii. Has as effective program for coming into compliance with the standard as quickly as possible.
 2. The employee is engaged in an experimental program as described in subsection (b), section 13 of the Act.
- d) A variance may be granted for a period of no longer than is required to achieve compliance or one (1) year, whichever is shorter.
- e) Upon receipt of an application for an order granting a variance, the Commissioner to whom such application is addressed may issue an interim order granting such a variance for the purpose of permitting time for an orderly consideration of such application. No such interim order may be effective for longer than one hundred eighty (180) days.
- f) The order or interim order granting a variance shall be posted at the worksite and employees notified of such order by the same means used to inform them of the application for said variance (see subsection (a)(5) of this section).

VIII. RECORDKEEPING AND REPORTING

- a) Recording and reporting of all occupational accident, injuries, and illnesses shall be in accordance with instructions and on forms prescribed in the booklet, RECORDKEEPING REQUIREMENTS UNDER THE OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970 (Revised 1978) or as may be prescribed by the Tennessee Department of Labor and Workforce Development.
- b) The position responsible for recordkeeping is shown on the SAFETY AND HEALTH ORGANIZATIONAL CHART, Appendix II to this plan.
- c) Details of how reports of occupational accidents, injuries, and illnesses will reach the record keeper are specified by ACCIDENT REPORTING PROCEDURES, Appendix V to this plan.

IX. EMPLOYEE COMPLAINT PROCEDURE

If any employee feels that they are assigned to work in conditions which might affect their health, safety, or general welfare at the present time or at any time in the future, they should report the condition to the Director of Occupational Safety and Health.

- a) The complaint should be in the form of a letter and give details on the condition(s) and how the employee believes it affects or will affect their health, safety, or general welfare. The employee should sign the letter but need not do so if they wish to remain anonymous (see subsection (h) of Section IV of this plan).
- b) Upon receipt of the complaint letter, the Director will evaluate the condition(s) and institute any corrective action, if warranted. Within ten (10) working days following the receipt of the complaint, the Director will answer the complaint in writing stating whether or not the complaint is deemed to be valid and if no, why not, what action has been or will be taken to correct or abate the condition(s), and giving a designated time period for correction or abatement. Answers to anonymous complaints will be posted upon bulletin boards or other places of common passage where the anonymous complaint may be reasonably expected to be seen by the complainant for a period of three (3) working days.
- c) If the complainant finds the reply not satisfactory because it was held to be invalid, the corrective action is felt to be insufficient, or the time period for correction is felt to be too long, he may forward a letter to the Chief Executive Officer or to the governing body explaining the condition(s) cited in his original complaint and why he believes the answer to be inappropriate or insufficient.

- d) The Chief Executive Officer or a representative of the governing body will evaluate the complaint and will begin to take action to correct or abate the condition(s) through arbitration or administrative sanctions or may find the complaint to be invalid. An answer will be sent to the complainant within ten (10) working days following receipt of the complaint or the next regularly scheduled meeting of the governing body following receipt of the complaint explaining decisions made and action taken or to be taken.
- e) After the above steps have been followed and the complainant is still not satisfied with the results, he may then file a complaint with the Commissioner of Labor and Workforce Development. Any complaint filed with the Commissioner of Labor and Workforce Development in such cases shall include copies of all related correspondence with the Director and the Chief Executive Officer or the representative of the governing body.
- f) Copies of all complaint and answers thereto will be filed by the Director who shall make them available to the Commissioner of Labor and Workforce Development or his designated representative upon request.

X. EDUCATION AND TRAINING

- a) Director and/or Compliance Inspector(s):
 - 1. Arrangements will be made for the Director and/or Compliance Inspector/officer(s) to attend training seminars, workshops, etc., conducted by the State of Tennessee or other agencies.
 - 2. Reference materials, manuals, equipment, etc., deemed necessary for use in conducting compliance inspections, conducting local training, and writing technical reports, will be furnished to inform officials, supervisors, and employees of the existence of safety and health hazards.
- b) All Employees (including supervisory personnel):
 - ◆ A suitable safety and health training program for employees will be established. This program will, at a minimum:
 - 1. Instruct each employee in the recognition and avoidance of hazards or unsafe conditions and of standards and regulations applicable to the employee's work environment to control or eliminate any hazards, unsafe conditions, or other exposures to occupational illness or injury.
 - 2. Instruct employees who are required to handle poisons, acids, caustics, explosives, and other harmful or dangerous substances in the safe handling and use of such items and make them aware of the potential hazards, proper handling procedures, personal protective measures, person hygiene, etc., which may be required.

3. Instruct employees who may be exposed to environments where harmful plants or animals are present of the hazards of the environment, how to best avoid injury or exposure, and the first aid procedures to be followed in the event of injury or exposure.
4. Instruct employees required to handle or use flammable liquids, gases, or toxic materials in their safe handling and use and make employees aware of specific requirements contained in Subparts H and M and other applicable subparts of TOSHA Act standards (1910 and/or 1926).
5. Instruct employees on hazards and dangers of confined or enclosed spaces.
 - i. "Confined or enclosed space" means space having a limited means of egress and which is subject to the accumulation of toxic or flammable contaminants or has an oxygen deficient atmosphere. Confined or enclosed spaces include, but are not limited to, storage tanks, boilers, ventilation or exhaust ducts, sewers, underground utility accesses, tunnels, pipelines, and open top spaces more than four feet (4') in depth such as pits, tubs, vaults, and vessels.
 - ii. Employees will be given general instruction on hazards involved, precautions to be taken, and on use of personal protective and emergency equipment required. They shall also be instructed on all specific standards or regulations that apply to work in dangerous or potentially dangerous areas.
 - iii. The immediate supervisor of any employee who must perform work in a confined or enclosed space shall be responsible for instructing employees on danger of hazards which may be present, precautions to be taken, and use of personal protective and emergency equipment, immediately prior to their entry into such an area and shall require use of appropriate personal protective equipment.

XI. GENERAL INSPECTION PROCEDURES

It is the intention of the governing body and responsible officials to have an occupational safety and health program that will insure the welfare of employees. In order to be aware of hazards, periodic inspections must be performed. These inspections will enable the finding of hazards or unsafe conditions or operations that will need correction in order to maintain safe and healthful worksites. Inspections made on a pre-designated basis may not yield the desired results. Inspections will be conducted, therefore, on a random basis at intervals not to exceed 90 calendar days.

- a) In order to carry out the purposes of this program, the Director and/or Compliance Inspector/Officer(s), if appointed, is authorized:

1. To enter at any reasonable time, any establishment, facility, or worksite where work is being performed by an employee when such establishment, facility, or worksite is under the jurisdiction of the employer and;
 2. To inspect and investigate during regular working hours and at other reasonable times, within reasonable limits, and in a reasonable manner, any such place of employment and all pertinent conditions, processes, structures, machines, apparatus, devices, equipment, and materials therein, and to question privately any supervisor, operator, agent, or employee working therein.
- b) If an imminent danger situation is found, alleged, or otherwise brought to the attention of the Director or Inspector during a routine inspection, he shall immediately inspect the imminent danger situation in accordance with Section XII of this plan before inspecting the remaining portions of the establishment, facility, or worksite.
 - c) An administrative representative of the employer and a representative authorized by the employees shall be given an opportunity to consult with and/or to accompany the Director or Inspector during the physical inspection of any worksite for the purpose of aiding such inspection.
 - d) The right of accompaniment may be denied any person whose conduct interferes with a full and orderly inspection.
 - e) The conduct of the inspection shall be such as to preclude unreasonable disruptions of the operation(s) of the workplace.
 - f) Interviews of employees during the course of the inspection may be made when such interviews are considered essential to investigative techniques.
 - g) Advance Notice of Inspections.
 1. Generally, advance notice of inspections will not be given as this precludes the opportunity to make minor or temporary adjustments in an attempt to create misleading impression of conditions in an establishment.
 2. There may be occasions when advance notice of inspections will be necessary in order to conduct an effective inspection or investigation. When advance notice of inspection is given, employees or their authorized representative(s) will also be given notice of the inspection.
 - h) The Director need not personally make an inspection of each and every worksite once every thirty (30) days. He may delegate the responsibility for such inspections to supervisors or other personnel provided:
 1. Inspections conducted by supervisors or other personnel are at least as effective as those made by the Director.

2. Records are made of the inspections and of any discrepancies found and are forwarded to the Director.
- i) The Director shall maintain records of inspections to include identification of worksite inspected, date of inspection, description of violations of standards or other unsafe conditions or practices found, and corrective action taken toward abatement. Said inspection records shall be subject to review by the Commissioner of Labor and Workforce Development or his authorized representative.

XII. IMMINENT DANGER PROCEDURES

- a) Any discovery, any allegation, or any report of imminent danger shall be handled in accordance with the following procedures:
 1. The Director shall immediately be informed of the alleged imminent danger situation and he shall immediately ascertain whether there is a reasonable basis for the allegation.
 2. If the alleged imminent danger situation is determined to have merit by the Director, he shall make or cause to be made an immediate inspection of the alleged imminent danger location.
 3. As soon as it is concluded from such inspection that conditions or practices exist which constitutes an imminent danger, the Director or Compliance Inspector shall attempt to have the danger corrected. All employees at the location shall be informed of the danger and the supervisor or person in charge of the worksite shall be requested to remove employees from the area, if deemed necessary.
 4. The administrative or operational head of the workplace in which the imminent danger exists, or his authorized representative, shall be responsible for determining the manner in which the imminent danger situation will be abated. This shall be done in cooperation with the Director or Compliance Inspector and to the mutual satisfaction of all parties involved.
 5. The imminent danger shall be deemed abated if:
 - i. The imminence of the danger has been eliminated by removal of employees from the area of danger.
 - ii. Conditions or practices which resulted in the imminent danger have been eliminated or corrected to the point where an unsafe condition or practice no longer exists.
 6. A written report shall be made by or to the Director describing in detail the imminent danger and its abatement. This report will be maintained by the Director in accordance with subsection (i) of Section XI of this plan.

b) Refusal to Abate.

1. Any refusal to abate an imminent danger situation shall be reported to the Director and Chief Executive Officer immediately.
2. The Director and/or Department Commissioner shall take whatever action may be necessary to achieve abatement.

xiii. ABATEMENT ORDERS AND HEARINGS

a) Whenever, as a result of an inspection or investigation, the Director or Compliance Inspector(s) finds that a worksite is not in compliance with the standards, rules or regulations pursuant to this plan and is unable to negotiate abatement with the administrative or operational head of the worksite within a reasonable period of time, the Director shall:

1. Issue an abatement order to the head of the worksite.
2. Post or cause to be posted, a copy of the abatement order at or near each location referred to in the abatement order.

b) Abatement orders shall contain the following information:

1. The standard, rule, or regulation which was found to be violated.
2. A description of the nature and location of the violation.
3. A description of what is required to abate or correct the violation.
4. A reasonable period of time during which the violation must be abated or corrected.

c) At any time within ten (10) days after receipt of an abatement order, anyone affected by the order may advise the Director in writing of any objections to the terms and conditions of the order. Upon receipt of such objections, the Director shall act promptly to hold a hearing with all interested and/or responsible parties in an effort to resolve any objections. Following such hearing, the Director shall, within three (3) working days, issue an abatement order and such subsequent order shall be binding on all parties and shall be final.

XIV. PENALTIES

- a) No civil or criminal penalties shall be issued against any official, employee, or any other person for failure to comply with safety and health standards or any rules or regulations issued pursuant to this program.
- b) Any employee, regardless of status, who willfully and/or repeatedly violates, or causes to be violated, any safety and health standard, rule, or regulation or any abatement order shall be subject to disciplinary action by the appointing authority. It shall be the duty of the appointing authority to administer discipline by taking action in one of the following ways as appropriate and warranted:
 - 1. Oral reprimand.
 - 2. Written reprimand.
 - 3. Suspension for three (3) or more working days.
 - 4. Termination of employment.

XV. CONFIDENTIALITY OF PRIVILEGED INFORMATION

All information obtained by or reported to the Director pursuant to this plan of operation or the legislation (resolution, or executive order) enabling this occupational safety and health program which contains or might reveal information which is otherwise privileged shall be considered confidential. Such information may be disclosed to other officials or employees concerned with carrying out this program or when relevant in any proceeding under this program. Such information may also be disclosed to the Commissioner of Labor and Workforce Development or their authorized representatives in carrying out their duties under the Tennessee Occupational Safety and Health Act of 1972.

XVI. DISCRIMINATION INVESTIGATIONS AND SANCTIONS

The agency agrees that any employee who believes they have been discriminated against or discharged in violation of Tenn. Code Ann § 50-3-409 can file a complaint with their agency/safety director within 30 days, after the alleged discrimination occurred. Also, the agency agrees the employee has a right to file their complaint with the Commissioner of Labor and Workforce Development within the same 30 day period. The Commissioner of Labor and Workforce Development may investigate such complaints, make recommendations, and/or issue a written notification of a violation.

XVII. COMPLIANCE WITH OTHER LAWS NOT EXCUSED

- a) Compliance with any other law, statute, resolution or executive order, as applicable which regulates safety and health in employment and places of employment shall not excuse the employer, the employee, or any other person from compliance with the provisions of this program.

- b) Compliance with any provisions of this program or any standard, rule, regulation, or order issued pursuant to this program shall not excuse the employer, the employee, or any other person from compliance with and law, statute, resolution, or executive order, as applicable, regulating and promoting safety and health unless such law, statute, resolution, or executive order, as applicable, is specifically repealed.



William Brice Poteete

William Brice Poteete, Departmental Safety Officer

OCCUPATIONAL SAFETY AND HEALTH PROGRAM PLAN - APPENDIX I

For copies of current DCS Organizational Chart contact DCS Human Resources

at (615) 741-9171

OCCUPATIONAL SAFETY AND HEALTH PROGRAM PLAN - APPENDIX II

SAFETY ORGANIZATIONAL CHART

RECORDING KEEPING DEPARTMENTAL RESPONSIBILITY: William Brice Poteete - 615-741-8426.

ADDRESSES AND CONTACTS FOR DCS OFFICES: **(Central Office/YDC's/Davidson Contact Staff- updated-
October 17)**

YOUTH DEVELOPMENT CENTER:

Wilder Youth Development Center

13070 Highway 59
P O Box 639
Somerville, Tennessee 38068
Contact:
Phone (901) 465-7359x308

	REGION/ SUB- AGENCY	COUNTY	CITY	STREET ADDRESS	LOCATION NAME	CONTACT NAME	CONTACT PHONE	# of Staff
1.	Central Office	Bledsoe	Pikeville	627 State Rt. 301, 37367	Internal Affairs Office-Upper Cumberland	Dave Anderson	(865)425-4528	2
2.	Central Office	Davidson	Nashville	3965 Stewarts Lane Nashville, Tn. 37243	DCS Information Resources, Records Management Division	Chuck Brown	(615)487-7266	0
3.	Central Office	Davidson	Nashville		DCS Fire Safety Office	Brice Poteete	(615)741-8426	3
4.	Central Office	Davidson	Nashville	Davy Crockett Tower 2 nd Floor	DCS Central Office Facilities Support	Judy Forehand Julia Watzlavick	615-741-5534 615-741-8424	2
5.	Central Office	Davidson	Nashville	UBS Building	DCS Family & Child Well-being Independent Living Division		615-532-5644	11
6.	Central Office	Davidson	Nashville	10 th Floor UBS Building	DCS Family & Child Well-being Education Services Division		615-360-4342	9
7.	Central Office	Davidson	Nashville	UBS Building	Office of Diversity Initiatives		615-741-7269	6
8.	Central Office	Davidson	Nashville		DCS Human – Resources	Martha Shrik	615-741-9174	

	REGION/ SUB- AGENCY	COUNTY	CITY	STREET ADDRESS	LOCATION NAME	CONTACT NAME	CONTACT PHONE	# of Staff
9.	Central Office	Davidson	Nashville	200 Athens Way Suite	Professional Development & Training Division	Bonnie Beneke	615-253-4326	
10.	Central Office	Davidson	Nashville		DCS Office of PQI-Internal Audit Division		615-532-5558	
11.	Central Office	Davidson	Nashville		Administrative Procedures	Tara Moore	615-741-1110	5
12.	Central Office	Davidson	Nashville		DCS Office of PQI-Internal Affairs Division	Rick Osgood Samantha West	615-532-5558 615-361-4117	8
13.	Central Office	Davidson	Nashville		DCS Office of PQI- Licensure	Veronica Edwards	615-532-5640	
14.	Central Office	Davidson	Nashville		Commissioner	Bonnie Hommrich	615-741-9701	
15.	Central Office	Davidson	Nashville					
16.	Central Office	Davidson	Nashville		DCS Office of PQI-PAR	Carter Overton	(615)253-0061	5
17.	Central Office	Davidson	Nashville	Oaks Towers 1101 Kermit Drive	DCS Office of Child Safety, Centralized Intake	Dimple Dudley	(615)741-8864	70
18.	Central	Jefferson	Jefferson City		Internal Affairs	Mark	(423)587-7041	4

	REGION/ SUB- AGENCY	COUNTY	CITY	STREET ADDRESS	LOCATION NAME	CONTACT NAME	CONTACT PHONE	# of Staff
	Office				Office-East TN	Williams		
19.	Central Office	Knox	Knoxville	2600 Western Ave.	Internal Audit Office- East TN	Nancy Roller	(865)594-0992	1
20.	Central Office	Shelby	Memphis		Internal Affairs Office-West TN	Monica Hardaway	(901)726-6872	4
21.	Davidson	Davidson	Nashville	900 2 nd Ave.	Davidson Co. DCS Office	Tiwana Woods	(615)532-2461	37
22.	Davidson	Davidson	Nashville	200 Athens Way	Davidson Co. DCS Office	Tiwana Woods	(615)532-2461	68
23.	Davidson	Anderson	Clinton	182 Frank L. Diggs Dr.	East Tenn Regional DCS Office	Karen Johnson	865-425-4548	110
24.	East	Smoky Mountain	Clinton	182 Frank L. Diggs Dr.	East Tenn Regional DCS Office	Karen Johnson	(865)425-4548	110
25.	East	Campbell	La Follette	2221 Jacksboro Pk	Campbell Co. DCS Office	Karen Johnson	865-425-4548	36
26.	East	Louden	Lenoir City	485 Pine Top Street	Louden Co. DCS Office	Karen Jonson	(865)425-4548	20
27.	East	Monroe	Madisonville	123 Pedigo Road	Monroe Co. DCS Office	Karen Johnson	865-425-4548	19
28.	East	Morgan	Wartburg	1326 Knoxville Hwy.	Morgan Co. DCS Office	Karen Johnson	(865)425-4548	9

	REGION/ SUB- AGENCY	COUNTY	CITY	STREET ADDRESS	LOCATION NAME	CONTACT NAME	CONTACT PHONE	# of Staff
29.	East	Roane	Kingston	795 Larry Byrd Rd.	Roane Co. DCS Office	Karen Johnson	(865)425-4548	20
30.	East	Scott	Huntsville	104 Fire Hall Drive	Scott Co. DCS Office	Karen Johnson	865-425-4548	11
31.	East	Union	Maynardville	130 Veterans Street	Union Co. Child Advocacy Center	Karen Johnson	(865)425-4548	0
32.	Tn. Valley	Hamilton	Chattanooga	5600 Brainard Rd. C-20	DCS Regional office	Johnnie Hunter	423-296-2303	
33.	TN Valley	Hamilton	Chattanooga	5600 Brainard Rd. 600A.	Hamilton Co. DCS Office	Veronica Tucker	(423)634-6744	35
34.	TN Valley	Hamilton	Chattanooga	5600 Brainard Rd 600B.	Hamilton Co. DCS Office	Veronica Tucker	(423)634-6744	91
35.	TN Valley	Hamilton	Chattanooga	5600 Brainard Rd. 602C	Hamilton Co. Regional DCS Office	Veronica Tucker	(423)634-6744	42
36.	TN Valley	Bradley	Cleveland	2703 Commerce Dr.	Bradley Co. DCS Office	Lori Aubuchon	423-479-0591	
37.	TN Valley	Polk	Benton	240 Cherokee Dr.	Polk Co. DCS Office	Georgia Andersen	423-388-0949	
38.	TN Valley	McMinn	Athens	1008 Knight Rd.	McMinn Co. DCS Office	Georgia Andersen		

	REGION/ SUB- AGENCY	COUNTY	CITY	STREET ADDRESS	LOCATION NAME	CONTACT NAME	CONTACT PHONE	# of Staff
39.	TN Valley	Megis	Decatur	17619 Hwy 58 Suite D	Megis Co. DCS Office	Johnie Hunter	423-296-2303	
40.	Knox	Knox	Knoxville	400 Harriette Tubman St.	Family Investment Center	Nancy Roller	(865)594-0992	
41.	Mid Cumberland	Cheatham	Ashland City	286 Frey St.	Cheatham Co. DCS Office	Deborah Pentecost	615-360-4330	
42.	Mid Cumberland	Davidson	Nashville	200 Athens Way	Mid Cumberland Regional DCS Office	Lisa Brookover	615-360-4396	
43.	Northwest	Dickson	Dickson	220 Creekside Dr.	Dickson DCS Office	Deborah Pentecost	615-360-4330	
44.	Northwest	Humphreys	Waverly	1207 Hwy 70 West	Humphreys Co. DCS Office	Deborah Pentecost	615-360-4330	
45.	Mid Cumberland	Montgomery	Clarksville	350 Pageant Lane	Montgomery Co DCS Office	Deborah Pentecost	615-360-4330	
46.	Mid Cumberland	Robertson	Springfield	812 South Brown St.	Robertson Co. DCS Office	Deborah Pentecost	615-360-4330	
47.	Mid Cumberland	Rutherford	Murfreesbor o	434 Jayhawk Ct.	Mid Cumberland Regional Office	Deborah Pentecost	615-360-4330	
48.	Mid Cumberland	Sumner	Gallatin	393 Maple St.	Sumner DCS Office	Deborah Pentecost	615-360-4330	
49.	Mid Cumberland	Wilson	Lebanon	217 High Street	Wilson DCS Off	Deborah Pentecost	6150360-4330	

	REGION/ SUB- AGENCY	COUNTY	CITY	STREET ADDRESS	LOCATION NAME	CONTACT NAME	CONTACT PHONE	# of Staff
50.	Mid Cumberland	Williamson	Franklin	1810 Columbia Pk.	Williamson DCS Office		615-360-4330	
51.	Northwest	Stewart	Dover	1011 Spring Street	Stewart Co. DCS Office		731-364-4533	1
52.	Northeast	Carter	Elizabethton	206Cherokee Park	Carter Co. DCS		423-547-3961	
53.	Northeast	Johnson	Mountain City	370 Cold Spring Rd.	Johnson DCS Office			
54.	Northeast	Sullivan	Blountville	2193 Feathers Chapel Rd.	Blountville DCS Office		423-279-1465	
55.	Northeast	Sullivan	Kingsport	707 N. Eastman Rd.	Kingsport DCS Office	Violet Barron	423-854-5103	
56.	Northeast	Greene	Greeneville	190 Serral Dr.	Go. DCS Office	Lisa Vanover	423-787-2562	
57.	Northeast	Hawkins	Rogersville	4017 Hwy 66 S.	Hawkins Co. DCS Office	Shiela Brooks	423-272-6479	
58.	Northeast	Hancock	Sneedville	111 Campbell Dr.	Hancock Co. DCS Office	Patricia Johnson	(423)272-6479	4
59.	Northeast	Washington	Johnson City	2555 Plymouth Rd.	Washington Regional Office	Lucretia Sanders (RA) Cyndy Jennings	423-854-5130 423-979-5282	
60.	Northeast	Washington	Johnson City	2557 Plymouth Rd.	Washington DCS Office	Kim Basinger	423-854-5132	

	REGION/ SUB- AGENCY	COUNTY	CITY	STREET ADDRESS	LOCATION NAME	CONTACT NAME	CONTACT PHONE	# of Staff
61.	Northwest	Benton	Camden	264 Hwy.641 North	Benton DCS Office	Beverly Pierpoint	731-364-4533	
62.	Northwest	Carroll	Huntingdon	20810 Main St.	Carroll DCS Office	Beverly Pierpoint	731-364-4533	
63.	Northwest	Crockett	Alamo	169 N .Cherry St.	Crockett DCS Office	Beverly Pierpoint	731-364-4533	
64.	Northwest	Dyer	Dyersburg	1979 St .John Ave.	Dyer DCS Office	Beverly Pierpoint	731-364-4533	
65.	Northwest	Gibson	Trenton	802 Gibson Rd.	Gibson DCS Office	Beverly Pierpoint	731-364-4533	
66.	Northwest	Henry	Paris	136 Culley Dr.	Henry DCS Office	Beverly Pierpoint	731-364-4533	
67.	Northwest	Lake	Tiptonville	660 Carl Perkins Pky. State route 78	Lake DCS Office	Beverly Pierpoint	731-364-4533	
68.	Northwest	Obion	Union City	1418 Stad Ave.	Obion DCS Office	Beverly Pierpoint	731-364-4533	
69.	Northwest	Weakley	Dresden	8600Hwy. 22	Weakley DCS Office	Beverly Pierpoint	731-364-4533	
70.	Shelby	Shelby	Memphis	One Commerce Sq. 40 S. Main St.	Shelby Regional Office	Merlene Hyman	901-578-4371	
71.	Shelby	Shelby	Memphis	1925 S. Third St.	Shelby DCS Office	Elizabeth Tucker	901-578-4233	
72.	Shelby	Shelby	Memphis	1991 Corporate	Shelby DCS	Elizabeth	901-578-4233	

	REGION/ SUB- AGENCY	COUNTY	CITY	STREET ADDRESS	LOCATION NAME	CONTACT NAME	CONTACT PHONE	# of Staff
				Ave.		Tucker		
73.	Shelby	Shelby	Memphis	616 Adams	Shelby Juvenile Court			
74.	Smoky Mountain	Blount	Maryville	305 Home Ave.	Regional Office	Wendy Williamson	865-981-4376	
75.	Smoky Mountain	Blount	Alcoa	244 S. Calderwood St.	Alcoa DCS Office	Karen Johnson	865-425-4548	
76.	Smoky Mountain	Claiborne	Tazewell	310 Court St.	Claiborne DCS Office	Karen Johnson	865-425-4548	
77.	Smoky Mountain	Cocke	Newport	615 W. Broadway	Cocke DCS Office	Karen Johnson	865-425-4548	
78.	Smoky Mountain	Grainger	Rutledge	8421 Rutledge Pike	Grainger DCS Office	Lisa Reed	423-526-5549	
79.	Smoky Mountain	Hamblen	Morristown	1077 E. Morris Blvd.	Hamblen DCS Office	Mary Harbin	423-318-6801	
80.	Smoky Mountain	Jefferson	New Market	613 West Hwy. 11East	Jefferson DCS Office	Joy Stratton	865-471-6980	
81.	Smokey MTN	Sevier	Sevierville	115 Allensville Rd.	Sevier Co. DCS Office	Jeanne j. Ingle	865-429-7012	
82.	South Central	Bedford	Shelbyville	1106 Madison St.	Bedford DCS Office	Anita Brown	931-490-6106	
83.	South Central	Coffee	Tullahoma	151 Freeman Street	Coffee Co. DCS Office	Anita Brown	931-490-6106	

	REGION/ SUB- AGENCY	COUNTY	CITY	STREET ADDRESS	LOCATION NAME	CONTACT NAME	CONTACT PHONE	# of Staff
84.	South Central	Franklin	Winchester	2160 Cowan Hwy.	Franklin DCS Office	Anita Brown	931-490-6106	
85.	South Central	Giles	Pulaski	631 Madison St.	Giles DCS Office	Anita Brown	931-490-6106	
86.	South Central	Grundy	Tracy City	606 Hwy, US 41 Hwy.	Grundy DCS Office	Anita Brown	931-490-6106	
87.	South Central	Hickman	Centerville	108 Progress Center Plaza Hwy 100	Hickman DCS Office	Anita Brown	931-490-6106	
88.	South Central	Lawrence	Lawrenceburg	527 crews Street	Lawrence DCS Office	Anita Brown	931-490-6106	
89.	South Central	Lewis	Hohenwald	35 Smith St.	Lewis Co DCS Office	Anita Brown	931-490-6106	
90.	South Central	Lincoln	Fayetteville	2221 Thornton-Taylor By-Pass	Lincoln DCS Office	Anita Brown	931-490-6106	
91.	South Central	Maury	Columbia	1400-1500-College	South Central Regional Office	Lisa Williamson	931-490-6115	
92.	South Central	Perry	Linden	113 Factory Street	Perry CS Office	Anita Brown	931-490-6106	
93.	South Central	Wayne	Waynesboro	532(540) Hwy 64 E.	Wayne DCS Office	Anita Brown	931-490-6106	
94.	Tn. Valley	Bledsoe	Pikeville	323 Rockford Rd.	Bledsoe Co DCS Office	Johnnie Hunter	423-296-2303	

	REGION/ SUB- AGENCY	COUNTY	CITY	STREET ADDRESS	LOCATION NAME	CONTACT NAME	CONTACT PHONE	# of Staff
95.	Tn. Valley	Marion	Jasper	4930 Main Street	Marion DCS Office	Johnnie Hunter	423-296-2303	
96.	Tn. Valley	Rhea	Dayton	111 Fourth Ave.	Rhea DCS Office	Johnnie Hunter	423-296-2303	
97.	Tn. Valley	Sequatchie	Dunlap	1845 Old York Hwy.	Sequatchie DCS Office	Janeetta Reece	423-949-8284	
98.	Southwest	Madison	Jackson	225 Martin Luther King Jr.Dr.	Lowell Thomas Bldg. DCS Offices	Linda Brackett	731-421-2005	
99.		Chester	Henderson	525 N. Church St.	Chester DCS Office	Linda Brackett	731-421-2005	
100.		Decatur	Decaturville	6.69 Main St	Decatur DCS Office	Linda Brackett	731-421-2005	
101.		Fayette	Somerville	18125 Hwy.64 E.	Fayette DCS Office	Linda Brackett	731-421-2005	
102.		Hardeman	Bolivar	797 Tennessee St.	Bolivar DCS Office	Linda Brackeyy	731-421-2005	
103.		Hardin	Savannah	1035 Wayne Rd.	Hardin DCS Office	Linda Brackett	731-421-2005	
104.		Haywood	Brownsville	1199 S. Dupree St.	Haywood DCS Office	Linda Brackett	731-421-2005	
105.		Henderson	Lexington	37 College Dr.	Henderson DCS Office	Linda Brackett	731-421-2005	
106.		Lauderdale	Ripley	417 S.	Lauderdale DCS	Linda	731-421-2005	

	REGION/ SUB- AGENCY	COUNTY	CITY	STREET ADDRESS	LOCATION NAME	CONTACT NAME	CONTACT PHONE	# of Staff
				Washington	Office	Brackett		
107.		McNairy	Selmer	855 E. Poplar	McNairy DCS Office	Linda Brackett	731-421-2005	
108.		Tipton	Covington	230 Industrial Rd.	Tipton DCS Office	Linda Brackett	731-421-2005	
109.	Upper Cumberland	Cannon	Woodbury	325 Bryant Lane	Cannon DCS Office	Jimmy Brock	931-646-3034	
110.	Upper Cumberland	Clay	Celina	200 East Lake Ave.	Clay DCS Office	Jimmy Brock	931-646-3034	
111.	Upper Cumberland	Cumberland	Crossville	136 Dooley St.	Cumberland DCS Office	Dana Harvill	931-459-6600	
112.	Upper Cumberland	Dekalb	Smithville	715 Walker Dr.	Dekalb DCS Office	Jimmy Brock	931-646-3034	
113.	Upper Cumberland	Fentress	Jamestown	240 Colonial Circle	Fentress DCS Office	Jimmy Brock	931-646-3034	
114.	Upper Cumberland	Macon	Lafayette	317(403) Hwy.52 E Bypass	Macon DCS Office	Jimmy Brock	931-646-3034	
115.	Upper Cumberland	Overton	Livingston	809 N. Church St.	Overton DCS	Nancy Lee	931-823-5890	
116.	Upper Cumberland	Pickett	Byrdstown	8816 Hwy 111	Pickett DCS Office	Jimmy Brock	931-646-3034	
117.	Upper Cumberland	Putnam	Cookeville	600 Hearthwood Ct.	Cumberland Regional Office	Cheri Richards	931-646-3004	

	REGION/ SUB- AGENCY	COUNTY	CITY	STREET ADDRESS	LOCATION NAME	CONTACT NAME	CONTACT PHONE	# of Staff
118.	Upper Cumberland	Smith	Carthage	117 Eatherly Landing	Smith DCS Office	Jimmy Brock	031-646-3034	
119.	Upper Cumberland	Van Buren	Spencer	145 Spring St.	Van Buren DCS Office	Jimmy Brock	931-646-3034	
120.	Upper Cumberland	Warren	McMinnville	1200 Belmont Dr.	Warren DCS	Jimmy Brock	931-646-3034	
121.	Upper Cumberland	White	Sparta	620 Roosevelt Dr.	White DCS Office	Jimmy Brock	931-646-3034	

OCCUPATIONAL SAFETY AND HEALTH PROGRAM PLAN -- APPENDIX III

NOTICE TO ALL EMPLOYEES OF THE DEPARTMENT OF CHILDREN'S SERVICES:

The Tennessee Occupational Safety and Health Act of 1972 provides job safety and health protection for Tennessee's workers through the promotion of safe and healthful working conditions. Under a plan reviewed by the Tennessee Department of Labor and Workforce Development, this government, as an employer, is responsible for administering the Act to its employees. Safety and health standards are the same as State standards and job site inspections will be conducted to insure compliance with the Act.

Employees shall be furnished conditions of employment and a place of employment free from recognized hazards that are causing or are likely to cause death or serious injury or harm to employees.

Each employee shall comply with occupational safety and health standards and all rules, regulations, and orders issued pursuant to this program which are applicable to his or her own actions and conduct.

Each employee shall be notified by the placing upon bulletin boards or other places of common passage of any application for a temporary variance from any standard or regulation.

Each employee shall be given the opportunity to participate in any hearing which concerns an application for a variance from a standard.

Any employee who may be adversely affected by a standard or variance issued pursuant to this program may file a petition with the **Commissioner of the Department of Children's Services**.

Any employee who has been exposed or is being exposed to toxic materials or harmful physical agents in concentrations or at levels in excess of that provided for by an applicable standard shall be notified by the employer and informed of such exposure and corrective action being taken.

Subject to regulations issued pursuant to this program, any employee or authorized representative(s) of employees shall be given the right to request an inspection.

No employee shall be discharged or discriminated against because such employee has filed any complaint or instituted or caused to be instituted any proceedings or inspection under, or relating to, this program.

Any employee who believes he or she has been discriminated against or discharged in violation of these sections may, within thirty (30) days after such violation occurs, have an opportunity to appear in a hearing before **Department of Children's Services Personnel Director** for assistance in obtaining relief and/or to file a complaint with the Commissioner of Labor and Workforce Development alleging such discrimination.

A copy of the Occupational Safety and Health Program for the Employees of **The Department of Children's Services** is available for inspection by any employee at the **Division of Facilities Management and Support Services** during regular office hours and our DCS Website.

Bonnie Hommrich, Commissioner

STATEMENT OF FINANCIAL RESOURCE AVAILABILITY – APPENDIX IV

Be assured that **the Department of Children’s Services** has resources available or will make sufficient financial resources available as may be required in order to administer and staff its Occupational Safety and Health Program and to comply with standards.

ACCIDENT REPORTING PROCEDURES - APPENDIX V

Employees shall report all accidents, injuries, or illnesses to their supervisors as soon as possible, but not later than two (2) hours after their occurrence. The supervisor will provide the administrative head of the department with a verbal or telephone report of the accident as soon as possible, but not later than four (4) hours, after the accident. If the accident involves loss of consciousness, a fatality, broken bones, severed body member, or third degree burns, the Director will be notified by telephone immediately and will be given the name of the injured, a description of the injury, and a brief description of how the accident occurred. The supervisor or the administrative head of the accident within seventy-two (72) hours after the accident occurred (four (4) hours in the event of accidents involving a fatality or the hospitalization of three (3) or more employees).

Since a Workers' Compensation Form 6A or OSHA NO. 301 Form must be completed, all reports submitted in writing to the **facility or Office OSHA Compliance Officer**, responsible for recordkeeping shall include the following information as a minimum:

1. Accident location, if different from employer's mailing address and state whether accident occurred on premises owned or operated by employer.
2. Name, social security number, home address, age, sex, and occupation (regular job title) of injured or ill employee.
3. Title of the department or division in which the injured or ill employee is normally employed.
4. Specific description of what the employee was doing when injured.
5. Specific description of how the accident occurred.
6. A description of the injury or illness in detail and the part of the body affected.

7. Name of the object or substance which directly injured the employee.
8. Date and time of injury or diagnosis of illness.
9. Name and address of physician, if applicable.
10. If employee was hospitalized, name and address of hospital.
11. Date of report.

MAJOR HARZARD AREAS – APPENDIX VI.

The major hazard areas in the Department of Children's Services are within our youth development center, and maintenance operations. Ongoing monitoring by facility staff is conducted to identify potential problems and perform the necessary corrective action.

These areas include:

1. Walking Surfaces
2. Means of Egress
3. Hazardous Materials and Chemicals
4. Use of Personal Protective Equipment
5. Sanitation
6. Permit-required Confined Spaces
7. Control of Hazardous Energy (lockout-tagout)
8. Fire Protection
9. Compress Gas
10. Materials Handling and Storage
11. Machine Guarding
12. Hand and Portable Tools
13. Welding
14. Electrical
15. Blood borne Pathogens