

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 500.10.32	Page 1 of 3
	Original Effective Date: 05/06/13	New Effective Date: 08/24/23
	Supersedes: 500.10.32	Dated: 08/31/20
	Administrator's Approval: Sarah Cooper, Administrator – 07/31/23	
Required Posting or Restricted:		
<input type="checkbox"/> PIOC <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 500 Health Services		
Subject: Staff Safety		

POLICY

The Division of Adult Institution shall implement measures to ensure as safe of an environment as possible.

REFERENCES

Standards for Health Services in Prisons, National Commission on Correctional Health Care, Important 2018, P-B-09 – Staff Safety

Wisc. Stat. s. 302.385 - Correctional institution health care

Wisc. Stat. s. 302.386 - Medical and dental services for prisoner and forensic patients

DEFINITIONS, ACRONYMS AND FORMS

HSU – Health Services Unit

PIOC – Persons in Our Care

PPE – Personal Protective Equipment

Responsible Health Authority - Local (RHA-L) – Individual delegated with the responsibility for the facility's health care services, including arrangements for all levels of health care and the ensuring and accessibility of all health services provided to patients.

Staff Safety – Refers to the health and well-being of HSU staff who work in the facility and is directly related to the administrative practice that assures public safety of the facility.

PROCEDURE

I. General Guidelines

- A. The intent of this policy is to reduce risk and harm to staff.
- B. The ability of HSU staff to provide health care is predicated on a safe and secure environment.
 1. Staff safety is more than sanitation and equipment checks.
 2. Staff safety includes a working environment where staff shall feel safe to do their work. Health and security staff shall work collaboratively to ensure a safe environment.
 3. Staff safety includes access to necessary PPE and other medical safety devices.

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4. Staff safety includes maintaining a healthy work environment.

II. Ensuring Safety

- A. The RHA-L shall ensure the safety of the HSU staff is maintained. Issues that impact a healthy work environment shall be addressed in a timely manner.
- B. The RHA-L shall work closely with the facility Security Director/designee to address any safety concerns.
- C. Communication methods (e.g., radio, panic button, voice proximity) between health staff and security staff shall be available.
- D. When a safety concern arises, security staff shall be requested and readily available to health staff within a reasonable distance/timeframe.
- E. Each shift where health staff are present, inventories shall be maintained on items subject to abuse (e.g., needles, scissors, sharp instruments) and discrepancies shall be immediately reported to the HSM and security supervisors.
- F. HSU staff shall be allowed to bring safety concerns to the RHA- L, security supervisors or the facility Health and Safety designee.
- G. HSU staff are encouraged to request safety issues be added to the monthly staff meeting for discussion and resolution.
- H. Health services shall have a representative on the facility Health and Safety Committee.
- I. Exam rooms are set up strategically so that staff are positioned closest to the door/exit.

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
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Will Implement <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval:		

REFERENCES

DEFINITIONS, ACRONYMS AND FORMS

FACILITY PROCEDURE

- I.
 - A.
 - B.
 - 1.
 - 2.
 - a.
 - b.
 - c.
 - 3.
 - C.

II.

III.

RESPONSIBILITY

I. Staff

II. PIOC

III. Other