

Georgia Department of Public Safety

Policy Manual

SUBJECT SAFETY AND LOSS PREVENTION	POLICY NUMBER 7.20
DISTRIBUTION ALL EMPLOYEES	REVISED DATE 12/11/2023
	POLICY REVIEWED 12/11/2023

7.20.1 Purpose

The Department of Public Safety (DPS) seeks the safest and healthiest work environment for its members and a minimization of losses due to workplace or on-the-job injuries, illnesses, and property damage. This policy is not intended to create any new, additional, or inconsistent guidelines for sworn members regarding their interaction(s) with the public for law enforcement action or purposes.

7.20.2 Policy

All DPS members are responsible for ensuring their own safety, the reasonable safety of other members and visitors at DPS facilities, and the protection of the Department's resources.

7.20.3 Procedures

A. Supervisor Responsibilities

Supervisors shall commit to safety awareness and loss prevention, as follows:

1. Ensure participation in all programs and training for safety and loss prevention mandated or required for Georgia State Agencies including DPS or those required by DPS;
2. Provide members the opportunity to attend the necessary or recommended safety training classes of the State or DPS during working hours so long as the Department's operations are not compromised;
3. Enforce progressive disciplinary action consistent with current DPS policies to address violations of safety practices and procedures by members;
4. Perform routine safety inspections of employee workplaces and operations (*e.g.*, DPS facilities, including but not limited to Troops/Regions, shall follow Policy #9.01 - Inspections);
5. Implement corrective actions through the chain of command to minimize and mitigate the Department's exposure to loss as identified through subordinate reporting or routine safety inspections;

6. Take necessary actions to report to the appropriate DPS Division or Unit any hazards at DPS facilities, or within DPS work operations, or equipment;
7. Ensure all employee work-related injuries, Departmental vehicle crashes and vehicle damage, are reported immediately to the appropriate Department individuals for further claims network reporting. For example, vehicle damage claims should follow Policy #17.03 – Traffic Crash Investigations. Members who sustain work-related injuries shall contact Human Resources Division for further guidance regarding workers' compensation procedures.
8. In the event a visitor is injured on DPS property immediate contact shall be made as follows for completion of an incident report:
 - a. At DPS Headquarters: Planning and Research Division
 - b. At Post/Station/Unit locations: non-commissioned officer.

B. Member Responsibilities

Members shall perform their work safely and exercise due care on-the-job, and in the workplace, to prevent injuries to themselves, other members, and DPS facility visitors, as well as to prevent damages to DPS facilities, properties, and operations. Such duties include but are not limited to the following:

1. Immediately report to his/her supervisor all accidents, unsafe conditions and/or operations and to cooperate with supervisory personnel and others conducting accident or incident investigations;
2. Keep all work areas and equipment clean, orderly and in good condition;
3. Inspect tools, equipment, safety devices and personal protective equipment prior to use and routinely thereafter;
4. Understand instructions on safety requirements prior to starting use, operations, or work;
5. Lift and handle materials properly and ask for assistance when needed;
6. Do not ignore, remove, or obscure any warning or safety device;
7. Utilize all required safety equipment and personal protective equipment while performing job tasks.
8. If necessary DPS equipment is not available or is in non-working condition, then follow DPS policy, practices, and protocol for the immediate, necessary steps of reporting, repair, and/or replacement;
9. Only perform work for which the member is authorized and qualified, except in exceptional or emergency situations requiring immediate action or as otherwise authorized by a supervisor informed of such situation;
10. Be attentive to surroundings in work environment and potential hazards;
11. Know the location of nearest fire extinguisher and emergency exit and cooperate with all required emergency drills;

12. Do not operate any vehicle without a current, valid driver's license, and do not operate any DPS vehicle without a current and valid State of Georgia driver's license;
13. Do not smoke except in designated and approved areas; and
14. Attend and participate in all programs and training for safety and loss prevention mandated or required by DPS.