

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Functional Area: Georgia Correctional Industries	Reference Number: VIB01-0002	Revises Previous Effective Date: 9/01/01
Subject: Inmate Safety Rules and Training		
Authority: Donald/Watson	Effective Date: 9/01/04	Page 1 of 2

I. POLICY:

Georgia Correctional Industries shall provide safety rules and regulations and safety training for all inmate employees. To ensure that employees are knowledgeable of the safety hazards in the work place and how to avoid injury from them.

II. APPLICABILITY:

All GCI plants, facilities and GCI construction sites.

III. RELATED DIRECTIVES:

- A. GDC Rule 125-2-3-.01
- B. GDC-SOP: IIB01-0018; IVN10-0013

IV. DEFINITIONS:

None

V. ATTACHMENTS:

None

VI. PROCEDURE:

- A. A copy of Georgia Correctional Industries Safety Rules and Regulations will be given to all inmates immediately upon assignment to a GCI detail.
 - 1. The Manager will be responsible for reviewing the safety rules and regulations at the safety orientation.

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2. The Manager will ensure the safety rules are posted at locations available to inmates such as break area's or bulletin boards with other official business.
 3. The Manager will be responsible for documentation on the "Certification of General Safety and Operational Instructions" form. The recipient must sign this form in person or have their mark witnessed.
 4. If the inmate refuses to sign or mark, two witnesses will sign the form noting the refusal to sign.
- B. The safety rules and regulations will include the categories listed below:
1. General Safety
 2. Fire and Fire Safety
 3. Work Area
 4. Tools and Equipment
 5. Material Handling and Chemicals
 6. Clothing and Personal Hygiene
- C. The GCI Safety Committee shall annually review all safety rules and regulations.
- D. Safety rules and regulations for particular pieces of equipment or processes will be posted at the site. Users are required to read and acknowledge these rules prior to operation of the equipment.
- E. Training in specific operating procedures will be provided by the supervisors prior to equipment operation.