

**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES  
DIVISION OF YOUTH SERVICES**

<b>Subject:</b> <b>EMPLOYEE SAFETY</b>	<b>Policy Number:</b> <b>7</b>
<b>Number of Pages:</b> <b>1</b>	<b>Section:</b>
<b>Attachments:</b> <b>NONE</b>	<b>Related Standards &amp; References:</b>
<b>Effective Date:</b> <b>June 1, 2012</b>	<b>Approved:</b>  <b>James Maccarohe, Director</b>

**I. POLICY**

It is a policy of the Mississippi Department of Human Services, Division of Youth Services (MDHS - DYS) to provide a safe work environment as reasonably possible. All employees will assist in keeping work areas and facilities clean and free of hazards. The Administrator of the Division or a designee will serve as Safety Coordinator and will be responsible for implementing and maintaining safety rules and procedures established by the Mississippi Department of Human Services, Division of Youth Services.

Any unsafe conditions should be reported to proper authorities with a copy to the agency, supervisor, and Judge(s).

**II. DEFINITIONS**

As used in this policy and procedure, the following definitions apply:

Safety - The condition of being safe; freedom from danger, risk, or injury.

Facilities - The employees assigned work place or building.

Hazardous - Risk of harm.

**III. PROCEDURE**

- A. All MDHS, Community Services employees will make every effort to keep their working areas safe and clean.
- B. All MDHS, Community Services employees will clean whenever they mess up their assigned area.
- C. In the event a hazardous situation occurs, the Community Services employee will contact the appropriate authority and safety coordinator.