

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

<b>Subject:</b> Employee Safety	<b>Policy Number:</b> 7
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<b>Attachments:</b> None	<b>Related Standards &amp; References:</b>
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**I. POLICY**

It is the policy of the Mississippi Department of Human Services, Division of Youth Services (MDHS, DYS) to provide a safe work environment as is reasonably possible. All employees shall assist in keeping work areas and facilities clean and free of hazards. The Division Director, 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 condition(s) should be reported to the proper authorities with a copy to the agency, supervisor, and Judge(s)/Referee(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 employee's assigned work place or building.

Hazardous: Risk of harm.

**III. PROCEDURE**

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