

MANUAL TRANSMITTAL

Arkansas Department of Human Services
Division of Children and Family Services

Policy Form Policy Directive
Service Programs Forms Manual

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From: Roy Kindle, DCFS Director

Expiration Date – Until
Superseded

Subj.: Off-site Workers' Safety Plan and CFS-317 (Off-site Workers' Safety Log)

To ensure worker safety and to comply with COA Standard G5.5.01 – “The organization follows procedures that address the safety of its personnel when off-site and has developed specific methods of maintaining periodic contact with them.”

It is essential that DCFS does all it can to help ensure the safety of its workers when they are out in the field (off-site) conducting client related business. Therefore, DCFS must have information regarding where a worker is, estimated return time, and contact phone/pager number.

Attached are the following items:

- Off-site Workers' Safety Plan, which identifies what information a DCFS worker must document on the Off-site Workers' Safety Log before going off-site to conduct client-related business. The Plan also explains several rules that apply when a worker goes off-site (e.g.; calling in to the county office if the worker will be off-site more than one (1) hour past the estimated return time).
- CFS-317 (Off-site Workers' Safety Log) This form will be used by workers going off-site to conduct client-related business to document required information.

Form to be Added	Dated
CFS-317	09/2003

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Attachment