



Administrative Policies and Procedures: 29.1

Subject:	Monitoring and Conducting Fire, Sanitation, Environmental Conditions and Occupational Safety Inspections in Youth Development Centers
Authority:	TCA 37-5-101; 37-5-102; 37-5-105 (3); 37-5-106; <i>National Fire Protection Agency (NFPA)</i> ; <i>Occupational Safety and Health Administration (OSHA)</i>
Standards:	ACA: 4-JCF-1A-05,4-JCF-1A-06,4-JCF-1A-07,4-JCF-1A-08, 4-JCF-1B-01, 4-JCF-1B-02, 4-JCF-1B-04, 4-JCF-1B-05, JCF-1C-04 DCS Practice Standards: 8-306
Application:	To All Department of Children's Services Youth Development Center Employees
Policy Statement:	
<p>All Youth Development Centers (YDC) shall be clean, sanitary, and safe with healthful working and living environments for staff, youth and visitors. Employees shall collect and remove waste that is compliant with State and Federal safety and sanitation regulations. The Youth Development Center (YDC) Superintendents shall require the Facility Safety Officer to review weekly sanitation and fire inspections and perform monthly sanitation, fire and emergency equipment inspections to ensure compliance with State, Federal and local fire codes. The Facility Safety Officer, in coordination with the DCS Support Services Division, will also facilitate annual health, sanitation and fire inspections by the appropriate government officials, the authority having jurisdiction, or qualified persons, as required by federal, local, and state codes.</p>	
Purpose:	
<p>To provide guidelines to ensure YDC's adhere to applicable laws and rules by conducting fire, safety, communication protocols and sanitation inspections to ensure a safe environment to promote productivity for employees and effective service delivery to youth and families.</p>	
Procedures:	
A. Role of employees	<p>1. It will be the responsibility of all DCS employees to be constantly aware of fire hazards, such as altered electrical outlets/cords, overloaded electrical circuits, expended fire extinguishers and improper trash storage.</p> <p>It is essential that all employees make fire prevention a basic part of their daily activities by detecting, reporting and correcting fire hazards. All employees will be attentive to maintaining good housekeeping standards to further the goal of fire prevention.</p>
B. Role of the YDC Facility Safety	<p>1. Employees are trained in fire safety and fire codes prior to taking the Facility Safety Officer position. They will receive forty (40) hours of initial fire safety</p>

<p>Officer/Sanitation Coordinator</p>	<p>training in their first year and another twenty- four (24) hours of safety and fire related training each year thereafter.</p> <p>2. This training will cover:</p> <ul style="list-style-type: none"> a) Fire safety issues; b) Hazardous chemical control; c) Job safety, sanitation, and environmental conditions; and d) Relevant DCS policies and American Correctional Association (ACA) standards, or other related studies. <p>3. The Facility Safety Officer will:</p> <ul style="list-style-type: none"> a) Be notified immediately of all incidents pertaining to fire and occupational safety (fires, spills, etc.), especially those that involve physical injury and/or property damage occurring at the facility. b) Conduct an investigation of the incident and forward the investigative report to the facility Superintendent and Central Office Fire Safety Officer no later than ten (10) working days after the incident occurred. c) Have available all current <i>National Fire Protection Agency (NFPA), Occupational Safety and Health Administration (OSHA), 1999 Southern Building Codes</i> and manuals and Department of Children's Services Policies and Procedures that pertain to conducting fire, sanitation, environmental and safety inspections. d) Be responsible for revising and updating the manuals when new information becomes available in order to accurately conform with new and revised NFPA codes, OSHA Standards and DCS Policies and Procedures. e) The Facility Safety Officer will serve as the facility sanitation coordinator.
<p>C. Conducting weekly fire, sanitation and occupational/ safety inspections in YDC's</p>	<ul style="list-style-type: none"> 1. The Superintendent/designee will appoint a sufficient number of inspectors to work with the sanitation coordinator to ensure that weekly sanitation inspections encompass the entire facility. 2. The Facility Safety Officer will provide training to these inspectors, including eight (8) hours of initial training and one (1) hour of annual supplementary training covering fire safety issues and completion of required forms. 3. Weekly sanitation inspector(s) will check all areas of the facility. A weekly sanitation checklist, form CS-0117, Inspection Checklist for Offices and Facilities is completed for each area checked and submitted to the sanitation coordinator each week. Department heads/supervisors are responsible for any corrective action. 4. The sanitation coordinator will re-inspect any area with major deficiencies. For any correctable deficiency where maintenance action is required in a youth development center, the on duty staff will prepare and submit to their department head a work request on form CS-0090, Maintenance Work Request, for approval.

<p>D. Conducting monthly fire, sanitation and occupational/safety inspections in YDC's</p>	<ol style="list-style-type: none"> 1. The Facility Safety Officer and the Superintendent's designee will conduct monthly inspections. 2. The Facility Safety Officer will provide training to the Superintendent's designee to include four (4) hours of initial training and one (1) hour of annual supplementary training covering fire safety issues and completion of required forms. 3. The Facility Safety Officer will prepare a comprehensive monthly report based upon the findings and submit it for the Superintendent's review within ten (10) business days after the end of the month. 4. Upon receipt of the monthly report, the facility Superintendent or designee will advise, in writing, to each area supervisor to respond in five (5) working days with a corrective action plan. Life safety code violations will be corrected immediately. 5. The monthly report will cover the following inspection items: <ol style="list-style-type: none"> a) Status Report on Outstanding Deficiencies: Included in this section will be information about those problem conditions from previous fire safety inspections (weekly, monthly, or annual) that remain uncorrected at the time of this monthly report. b) Review of Documentation and Equipment Inspection: This section will include information about the on-site inspection of fire safety equipment and reports completed or received during the month, including: <ul style="list-style-type: none"> ◆ Inspection Checklist for Offices and Facility (form CS-0117); ◆ Fire Exit Drill Reports (form CS-0234); ◆ Quarterly alarm and sprinkler inspections; ◆ Emergency generator logs; ◆ Hazardous chemical inventory/MSDS; ◆ Emergency spill kits; ◆ Eye wash stations; ◆ Fire extinguishers and hood suppression systems; ◆ Fire hydrants and sprinkler system components; ◆ Emergency power and lighting systems; ◆ All exit doors and signs; latches, locks, and closers; ◆ Alarm system components; and ◆ Fire Pumps. c) Tennessee Occupational Safety and Health (TOSHA): This section documents the onsite inspection of the following: <ul style="list-style-type: none"> ◆ Receiving, shipping, storage of equipment, layout, heights, floor loads,
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	<p>projection of materials, material handling methods;</p> <ul style="list-style-type: none"> ◆ <u>Building conditions</u>- floors, walls, ceilings, exits, stairs, walkways, ramps, platforms, driveways, aisles; ◆ <u>Housekeeping</u>- waste disposal, tools, objects, materials, leakage and spillage, methods, schedules, work areas, remote areas, windows, ledges; ◆ <u>Electricity</u>- equipment, switches, breakers, fuses, switchboards, junctions, special fixtures, circuits, insulation, extensions, tools, motors, grounding, code compliance, light covers; ◆ <u>Lighting</u>- type, intensity, controls, condition, diffusion, location, glare and shadow control, standards applied; ◆ <u>Heating and ventilation</u>- type, effectiveness, temperature, and humidity controls; ◆ <u>Machines</u>- guarding points of operation, flywheels, gears, shafts, pulleys, key ways, belts, couplings, sprockets, chains, frames, controls, lighting, tools and equipment, brakes, exhausting, feeding, oiling, adjusting, maintenance, grounding, how attached, work space, location; ◆ <u>Personnel</u>- training, experience, methods of checking machines for use, methods of cleaning and/or adjusting machinery, clothing used near machines, personal protective equipment, use of guards, tool storage, work practices; ◆ <u>Hand power tools</u>- purchasing standards, inspection, storage, repair, use and handling; ◆ <u>Maintenance</u>- regularity, effectiveness, materials and equipment used, method of locking out machinery, general methods; ◆ <u>Personal protection</u>- shoes, eye protection, ear protection, repair, storage, assignment of responsibility, standards observed, rules posted, head protection if working overhead; and ◆ <u>Prior month deficiencies</u>- compliance with TOSHA regulations, progress made toward compliance.
<p>E. Conducting annual Fire and Health inspections</p>	<ol style="list-style-type: none"> 1. An annual inspection is conducted by the State Fire Marshal's Office for each facility. 2. The inspection report, listing conditions of compliance and non-compliance, is filed with the Superintendent and with the DCS Facilities and Support Services division. 3. A Plan of Corrective Action (POCA) will be prepared by the Facility Safety Officer in coordination with the DCS Facility and Support Services division and provided to the state fire marshal's office within thirty (30) days of receipt of the inspection report.

	<p>4. An annual environmental inspection is conducted by the Department of Health. The sanitation coordinator will document corrective actions.</p>
<p>F. Conducting specialized inspections</p>	<ol style="list-style-type: none"> 1. The facility manager/maintenance personnel will conduct a weekly power generator exercise and inspection for thirty (30) minutes. Load tests is conducted quarterly. 2. All exercises, inspections and load tests are completed on form CS-0492, Emergency Generator Inspection Report, and forwarded to the Facility Safety Officer at the end of each month. 3. Battery operated emergency lights is tested according to the requirements of <i>NFPA 101</i>, Chapter 7.9.3 Periodic Testing of Emergency Lighting Equipment. 4. Fire hydrants are flushed semi-annually (Spring and Fall) under the supervision of the Facility Safety Officer or the facility manager. 5. Fire Hydrants will be flow tested at least every three years (3) and/or when major maintenance is accomplished on the water grid system. The Facility Safety Officer along with another qualified agency will conduct flow testing. In the absence of the Facility Safety Officer, the Facility Manager or Superintendent's designee can substitute for the Facility Safety Officer. 6. Sprinkler and fire alarm systems are inspected and tested quarterly in accordance with NFPA standards. No less than 25% of the components will be tested at each site. Smoke detectors are tested annually. 7. Documentation indicating date, time, individual initiating devices, test results and name of person conducting the test is maintained in the office of the Facility Safety Officer. A record is maintained so that different devices and appliances are tested in subsequent tests in accordance with NFPA. 8. Dry pipe valves are required to be trip tested every three (3) years and fire pumps require annual testing. 9. The facility inspection for both sprinkler system and fire alarm quarterly inspection will consist of the vendor, and the Facility Safety Officer. In the absence of the Facility Safety Officer, the Facility Manager or Superintendent's designee can substitute for the Facility Safety Officer. 10. All contractors who conduct fire alarm systems or sprinkler systems inspections/service will be currently certified by the <i>State of Tennessee Department of Commerce and Insurance, Division of Regulatory Boards</i>. 11. Portable fire extinguishers are inspected monthly. An authorized Fire Extinguishing Service Company will maintain the portable fire extinguishers annually in accordance with <i>NFPA</i> requirements. 12. A qualified vendor will inspect the kitchen hood and fire suppression system at least semi-annually. The hood and ductwork will be cleaned as needed. Documentation of inspections and cleanings are maintained.

<p>G. Pest/vermin control</p>	<ol style="list-style-type: none"> 1. Each facility will contract a licensed pest control agency to provide routine and emergency services adequate for the control of pests and vermin at the facility. 2. Employees will report any observation of insects, rodents, or other vermin and the pest control agency will be contacted for emergency services when conditions warrant. 3. Employees must also take precautions to eliminate conditions that are conducive to harboring or breeding vermin that includes, but not limited to: <ol style="list-style-type: none"> a) Exit doors are always closed securely; b) Lids for waste containers holding organic waste are fastened down; and c) Trash collection areas are kept clean.
<p>H. Environmental conditions in YDC's</p>	<p>The following environmental conditions must be tested no less than once per three (3) year accreditation cycle:</p> <ol style="list-style-type: none"> 1. Circulation is at least fifteen (15) cubic feet of outside or re-circulated filtered air per minute, per occupant for rooms, housing areas, staff stations, and dining areas. 2. Heating, ventilation, and cooling systems ensure healthful living and working conditions for youth and staff with temperatures appropriate to the summer and winter comfort zones. 3. Showers provide thermostatically controlled hot and cold running water at temperatures ranging from one hundred (100) degrees to one hundred-twenty (120) degrees Fahrenheit. 4. Lighting in the facility is appropriate for the task performed but at least twenty (20) foot-candles (<i>i.e.</i>, a unit of measure of the intensity of light falling on a surface, <i>etc.</i>) at desk level and in personal grooming areas. Natural light in housing areas is available from an opening or window that has a view to the outside or from a source within twenty (20) feet of the room.
<p>I. Development of YDC housekeeping plans</p>	<p>The Superintendent/designee will develop written housekeeping plans for the facility. These plans will include daily, weekly and monthly duties and is monitored to ensure the facility complies with applicable health codes.</p>

<p>J. Water supply</p>	<p>The facility's potable water (e.g, water of sufficiently high quality that can be consumed or used with low risk of immediate or long term harm, etc.) source and supply, whether owned and operated by the public water department or the institution, is approved by an independent outside source to be in compliance with jurisdictional laws and regulations.</p>
<p>K. Waste management</p>	<p>1. Normal waste</p> <p>All YDC facilities will utilize leak-proof containers for the collection and storage of normal waste. Tightly fitting, solid lids are used where organic waste, food packaging, or other odorant waste might attract insects or rodents.</p> <p>2. Non-Infectious waste</p> <p>a) Razors, drug screen cups and disposable gloves used to handle the cups are not considered infectious waste. These items should be double-bagged with plastic garbage bags and disposed of in a covered garbage container for normal disposal.</p> <p>b) Body secretions such as saliva, sweat, tears, sputum, nasal discharges, vomit, urine and feces are not considered infectious waste unless visibly contaminated with blood (note: a bandage with a spot of blood on it and a urine cup with urine from a drug screen are not considered infectious waste).</p> <p>c) Gloves must be worn when handling urine drug screen cups.</p> <p>3. Infectious waste</p> <p>Infectious waste includes:</p> <p>a) Human blood, blood products and other potentially infectious body fluids that include blood, semen, vaginal secretions, and certain other fluids that would only be encountered in the hospital setting (lymph fluids, cerebrospinal fluids, synovial, pleural, peritoneal, pericardial and amniotic fluids).</p> <p>b) All needles;</p> <p>c) Sharp objects contaminated with potentially infectious agents; and</p> <p>d) Biological laboratory wastes, disposable equipment and instruments containing potentially infectious agents.</p>
<p>P. Infectious waste clean-up and disposal</p>	<p>1. Clean-up of infectious waste using spill kits:</p> <p>a) Remove latex gloves from packet and place one on each hand.</p> <p>b) Remove bag of absorbent material and open one end of zipper bag. Sprinkle absorbent material on spill and allow 2-3 minutes for powder to absorb spill.</p> <p>c) Remove red disposal bag and tie. Open bag so that spill pickup is deposited in red bag.</p>

- d) Take small shovel from the bag. Using the instruction card and the shovel, pick up the spill, which has jelled, and deposit in the red bag along with the shovel and card.
- e) After the spill has been removed, use disinfecting towelette to complete the clean-up. Wipe surface thoroughly to clean up and to disinfect. Deposit used towelette in the bag.
- f) Use dry towel for final wipe dry area. Deposit it in red bag.
- g) Remove gloves and deposit them in the red bag.
- h) Clean hands with moist towelettes and deposit in the red bag.
- i) Twist top of red bag, fold, and close securely with bag tie.
- j) Deposit red bag in nearest garbage container or infectious waste container depending upon specific location and facility policy.

2. Infectious waste disposal in the YDC Medical Clinics:

Infectious waste generated in the YDC Medical Clinics is placed in red containers or red bags with a biohazard label consistent with established universal precautions and OSHA guidelines. (See the OSHA website <http://www.osha.gov/SLTC/index.html> for additional details.)

3. Clean-up of infectious waste when spill kits are not available:

- a) Clean up blood and other body fluids promptly. Always use an approved disinfectant such as bleach added to water anytime a surface is contaminated with blood or other body fluids. A solution of 5.25% sodium hypochlorite (household bleach) diluted between 1:10 and 1:100 with water. The standard recommendation is to mix 1 ounce of bleach and 9 ounces of water.
- b) Wear gloves and any other necessary protective clothing to prevent contact with blood or other body fluids.
- c) If cleaning up a spill of blood, carefully cover the spill with paper towels or rags, then gently pour the 10% solution of bleach over the towels or rags, and leave it for at least 10 minutes. This will help ensure that any blood borne pathogens are killed before cleaning or wiping the material up. By covering the spill with paper towels or rags, it decreases the chances of causing a splash when bleach is poured on it.
- d) With gloves on:
 - ◆ Wipe up the infectious waste and the paper towel and place them in a plastic garbage bag;
 - ◆ Wipe the surface with the 10% solution of bleach with more paper towels;
 - ◆ Dispose of the paper towels into same plastic garbage bag;
 - ◆ Remove gloves last and place them into the plastic garbage bag; and
 - ◆ Secure the bag with a tie and place in covered garbage container.

	e) Wash hands thoroughly with soap and water for at least two (2) minutes. Rinse under running water and dry hands with clean paper towels.
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Forms:	<u>CS-0117, Inspection Checklist for Offices and Facility</u> <u>CS-0234, Fire Exit Drill Reports</u> <u>CS-0492, Emergency Generator Inspection Report</u>
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Collateral documents:	<u>DCS Exposure Control Plan For Bloodborne Pathogens</u> <u>http://www.state.tn.us/environment/swm/</u> <u>http://www.osha.gov/SLTC/index.html</u> <u>National Fire Protection Agency (NFPA)</u>
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Term	Definition
Fire Safety Inspector:	An employee(s) designated by the Superintendent to perform weekly fire safety inspections of fire and emergency equipment and procedures.
Facility Safety Officer:	The DCS Youth Development Center employee appointed by the Superintendent to manage, direct, and supervise the facility fire and safety program.
Life Safety Codes:	A manual published and updated by the National Fire Protection Association (NFPA) specifying minimum standards for fire safety necessary in the public interest. Two chapters are devoted to correctional facilities.
National Fire Protection Agency (NFPA):	An international organization charged with creating and maintaining minimum standards and requirements for fire prevention and suppression activities, training, and equipment. This includes everything from building code to the personal protective equipment utilized by firefighters while extinguishing a blaze.
Occupational Safety and Health Administration (OSHA):	OSHA was created by Congress under the Occupation and Health Act signed by President Richard M. Nixon on December 29, 1970. Its mission is to prevent work-related injuries, illnesses, and deaths by issuing and enforcing rules (called standards) for workplace safety and health.
State Fire Marshal:	The official assigned to represent the state government in all matters governing fire control and safety in state operated facility.
Sanitation:	The application of measures to make environmental conditions favorable to health; the act or process of making sanitary.

Subject: Monitoring and Conducting Sanitation, Environmental Conditions, Occupational Safety and Fire Inspections in YDC's

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Sanitation Coordinator:	The DCS Youth Development Center employee assigned to manage, direct and supervise the facility sanitation program.
Sanitation Inspector:	The DCS Youth Development Center employee(s) designated to perform <u>weekly</u> inspections of assigned area(s) in a Youth Development Center.