



Administrative Policies and Procedures: 29.4

| | |
|---|---|
| Subject: | Monitoring and Conducting Fire, Safety and Sanitation Inspections in Leased and State-Owned Offices/Facilities |
| 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: | COA: ASE 1, 3.02, 3.03, 4, 6.01; 6.02; RPM 2.01 |
| Application: | To All Department of Children's Services Employees in Leased and State-Owned Offices/Facilities |
| Policy Statement: | |
| Each DCS Regional Administrator or Designee (<i>herein referred to as "Administrator"</i>) shall organize a system of monitoring fire, safety, emergency and sanitation procedures to ensure the welfare of staff, children/youth, and visitors in non-State leased offices and facilities and shall ensure that DCS employees, occupying offices in State-owned buildings and facilities, adhere to and are provided a copy of the applicable State building <u><i>Safety Procedures Employees Handbook</i></u> or safety protocols. | |
| Purpose: | |
| To ensure that all DCS leased offices and facilities adhere to applicable <i>National Fire Protection Agency (NFPA)</i> and <i>Tennessee Occupational Safety and Health Administration (TOSHA)</i> by conducting fire, safety, communication protocols and sanitation inspections to ensure a safe environment to promote productivity for employees and effective service delivery to children and families. | |
| Procedures: | |
| A. Responsibilities of all DCS employees | All employees at DCS offices and facilities locations will be observant of conditions that may cause fires or other hazards. <ol style="list-style-type: none"> 1. Appliance and equipment electrical cords must be maintained in good condition and protected from traffic that may fray the wires or create a tripping hazard. Outlets and switches must be covered and function properly. 2. Every effort will be made to minimize the use of chemicals that are significantly flammable, toxic, or caustic. All chemicals must be secured in areas that are not accessible to the public except under the supervision of DCS office staff. 3. In accordance with <i>Federal Statute 20 USCA 6082</i>, regardless of any smoking policy or lack thereof, smoking is <u>not</u> permitted in any State or leased occupied buildings and facilities in which children/youth are programmed or provided routine access and services. (See DCS Policy <u>1.9, Prohibition of Use of Tobacco Products.</u>) |

| | |
|---|---|
| | <p>4. All employees will take appropriate measures to protect the safety of all persons who are in its facilities or on its grounds.</p> |
| <p>B. Responsibilities of owners of leased property</p> | <p>1. The owners of properties in which DCS offices are housed will maintain those properties in compliance with business occupancy standards of the National Fire Protection Agency (NFPA) 101 (The Life Safety Codes, chapter 38 and/or 39) and must provide a routine of inspections, testing, and servicing to ensure the proper operation of all fire safety equipment.</p> <p>2. Where DCS offices and facilities are leased, office staff members must notify the lessor about any problems regarding fire safety equipment. If the lessor fails to maintain functional equipment after notification, the office/facility Administrator or designee will register a formal complaint through the DCS Division of Facilities and Support Services.</p> |
| <p>C. Role of the fire and safety coordinator for <u>leased</u> property</p> | <p>3. The office/facility Administrator or designee will appoint a Fire and Safety Coordinator to conduct all in-house inspections for fire, safety, and sanitation practices and to document these inspections and deficiencies on form CS-0117, Inspection Checklist for Offices and Facilities.</p> <p>4. Written notification of the name of the employee appointed for each DCS office and facility must be provided to the Departmental Safety Officer in Facilities Management and Support Services.</p> <p>5. For DCS Regional and Field Offices, the fire and safety coordinator will conduct/coordinate one (1) annual fire drill in which all or most of the facility's office staff must participate which will be scheduled during normal working hours. Staff conducting the drills will document them on form CS-0234, Emergency Exit Drill.</p> <p>6. Each office/facility Administrator or designee will ensure that a WRITTEN SAFETY and EVACUATION PLAN is developed using the Evacuation Plan outline that lists the actions to be taken in the event of a fire or other emergency. The safety and evacuation plan will include, but not be limited to the following:</p> <ul style="list-style-type: none"> a) Instructions on how to use fire extinguishers or other tools to extinguish fires; b) Notifying and evacuation of other building occupants to include service recipients; c) Providing assistance to employees and persons with mobility challenges and other special needs; d) Evacuation to a designated gathering area and method of accounting for employees/visitors after evacuation; |

| | |
|--|---|
| | <p>e) Options for relocating service recipients; and</p> <p>f) Notifying emergency responders (<i>i.e.</i>, fire department, ambulance service, <i>etc.</i>).</p> <p>7. Each office/facility Administrator or their designee must ensure that a safety plan or a copy, or access to a copy of the worksite Safety Procedures is provided to all employees housed in leased offices and facilities.</p> <p>8. The evacuation plan must also be included with the applicable Emergency Response Preparedness Plan.</p> <p>9. A copy of the written Safety and Evacuation Plan must be approved by the Director of Facilities Management and Support Services or designee. The plan must be revised as necessary and re-issued to the local fire department.</p> <p>10. The fire and safety coordinator will ensure control and documentation of any flammable, toxic and caustic materials in leased offices and facilities.</p> |
| <p>D. Role of the Departmental Safety Officer</p> | <p>The DCS Safety Officer, Division of Facilities Management and Support Services or approved designee, will:</p> <ol style="list-style-type: none"> 1. Assist designated Fire and Safety Coordinators on development of procedures on conducting fire and safety inspections and filling out appropriate forms. 2. Maintain inspection and fire drill records on file for three (3) years. |
| <p>E. Annual inspection of leased property</p> | <ol style="list-style-type: none"> 1. Each leased office/facility will have an annual inspection by the DCS Departmental Safety Officer/designee, DCS Division of Facilities Management and Support Services to assess safety and security needs. 2. The office/facility Administrator or designee will ensure that any deficiencies cited are corrected as soon as possible by the property owner or management firm. |
| <p>F. Training on fire and safety</p> | <p>The DCS Departmental Safety Officer will provide training to all designated Fire Safety Coordinators or other employees, as needed, and ensure that this training is documented on the employee's training record.</p> |
| <p>G. Reporting fire or other property damage</p> | <ol style="list-style-type: none"> 1. The appropriate office/facility Administrator or designee will notify the DCS fire safety officer immediately in the event of fire or property damage to a DCS office, facility. |

| | |
|--|--|
| | <ol style="list-style-type: none"> 2. A DCS fire safety officer will respond when assigned to the incident location, investigate, and generate a report of the incident. 3. The report will be forwarded to the appropriate Executive Director of Regional Support and the Director of Facilities and Support Services no later than ten (10) working days after the incident occurred. 4. A copy of the report will be maintained on file by the DCS fire safety officer assigned to DCS Facilities and Support Services division. |
| <p>H. State-owned/ offices and facilities</p> | <ol style="list-style-type: none"> 1. The Department of General Services, Division of Property Services Management operates and manages State-owned facilities and buildings. Facility administrators are assigned the responsibility for all activities related to fire safety, fire drills, building safety and security, building maintenance, renovations, utilities and janitorial services for state-owned facilities and buildings. 2. All state-owned offices and facilities must be supplied with a <u>Safety Procedures Employees Handbook</u> or safety protocol that will include, but not be limited to, the following emergency topics and procedures: <ol style="list-style-type: none"> 3. Safety and security; 4. Building evacuation procedures; 5. Fire safety; 6. Directions for operating fire extinguishers and alarm pull stations; 7. Procedures for severe weather; 8. Medical emergencies; and 9. Names of assigned fire safety responders or floor wardens (who will assist with building evacuation during an emergency); 10. Other safety tips include but are not limited to: <ol style="list-style-type: none"> a) What to do when stuck in an elevator; b) How to handle bomb threats; c) How to handle suspicious letters and packages; and d) Workplace violence. 3. All employees occupying state-owned offices and facilities must receive a copy of the applicable <u>Safety Procedures Employees Handbook</u> and a copy of the <u>Emergency Response Preparedness Plan</u> for their respective worksite. |
| <p>I. Pest/vermin control</p> | <ol style="list-style-type: none"> 1. For leased facilities, the lessor will contract for pest control unless otherwise specified in the lease agreement. |

| | |
|-----------------------------------|---|
| | <ol style="list-style-type: none"> 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>J. Waste management</p> | <ol style="list-style-type: none"> 1. Normal waste All offices 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. 2. Non-Infectious waste <ol style="list-style-type: none"> 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. 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). c) Gloves must be worn when handling urine drug screen cups. 3. Infectious waste Infectious waste includes, but is not limited to: <ol style="list-style-type: none"> 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). b) All needles; c) Sharp objects contaminated with potentially infectious agents; and d) Biological laboratory wastes, disposable equipment and instruments containing potentially infectious agents. |

| | |
|---|--|
| <p>K. Infectious waste clean-up and disposal</p> | <p>1. Clean-up of infectious waste using spill kits:</p> <ul style="list-style-type: none">a) Remove latex gloves from packet and place one on each hand.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.c) Remove red disposal bag and tie. Open bag so that spill pickup is deposited in red bag.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. <p>2. Clean-up of infectious waste when spill kits are not available:</p> <ul style="list-style-type: none">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:<ul style="list-style-type: none">◆ 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; |
|---|--|

| | |
|--|--|
| | <ul style="list-style-type: none">◆ Remove gloves last and place them into the plastic garbage bag; and◆ Secure the bag with a tie and place in covered garbage container. <p>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.</p> |
|--|--|

| | |
|---------------|--|
| Forms: | <p><u>CS-0117, Inspection Checklist for Offices and Facilities</u></p> <p><u>CS-0234, Emergency Exit Drill</u></p> <p><u>Evacuation Plan Outline</u></p> |
|---------------|--|

| | |
|------------------------------|--|
| Collateral documents: | <p><i>Emergency Response Preparedness Plan</i></p> <p><i>Evacuation Plans for Each DCS Leased Office</i></p> <p><i>Safety Procedures Employees Handbook (For State-owned Buildings/Offices)</i></p> <p><u>Tennessee Occupational Safety and Health Act of 1972 (TOSHA)</u> <u>http://www.state.tn.us/labor-wfd/standproc.html</u></p> <p><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></p> |
|------------------------------|--|

| Glossary: | |
|---|---|
| Term | Definition |
| Fire Safety Coordinator: | The employee appointed by the DCS Regional Administrator or office supervisor to conduct all in-house inspections for fire, safety and sanitation practices in DCS leased offices. This includes inspections, monitoring the safety systems, and planning and coordinating emergency drills. |
| 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 codes to the personal protective equipment utilized by firefighters while extinguishing a blaze. |
| Tennessee Occupational Safety and Health Administration (TOSHA): | The Tennessee Department of Labor develops occupational safety and health standards or adopts the OSHA federal standards, rules, regulations and administrative directives governing the enforcement of the Tennessee Occupational Safety and Health Act of 1972, as amended, and the standards promulgated. Tennessee OSHA also enforces the Tennessee Hazardous Chemical Right-to-Know Law which contains requirements in addition to those set forth in the Hazard Communication Standards, 29 CFR 1910.1200 and 20 CFR 1926.59. |