



**Administrative Policies and Procedures: 29.9**

<b>Subject:</b>	<b>Occupational Safety in Youth Development Centers</b>
<b>Authority:</b>	TCA 37-5-101, 37-5-102, 37-5-105, 37-5-106, 68-15-301; OSHA 29CFR1910.1200
<b>Standards:</b>	None
<b>Application:</b>	To All Department of Children's Services Youth Development Center Employees
<b>Policy Statement:</b>	
The Department of Children's Services Youth Development Centers shall comply with the <b>Tennessee Occupational Safety and Health Act of 1972 (TOSHA)</b> .	
<b>Purpose:</b>	
To outline procedures to ensure compliance with the <i>Tennessee Occupational Safety and Health Act of 1972 (TOSHA)</i> requirements.	
<b>Procedures:</b>	
<b>A. Responsibilities of supervisors</b>	<ol style="list-style-type: none"> <li>Supervisors of each work/program/vocational area will be responsible for the enforcement of basic TOSHA regulations.</li> <li>The work/program/vocational area unit supervisor will ensure that all equipment in the area complies with safety regulations as established by TOSHA.</li> </ol>
<b>B. Outdoor work</b>	<p>Youth development centers utilizing staff and youth for outdoor work will adhere to the prevention of heat-related injury guidelines as indicated below in determining the amount and duration of outdoor work in summer months:</p> <ol style="list-style-type: none"> <li>Precautions will be taken for employees and youth who are assigned to outdoor work during the summer. The intense heat and humidity, combined with strenuous physical activity, increases the likelihood of heat-related problems.</li> <li>The work supervisor will closely monitor strenuous outdoor physical work activities. Adequate rest periods of up to ten (10) minutes each hour and generous amounts of water are to be made available to workers during periods of high temperature and/or humidity. The total workload should be evenly distributed over the entire workday, when possible.</li> <li>Youth Development Centers will adhere to the prevention of cold-related injury guidelines indicated below in determining the amount and duration of outdoor work in winter months (November-February):</li> </ol>

	<p>a) At a minimum during winter months, a head covering, extra pair of heavy weight cotton socks, thermal insulated underwear and gloves will be provided. As conditions dictate, additional clothing may be provided. A ten (10) minute rest period each hour in a protected area and a generous amount of hot liquid must be made available to each employee and youth while engaged in outside work activity.</p> <p>b) Outdoor activities will be discontinued, except in an emergency (<i>i.e.</i>, snow removal, <i>etc.</i>), when the wind chill factor drops below -19 degrees Fahrenheit. If, in an emergency, activity must continue, enough cold weather gear will be provided to cover all exposed skin.</p>
<p><b>C. Lock out/ tag out program</b></p>	<p>The YDC facility managers in conjunction with the fire safety officer (FSO) will institute a lock out/tag out program containing the minimum procedures as set forth in <b>TOSHA Section 1010.147 Appendix A</b>, with documented training procedures to affected employees.</p>
<p><b>D. Restroom health standard</b></p>	<p>All YDC facilities rest rooms that are accessible to the public will have a sign posted, at least 6" x 14" that reads:</p> <div data-bbox="737 884 1029 1031" style="border: 1px solid black; padding: 5px; text-align: center;"> <p><b>For Good Health, Please Wash Your Hands!</b></p> </div>
<p><b>E. Fire safety officer responsibilities and training requirements at YDCs</b></p>	<p>The YDC fire safety officer (FSO) will receive the necessary training to perform monthly inspections in accordance with DCS policy <a href="#"><u>29.1, Monitoring and Conducting Fire and Occupational Safety Inspections in Youth Development Centers</u></a>. The FSO will serve as a liaison to YDC staff regarding TOSHA and will assist in preparing corrective action plans required by TOSHA inspections.</p>
<p><b>F. Personal protective equipment program</b></p>	<p>The YDC facility manager in conjunction with the facility fire safety officer (FSO) will institute a personal protective equipment program containing the minimum procedures as set forth in <b>29CFR1910-Subpart I</b>, as adopted by the Tennessee Department of Labor Occupational Safety and Health Division.</p>
<p><b>G. Confined space entry program</b></p>	<p>The YDC facility manager in conjunction with the facility fire safety officer (FSO) will institute a confined space entry program set forth in <b>29CFR1910.146</b>, as adopted by the Tennessee Department of Labor Occupational Safety and Health Division.</p>

<p><b>H. Written hazard communication program</b></p>	<ol style="list-style-type: none"> <li>1. Each YDC facility will be responsible for communication and implementation of the <b>Hazard Chemical “right to know law.”</b></li> <li>2. Training for all employees will be conducted internally and annually in conjunction with contingency plan and exposure control plan training.</li> </ol>
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<p><b>Forms:</b></p>	<p>None</p>
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<p><b>Collateral documents:</b></p>	<p><i>None</i></p>
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<p><b>Glossary:</b></p>	
<p><i>Term</i></p>	<p><i>Definition</i></p>
<p><b>Fire Safety Officer (FSO):</b></p>	<p>The youth development center employee appointed by the Superintendent to manage, direct, and supervise the YDC fire and safety program.</p>
<p><b>Tennessee Occupational Safety and Health Act of 1972 (TOSHA):</b></p>	<p>Under 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 thereto. 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 29 CFR 1926.59. <a href="http://www.state.tn.us/labor-wfd/standproc.html">http://www.state.tn.us/labor-wfd/standproc.html</a></p>