

PS 1600.08 OCCUPATIONAL HEALTH AND ENVIRONMENTAL SAFETY



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# Change Notice

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DIRECTIVE AFFECTED: 1600.08  
CHANGE NOTICE NUMBER: 1600.08  
DATE: 8/16/99

1. PURPOSE AND SCOPE. To update the Program Statement, **Occupational Safety and Environmental Health.**

2. SUMMARY OF CHANGES

a. Chapter 1

- Ž Addition of vehicle safety to list of mandatory annual training subjects to comply with EO 13043.
- Ž Added requirement for supervisors to attach copy of the daily inmate detail roster to the monthly Job Efficiency Training Report.
- Ž Revised to reflect the current OSHA threshold for reporting an occupational accident resulting in multiple hospitalizations.
- Ž Clarified and revised by changing the record name, Environmental Surveys to Workplace Monitoring and replacing an incorrect reference to hazardous water manifests with hazardous waste manifests.
- Ž Revised to comply with EO 13043 which requires all Federal employees occupying a motor vehicle on official business to wear a seat belt.
- Ž Amended to prohibit toe caps and foot guards in foot hazard areas.

b. Chapter 2

- Ž Added a new requirement to comply with a recently established EPA organic vapor emissions standard which requires all containers holding hazardous waste to be sealed and opened only during waste transfer or container inspection.
- Ž Clarifies water sample collection requirements.
- Ž Revised to allow UNICOR inmates to perform asbestos brake work on forklifts and to correct an OSHA standard and appendix reference in the asbestos automotive section.
- Ž Clarifies the labeling and inspection requirements for transformers containing PCB.
- Ž Amended to change the confined space training class time requirement from 24 to 16 hour class.

c. Chapter 3

- Ž Amended to prohibit space heaters in all inmate living areas and all other areas within inmate housing units, including offices.
- Ž Revised to clarify smoke detector inspection, testing and calibration requirements.
- Ž Amended to allow conditional use of non-pressure sensitive locks in non-residential areas with an occupant load of 50 or more people.

d. Chapter 8

- Ž Amended to prohibit inmates from working on energized circuits or equipment. Provides clarification concerning approval of inmates to test electrical circuits with approved circuit testing equipment.
- Ž Amended to remove the non-conductive safety shoe requirement for inmate electricians since inmates are not permitted to work on energized circuits or equipment.

- Ž Removed requirements concerning powder paint booth workers because newly adopted safety procedures require operators to be grounded to the spray booth and equipment.
- Ž Revised to add receptacles supplying electricity to metal clad drinking foundations to the list requiring ground fault protection.
- Ž Revised to require personal protective high top safety shoes for welding, brazing, and cutting operations. Requires welding shop inmate workers and staff to wear, at a minimum, safety shoes.
- Ž Amended to add OSHA requirements for tire servicing and training.
- Ž Amended to require Bureau staff, driving or occupying a seat in a vehicle while on official Bureau business, to wear a seatbelt.
- Ž Revised by removing a fire sprinkler code reference to NFPA 13A and replacing it with the revised reference, NFPA 25.
- Ž Amended to reflect the EPA weekly inspection requirement for PCB transformers located in areas that pose a potential for food contamination.

d. **Chapter 9**

- Ž Amended to require mandatory quarterly cleaning and sanitization of ice machines.

e. **Attachments**

- Ž Revised Attachment K by removing a required reference manual, Conducting Fire Inspections, and adding two additional reference materials to the mandatory safety library list.

In addition, the Standards and Directives Referenced sections were updated. The Program Statement was reformatted and processed in WordPerfect 6.1 as required by the Directives Management Manual.

3. ACTION. The revised pages have already been included in the attached newly reformatted Program Statement. Discard the entire Manual and replace with the entire, newly reformatted version.

File this CN in front of the newly revised Program Statement entitled, **Occupational Health and Environmental Safety Manual**.

/s/

Kathleen Hawk Sawyer  
Director



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# Program Statement

OPI: HSD  
NUMBER: 1600.08  
DATE: 8/16/99  
SUBJECT: Occupational Health and  
Environmental Safety

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1. PURPOSE AND SCOPE. The purpose and scope of this Manual is to:

    • provide a safe and healthy environment for staff and inmates to work and live,

    • provide oversight and examination of issues and development of strategies on the impact of environmental regulations affecting the Bureau, and

    • ensure that all Federal prisons comply with current American Correctional Association (ACA) Standards, National Fire Protection Association (NFPA) National Fire Codes (NFC), emphasizing NFPA 101, the Life Safety Codes, environmental regulations and the Uniform Federal Accessibility Standards

This revision is prompted by the many changes to Federal and state laws and regulations that have occurred since the previous edition's publication in May 1996.

The Manual is organized by institution department for easy reading and reference but staff are responsible for compliance with all of its provisions. General topic chapters, which are broader in scope, are also included to provide information that may affect all departments.

2. PROGRAM OBJECTIVES. The expected results of this program are:

a. Hazardous materials will be controlled.

b. Unsafe or unhealthy conditions reported by staff or inmates will be examined and corrected when appropriate.

c. Fire losses will be reduced through fire prevention and control strategies, evacuation planning, and maintenance of fire suppression equipment.

d. Work-related accidents and injuries will be investigated.

e. Personal protective equipment will be worn by staff and inmates when necessary.

f. Safety, fire safety, environmental compliance, and sanitation inspections will be conducted regularly.

g. Energy conservation, reduced solid waste, recycling, and environmentally friendly product use practices will be employed.

### 3. DIRECTIVES AFFECTED

#### a. Directive Rescinded

PS 1600.07 Occupational Safety and Environmental Health Manual (5/30/96)

#### b. Directives Referenced

PS 1210.18 Management Control and Program Review (12/22/97)  
 PS 1602.03 Life Safety Review and Fire Protection (6/16/97)  
 PS 3906.16 Employee Development Manual (3/21/97)  
 PS 4200.09 Facilities Operations Manual (4/3/96)  
 PS 4400.03 Property Management Manual (2/27/96)  
 PS 4700.04 Food Service Manual (10/7/96)  
 PS 5251.04 Work and Performance Pay Program, Inmate (1/4/96)  
 PS 5370.08 Recreation Programs, Inmate (6/13/94)  
 PS 5800.12 Receiving and Discharge Manual (12/31/97)  
 PS 6000.05 Health Services Manual (9/15/96)  
 PS 7300.09 Community Corrections Manual (1/12/98)  
 PS 8000.01 UNICOR Corporate Policies and Procedures (5/13/81)  
 PS 8530.01 UNICOR Acquisition Policy (12/13/93)

### 4. STANDARDS REFERENCED

a. American Correctional Association Standards for Adult Correctional Institutions, 3rd Edition: 3-4004; 3-4013; 3-4014; 3-4015; 3-4041; 3-4079; 3-4081; 3-4120; 3-4121(M); 3-4143;

3-4199(M); 3-4200(M); 3-4201(M); 3-4202; 3-4203;3-4206;  
3-4208(M); 3-4209(M); 3-4302 (M); 3-4303; 3-4304; 3-4305; 3-4306;  
4310(M); 3-4312(M); 3-4313(M); 3-4314; 3-4401(M).

b. American Correctional Association Standards for Adult Correctional Institutions, 3rd Edition:  
Appendix B "Definition of Qualified Individual for Safety and Sanitation Inspections"; Appendix C "Guidelines for the Control and Use of Flammable, Toxic, and Caustic Substances."

c. American Correctional Association Standards for Adult Local Detention Facilities, 3rd Edition: 3-ALDF-1A-13; 3-ALDF-1A-14;  
3-ALDF-1A-16; 3-ALDF-1A-17; 3-ALDF-1A-18; 3-ALDF-1B-15;  
3-ALDF-1D-01; 3-ALDF-1D-11; 3-ALDF-1D-12; 3-ALDF-1D-15;  
3-ALDF-2A-01; 3-ALDF-2A-02(M); 3-ALDF-2D-08; 3-ALDF-2E-09;  
3-ALDF-3B-01(M); 3-ALDF-3B-02(M); 3-ALDF-3B-03(M);  
3-ALDF-3B-04(M); 3-ALDF-3B-05(M); 3-ALDF-3B-08; 3-ALDF-3B-10(M);  
3-ALDF-3B-11(M); 3-ALDF-3B-12(M); 3-ALDF-4C-09(M); 3-ALDF-4C-10;  
3-ALDF-4C-11(M); 3-ALDF-4C-12; 3-ALDF-4C-14; 3-ALDF-4D-01(M);  
3-ALDF-4D-03(M); 3-ALDF-4D-04(M); 3-ALDF-4D-05.

d. American Correctional Standards for Adult Local Detention Facilities, 3rd Edition: Appendix A "Definition of Qualified Individual for Safety and Sanitation Inspections; Appendix B "Guidelines for the Control and Use of Flammable, Toxic and Caustic Substances.

e. American Correctional Association Standards for Adult Correctional Boot Camp Programs: 1-ABC-1A-04; 1-ABC-1A-11;  
1-ABC-1A-12; 1-ABC-1D-08; 1-ABC-1D-10; 1-ABC-1D-12; 1-ABC-2A-01;  
1-ABC-2A-03(M); 1-ABC-2D-01; 1-ABC-2D-02; 1-ABC-2D-03;  
1-ABC-2E-10; 1-ABC-3B-01(M); 1-ABC-3B-02(M); 1-ABC-3B-03(M);  
1-ABC-3B-04(M); 1-ABC-3B-05(M); 1-ABC-3B-06(M); 1-ABC-3B-07;  
1-ABC-3B-08; 1-ABC-3B-12; 1-ABC-4C-09(M); 1-ABC-4C-10(M);  
1-ABC-4C-11; 1-ABC-4C-12; 1-ABC-4C-13; 1-ABC-4D-01(M);  
1-ABC-4D-03(M); 1-ABC-4D-04(M); 1-ABC-4D-05.

f. American Correctional Association Standards for Adult Correctional Boot Camp Programs: Appendix B "Definition of Qualified Individual for Safety and Sanitation Inspections; Appendix C "Guidelines for the Control and Use of Flammable, Toxic, and Caustic Substances."

5. INSTITUTION SUPPLEMENTS. Each institution shall publish Institution Supplements in the following areas:

- a. Control of Flammable/Toxic/Caustic Materials
- b. Hazardous Materials Communications Program

- c. Safety Shoes
- d. Pest Control
- e. Respiratory Protection
- f. Hot Work Permits
- g. Fire Brigades (Not required at institutions without fire departments)
- h. Environmental Concerns

/s/

Kathleen Hawk Sawyer  
Director

## CHAPTER 1

### ADMINISTRATION

#### A. POLICY

1. The policy of the Bureau of Prisons and UNICOR is to provide a safe and healthful environment for all employees and inmates. The following standards are referenced: the Occupational Safety and Health Act of 1970 (OSHA), Executive Order 12196 (Occupational Safety and Health Programs for Federal Employees), Environmental Protection Agency (EPA), National Fire Codes published by the National Fire Protection Association (NFPA), and other recognized technical standards cited in this manual.

2. This Manual is divided by department for easy reading, but the divisions do not relieve employees of accountability for the general chapters or other applicable sections. Chapters with department headings include topics for emphasis, while the administrative, fire safety and environmental health chapters are broader in scope and application and apply to all departments.

3. It is recommended that the safety manager annually attend other departmental staff meetings for the purpose of reviewing appropriate chapters of this manual with each department.

#### B. DEFINITIONS

1. Throughout this manual the universal pronoun "he" is used for ease in reading. This is not meant to be exclusionary, but simply to maintain the flow of the narrative.

2. Mnemonics are used throughout the manual for some commonly abbreviated terms:

- a. OSHA - Occupational Safety and Health Act  
(or Administration)
- b. NFPA - National Fire Protection Association
- c. ACA - American Correctional Association
- d. ANSI - American National Standards Institute
- e. CEO - Chief Executive Officer
- f. OWCP - Office of Workers' Compensation Programs

- g. NIOSH - National Institute of Occupational Safety and Health
- h. EPA - Environmental Protection Agency
- i. BOP - Bureau of Prisons
- j. JCAHO - Joint Commission on Accreditation of Healthcare Organizations.

C. RESPONSIBILITY

1. Assistant Director. The Assistant Director, Health Services Division, serves as the designated Safety and Health Official for the Bureau of Prisons. He is responsible for the management of the Bureau's Occupational Safety and Health Program. He serves as the "Authority Having Jurisdiction" (AHJ) for the Bureau, as defined and used in National Fire Codes.

2. Safety Administrator. The Safety Administrator reports to and advises the Assistant Director, Health Services Division, concerning safety, fire safety, and environmental health issues. He also serves as consultant to institution safety managers when such issues cannot be resolved at institution or regional levels.

3. Life Safety Review Members. Their purpose is to review and recommend approval of action plans, variance requests, and additional functions deemed necessary by the AHJ. The institution's CEO shall initiate Plans-of-Actions and variance requests, forwarded to the regional office for comment, then sent to the Central office. Copies of comments and concerns made by the Central Office staff shall be sent to the regional and institutional staff along with the AHJ's final judgement and/or approval.

a. Assistant Director, Health Services Division or designee: Authority Having Jurisdiction (AHJ).

b. Regional Director or designee: Each to represent their respective regions on Life Safety issues.

c. Regional Safety and Facility Administrators: Each to represent their respective regions on Life Safety issues.

d. Safety Administrator: Central Office.

e. Facilities Administrator: Central Office.

- f. Correctional Services Administrator: Central Office.
- g. Fire Protection Engineer: Central Office.

4. Regional Safety Administrators report to and advise the Regional Directors on safety, fire safety, and environmental health issues. They assure the effectiveness and uniformity of safety programs in their regions through monitoring of scheduled program reviews and technical assist visits of all institutions. They also monitor reports and data generated by the institution safety personnel. They provide first line guidance and technical supervision to institution safety personnel and assist in resolving problems that cannot be resolved at the institution level.

5. Safety Managers serve as staff advisors to the Chief Executive Officers of their institutions on matters relating to safety and environmental health programs. As the Safety Manager works at the department head level and affects all areas of management, he reports to the CEO through the designated Associate Warden. Provides career mentoring to subordinates. Professional judgement shall be exercised when regulation and policy is not item specific.

6. Alternate Safety Manager. Where an institution has only a Safety Manager in the safety department, the CEO shall provide at least one suitable full-time relief during the Safety Manager's absences. The Safety Manager shall provide training for this position. To keep current, the Alternate shall be assigned full-time to the safety office for on-the-job training at least one week per quarter. Formal training must be budgeted through the institution training committee.

7. Chief Executive Officers shall:

a. Commit top management support to injury/illness reduction, and personally monitor the effectiveness of the program.

b. Ensure compliance with OSHA, EPA, and NFPA requirements and applicable state and local regulations.

c. Ensure sufficient staffing to administer the Bureau's Occupational Safety and Environmental Health Program.

d. Ensure the periodic inspections of workplaces by technically competent personnel.

e. Ensure the prompt abatement of unsafe or unhealthful working conditions.

f. Ensure that management information systems and records are kept accurately and posted annually for accidents, injuries and illnesses.

g. Ensure that employees are not subject to restraint, interference, coercion, discrimination or reprisal for exercising their rights under Executive Order 12196, 29 CFR 1960, or for participating in the Bureau's Safety and Environmental Health Program.

h. Ensure that adequate safety and environmental health training is provided management, supervisory personnel, safety personnel, collateral duty safety personnel and other employees of the Bureau.

i. Encourage participation in Federal Field Safety Councils.

8. Detail Supervisors shall:

a. Be held responsible for operating aggressive safety programs as part of their position description and as a critical element of their performance standards.

b. Train employees and inmates in safe practices and encourage good safety attitudes.

c. Familiarize themselves with hazards involved in the actual job or the physical surroundings of employees and inmates, and institute training on accident, fire prevention and environmental health.

d. Promptly and accurately report and record all accidents, injuries, illnesses and their causes to the Safety department within twenty-four hours of occurrence.

9. Employees and inmates of the Bureau shall:

a. Perform their duties in the safest possible manner and encourage fellow workers to do the same.

b. Comply with OSHA, EPA, NFPA and Bureau of Prisons Occupational Safety and Environmental Health Standards, and applicable state and local laws and regulations.

c. Report immediately all hazards or unsafe acts to their supervisors.

d. Report all accidents, injuries, and illnesses to their supervisors.

D. IMMINENT HAZARD. When a Safety Manager determines that conditions or practices exist in any place of employment which could reasonably be expected to cause death or serious physical harm, he shall inform the affected employees of the danger and shut down the work or process until such danger can be eliminated. He shall inform in writing the CEO and Regional Safety Administrator of the hazard and action. Reactivation of the work or process shall be contingent upon the Safety Manager's reinspection and written approval.

E. TRAINING

1. Safety Trainees. All Safety Trainees shall complete all of the following training courses within 18 months of appointment. Central Office shall provide funding for the training of Bureau-designated trainees. Safety trainees may not be promoted without the National Safety Administrator's concurrence. The Safety Manager shall complete a quarterly evaluation of trainee performance and progress and route it to the Central Office and Regional Safety Administrator through the CEO of the institution.

a. Five-week Safety Management Training Program at the M.S.T.C. Aurora CO.

b. Pest Control Technology. (i.e., Purdue University Home Study Course).

c. Applied Food Service Sanitation (i.e., National Restaurant Association Educational Foundation, Home Study Course).

d. Basic Firefighting. (This training is offered in most states at either a State Fire Training School or State University.) This training is not required for Staff at Institutions without Fire Departments.

e. Employee Compensation Procedures and Forms. (This course is conducted by the Department of Labor/Office of Workers' Compensation Programs at various sites.)

f. A program of on-the-job training shall be completed and documented in accordance with Appendix D.

- g. Financial management training - local.
- h. Complete cross-development courses that include Food Service, Safety and Facilities.
- i. Training for trainers.
- j. Exemptions: Participation in any of the above listed courses may be exempted by approval of the National Safety Administrator. Written exemption requests must include certification of comparable training within the past three years.
- k. Self inspections of areas are not to be completed by the trainee until after three months on the job.

2. Safety Manager/Specialist. In addition to completing each of the courses listed for Safety Trainees, each Safety Manager, Assistant Safety Manager, and Safety Specialist shall attend the Annual Safety Management Refresher Course offered at the M.S.T.C. Aurora CO.

3. Staff Safety Training

a. Department Head staff shall be trained annually in inspecting techniques for compliance with safety, fire safety, and environmental standards. Such training may be part of annual refresher training.

b. Supervisors and line staff shall be trained annually in emergency plans, features in automatic fire suppression equipment, and first responder (e.g., use of extinguishers and fire hoses). Annual training shall include but is **not limited to**:

- (1) Supervisory responsibility for providing and maintaining safe and healthful working conditions for employees and inmates;
- (2) Bureau of Prisons safety program;
- (3) Section 19 of the OSHA;
- (4) Executive Order 12196;
- (5) 29 CFR Part 1960 (Federal Employee Occupational Safety and Health Programs);
- (6) Standards applicable to the assigned workplaces;

- (7) Hazards Communication Training;
- (8) Procedures for recognition of and reporting hazards;
- (9) Procedures for abatement of hazards;
- (10) SCBA Refresher Training. (Hands-on training); and,
- (11) Lockout/tagout procedures;
- (12) Environmental Awareness;
- (13) 29 CFR 1910.20;
- (14) Confined Space Identification.
- (15) Vehicle Safety, including mandatory seat belt use for Bureau staff while on official Bureau business.

The training shall also include the development of needed skills in managing safety and environmental health programs within the work unit, including the training and motivation of inmates and subordinates toward assuring safe and healthful work practices.

c. New Employee Orientation shall include all topics cited in paragraph c above, as well as workers' compensation programs and fire prevention and control concepts.

d. Inmate Training. All staff and inmates shall be provided a safe work area, proper equipment with which to work, and detailed instruction in the safe way to do the work.

(1) Initial Training. Each inmate shall receive familiarization training during Admission and Orientation concerning safety programs in the institution. He shall sign the form BP-169(16) regarding the basic safety rules. A copy of the signed form shall be placed in the Inmate Central File.

(2) Initial Job Orientation Training. Upon assignment to a job or detail, each inmate shall receive initial training by his supervisor concerning safe work methods and hazardous materials communication. The training shall include demonstration of safety features and practices. Workers shall be trained to recognize the hazards involved in the workplace, to understand the protective devices and clothing provided, and to report deficiencies to their supervisors. It is our policy not to accept "lack of knowledge or skill" as a cause of an accident.

All training shall be documented.

(3) Job Efficiency Training. The supervisor shall give monthly training on safety topics relevant to the work. The goal of these sessions is to heighten safety awareness. Training shall cover work being performed, machinery, and tools of the specialty and injury histories related to the detail. Training shall be held at the regular work station and must include all members of the detail. The monthly training sessions are not intended to replace initial or continuous training, but shall serve to increase job efficiency through reduction of injuries. The BP-182 form or local equivalency may be used to document the monthly training.

Originals are to be forwarded monthly to the Safety department with a copy of the inmate detail roster attached. The date of the attached detail roster shall correspond to the date that the training was provided. A sample of the form BP-182 is found in Appendix P. Completed forms are to be retained for five years.

e. Firing Range Safety. Safety of employees during training with firearms is always a prime concern. The following requirements shall be enforced at facilities operating an indoor or outdoor firing range.

(1) Frames. Target frames and holders can be constructed of rolled metal or angle steel with the apex of the steel triangle facing the shooter. Additional information on firing range design requirements can be obtained from the Facilities Development Technical Reference Manual.

(2) Flag. A red flag shall be prominently displayed when firing is in progress.

(3) Gates. Gate openings or other accesses to firing areas shall be closed and secured during firing.

(4) Hearing Protection. All participants, instructors, and observers of firearm training shall wear muff hearing protectors. Use of indoor ranges requires hearing protection for all persons in the range room. Hearing protection at outdoor ranges is required for all persons within 15 yards of a firing point.

(5) Eye Protection. Eye protection or shooting glasses shall be worn by all participants, including those who wear prescription glasses, instructors and observers within 15 yards of the firing point.

(6) Lead. Indoor ranges shall have properly permitted exhaust ventilation engineered to maintain lead oxide fumes concentrations in the room below 30 micrograms per cubic meter (30 ug/m<sup>3</sup>) on an eight hour time weighted average.

f. Library and Equipment. The Safety Manager shall maintain a current library of reference books and manuals. This reference library shall be made available to employees on request. Appendix K lists minimum required library and equipment needed for monitoring safety and environmental health programs.

#### F. HAZARDOUS MATERIALS COMMUNICATIONS PROGRAM

1. Application. The Hazardous Materials Communications Program for the Bureau of Prisons shall apply to all departments using hazardous materials as part of a manufacturing process, maintenance operations, construction projects and daily operations within a department. Each institution shall develop an Institution Supplement addressing a hazardous materials communications program. That Supplement shall include labeling requirements and other warning methods, material safety data sheets, dissemination of information and training requirements for individuals who may be exposed under normal conditions or in an emergency.

The Supplement shall be made available upon request to inmates, staff and their designated representatives, and designated representatives of the Director of OSHA.

2. Additional information on hazardous materials to be included in this program may be found in Section J.3 of Chapter 2 of this manual.

#### 3. Definitions

a. "Chemical" means any element, chemical compound or mixture of elements and/or compounds.

b. "Container" means any bag, barrel, bottle, box, can, cylinder, drum, reaction vessel, storage tank, or the like that contains a hazardous chemical. For purposes of this section, pipes or piping systems are not considered to be containers.

c. "Exposure" or "exposed" means that an employee is subjected to a hazardous chemical in the course of employment through any route of entry (inhalation, ingestion, skin contact or absorption, etc.), and includes potential (e.g., accidental or possible) exposure.

d. "Hazardous chemical" means any chemical which is a physical hazard or a health hazard.

e. "Health hazard" means there is statistically significant evidence based on at least one study conducted in accordance with established scientific principles that acute or chronic health effects may occur in exposed employees. The term "health hazard" includes carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, neurotoxins, agents which act on the hematopoietic system, and agents which damage the lungs, skin, eyes, or mucous membranes.

f. "Immediate use" means that the hazardous chemical shall be under the control of and used only by the person who transfers it from a labeled container and only within the work shift in which it is transferred.

g. "Label" means any written, printed, or graphic material displayed on or affixed to containers of hazardous materials.

h. "Material safety data sheet (MSDS)" means written or printed material concerning a hazardous chemical which is prepared in accordance with paragraph (g) of 1910.1200 of the OSHA regulations.

i. "Physical hazard" means a chemical for which there is scientifically valid evidence that it is a combustible liquid, a compressed gas, explosive, flammable, an organic peroxide, an oxidizer, pyrophoric, unstable (reactive) or water reactive.

j. "Use" means to package, handle, react, or transfer.

#### 4. Labels and Other Forms of Warning

a. Except as provided in paragraphs b and c as follows, the institution shall ensure that each container of hazardous material is labeled, tagged or marked with the following information:

- (1) Identity of the hazardous material(s) contained therein;
- (2) Appropriate hazard warnings; and
- (3) Emergency first aid.

b. The institution may use signs, placards, process sheets, batch tickets, bin cards, operating procedures or other such

written materials in lieu of affixing labels to individual, stationary process containers, as long as the alternative method identifies the containers to which it is applicable and conveys the information required by the preceding paragraph. The written materials shall be readily accessible to the employees and inmates in their work area throughout each work shift.

c. The institution is required to label portable containers into which materials are transferred from labeled containers even though intended only for the immediate use of the person who performs the transfer.

d. Existing labels on incoming containers of hazardous materials may not be removed or defaced unless the container is immediately marked with the required information.

e. The institution shall ensure that labels or other forms of warning are legible and prominently displayed on the container, or, as required by paragraph (a) of this section, readily available in the work area throughout each shift.

5. Material Safety Data Sheets (MSDS). It shall be the responsibility of each department using an identified hazardous material to obtain and maintain the MSDS (OSHA Form 174 or its equivalent) for that material. MSDSs shall be readily accessible to staff and inmates when they are in their work areas. The MSDS lists information relative to the storage, use, and disposal of the material and those requirements shall be followed. A copy of each MSDS shall be maintained in the Safety Department and updated as needed. Safety staff shall review annually each MSDS master file to ensure that it is current. Review documentation shall be maintained in the MSDS master file.

6. Dissemination of Information and Training. Department heads of each department identified as a user of hazardous materials shall insure staff and inmates have received information and training on hazardous materials at the time of their initial assignment to the area and whenever a new hazard is introduced into their work area.

- a. Information - Staff and inmates shall be informed of:
- (1) The requirements of this section of the Manual;
  - (2) Any operation in their work area where hazardous materials are present; and

(3) The location and availability of the Hazardous Materials Communication Program Institution Supplement and the material safety data required by this section.

b. Training - Staff and inmate training shall include at least the following:

(1) Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area (such as monitoring conducted by the employer, continuous monitoring devices, visual appearance or odor of hazardous chemicals when being released, etc.);

(2) The physical and health hazards of the chemicals in the work area;

(3) The measures workers can take to protect themselves from these hazards, including specific procedures the employer has implemented to protect workers from exposure to hazardous chemicals, such as appropriate work practices, emergency procedures, and personal protective equipment to be used; and

(4) The details of the hazardous materials communication program developed by the institution, including an explanation of the labeling system, the material safety data sheets and how to obtain and use appropriate hazard information.

c. Documentation of the required information dissemination and training shall include the course outline and signature of the instructor(s) and participant(s). The required documentation shall be maintained in the department for a period of three years.

#### G. COMMITTEE MEMBERSHIP

##### 1. Institution Central Safety Committee

a. The Central Safety Committee shall be comprised of department heads to include Facilities Manager designated by the CEO, plus union representation in accordance with master agreement and UNICOR. Other staff should be invited to those Safety Committee meetings which include matters concerning that staff's specific area.

b. The Chief Executive Officer shall designate an Associate Warden to serve as chairman of the committee.

c. The Safety Manager shall designate a recorder and prepare an agenda for each meeting. The agenda should be distributed seven calendar days before the meeting. The minutes of the meeting shall be forwarded to the Regional and Central Office Safety Administrators. Minimally, the following topics should be covered: pest control, fire safety issues, review of inspection and program review reports, accidents and injuries, hazardous complaint log, hazardous/infectious waste/RCRA compliance, budget/planning, job efficiency talks, environmental issues, and ongoing projects.

d. The Central Safety Committee shall meet at least quarterly. Medical Centers shall conduct bi-monthly meetings.

2. Standing Committees. The Safety Manager shall be a member of the Work Programming Committee, the Planning Committee (fiscal) of the institution and the Environmental Concerns Committee.

H. INSPECTIONS. Staff designated by the CEO shall inspect all areas of the institution on a scheduled basis. The minimum requirements for regular inspections are as follows:

1. A Safety staff member shall inspect all areas of the institution monthly for safety, fire safety and environmental concerns (especially as it affects pest control and hygiene). The department head/or designee shall accompany the Safety staff on the inspection of their area and prepare a written response addressing corrective actions on noted deficiencies to be routed through the respective Associate Warden to the Safety Department.

2. Qualified departmental staff members shall inspect their areas at least weekly for safety, fire safety, and sanitation using the inspection checklist. (See Appendix O)

3. Program Review

a. Annual operational reviews shall be conducted in accordance with the Program Statement on Management Control and Program Review. Copies of the operational review shall be submitted to the CEO and Associate Warden of the institution and to the Regional and Central Safety Offices. Appendix E (available on BOPDOCS) may be used as a supplement to the current safety program review guidelines.

b. The Safety Section of the Program Review Division shall conduct program reviews at every facility in accordance with Program Statement the Program Statement on Management Control and Program Review.

c. The institution's CEO or the Regional Director may request technical assistance visits. Request for Central Office technical support must be routed through the Regional Director to Assistant Director, Health Services Division.

#### I. REPORTING HAZARDS

1. Definition. For the purposes of this section, "employee" shall mean civilian staff, as defined in 29 CFR 1960.2(g).

2. Any employee or inmate or representative of employees or inmates who believes that an unsafe or unhealthful condition exists in any workplace where the person is employed, has the right to make a report of the unsafe or unhealthful working condition to the Safety Manager, the CEO of the institution, Regional or Central Office staff, or directly to the Department of Labor, Occupational Safety and Health Administration. Since many safety and health problems can be eliminated as soon as they are identified, the existence of a formal channel of communication should not preclude immediate corrective action by an employee's/inmate's supervisor in response to oral reports of unsafe or unhealthful working conditions where such action is possible.

a. Each report of an existing or potential unsafe or unhealthful working condition shall be recorded in a log maintained at the institution. A copy of each report shall be presented to the Central Safety Committee at the next scheduled meeting.

b. The log shall contain the following information at a minimum: date, time, code/reference/file number, location of condition, brief description of condition, classification (imminent danger, serious, or other), and date and nature of action taken. A sample of a possible log format is at Appendix J.

c. Inspection by the Safety Manager or designee shall be conducted upon notification for employee or inmate reports of imminent danger conditions, within eight hours for potentially serious safety and health conditions, and within three working days for other than serious safety and environmental health conditions.

d. An employee or inmate submitting a report of unsafe or unhealthful condition shall be notified in writing within 15 days if the official receiving the report determines there are not reasonable grounds to believe such a hazard exists and does not plan to make an inspection based on such a report. A written

summary, if any, shall be made available to the employee or inmate making the report within 15 days after completion of the inspection for safety violations or within 30 days if for health violations.

3. The Bureau of Prisons Occupational Safety and Environmental Health Program poster shall be prominently displayed in a conspicuous location frequented by employees and inmates. The poster details the Bureau program and how to file a report.

#### J. ACCIDENT INVESTIGATION

1. Work related accidents and injuries are to be investigated and/or documented by the appropriate detail supervisor and reviewed by the Safety Manager. Documentation of property damage accidents shall be retained in the Safety Office for a period of five years.

2. Board of Investigation. In instances of serious injury, dismemberment, or fatal injury, the CEO shall promptly appoint a board of investigation which includes one Associate Warden, the Chief of Health Programs and/or Health Services Administrator, Personnel Officer, Safety Manager, and at least one department head outside the department of incidence. The purpose of the group is to establish the facts of the incident, not to assign blame. They shall visit the scene of the accident to investigate the physical conditions present and take testimony from witnesses. The board shall submit findings and recommendations to the CEO, who shall forward copies to the Director and Regional Director.

3. Disaster Investigation. In the event of a disaster (e.g., explosion, fire) the Regional Director may deem it necessary that the Regional Safety Administrator, Regional Counsel, and Regional Facilities Administrator conduct an investigation. It may be advisable to have an investigation by an outside expert in the field of interest. The following data should be compiled by the following members:

a. Regional Counsel: Team leader, who shall obtain names of witnesses and obtain their written statements. He shall also interview the injured party or parties and keep the CEO and Regional Director informed of the investigative progress.

b. Regional Facilities Administrator: Assist the Safety Administrator in the accident investigation, obtain all pertinent diagrams and blueprints of the accident scene, gather information and/or literature on equipment or machinery involved and obtain

weather information and samplings for laboratory analysis, when needed.

c. Regional Safety Administrator: Shall investigate and inspect the accident scene. Makes all pertinent sketches and diagrams, assists the Human Resource Manager with all reporting forms. Is responsible for reviewing other team members' investigative documentation and preparation of a final report. The Safety Administrator shall turn over all final reports to the team leader for publication and distribution.

4. Board of Inquiry. A Board of Inquiry may be appointed by the Director of the Bureau of Prisons in those instances when an external investigation is thought appropriate.

5. Reporting Injuries is covered in Section K of this chapter.

#### K. REPORTS

1. Serious Accidents/Incidents. Within eight hours after the occurrence of a serious accident/incident of the following type, the Safety Manager shall telephonically notify the Regional Safety Administrator of the circumstances of the accident or incident, names of individuals involved, actions taken by the institution, the number of fatalities and/or injuries and the extent of any injuries, or property damage:

a. Any occupational accident which is fatal or involves loss of a bodily function or an appendage.

b. Any occupational accident which results in the hospitalization of three or more persons;

c. Any occupational illness which results in death;

d. Any serious incident, i.e., fire, hazardous materials issue, vehicle accident, etc. The Regional Safety Administrator shall insure proper notification is made to Central Office Safety Administrator and appropriate outside agencies.

e. Fatality and catastrophe notification to OSHA shall be in compliance Standard 1904.8.

2. Fires shall be investigated by the Safety Manager and reported to the Central and Regional Offices via Sentry Format #203 upon completion of the preliminary investigation.

3. Injuries shall be documented on Form CA-1 by injured employees. Safety Managers shall maintain a chronological

listing of recordable employee injuries on Appendix A of OSHA 2014 for each fiscal year. The completed Appendix A shall be forwarded to the Safety Administrator by November 1 of each year. A copy of the summary shall be posted at each institution in a conspicuous location no later than November 14, and shall remain posted for at least 30 days.

4. Monthly Injury Reports must be entered into the SENTRY GRS system by the 10th of the month using the Facility Report transaction and "Injury Report" command.

5. Quarterly Reports. Environmental Recycling Reports must be entered into SENTRY using the Facility Report transaction and the "Recycle Report" command.

6. Safety Committee minutes shall be forwarded to the Central and Regional offices when completed.

7. Institution Reviews by Regional Safety Administrators shall be forwarded to the Central Office upon completion. Reviews by outside agencies or consultants shall be forwarded to Central and Regional Safety Offices upon receipt. Operational reviews shall be forwarded to the Regional and Central Offices upon completion.

8. Motor Vehicle Accidents. The Safety Manager shall investigate all accidents involving government motor vehicles using Standard Forms 91, 94, 95 and Optional Form 26, as appropriate. A summary report for each motor vehicle accident shall be forwarded to the Regional and Central Offices via SENTRY Format #208 upon completion of the investigation. If debt collection procedures to recover damage to a government vehicle are involved, the report shall be forwarded as soon as appropriate. Vehicle accidents involving civilian vehicles shall be thoroughly investigated and photographs taken if possible.

9. Inmate Injuries shall be documented on the BP-362 or BP-140. Recordable work injuries shall be reported on the BP-140. Copies of Completed BP-140 Forms shall be maintained in the Inmate Central File, and in the Safety Office.

10. Outside Visitors: Accidents shall be investigated and documented. Emergency care only shall be provided. Additional treatment, if required, shall be by outside provider.

L. RECORDS RETENTION. Throughout this Manual, specific retention periods are noted for various records and reports. Most are listed here for easy reference. A one year retention of records would mean that all documents generated during 1995 would be retained through 1996 and purged at the beginning of 1997.

RECORDS	RETENTION PERIOD
Program/Operational Reviews and Responses	3 years
Central Safety Committee Minutes	3 years
Civilian Injury Forms (not employees)	5 years
Confined Space Entry Permits	2 years
Employee Injury Records (non-recordable)	5 years
Employee Injury Records (recordable)	Life
Workplace Monitoring, Employee Exposure to Hazardous Materials, etc. (1910.20)	30 years (OSHA)
Fire Drills	3 years
Fire Reports	3 years
Inmate Injury Records	Life of sentence +2 years
Hazardous Materials Communication Program	3 years
Hazardous Waste Manifests and Certificates of Disposal	No Disposal Authorized
Hot Work Permits	2 years
Inspections, Internal and External	3 years
Job Efficiency Training Report	5 years
Monthly Reports	3 years
OSHA Form 2014	5 years
Water Sample Reports	3 years
Vehicle Accident Reports	6 years
Asbestos/Lead Based Paint	Indefinite - No Disposal Authorized

M. INMATE ACCIDENT COMPENSATION. The purpose of an inmate injury investigation is to find the cause of the injury, not to assign blame. The work-relatedness of the injury for compensation is concluded by determining if the injury took place at the assigned workplace during assigned hours and was incident to the employment. The assigned workplace is generally considered anyplace the inmate is authorized to be performing his assignment, not just the work station. For example, if a worker slipped on his way to the bathroom from his work station, it is considered a work injury. If he slipped on the sidewalk outside the building on his way to lunch, it is not considered a work injury. The Central Safety Committee would consider and decide each case individually.

1. Documentation. Listed below are specific requirements and procedures for documenting inmate injuries. If an injury would not ordinarily require a BP-140, but appears that further investigation would be beneficial (tort claim, common compensable injuries, etc.), the Safety Manager shall initiate a BP-140 and review all documentation required of the detail supervisor.

a. Lost-Time Work Injuries shall require a completed BP-140, Lost Time Follow-up Report. Lost-time compensation shall be paid according to the Federal Inmate Compensation Act. The detail of assignment at the time of the injury shall be responsible for all lost-time compensation, including for those transferred to a Medical Center for additional medical care.

b. Distribution of forms shall be an original to the inmate's central file, a copy for the Safety Office, a copy for the Central Office Inmate Claims Examiner, a copy to the injured inmate, and, in cases of lost-time, a copy to the inmate's timekeeper.

c. Data Input for monthly reports is required only for recordable work-related injuries resulting in lost-time beyond the third day of injury, medical care beyond first aid, loss of consciousness or occupational illnesses.

2. Non-Work Injuries shall be documented on the BP-362 form by medical staff and be maintained on file in the Safety Office. Data input of recreation injuries and other non-work injuries shall not be necessary. Documentation of non-work injuries need not be transferred with the inmate.

3. Transfer of Records. Copies of injury reports maintained in the Safety Office shall not be forwarded unless requested by the receiving institution.

4. Records Retention. Inmate injury records must be retained through the duration of the sentence plus two years.

5. Inmate Accident Compensation

a. The Federal Inmate Compensation procedures provides for compensation payments to inmates injured in UNICOR or institution work assignments who, upon release from confinement, suffer physical impairment as a result of the injury. 28 CFR, Part 301. See Appendix I.

b. Procedures

(1) Forty-five days prior to an injured inmate's release, the Safety Manager must interview him or her about any intentions to file a claim. If the inmate chooses not file a BP-Adm-139, he or she is to sign a Notice of Right to File for Compensation for Work Related Injury (BP-Adm-14).

(2) The physical examination should be completed as far in advance of release as possible.

(3) Documentation of the examination findings is provided on the reverse of the Form 43. It is imperative that substantiated percentages of permanent and/or temporary impairment be included on the form. The completed Form 43 must be returned to the Safety Manager immediately after the examination.

(4) The Safety Manager shall check the completed Form 43 and compile a packet of related documents to be sent to the Inmate Claims Examiner in the Central Office upon the inmate's release. The packet would consist of:

- (a) FPI Form 43 (Completed).
- (b) BP-362 (Preliminary Medical Report of Injury).
- (c) SF-600(s) - All outpatient entries dealing with the claim from date of injury to release. (Spot check the entries prior to the claimed injury for possible preexisting conditions.)

- (d) X-Ray and diagnostic procedure reports dealing with the injury.
- (e) Consultant reports dealing with the injury.
- (f) Hospital discharge summaries dealing with the injury.
- (g) SF-93 (Report of Medical History) - Use the most recent before the injury.
- (h) SF-88 (Report of Medical Examination) - Use the most recent before the injury.
- (i) BP-140 and lost time follow-up report.
- (j) BP-Adm-169's signed by inmate.
- (k) BP-Adm-139.
- (l) Witness statements (if any).
- (m) Memoranda of investigations (if any).
- (n) Last progress report (as it deals with marital status and release plans used in determining amount of compensation).
- (o) Photographs.

(5) Procedures for lost time wages while still confined are found in 28 CFR, Part 301.

N. FIRST AID KITS. Since all Bureau institutions have medical facilities, it is prohibited to maintain first aid kits at the worksites except as noted below. All injuries, no matter how minor or how they occurred, shall be reported to the Health Services Department for treatment and documentation. The Health Services Department shall be responsible to supply, inspect and maintain first aid kits and stretchers where needed. The only exceptions to the "no first aid kit" rule are:

1. In areas where injurious corrosive materials are handled, there shall be suitable facilities for quick drenching or flushing of the eyes or body in an emergency.

2. When work details are some distance from the institution, first aid supplies may be kept at the workplace. Any treatment given shall be documented, and the injured shall be sent to the

Health Services Department for treatment upon return to the institution. The first aid kits' contents shall be checked weekly by the detail supervisor and the condition documented.

3. Over-the-road trucks shall have a first aid kit in the cab to treat minor injuries while away from the institution. Again, treatment shall be documented and the injured shall report to the Medical Department upon return to the institution.

4. Buses shall be equipped with first aid kits to treat minor injuries while in transit. Treatment shall be documented and the injured provided with medical care at the first institution at which the bus arrives.

#### O. DRIVER LICENSING

1. Definitions. For purposes of licensing requirements, there are three categories of drivers addressed: Inmate drivers, employee "operators" and "incidental operators." An operator is a staff member who is regularly required to operate Government-owned or leased motor vehicles. This vehicle operation would be in his job description. An incidental operator is an employee, other than one occupying a position classified as a motor vehicle operator, who is required to operate a Government-owned or leased motor vehicle in order to properly carry out his assigned duties. A UNICOR truck driver would be an example of an operator; a perimeter patrolman would be an example of an incidental operator. A commercial driver license shall be required for individuals who fall into this category in compliance with the Federal Motor Carriers Regulations Part 383.

**Note: All Bureau employees occupying any seating position in a motor vehicle on official business, whose seat is equipped with a seat belt, must have the seat belt properly fastened at all times when the vehicle is in motion. Additionally, seat belts must be worn by all occupants of Government owned vehicles to include leased or rented vehicles (exception: buses).**

#### 2. Inmate Drivers

a. The inmate driver/operator permit (Facilities Operations BP-251) is issued by the garage foreman to qualified inmates who are required to operate "on-reservation only" vehicles or equipment. Specific vehicles or equipment which the inmate is authorized to operate shall be listed on the permit.

b. If an inmate driver is to operate a vehicle off the reservation, he must have a valid state license for the type vehicle being operated. He must also have a SF-46 or BP 251 with the following statement typed in the "Restrictions" section: "The bearer is a Federal Prisoner of the (Institution). In case of emergency call (Institution Phone)."

c. All inmate drivers must be medically cleared before operating any motor vehicle or equipment.

3. Employee Drivers. Supervisory responsibility for assuring adherence to the following requirements resides with the head of the department using the operator or incidental operator.

a. Operators (full-time drivers) must meet the following requirements:

(1) Possess a safe driving record as defined in the OPM qualification guide.

(2) Possess a valid state license for the type and class vehicle being operated.

(3) Pass a road test administered by the garage foreman, if the vehicle is over one ton or is for transportation of dangerous materials.

(4) Meet the prescribed physical fitness standards for motor vehicle operators published in Chapter 930 of the Federal Personnel Manual.

(5) Must have physical fitness testing each four years in accordance with standards established by OPM in the Federal Personnel Manual.

b. Incidental Operators must meet the following requirements:

(1) Possess a safe driving record.

(2) Possess a valid state license.

(3) Carry a Bureau of Prisons identification card when operating a government-owned or leased vehicle.

(4) Meet prescribed physical fitness standards for motor vehicle operators published in Chapter 930 of the Federal Personnel Manual.

(5) Special purpose and over one ton rated vehicles shall require the operator to receive documented specialized training from the garage foreman.

c. Corrective Actions. Appropriate action may be taken against an operator or incidental operator for any of the following:

- (1) The employee is convicted of operating under the intoxicating influence of alcohol, narcotics or pathogenic drugs.
- (2) The employee is convicted of leaving the scene of an accident without making his identity known.
- (3) A Federal Medical Officer finds the employee fails to meet the required physical standards.
- (4) The employee's state license is revoked or suspended.
- (5) Operates a motor vehicle in an unsafe or negligent manner.

4. The following forms shall be carried at all times in vehicles used for official Government business, and should, to the extent possible, be completed at the scene of the accident:

- a. Operator's Report of Motor Vehicle Accident (SF-91)
- b. Statement of Witness (SF-94)
- c. Claim for Damage, Injury or Death (SF-95)

P. PERSONAL PROTECTIVE EQUIPMENT

1. Personal protective equipment such as safety shoes, eye and face protection, hard hats, gloves, respirators, lifelines and harnesses, and hearing protection shall be provided and worn in accordance with 29 CFR, OSHA 1926, Construction Standards, or as deemed necessary by the Safety Manager.

2. Protective equipment shall be required where there is a reasonable probability of injury that can be prevented by such equipment. These areas shall be conspicuously marked with hazard warning signs.

3. Safety shoes meeting the requirements of ANSI Z.41 are required in foot hazard areas as designated by local supplement.

Toe caps or foot guards may **not** be worn in lieu of safety shoes in designated foot hazards areas.

Inmate workers, medically restricted from wearing safety shoes, may work in areas **not designated** as foot hazard areas. Examples of work assignments that normally would not require safety shoe protection include: administrative clerks, hospital orderlies, unit orderlies and dining room orderlies. **Note: Each institution Safety Department must perform a foot hazard assessment to determine areas requiring safety shoes and areas not requiring safety shoes.**

4. A respiratory protection program shall be used in all areas where harmful mists, fumes, vapors, and dusts are present and above permissible limits. When personal respirators are used, OSHA procedures outlined in 29 CFR 1910.134, must be complied with.

5. Paint spray booths and areas where caustic materials are used shall have an eye wash station nearby which provides of continuous washing. In addition, emergency showers shall be provided in accordance with appropriate regulation. MSDS will often specify need.

6. Personal Protective Equipment shall be purchased and maintained by the department requiring it. Purchase approval of such equipment shall be routed through the Safety Department to insure it meets all current testing and certification requirements.

7. A Hazard Assessment of Personal Protective Equipment must be conducted in compliance with 29 CFR 1910-Subpart I Appendix B.

## CHAPTER 2

### ENVIRONMENTAL HEALTH

#### A. POLICIES AND PROCEDURES

1. Authority. The Bureau shall increase its efforts to contribute to societal health and the environment by promoting energy conservation, reducing solid waste, recycling waste materials, using environmentally friendly products, and educating inmates and staff regarding the urgent need to contribute as individuals and members of society to protect the environment.

2. In order to assume a pro-active role as a lead agency recognized for its environmental awareness and positive contribution to an environmental resolution, specific policies, procedures, programs and activities must be implemented by the Bureau. Institutions, UNICOR facilities and offices will have to implement these policies and procedures, initiate programs and activities specific to their location and operations.

3. An Environmental Technical Reference Manual has been developed to address the management processes associated with environmental compliance programs. The manual's format will outline the regulatory requirements called for in the Executive Orders and applicable environmental regulations that affect this area. Refer to this manual for specific instructions.

#### B. PLUMBING AND SEWAGE TREATMENT

1. Plumbing. The design, construction, and maintenance of the institution plumbing system shall meet the requirements of the current National Plumbing Code. Any area that is to be remodeled will meet the requirements of the code regardless of whether the original construction did or not. One prime concern in the plumbing system is assuring that there are no cross-connections in the system. Example, back-siphonage protection shall be provided on all threaded hose connections.

2. Sewage Treatment. Since each institution is under the jurisdiction of a different water management authority, it will be necessary for each facility to ensure that its sewage treatment arrangement meets the applicable standards of the local authority.

3. Garbage and Refuse. Refuse includes all garbage, rubbish, and other putrescible and non-putrescible solid waste, except the solid and liquid waste discharged into the institution's sanitary sewer system. Garbage and refuse shall be collected and removed

as often as necessary to maintain sanitary conditions and to avoid creating health hazards. Since methods for handling and disposing of refuse affects the local environment, compliance with the requirements of local and federal agencies is essential.

4. Hazardous Waste. Program Procedures: Any waste identified as hazardous waste under EPA regulations must be handled and disposed of according to EPA requirements. Material Safety Data Sheets, OSHA Form 174 or their equivalent for each material shall be consulted for proper handling and disposal methods. Each facility shall contact the local regional EPA office for current requirements and assistance. See Appendix A for a list of regional EPA offices.

#### C. HAZARDOUS WASTE PROCEDURES

##### **Step I**

1. Determine if the solid waste generated by the institution is hazardous by:

- a. testing the waste using standard methods; or
- b. having sufficient knowledge about the waste to determine if waste exhibits one of four hazardous waste characteristic: ignitability, corrosivity, reactivity, or toxicity; or
- c. determining if the waste is listed in EPA's regulation, 40 CFR 261.

2. Examples of processes or activities that may produce hazardous waste are:

- maintenance of motor vehicles
- electroplating and other metal manufacturing and fabrication
- printing and re-production
- photographic processing and printing
- construction, renovation, and maintenance activities
- manufacturing or processing chemicals
- manufacturing textiles (includes fabric dying and finishing)
- manufacturing or refinishing furniture
- chemical application to treat lawns, yards, or gardens
- pest control operations
- using oils or other petroleum products
- using dyes, paints, printing, inks, thinners
- solvents, or cleaning fluids

- using acids or caustics
- using flammable liquids

#### **Step II - Weight Determination**

1. Calculate the total amount of hazardous waste by:
  - a. weighing the empty container
  - b. weighing the container filled with the hazardous waste;
  - c. subtracting the weight of the empty container from the total weight.
2. Record this amount on the label of the container.

#### **Step III - Obtain an EPA Identification Number.**

If a facility has determined that it's solid waste is hazardous, it shall obtain an EPA Identification Number as a generator. Hazardous waste cannot be transported, treated, stored, or disposed without an identification number.

#### **Step IV - Accumulation**

1. Federal regulations allow a department to accumulate as much as 55 gallons of hazardous waste in containers at or near any point of generation where waste initially accumulates. These containers must be under the control of the operator of the process generating the waste.
2. The Hazardous Waste Storage Site Coordinator shall ensure that containers holding hazardous waste are selected in accordance with 49 CFR § 172.101 (Hazardous Materials Table).
3. The HWSSC shall ensure that the container holding the hazardous waste is compatible with the waste.
4. All containers must be marked either with "Hazardous Waste" or with other words identifying the contents of the containers.
5. Each container must be marked with the date the accumulation period began.
6. To prevent vapor emissions, containers holding hazardous waste shall be sealed and opened only during waste transfer or during container inspection.

## Step V - Storage Practices

1. Federal Regulations allows institutions to accumulate their waste for 180 days from the date shown on the hazardous waste accumulation container. If the waste is transported over a distance of 200 miles or more to an off-site Treatment, Storage Disposal (TSD) site, then the institution may accumulate waste for 270 days.

2. The following must be posted in the storage site:

- a. The name and telephone number of the HWSSC.
- b. Location of fire extinguishers, spill control material, and fire alarm.
- c. The telephone number of the fire department.

3. The total accumulated waste in the hazardous waste storage site must not exceed 6000 kilograms (13,200 lbs.).

4. Incompatible waste must not be placed in the same container. The HWSSC shall refer to 49 CFR § 172 Subpart B - Tables of Hazardous Materials, their Description, Proper Shipping Name, Class, Label, Packaging, and Other Requirements.

5. The HWSSC will verify that the waste is properly prepared for transportation off-site. Regulations issued under the Hazardous Materials Transportation Act 49 U.S.C. §§, 1802 et seq., with respect to the packaging, labeling, marking, and placarding of hazardous waste shipments shall be followed.

6. EPA requires that any hazardous waste container of 110 gallons or less must be specifically marked with the generator's name, address, and manifest document number. The hazardous waste container must also be labeled with the following statement:

**Hazardous Waste--Federal law prohibits improper disposal. If found contact the nearest police or public safety authority or the United States Environmental Protection Agency. 40 CFR § 262.32.**

7. Locate the storage site away from high traffic areas and buildings.

8. Ventilate the storage building.

9. Locate the storage building away from drains or depressions whose runoff may enter the ground water or sanitary sewage drains. It is advisable to install dikes to retain and maintain separation of any spillage.

10. Protect the storage site(s) from weather, i.e., sheltered from sun, rain, and snow.

11. Secure the storage site to prevent unauthorized entry.

12. Post each entrance with a sign with the legend "**Danger - Unauthorized Personnel Keep Out.**"

13. Maintain Fire extinguishers commensurate with "extra high hazard" of the ABC type at each storage site. Absorbent pads should be made available in case of a spill or leak.

14. The department that generates the largest volume of waste must designate the HWSSC. Exceptions to this requirement must be approved by the CEO. The costs associated with maintaining the storage site and disposing of the waste may be borne proportionally at the discretion of the CEO.

#### **Step VI - Manifesting Procedures**

1. The HWSSC has the responsibility to correctly prepare the Uniform Hazardous Waste Manifest. This manifest is a control and transport document that accompanies the hazardous waste at all times.

2. The only exclusion to the manifest requirement applies to reclamation of the waste generated by Small Quantity Generators (SQG). The exclusion states that SQGs need **not** initiate a manifest where "waste is **recycled** under a contractual agreement ...." The contract must specify the type of waste and frequency of shipments. The vehicle used to transport the waste to the recycling facility and to deliver regenerated material back to the generator must be owned and operated by the recycling agent of the waste.

3. If a manifest is not issued, obtain a "Certificate of Disposal" from the disposal facility. The "Certificate of Disposal" confirms that the institution's waste was disposed of appropriately according to the contract. See Page R-1.

### **Step VII - Record keeping/Reporting Requirements**

1. The HWSSC must maintain a log of hazardous waste storage and handling activities. This log must include:

- a. each container of hazardous waste.
- b. total weight.
- c. description of the hazardous material.
- d. appropriate shipping name.
- e. department generating the waste.
- f. date and the name of the employee delivering the waste to the storage site.

Note if an MSDS accompanied the initial delivery of the material to the storage site.

2. The HWSSC will maintain complete documentation of all hazardous waste transactions. This documentation must include a copy of each Biennial Report and Exception Report. These records are archived for permanent retention. The HWSSC will submit copies of these records to the facility Safety Manager. The Safety Manager will maintain these records in a safe place for review by program review personnel.

3. If a copy of the manifest is not received from the TSD within 35 days of the date the waste was accepted by the transporter, the HWSSC must contact the Safety Manager, the transporter, and the disposal facility to determine the status of the hazardous waste and manifest.

If after 45 days the signed manifest is not received, the HWSSC must submit an exception report to the EPA Regional Administrator. This report must contain a copy of the unconfirmed manifest and a cover letter explaining the efforts taken to locate the waste.

4. Institutions must comply with EPA and the state environmental agency's reporting requirements. EPA requires a biennial report on Form 8700-13a and some states require annual reports. The Form 8700-13a report is filed on March 1 of even numbered years for the preceding calendar year. This report must include:

- a. the name, address, and EPA identification number of the institution.
- b. the EPA identification number of each transporter.

c. the name, address, and identification number of each TSD facility to which wastes were sent.

d. waste identification information.

The institution must determine what reports are required by the local authority.

### **Step VIII - Special Conditions**

1. Temporary hazardous waste storage sites will conform to all applicable Federal, state, and local regulations and requirements of this manual.

2. Where feasible, the Hazardous Waste Storage Site Coordinator or his designee shall visit the contracted disposal site. If the disposal site is located in another state, contact the nearest institution to arrange for a site visit. Confirm that the disposal site meets the requirements of this manual plus all state guidelines.

### PROGRAM DEVELOPMENT

#### a. CORE REQUIREMENTS

(1) The CEO shall appoint a Hazardous Waste Storage Site Coordinator (HWSSC).

(2) Obtain appropriate construction funding, if necessary.

(3) Implement procurement procedures requiring MSDS's when chemicals are ordered. The procedures should state that if MSDS's are not received, the chemical will not be issued. Copies of each MSDS are to be distributed to:

(a) Hazardous Waste Storage Site Coordinator.

(b) Safety Manager.

(c) Department using the material.

(4) Provide funding to maintain the storage site and provide personal protective equipment, supplies, and approved containers to store hazardous waste.

(5) Establish procedures to confirm that transporters being considered for contracting are reliable, licensed, have an EPA number, and comply with state and local requirements.

(6) Verify that all employees working with hazardous materials are properly trained and informed of the requirements that these materials are strictly controlled.

(7) RCRA requires that each facility develop new management strategies and new technologies to reduce the volume, quantity, and toxicity of hazardous wastes. Congress requires all generators to certify on manifests that:

**This institution has a program in place to reduce the volume and toxicity of waste generated to the degree determined to be economically practicable and has selected the method of treatment, storage, or disposal currently available which minimizes the present and future threat to human health and the environment.**

### 3. RESPONSIBILITIES

a. The Safety Manager will annually review all MSDSs to determine if the waste generated from these chemicals is listed in 40 CFR, part 261.30(b) as a hazardous waste.

b. The Safety Manager will inform the CEO which department in the institution or UNICOR generates the largest volume of listed hazardous waste. The CEO at his or her discretion should appoint a permanent staff member as the HWSSC.

c. If necessary, the HWSSC will apply for an EPA identification number.

If an EPA identification is not required, obtain appropriate documentation confirming the lack of a need for an identification number. Obtain the required RCRA permits.

d. The Safety Manager will include the temporary and permanent waste storage site(s) on the monthly inspection schedule and security check.

e. The Safety Manager will include RCRA compliance in the Central Safety Committee Agenda.

f. The HWSSC will notify the local fire jurisdiction of the location of the temporary and permanent storage waste site(s). Request the local fire department visit the storage site(s). (NFPA 1 Section 3-1.1.3)

g. The HWSSC will prepare a contingency plan for a hazardous waste emergency. This plan must include all necessary information and procedures as required by 40 CFR § 264.52. State

and local contingency plans should be adopted with any necessary modifications implemented.

h. The Safety Manager will confirm that spill response procedures in accordance with regulations are in place to notify the National Response Center (NRC) at 800-424-8802 and/or CHEMTREC at (800) 424-9300. This responsibility extends to incidents involving waste that has left the facility under the care of a transporter. Information required for reporting incidents to NRC or EPA is listed in 40 CFR § 264.56. Implementation of spill response procedures requires written notification to EPA.

i. The HWSSC will maintain a current inventory of all materials in the storage site through review of the MSDSs and receiving documents.

j. Prior to the shipment of any hazardous waste, the HWSSC will confirm that the hazardous waste disposal manifest form is complete and correct.

k. The HWSSC will notify the Safety Manager of any procedural problems concerning receipt, storage, transportation, or emergencies involving the waste storage site.

#### D. WATER SUPPLY

1. Drinking Water. In addition to the requirements of the National Plumbing Code for the water distribution system, all requirements of the Safe Drinking Water Act will be followed for evaluating the quality and safety of the institution water supply.

##### 2. Water Samples

a. Institutions that receive drinking water from a public or private utility shall collect water samples only if required by the state or local regulatory agency. Institutions required to provide water samples will collect at least the minimum number of samples. An independent state certified laboratory will perform the analysis. Safety staff shall collect the water samples.

b. Institutions receiving drinking water from a Bureau-owned or operated source must comply with Federal, state, and local standards. The minimum sampling will consist of three samples taken from different points in the distribution system.

A Safety staff member will collect and an independent state certified laboratory will test samples.

E. HEATING, REFRIGERATION, VENTILATION, AIR CONDITIONING.

1. General. The design, construction, and operation of heating, refrigeration, ventilation, and air conditioning systems or equipment is covered in the ASHRAE Guide and Data Book, published by the:

American Society of Heating, Refrigeration, and  
Air Conditioning Engineers, Inc.  
345 East 47th St.  
New York NY 10017.

Fundamental principles and standards for these environmental factors may be found in Walton's Institution Sanitation Manual.

2. Minimum Requirements. At least 10 cubic feet of outside or recirculated filtered air per minute shall be provided for each occupant of each area except for dining rooms, which shall be provided with at least 20 CFM per occupant. (For the application of this policy, the occupant load shall be calculated through the use of Section 5-3 of the most recent edition of the NFPA Life Safety Code.)

F. LIGHTING

1. General. Illumination shall be provided in all rooms, passageways, stairways, etc., to prevent eye strain, permit inspection for cleanliness, and provide for safety. The intensity of light shall be determined by means of an accurate light meter. The standards for illumination in various areas of the institution shall be based on the recommendations in the Industrial Lighting Handbook/Illuminating Engineering Society.

2. Minimum Requirements. Lighting requirements vary with the location and type of work or activity involved. Unless specifically required by the task-at-hand or the following table, in keeping with conservation measures, lighting shall be at least:

- 50 foot candles at work stations,
- 30 foot candles at general work areas, and
- 10 foot candles in non-work areas.

Illumination of a means of egress shall be continuous during the hours of occupancy of the area.

MINIMUM RECOMMENDED ILLUMINATION

<b>AREA</b>	<b>FOOT-CANDLES ON TASK</b>	<b>AREA</b>	<b>FOOT-CANDLES ON TASK</b>
<u>Assembly</u> Rough easy seeing Rough, difficult seeing Medium Fine	 30 50 100 200	<u>Materials Handling</u> Wrapping, packing, labeling Picking stock, classifying Loading, trucking	 30 30 10
<u>Clothing Manufacture</u> Pattern making, etc. Shops Inspection Pressing Sewing	 50 100 200 100 200	<u>Offices</u> Drafting Accounting, Bookkeeping, etc. Regular office work Reading, transcribing, filing Corridors, etc.	 100 100 100 50 10
<u>Control Room</u>	50	<u>Paint Shops</u>	50
<u>Food Service</u> Dining Areas Kitchen (food prep) Dishrooms	 10-50 50-100 20-50	<u>Printing Industry</u> Composition Presses Inspection Proofreading General	 50 50 100 100 50
<u>Garages</u> Repair Area Traffic Area	 50 10	<u>Service Space</u> Stairways Elevators Corridors Toilets and washrooms	 5 5 5 10
<u>Glove Manufacture</u> Pressing Sorting Cutting Sewing and Inspection	 200 100 200 200	<u>Shoe Manufacture</u> Cutting and stitching Making and finishing	 200 100
<u>Inmate Living Units</u> Desk Level (writing) Grooming Level	 20 20	<u>Storage Rooms/Warehouses</u> Inactive Active	 5 10

AREA	FOOT-CANDLES ON TASK	AREA	FOOT-CANDLES ON TASK
<u>Inspection</u> Ordinary Difficult Highly difficult Very difficult	 50 100 200 500	<u>Textile Mills</u> Opening, blending, pickling Carding, combing, gilling Drawing, spinning Weaving, warping, dyeing Wet finishing	  30  30 20-50  100 100
<u>Laundries</u> Washing Listing, marking Machine and press finish	 30 30 50	<u>Welding</u>	 50
<u>Machine Shop</u> Rough bench and machine work Medium bench and machine work, automatic machines, rough grinding, medium buffing and polishing	 30  50	<u>Woodworking</u>	 30

G. HOUSEKEEPING

1. Plan. Each institution will develop a housekeeping plan to assign responsibilities in keeping a clean and sanitary environment. An example of such a plan is at Appendix B.

2. Inspection. The Safety Manager shall monitor the application of the housekeeping plan during monthly inspections of all areas.

3. Supplies. The Safety Manager shall be responsible for ordering general sanitation supplies for the institution in accordance with local needs and policy.

#### H. PEST CONTROL

1. Responsibility. Unless required by state or local regulations, the Safety Manager need not be licensed as a pest control operator. It is required, however, that all Safety Personnel successfully complete the correspondence course in pest control technology offered by Purdue University or its equivalent. Each institution shall have in place an institution supplement for pest control measures, including spraying and inspection schedules and logs.

2. Procedures. The Safety Manager will employ at least one inmate who is trained in pest control procedures. The Safety Manager is charged with the control of all pest control compounds used by his department. Toxic pesticides shall be mixed by a qualified staff member for application by the trained inmate in the diluted form. An alternative to "in-house" pest control operations is to contract with a professional pest control company. Environmentally safe products should be substituted where possible.

#### I. BARBER AND COSMETOLOGY OPERATIONS

1. General Guidelines. Barber and cosmetology operations in the Bureau of Prisons are comprised of both stationary and mobile units. Sanitation of both operations is of the utmost concern because of the possible transfer of diseases through direct contact or by towels, combs and clippers. Towels must not be reused after use on one person. Instruments such as combs and clippers will not be used successively on patrons without proper cleaning and disinfecting. The following standards will be adhered to by all Bureau of Prisons barber and cosmetology operations, regardless of local or state regulations.

##### 2. Stationary Operations

a. Facility. The operation shall be located in a separate room not used for any other purpose. The floor shall be smooth, nonabsorbent and easily cleaned. Walls and ceiling shall be in good repair and painted a light color. Artificial lighting of at least 50 foot candles shall be provided. Mechanical ventilation of 5 air changes per hour shall be provided if there are no operable windows to provide fresh air. At least one lavatory shall be provided for each two chairs. Both hot and cold water shall be available, and the hot water shall be capable of maintaining a constant flow of water at 105° F.

b. Equipment. Each barber shop or cosmetology shop shall be provided with all equipment and facilities necessary for maintaining sanitary procedures of hair care. Each shop will be provided with appropriate cabinets, covered metal containers for waste, disinfectants, dispensable head rest covers, laundered towels and hair cloths.

c. Tool Sterilization. Between patrons, all hair care tools coming in contact with the patrons will be cleaned and effectively disinfected. Hair care tools come into intimate contact with the patrons' scalp and skin, and when reused without disinfection, provide excellent means for transfer of ringworm or other skin and scalp diseases. Clippers may be treated for pathogenic organisms and fungi by an approved bactericidal and fungicidal process. Ultraviolet lights may only be used for maintaining tools after sterilization.

d. Posting Regulations. Each barber and cosmetology shop shall have the following regulations posted in a conspicuous location for the use of all hair care personnel and patrons.

HAIR CARE SANITATION. Certain practices which have formerly been used by some barbers and beauticians are contrary to good hygiene and may not be practiced. Protection against skin and scalp infections to patrons requires elimination of reuse of non-sanitized tools.

#### PROCEDURES

1. All scissors, combs or other tools (except clippers) shall be thoroughly washed with soap and hot water to remove film and debris and effectively disinfected immediately after use on each patron and before being used for the service of any other patron.

2. After cleaning, the clipper blades shall be immersed in the disinfectant solution and agitated for a period of not less than 15 seconds before use on any other patron. The solution will be replaced as often as necessary.

3. No hair care specialist shall use for the service of a patron any headrest cover, neck strap, towel, or wash cloth that has been used for any other patron, unless the same shall have been properly laundered since its last use.

4. Clean hair cloths may be reused; however, when a hair cloth is used in servicing a patron, a neck strip, a freshly laundered towel, or other suitable protection shall be placed between the hair cloth and the neck of the patron. Soiled or unclean hair cloths may not be used.

5. Cotton pads, absorbent cotton and other single or dispensable toilette articles may not be reused, and shall be placed in a proper waste receptacle immediately after use.

6. The common use of brushes, neck duster, shaving mugs and shaving brushes shall be prohibited.

7. The making of shaving lather in a wash basin or lavatory for use in serving a patron is prohibited.

8. The use of powder puffs, sponges, lump alum, styptic pencils, and similar items is prohibited.

9. The removal or treatment of blackheads, carbuncles, infected hairs, or any sores or lesions is prohibited.

10. The pulling of hair from ears, nostrils, eyebrows, and moustaches is prohibited.

11. No barber or cosmetologist shall knowingly serve any patron known or suspected of having any communicable disease, or any infestation which is transferable to other patrons.

12. No barber or cosmetologist shall serve any patron when the skin of the patron's face, neck, or scalp is inflamed, scaling, contains pus, or is erupted, unless service of such patron is performed in accordance with the specific authorization of the Chief Medical Officer.

13. No person shall be served when infested with head lice.

Mobile Operations. Hair care sanitation procedures used in stationary operation are also required for mobile operations. Portable barber and cosmetology kits shall be provided with sufficient disinfectants, fungicides and equipment to ensure the sanitary operation of the mobile shop and the protection of the patrons.

#### J. INDUSTRIAL HYGIENE

1. General. While other publications will be of assistance in managing the industrial hygiene program, the OSHA regulations are the governing authority. Health hazards discussed in this section concern environmental conditions present in the workplace which may cause illness or death. If the scope of the problem is beyond the expertise of the local Safety Manager, OSHA has been delegated responsibility by Executive Order 12196 to provide services and guidance to federal agencies and to assist them with development and implementation of occupational safety and health

programs. OSHA Technical Services will be available to agencies upon request. In addition to OSHA's assistance, NIOSH will conduct health hazard evaluations by written request to:

NIOSH  
Hazard Evaluation and Technical  
Assistance Branch, Mail Stop R-9  
4676 Columbia Parkway  
Cincinnati OH 45226

NIOSH will evaluate hazards resulting from exposure to chemical substances only, while OSHA will assist with evaluation of physical agents (e.g. noise, heat, etc.).

## 2. Feasible Administrative Work Practice and Engineering Controls

a. Administrative Controls. Any procedures which significantly limit daily exposure by control or manipulation of the work schedule. Use of personal protective equipment is not considered a means of administrative control.

b. Work Practice Controls. The actions of the employee which result in the reduction of exposure through such methods as effective use of engineering controls, sanitation and hygiene practices, or other changes in the way the employee performs the job. Personal protective equipment is a work practice control.

c. Engineering Controls. Consist of substitution, isolation, ventilation and equipment modification.

(1) Substitution may involve process change, equipment replacement or material substitution.

(2) Isolation results in the reduction of the hazard by providing a barrier around the material, equipment, process or employee. This barrier may consist of a physical separation or isolation by distance.

(3) Ventilation is the process of supplying or removing air by natural draft or mechanical means, to or from any space. It is a method used to control airborne contaminants which adversely affect employees and the general environment. (For proper measurement and design of ventilation systems, the Industrial Ventilation manual published by the American Conference of Governmental Industrial Hygienists shall be used as a guide.)

(4) Equipment modification will result in increased performance or change in character, such as the application of sound absorbent material.

### 3. Toxic and Hazardous Substances

a. Section 1910.1000 of the OSHA regulations shall be the governing authority for determining employees' exposure to any material listed in table Z-1, Z-2, or Z-3 of that section. The determination of noncompliance with the permissible exposure limits (PELs) requires measurement and documentation of an overexposure to at least one employee. For air contaminants having PELs, sampling must be conducted within the breathing zone -- a sphere about two feet in diameter surrounding the head. Sampling, either personal or area, shall be performed by a qualified source.

b. When testing indicates controls are needed to prevent atmosphere contamination, engineering control measures shall be used as far as possible (e.g., enclosure or confinement of the operation, general and local ventilation and substitution of less toxic materials). When effective engineering controls are not feasible or while they are being instituted, respirators shall be used pursuant to the requirements of section 1910.134 of the OSHA regulations, requiring a local supplement governing the use of respirators, their selection and areas where use is mandatory. The local supplement will also contain all elements necessary for a "minimally" acceptable program as required by OSHA, to include:

(1) Written standard operating procedures governing the selection and use of respirators shall be established.

(2) Respirators shall be selected on the basis of hazards to which the worker is exposed.

(3) The user shall be instructed and trained in the proper use of respirators and their limitations.

(4) Where practicable, the respirators should be assigned to individual workers for their exclusive use.

(5) Respirators shall be regularly cleaned and disinfected. Those issued for the exclusive use of one worker should be cleaned after each day's use, or more often if necessary. Those used by more than one worker should be cleaned and disinfected after each use.

(6) Respirators shall be stored in a convenient, clean and sanitary location.

(7) Respirators used routinely shall be inspected during cleaning. Worn or deteriorated parts shall be replaced. Respirators for emergency use, such as self-contained devices, shall be thoroughly inspected at least once a month and after each use.

(8) Appropriate surveillance of work area conditions and degree of employee exposure or stress shall be maintained.

(9) There shall be regular inspection and evaluation to determine the continued effectiveness of the program.

(10) Persons should not be assigned to tasks requiring use of respirators unless it has been determined that they are physically able to perform the work and use the equipment. The local physician shall determine what health and physical conditions are pertinent. The respirator user's medical status should be reviewed periodically.

(11) Approved or accepted respirators listed for the particular hazard shall be used. The respirator shall provide adequate respiratory protection against the particular hazard for which it is designed in accordance with standards established by competent authorities (i.e., U.S. Department of Interior, Bureau of Mines, or the U.S. Department of Agriculture). Although respirators listed by the Department of Agriculture continue to be acceptable for protection against specified pesticides, the Department of Interior, Bureau of Mines, is the agency now responsible for testing and approving pesticide respirators.

(12) Fit testing for respirator use will be conducted by a qualified trained supervisor (or outside source).

c. Storage, Use and Disposal. It will be the responsibility of each department using an identified toxic or hazardous substance listed in table Z-1, Z-2, or Z-3 of OSHA Regulations at 29 CFR 1910.1000, to obtain and maintain the Material Safety Data Sheet on that substance. The MSDS lists information relative to the storage, use, and disposal of the material, and those requirements will be followed. All materials on the inventory sheets must be identified as hazardous or non-hazardous.

(1) Storage. Toxic and caustic materials will be stored in their original containers with labels intact. If dispensed to other containers, those containers shall be labeled with substantially the same information as the original. Care must be exercised in storing interactive chemicals so that inadvertent mixing does not occur through carelessness or mishap.

Materials classified as toxic, caustic or flammable will require a system of accountability using bin cards or inventory sheets to provide accurate controls of these products.

(2) Use. Treat all such substances with respect. The supervisor will demonstrate to competent inmate workers the proper, safe method of use of the material. The Material Safety Data Sheet will outline the precautions to be used for each chemical. The level of supervision required for chemicals will be determined by the level of hazard labeling:

(a) **DANGER** labeling indicates the highest hazard in toxics and caustics. These shall be used only under direct supervision of a staff member. If the chemical is diluted to a use level which would reduce the hazard labeling (e.g., pesticides mixed to a 2% solution in water), it shall require the supervision of the lower hazard level. The dilution process in such cases would require staff supervision.

(b) **WARNING** labeling indicates a lower hazard of toxicity or causticity. These shall be used with extended supervision. The amount needed for a shift may be issued to an inmate to use. The amount left at the end of the shift shall be monitored when returned to the dispensing site for accountability and control.<sup>1</sup> Dilution may reduce the hazard as explained above.

(c) **CAUTION** labeling indicates the lowest hazard and is generally directed toward keeping out of the reach of children. Hazardous chemicals labeled at this level require no security or supervision, but supervisors should be aware of what products they use in this category.

<sup>1</sup> Due to the fact most products carry a warning label of some description, determining the extent of control and supervision will depend on the contents of the material. Further clarification can be obtained by referring to 29 CFR 1910.1000 Z table or 1910.1200.D.

(3) Disposal. At no time will a toxic or caustic substance be disposed of by spreading/pouring on the ground, or in a lake, river or stream, flushing into sewers or other unsafe method. The Material Safety Data Sheet will prescribe the proper method of disposal and related precautions. The local Regional EPA office may be contacted for assistance (see Appendix A for listing of offices). All disposal of hazardous waste materials will be in compliance with the current EPA RCRA laws.

(4) Contingency Plans. A contingency plan in compliance with Subpart D, Section 264 of RCRA must be in place and a annual review of the plan must be conducted.

4. Hearing Conservation Program. Refer to the Health Service Manual.

5. Asbestos

a. Asbestos Removal. Unless specified in this section as an exception, projects involving asbestos will be contracted and will meet the strict requirements of 29 CFR, Part 1926.1101. Additionally, inmates will not be allowed to work on projects that involve abatement or repair of asbestos.

(1) Exceptions

(a) Qualified staff may perform short duration, small scale operations involving no more than one glove bag of abated asbestos material. Examples of small scale operations include: pipe repair, valve replacement, and patch or repair jobs on damaged asbestos insulation. See Section 1.5.c.(2)(a) of this chapter.

(b) Inmates, who have received verifiable training from qualified UNICOR staff, may perform inspection, removal and repair of asbestos brakes and clutch assemblies. This type of work, which is limited to UNICOR operations, shall comply with the requirements of 29 CFR, Part 1001.

b. Department Responsibilities

(1) Safety Manager or Designee shall:

(a) Conduct monthly inspections of the facility to document needed repair on all known or suspected asbestos and all pipe insulation. The Safety Manager shall prepare work orders and forward to the Facilities Manager for action. In institutions providing documentation that it is ACM free, these inspections can be eliminated.

(b) As needed, shall contact other agencies (EPA, OSHA, and NIOSH) for assistance to determine extent of problem and proper corrective action to be taken. (See Appendix G of OSHA 1910.95)

(c) As needed, shall collect bulk material samples and identify contract lab work required to determine

specific types of materials. (Must have completed the asbestos inspector course.)

(d) Review all related purchase orders to ensure proper equipment, materials and protective clothing are acquired for working with asbestos. Institutions with known ACM, should be surveyed by a certified asbestos contractor to determine which areas of the institution contain ACM.

(e) Review the written UNICOR Asbestos Brake and Clutch Removal Plan and inspect removal and repair operations monthly to assess compliance with Federal, state, local and Bureau occupational safety and environmental laws, rules, regulations and policies pertaining to asbestos.

(2) Facility Manager or Designee shall:

(a) Review and present to the work programming committee all new projects potentially involving asbestos removal.

(b) Ensure proper work procedures are followed by all persons working with asbestos.

(c) Provide and enforce proper use of protective equipment and clothing as required for each job site. (**Note:** UNICOR will fund protective equipment and clothing required for UNICOR facilities.)

(3) UNICOR Factory Manager or Designee shall:

(a) Ensure staff, responsible for supervising brake and clutch repair operations, receive verifiable training from an outside source meeting the requirements of 29 CFR 1001. This training will qualify the supervisor to train inmates who perform asbestos brake removal.

(b) Ensure inmates, who perform work on asbestos brakes and clutch linings or assumed asbestos brakes and clutch, receive verifiable training from a qualified supervisor. The training must comply with the requirements of 29 CFR 1001.

(c) Ensure proper work procedures are followed by all UNICOR staff and inmates working with asbestos brakes and clutch assemblies or suspected asbestos brakes and clutch assemblies.

(d) Provide, through the services of an industrial hygienist, initial and annual workplace personal air sample

monitoring. This procedure is required to confirm the effectiveness of engineering controls and workplace practices.

(e) Ensure proper disposal of asbestos waste generated during asbestos work.

(f) With the assistance of the Safety Manager, provide a written Asbestos Brake and Clutch Removal Plan detailing and explaining engineering controls, work practices, training methods, and waste disposal procedures utilized to comply with Federal, state and local laws, regulations and rules.

(3) Work Force

(a) All persons working with known or suspected asbestos-containing materials shall be trained and adhere to these guidelines and applicable regulations. Inmates, with the exception of those working in UNICOR brake and clutch removal operations, are not allowed to work on asbestos projects.

(b) All persons entering, touring or performing duties in a work area where known or suspected asbestos containing materials have been disturbed shall adhere to these guidelines and applicable regulations. Protective clothing and equipment shall be used as required and designed.

c. Work Practices

(1) General. Exposure to asbestos within Bureau facilities has the potential to occur during renovation or demolition of existing structures. The most common materials found may be formed pipe insulations and insulating cements used at elbows, valves, and tees. Other known materials include brake shoes, clutch assemblies, ceiling and floor tile, and some gasket and packing materials.

At any time a substance to be worked with is suspected of being asbestos-containing material, that substance shall be handled as asbestos until proven otherwise by laboratory analysis. With the exception of FPI brake shoe and clutch operations, at no time shall known or suspected material be removed or disturbed without the prior approval of the Safety Manager and the Facilities Manager on an "Asbestos Work Permit" (See Appendix H).

Corrective action methods for asbestos include:

(a) Routine Maintenance. To include daily requirements for repair, patching, and painting as scheduled upkeep and not involving any removal or disposal of known or suspected asbestos-containing materials.

(b) Emergency Repair. To include work required to maintain facility operations under other than scheduled circumstances and involving work with known or suspected asbestos-containing material which may also require proper disposal. Not to exceed more than 1 glove bag.

(c) Removal/Demolition. Work involving actual removal of known asbestos-containing materials. The area involved will not exceed more than 1 glove bag.

(d) UNICOR Brake Shoes and Clutch Assemblies. This work involves inmates removing brake shoes and clutch assemblies containing known or suspected ACM. Engineering controls and work practices will comply with Appendix F to OSHA 29 CFR 1910.1001.

(e) Method of Compliance. For all operations, involving class I-IV facility construction, renovation or maintenance activities, follow 29 CFR 1926.1101 paragraph (g)(1)

(i) Class I requirements 29 CFR 1926.1101  
(g)(1)(4)

(ii) Class II requirements 29 CFR 1926.1101  
(g)(1)(4)

(iii) Class III requirements 29 CFR 1926.1101  
(g)(7)(9)

(iv) Class IV requirements 29 CFR 1926.1101  
(g)(1)(10)

**Note:** It is **not** necessary nor advisable to remove asbestos currently in place solely for the sake of removal. Such action may present a much larger problem than leaving the material in place and keeping it sealed. Regardless of the method of corrective action, all work in the Bureau of Prisons involving known or suspected asbestos-containing materials shall require at a minimum the use of approved half-face respirators with the proper filters and disposable coveralls. Required solely as a precautionary measure, this Bureau standard shall assure the safest possible working environment and prevent exposure to potentially hazardous materials.

(2) Emergency Maintenance (Repair In-House)

(a) The work practices for small-scale, short duration operations are found in 1926.1101. They will be followed for pipe repair, valve replacement and patch and repair work on damaged asbestos insulation.

(b) Work Area Protection

- (i) Evacuate the job site for the duration of the work. No person shall be allowed in or through the job site without personal protective equipment.
- (ii) To the extent possible, eliminate any source of air flow, remove floor fans and turn off heating, ventilation and air conditioning systems during the actual work.
- (iii) As needed, cover desks, chairs, bookshelves, etc., with plastic sheeting to prevent possible contamination.
- (iv) Clean the immediate work site areas with a wet mop or rag, or a HEPA vacuum unit, whichever is most appropriate.

(c) Worker Protection

- (i) Workers shall receive instruction on the hazards of asbestos, proper use of protective equipment, and work/cleanup procedures.
- (ii) Workers shall wear disposable coveralls and respirators at all times within a job site. Eye protection and hard hats shall be available and used as deemed appropriate.
- (iii) Workers may not eat, drink, smoke, chew gum or tobacco while in the work site.
- (iv) If at any time during a job a worker suspects a need for increased protective measures, the worker shall discuss it with the supervisor. The Safety Manager shall then be consulted unless the

supervisor and worker agree as to further actions.

(3) Automotive Work. Based on OSHA standard (Appendix F to 1910.1001) all institutions shall begin a program of contractor replacement for asbestos lined equipment on all institution vehicles and heavy equipment immediately. With the exception of UNICOR brake and clutch operations, institutions shall not at any time allow inmates or staff to replace or remove asbestos lined equipment from any vehicle. This includes, but is not limited to, brake pads, brake shoes, and clutch linings.

Contract work shall be accomplished on an as needed basis until all asbestos material is removed and documented accordingly on the Vehicle Form 15, (Facilities Operations Manual, Chapter 10). Each specific piece of equipment which is removed and replaced with non-asbestos parts shall be documented on the Form 15 by a "red" stamp stating "non-asbestos replacement parts (i.e. brake pads) installed (date)." All vehicle records shall be reviewed by staff for current types of linings and all Form 15's brought up to date.

Automotive Vocational Training (VT) programs are to follow this same procedure. Mock training aids may be used for actual hands on training and must use non-asbestos materials. All "live" work shall be only on confirmed and documented non-asbestos materials. Additionally, all institutions should have purged all inventories, and used stockpiles, of asbestos lined vehicle equipment parts.

(4) UNICOR Forklift Repair. Work practices and engineering controls will comply with Appendix F to OSHA 29 CFR 1910.1001.

(a) Worker Protection

(i) Respiratory protection and disposable full body coveralls shall be worn by inmates and staff performing asbestos brake work until the results of initial personal air monitoring indicate asbestos levels below the OSHA permissible exposure limit.

(ii) Staff and inmates, assigned to brake and clutch operations, shall receive instruction on the hazards of asbestos, proper use of protective equipment, work practice/cleanup procedures and proper disposal of coveralls and other personal protective equipment worn during the performance of asbestos brake work.

(iii) Workers may not eat, drink, smoke or chew tobacco while in the work area.

(iv) Work practices, as specified in the Asbestos Brake and Clutch Removal Plan, shall be strictly followed during operations involving inspection, disassembly or repair of asbestos or suspected asbestos brakes.

(b) Work Area Protection

(i) The asbestos brake and clutch removal operation will be located in a designated area clearly marked with warning signs that comply with 29 CFR 1910.1001(j).

(ii) Unauthorized staff and inmates shall not be allowed to enter the work area during the performance of asbestos brake operations.

(c) Waste Storage and Disposal

(i) The storage and disposal of asbestos and suspected asbestos waste generated during asbestos brake and clutch operations shall comply with the requirements of 29 CFR 1910.1001 and State and local requirements as they pertain to the Resource Conservation and Recovery Act.

(5) Removal/Demolition

(a) All removal/demolition projects involving asbestos containing materials will adhere to the requirements of OSHA 29 CFR 1926.1101 and EPA 40 CFR, Part 61 (National Emission Standard for Hazardous Air Pollutants) as well as applicable state and local requirements. Due to complexity of such projects and the strict regulatory safeguards, there will be no in-house asbestos removal or demolition except as noted in I.5.b. of this Chapter.

(b) All contracts for asbestos abatement projects and specifications must be approved by the Regional Facilities and Regional Safety Administrators before the work begins. While the specifications will vary from project to project, compliance with the requirements of the applicable regulations is mandatory.

(c) As required by 40 CFR, Part 61, the Regional EPA Asbestos Coordinator or governing state environmental agency will be notified in writing at least 20 days prior to the start of any asbestos removal or demolition project. A copy of this notification will be kept in the project file.

(d) Lack of necessary equipment materials or knowledge shall not be a reason to proceed with removal/demolition of asbestos in an improper manner. At no time will expedience replace proper precautionary measures and the regulatory requirements.

6. Polychlorinated Biphenyls (PCB)

a. General

(1) Polychlorinated Biphenyls are toxic environmental contaminants requiring special handling and disposal in accordance with Environmental Protection Agency Regulations, 40 CFR 761.

(2) For disposal information, contact the nearest U.S. EPA office.

(3) For accidents or spills involving PCBs, call the U.S. Coast Guard National Response Center at:

\*\*\*\*\* 800-424-8802 \*\*\*\*\*

(4) All transformers containing 500 ppm PCB or greater shall be labeled in accordance with 40 CFR part 761.45 using the following format:

CAUTION  
CONTAINS PCBs  
(POLYCHLORINATED BIPHENYLS)

A toxic environmental contaminant requiring special handling and disposal in accordance with U.S. Environmental Protection Agency Regulations 40 CFR 761 For Disposal Information contact the nearest U.S. E.P.A. Office.

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In case of accident or spill call toll free the U.S. Coast Guard National Response Center  
800-424 8802

Also Contact  
Tel. No.

**Note:** In the case of elevated transformers, a sign should also be posted at ground level.

If the Facilities Manager is unsure whether a transformer contains PCB's, he or she shall arrange for a lab test to verify the contents. Once the presence of 500 ppm or greater PCB is verified, the required label shall be affixed to the transformer.

(5) Since a safe level of PCBs has not yet been established by OSHA, the presence of PCBs in any concentration in transformers or other equipment will require precautionary measures to prevent contact.

(6) Inspection. A representative of the Facilities Department must inspect all transformers containing 500 ppm PCB or greater for leakage quarterly. Transformers in areas that pose a risk to food contamination shall be inspected weekly. The Facilities Manager shall document all inspections.

b. Emergency Procedures. In emergencies, immediate measures must be taken to eliminate hazardous conditions. If PCB's leak or are spilled, the following steps shall be taken:

(1) All nonessential personnel shall be evacuated from the leak or spill area.

(2) The area of the leak or spill shall be adequately ventilated to prevent the accumulation of vapors.

(3) If the PCBs are in liquid form, they shall be collected for reclamation or absorbed in vermiculite, dry sand, earth, or similar nonreactive material.

(4) Personnel entering the spill or leak area shall be furnished with appropriate personal protective equipment and clothing. All non-essential personnel shall be prohibited from entering the area.

(5) Only personnel trained in the emergency procedures and protected against the attendant hazards shall shut off sources of PCBs, clean up spills, control and repair leaks, and fight fires in areas where PCBs are used.

(6) All wastes and residues containing PCBs shall be collected in PCB-resistant containers and disposed of as required by law.

c. Spill Reporting. The Safety Manager or designee shall be the On-Scene Commander (OSC). He shall receive reports of spills at the installation and perform the following duties:

(1) Set up an emergency plan which includes:

(a) Persons to be notified, including Institution and Regional Duty Officers.

(b) A list of standby equipment and materials, their locations and how to obtain them.

(c) Procedures to be used for collecting, controlling, documenting and monitoring of accidental pollution. Emergency plans shall be written and distributed to the General Foreman and Chief of Utilities. (Aid is available from the EPA Regional Office, Chief of Oil and Hazardous Materials Branch.)

(2) When a spill occurs:

(a) The OSC receiving the call shall get the name of the caller, the type and quantity of material spilled, the source of spill, and the threat posed to the public health or welfare. He or she should then instruct the caller as to what to do until the OSC arrives on the scene. This would include what steps to take to prevent further discharge from the source and/or contain and/or clean up the spill, and where to get equipment (i.e., straw, oil booms, etc.).

(b) Immediately notify the CEO, Regional Safety Administrator, the Regional Office of the EPA or state officials, and, if thought necessary by the regional EPA office, the Coast Guard.

(c) Proceed to the scene of the spill to direct cleanup and containment operations.

(d) Keep the Regional Response Center (RRC) at EPA advised of the situation through situation reports, which would detail information about the spill such as date and time of spill, where it occurred, the source, the cause, what is being done to clean and/or contain it, and how much of the spill has been cleaned to date. Situation reports will be submitted to the RRC in timely manner as developments occur and at 0800 and 2000 hours local time of each day of operation.

(3) Exception: The CEOs of Camps at military bases shall coordinate with the Base Commanders any action the OSC takes in the case of a spill.

d. Disposal. Disposal will be accomplished under regional EPA office guidance. When it is necessary to arrange for disposal, the department responsible for the waste shall contact

the regional EPA office for assistance. At no time shall expedience preclude proper disposal methods. The list of EPA offices is at Appendix A.

7. Confined Space Entry. A confined space is defined as a space which by design has limited openings for entry and exit, unfavorable natural ventilation which could contain or produce dangerous air contaminants, and which is not intended for continuous employee occupancy. Confined spaces include but are not limited to tanks, vessels, silos, storage bins, hoppers, vaults, and pits.

a. Responsible Departments. The Facilities Department is responsible for all costs to implement this program. The Safety Manager will assist in writing the institution program and provide compliance guidelines as the Site Safety Representative. The Employee Development Manager (EDM) shall provide the necessary training resources to the affected employees and document the completion of the initial and annual training requirements in the staff's official training record. Permit-required confined space entry training lesson plans will be on file in the EDM's office.

b. Action. All Bureau institutions and contract detention centers shall develop a written Permit-Required Confined Space Entry Program in accordance with OSHA Standard 29 CFR 1910.146.

The program shall be made available to their employees and their authorized representatives.

c. Training. The Facilities Manager shall be responsible for ensuring that permit-required space team members are trained in accordance with the OSHA standard. Complete training lesson plans are required. A team member shall be selected to attend, at a minimum, a 16-hour confined space safety course. Many colleges and universities offer such training. The selected team member shall be responsible for conducting the initial and the annual program training requirements.

d. Equipment. Confined space equipment such as tripods shall be purchased through a manufacturer of such equipment. This will insure that the equipment has been load tested and as long as load recommendations are followed, liability will rest with the manufacturer.

e. Identification of Permit-required Confined Spaces: The Facility Manager, with the assistance of the Safety Manager, shall complete an institution survey to identify permit-required confined spaces and non-permit required confined spaces.

Appendix C-1 is to be used for Confined Space Entry Permits.

8. Lead. Projects involving lead shall comply with all applicable federal, state, and local laws and regulations to ensure the safety of staff, inmates, and visitors. Guidelines from 29 CFR 1926.62 lead exposure in construction are the minimum standards to be implemented during operational and maintenance procedures.

Staff and inmates who have received the required training and follow the proper health and safety requirements are not prohibited from working on projects where lead-contaminated materials may be found.

K. ENVIRONMENTAL AWARENESS/POLLUTION PREVENTION

All Bureau of Prisons facilities, departments and offices are to operate a comprehensive Environmental Awareness and Pollution Prevention Program designed to use source reduction techniques and sound recycling practices. In addition, each BOP facility and administrative office must establish a cost effective Affirmative Procurement Program consistent with Executive Order 12873, as referenced in Section 6002(I) of the Resource Conservation and Recovery Act and 42 U.S.C. 6962(c)(1). Specific requirements and guidance for complying with the Environmental Awareness/Pollution Prevention Program are included in the Environmental Regulations Technical Reference Manual.

1. General. Each Bureau facility is to address the following four elements in developing and implementing a comprehensive Environmental Awareness/Pollution Prevention program:

- # During procurement procedures, make efforts to purchase items which promote recycling and/or source reduction.
- # Examine areas where conservation initiatives can be implemented and waste reduction measures employed.
- # Initiate a viable cost effective recycling program incorporating all core recycling items listed in subsection 4.
- # Establish an institution Environmental Concerns Committee as described to address the environmental concerns and recycling activities.

2. Environmental Concerns Committee. A facility Environmental Concerns Committee is to be managed and chaired by the AWO and be comprised of the institution's Safety Manager, Facility Manager,

Controller, Food Service Administrator, UNICOR Superintendent (AW I&E), and the Environmental Concerns Coordinator.

The Environmental Concerns Committee is to meet quarterly to review all active environmental initiatives and the effectiveness of the institution's recycling programs.

The institution's Environmental Coordinator must submit a quarterly update report to be reviewed at the quarterly Committee meetings. The quarterly update report also is to be entered into SENTRY's Recycle Report using the Facility Report access transaction for data gathering purposes.

3. Environmental Coordinator. The Warden is to appoint the institution's Environmental Coordinator. Responsibilities include serving as the institution's community liaison to cultivate recycling opportunities to meet the institution's needs. In addition, it will be incumbent upon the Environmental Coordinator to ensure the institution's program complies with state and Federal pollution prevention programs and regulations.

The local Environmental Protection Agency office must be apprised in writing as to the proposed recycling activities in which the facility intends to participate. This letter of notification is to be kept on file at the institution with a copy forwarded to the Regional Safety Administrator.

4. Recycling. Each institution is to develop a cost effective program to recycle, at a minimum:

- P paper,
- P plastic,
- P metals,
- P glass,
- P used oils,
- P lead acid batteries,
- P CFCs, and
- P tires.

If a cost effective program cannot be established for any of these materials, a written justification must be included in the program's files which indicates the efforts made and the reasons for exempting a core material from the institution's recycling program. Any exemption must be supported by documentation which outlines the financial restrictions which preclude it from being considered cost effective. Included with this justification are to be records which indicate clearly the attempts made to find potential recycling contractors that could process this material cost effectively.

5. Composting Program. Composting programs must be included as a component of recycling programs but are to be limited only to yard waste. Consideration may be given to an institution's request to operate a full scale composting program if the facility can demonstrate that the necessary resources are available. An institution's program proposal to operate a **full-scale** composting program shall first be submitted to the Bureau's Chief Environmentalist for evaluation and forwarded to the Executive Staff for approval.

Full scale composting programs, which incorporate multiple organic wastes, are to be evaluated on criteria such as:

- P topography,
- P surface of the proposed site location,
- P operating equipment,
- P materials to be composted,
- P knowledge/training of Composting Program Manager,
- P Site Operating Plan, and
- P the availability of applicable operating permits such as Storm Water Discharge Permits and/or NPDES Permits.

Improperly managed composting programs incorporating organic materials such as food waste and sewage sludge can pollute the environment through pathogenic leachates creating serious health hazards. For this reason, prudent planning must precede program implementation.

6. Reports and Data Collection. Each Environmental Coordinator is to collect and disseminate comprehensive data to the Central Office quarterly. The quarterly Recycle Report is due in the Central Office not later than 30 days after the end of each quarter. All program data are to be transmitted via SENTRY. The "Recycle Report" forms can be accessed using the Facility Report command in SENTRY.

Detailed instructions for this operation are located in the SENTRY General Use TRM, Chapter 6, Pages 1-10. A sample Environmental Report with efficiency factors calculated through dBase is included in the Environmental Regulations Technical Reference Manual.

The Chief Environmentalist is to provide the Regional Offices with ongoing data base reports which illustrate trends, accomplishments, and program success/failure. These agency wide statistical reports are provided as an administrative instrument to assist in program management and development.

Annually, the Bureau's Chief Environmentalist must compile all of the information obtained from the institutions' recycling programs into a consolidated report. This report is to be provided to the Executive Staff for review, then forwarded to EPA as required in E.O. 12873. EPA in turn will synopsise all agencies' compiled reports and forwards them to OMB.

7. Institution Supplement. Each institution must develop an Institutional Supplement to increase staff awareness and outline a cost effective environmental awareness/pollution prevention policy of:

- P source reduction,
- P recycling, and
- P an affirmative procurement program.

## CHAPTER 3

### FIRE PREVENTION AND CONTROL

#### A. POLICIES AND PROCEDURES

1. Fire Safety Codes. Each institution **shall** comply with the most current edition of applicable fire safety codes, standards and Regulations of the National Fire Protection Association (NFPA), Occupational Safety and Health Act (OSHA), Mandatory Standards of the American Correctional Association, American Society for Testing and Materials, American National Standards Institute, and Factory Mutual Engineering Corporation.

To comply with 40 U.S.C. Title 619, each building constructed or altered by the Bureau shall be done in accordance with the latest edition of the following nationally recognized building codes:

- a. The BOCA National Building Code.
- b. The Uniform Building Code.
- c. The Standard Building Code.

The building code to be used shall be the code used by the jurisdiction where the construction is to occur. If the jurisdiction does not use one of the three national building codes, then the design shall comply with the BOCA National Building Code.

In addition, fire protection and life safety issues shall be in accordance with the latest edition of the NFPA 101, Code for Safety to Life from Fire in Buildings and Structures, and the applicable National Fire Codes (NFCs). Where there are differences between the fire protection and life safety requirements of a national building code and NFPA 101 or the NFCs, the requirements of NFPA 101 and the NFCs shall be followed and shall be acceptable as equivalencies to the specific requirements of the building code.

2. Inspections. Fire and safety inspections shall be conducted weekly by a qualified departmental staff member and monthly by the institution Safety Staff. Written reports of the inspections shall be forwarded to the Warden, through the appropriate Associate Warden, for review and corrective action, if needed. The inspection reports and corrective action taken

shall be maintained in the Safety Office for review by appropriate officials. A full review of the fire/safety program shall be conducted by the Safety section of the Program Review Division. On the off-years an internal operational review is to be conducted in accordance with the Program Statement on Management Control and Program Review. Inspections by other agencies, such as local or state fire officials, are encouraged.

3. Fire Prevention, Control, and Evacuation Plan. Each institution shall develop a fire prevention, control and evacuation plan to include, but not be limited to, the following areas:

- a. Limited of ignition sources.
- b. Control of combustible and flammable fuel load sources.
- c. Provisions for occupant protection from fire and smoke.
- d. Inspection, testing, and maintenance of fire protection equipment in accordance with the appropriate NFPA codes, standards, recommended practices, and guides.
- e. Monthly fire inspections.
- f. Proper placement of adequate fire protection equipment throughout the institution in compliance with NFPA 10.
- g. The location of building/room floor plans and publicly posted plans, and the use of the exit signs and directional arrows for traffic flow. The plan shall be issued to the local fire department with each revision.
- h. All areas of the institution shall have an individual exit diagram posted in a conspicuous location, (i.e., Centralized location for areas such as education building, shop areas, UNICOR).

4. Fire Drills. Fire drills will be conducted and documented quarterly from all institution locations by respective departmental staff. (Appendix Q is an example of a fire drill form).

- a. Fire drills in housing units, hospital and all other areas occupied or manned during other than normal working hours shall be rotated in order to conduct a drill on every shift annually. (See Appendix Q)

b. Fire drills shall include the evacuation of inmates except in areas where security of the institution is jeopardized or in hospital areas where the evacuation of patients is not feasible. Staff simulated drills shall be conducted in these areas.

c. Emergency key drills shall be conducted and timed during the fire drill. Emergency keys shall be drawn and used by the appropriate staff to unlock one set of emergency exit doors that are not usually used for evacuation (i.e., second floor rear stairs in housing units, rear door in UNICOR, etc.). NFPA recommends that a time of four and one-half minutes be an optimum time for the drawing of keys and unlocking of emergency doors.

5. Exit Diagram: In addition to a general area diagram, the following information must be provided on existing signs.

- a. English and Spanish instruction.
- b. "You are here" point of reference.
- c. Emergency equipment locations.

On New Or Replacement Signs Areas of Safe Refuge Instructions will be included.

6. Portable space heaters are prohibited in all inmate living areas (cells, rooms, cubicles and open bays) and all other areas within inmate housing units, including offices.

## B. HOSPITAL EVACUATION

1. Evacuation Plan. The administration of each hospital shall have in effect and available to all supervisory personnel written copies of a plan for the protection of all patients in the event of fire, and for their evacuation to areas of refuge and from the building when necessary. All employees and inmate workers shall be instructed and kept informed regarding their duties under the plan. Fire exit drills in hospitals shall include the transmission of a fire alarm signal and simulation of emergency fire conditions except that the movement of patients is not mandatory. Drills shall be conducted at irregular intervals during the day and night to familiarize hospital personnel and inmate workers with signals and emergency action under emergency conditions. Joint Commission on Accreditation Healthcare organizations standards require one evacuation drill per quarter per shift. Those hospitals having JCAHO accreditation shall follow this standard.

2. Area of Safe Refuge. Each institution shall designate an area separated from any potential fire area, where inmates are to be taken, as an area of safe refuge in the event of fire. In designating such areas, institutions shall also take into consideration not only life safety, but also custody and safekeeping of inmates. This area shall be so designated in the local hospital evacuation policy.

3. Triage Plan. The HSA shall develop, coordinate and initiate the hospital's emergency and triage plan. The HSA shall invite local emergency medical technicians who should respond to the institution in the event of a hospital evacuation or medical disaster to tour the department to allow them to be familiar with and assist in developing a triage plan. The HSA shall initiate and coordinate the triage plan with the institution and local emergency officials.

C. FLAMMABLE AND COMBUSTIBLE LIQUIDS

1. Guidelines. Each institution shall develop an institution supplement concerning the use, control, and storage of flammable and combustible liquids in accordance with National Fire Protection Association codes and standards of the American Correctional Association. (NFPA 30.)

2. Definitions.

- a. Flammable - Any liquid with a flash point below 100° F.
- b. Combustible - Any liquid with a flash point of 100° F or above.

**Note:** Any combustible liquid heated to a temperature above its rated flash point will produce dangerous quantities of vapor. Combustibles can be extremely dangerous when atomized, such as when spray painting with oil base paints or when being used as aerosols. When combustible liquids are so heated or atomized, they shall be regarded as flammable liquids.

3. Classification of Flammable and Combustible Liquids. Flammable and combustible liquids are further divided into classes and subclasses. Again, the purpose is to establish guidelines for storage and handling of the liquids based on the hazard of the specific liquid involved. The classes are as follows:

FLAMMABLE LIQUIDS CLASS 1	FLASH POINT	BOILING POINT
1-A	BELOW 73°F	BELOW 100° F
1-B	BELOW 73°F	100°F & ABOVE
1-C	73° - 100°F	

Examples of liquids which fall into Class I are gasoline, benzene, naphtha (petroleum ether), ether (ethyl ether), acetone, toluene, alcohol, etc.

<u>COMBUSTIBLE LIQUIDS CLASS II</u>	<u>FLASH POINT</u>
II-A	100° - 140° F

Examples of liquids which fall into Class II are kerosene, cleaning solvents, fuel oils Nos. 1-5, etc.

<u>COMBUSTIBLE LIQUIDS CLASS III</u>	<u>FLASH POINT</u>
III-A	140° - 200° F
III-B	Over 200° F

Examples of liquids which fall into Class III are oil base paints, linseed oil, transformer oil, naphthalene, liquid asphalt, etc.

#### 4. Control and Use of Flammable and Combustible Liquids

a. A system of accountability shall be maintained for all flammable liquids showing disposition and balance on hand.

b. Flammable liquids shall be used only under staff supervision.

c. Flammable liquids shall not be used for cleaning. Combustible solvents with a flash point of 140° F or higher may be used in approved metal diptanks with tight fitting lids. Diptanks with lids left open must be fitted with approved self-closing devices, such as fusible links.

d. Portable containers used to store and transport flammable liquids must be original containers or approved safety cans, painted red, with the contents clearly indicated on the can. Gasoline cans must be painted red, with the word "GASOLINE" printed legibly on the side.

e. Class I liquids may not be dispensed from bulk supplies unless the nozzle and container are electrically interconnected, or the metallic floor plate on which the container stands while filling is electrically connected to the fill stem, or where the fill stem is bonded to the container during the filling by means of a bond wire.

f. Rags containing flammable or combustible liquids may be subject to spontaneous ignition, such rags shall be stored in approved metal safety cans with tight fitting lids and shall be properly disposed of at the end of each day (Recommend exchange program with an approved supplier).

g. Flammable liquids, if refrigerated, must be in an approved explosion-proof refrigerator.

h. Fire extinguishers of the approved class and size shall be available in the immediate vicinity where flammable and combustible liquids are used or stored.

i. Gasoline/fuel pumps must be kept locked when not in use. Accountability of gasoline must be strictly maintained. All gasoline/fuel must have emergency cutoff switches which are clearly identified and readily accessible. Inmates shall not be allowed to dispense gasoline unless proper supervision by staff is provided.

j. Smoking in or around flammable liquid storage or where the liquids are being used is strictly forbidden. Approved standard **NO SMOKING** signs will be prominently displayed.

## 5. Storage

a. Storage Cabinets. Not more than 120 gallons of Class I, Class II and Class III-A liquids may be stored in an approved storage cabinet. Of this total, not more than 60 gallons may be of Class I and II liquids. Not more than three such cabinets may be stored in a single fire area, with the exception of industrial areas, where the additional cabinet or group of not more than three cabinets is separated from the other cabinets or group of cabinets by at least 100 feet.

b. Container Type and Size. The type and size of containers permitted for storage of each class of flammable and combustible liquids are listed in the following table:

**FLAMMABLE/COMBUSTIBLE LIQUIDS**

Container Type	Class IA	Class IB	Class IC	Class II	Class III
Glass	1 pt.	1 qt.	1 gal.	1 gal.	5 gal.
Metal (Other than DOT <sup>1</sup> ) drums or approved plastic	1 gal.	5 gal.	5 gal.	5 gal.	5 gal.
Safety Can	2 gal.	5 gal.	5 gal.	5 gal.	5 gal.
Metal Drums (DOT* Spec.)	60 gal.				
Approved Portable Tanks	660 gal.				
Polyethylene DOT Spec. 34, or as authorized by DOT Exemption	1 gal.	5 gal.	5 gal.	60 gal.	60 gal.
Fibre Drum NMFC of UFC Type 2A, Types 3A, 3B-H, or 3B-L, or Type 4A	-	-	-	60 gal.	60 gal.

<sup>1</sup> Department of Transportation

c. Inside Storage Rooms. Inside storage rooms shall be constructed in accordance with the NFPA 30, Flammable and Combustible Liquids Code. Storage in outside flammable liquid warehouses shall also conform to this code.

d. General Indoor Storage

(1) Containers of Class I liquids outside of a separate inside storage area may not exceed a capacity of one gallon with the exception of two gallon safety cans.

(2) Not more than 10 gallons of Class I and Class II liquids combined shall be stored in a single fire area outside of a storage cabinet or a separate inside storage area unless in safety cans.

(3) Not more than 25 gallons of Class I and Class II liquids combined shall be stored in a single fire area in safety cans outside of a separate inside storage area or storage cabinet.

(4) Not more than 60 gallons of Class III-A liquids shall be stored outside of a separate inside storage area or storage cabinet.

(5) The storage of any liquids shall not physically obstruct a means of egress.

(6) Class I liquids shall not be permitted in inside storage rooms in basement areas.

6. Flammable and Combustible Liquids - Hospital Laboratories

a. Flammable or combustible liquids shall be used from and stored in approved containers, in accordance with NFPA 30, Flammable and Combustible Liquid Code.

b. The total capacity of flammable or combustible liquids outside of approved storage cabinets shall not exceed 10 gallons per 5,000 square feet. The total capacity of all approved storage cabinets in a laboratory shall not exceed 60 gallons per 5,000 square feet.

c. No flammable or combustible liquids shall be stored or transferred from one vessel to another in any exit corridor or passageway leading to an exit. An approved storage room shall be available if a supply of over 300 gallons is maintained.

d. Flammable or combustible liquids shall not be positioned near bunsen burners, ovens, hot pipes and valves, or other sources of heat, in corridors, or within exhaust canopies.

e. Flammable or combustible liquids may not be stored in ordinary refrigerators. Storage in tightly sealed containers is permissible in approved flammable materials storage refrigerators or in refrigerators approved for Class I, Division I, Groups C and D. The outside of the doors to the refrigerators shall be labeled to denote whether or not they are acceptable for flammable or combustible liquids.

f. Transfer from bulk stock containers to small containers shall be made in approved storage rooms or within a fume hood having a face velocity of at least 100 feet per minute.

g. Flammable and combustible liquids with flash points lower than 200° F shall be heated in hoods or with special local exhaust ventilation if the quantities exceed 10 ml, or if the liquid is heated within 30°F of its flash point.

h. Flammable or combustible liquids shall be heated with hot water, steam or electric mantel. Open flames shall not be used.

#### D. OXYGEN, FUEL, GAS CYLINDERS

1. The handling, storage and use of oxygen, fuel, or gas cylinders will be in accordance with NFPA 51, Design and Installation of Oxygen-Gas Systems for Welding, Cutting and Allied Processes, and applicable OSHA standards.

a. Cylinders permitted inside of buildings shall be stored at least 20 feet from flammable liquids and easily ignited materials such as wood, paper, oil and grease and where they shall not be exposed to excessive rise in temperature, physical damage or tampering by unauthorized persons.

b. Separate rooms or buildings used for cylinder storage shall be well ventilated.

c. Oxygen cylinders in storage shall be separated from fuel, gas cylinders or combustible materials (especially oil or grease) by at least 20 feet or by a noncombustible barrier at least five feet high having a fire resistance rating of at least one half hour.

d. Valve protection caps shall not be used for lifting cylinders from one vertical position to another. Valve protection caps shall be in place before cylinders are removed and transported.

e. Cylinders may not be used as rollers or supports, whether full or empty.

f. When gas cylinders are in a storage area, they will be strapped, chained, or stored in racks in upright position, to prevent the tanks from falling and damaging the valves. Gas cylinders shall be stored in this manner whether empty or full.

2. Propane Gas. For the purpose of this policy, liquefied petroleum gas, "LPG", "LP-Gas" and "Propane" shall be synonymous. All propane storage tanks shall be installed in accordance with OSHA standards for storage and handling of liquefied petroleum

gases (29 CFR 1910.110); NFPA 58, Standard for the Storage and Handling of Liquefied Petroleum Gases; and, where applicable, NFPA 54 and ANSI Z233.1-1980, Natural Fuel Gas Code.

a. Location

(1) Containers shall meet DOT specifications and be installed only above ground, on a firm foundation, protected from vehicular damage and properly painted and free of rust.

(2) The container and appurtenances will be enclosed with at least a 6-foot industrial type fence erected with a minimum 3-foot clearance between the tank and the fence.

(3) Containers of 2000 gallon water capacity or less shall not be located within 25 feet of any building. For larger containers Ref NFPA 58-27 Table 3-2.2.2.

(4) Containers of 2000 gallon water capacity or less may be installed on concrete or masonry foundations formed to fit the container contour, or, if equipped with attached supports, they may be installed on a paved or concrete pad. If the bottoms of horizontal members of the container saddles, runners or skids are to be more than 12 inches above grade, fire resistant foundations shall be provided. In no event will a container be mounted with the outside bottom of the container shell more than 5 feet above the ground surface.

b. Pumps, piping, hoses and appurtenances shall meet the requirements of NFPA 58 and the OSHAct.

c. Valves - manual shut-offs, check valves, and relief valves shall comply with NFPA 58 requirements.

d. Marking

(1) Adequate lighting will be provided to illuminate the storage container, the container being filled, control valves, and safety equipment.

(2) The container will be marked with at least 4-inch letters "FLAMMABLE" and either "LPG," "LP-GAS," "PROPANE" or "BUTANE".

(3) The outside of the fence shall be marked "Flammable -No Smoking Within **20** Feet", "No Open Lights or Open Flame", and "Turn Off Ignition and Radio While Refueling".

(4) Safety precautions to be taken during refueling of vehicles will be posted in chronological sequence on all vehicle fuel tanks and on the storage cylinders.

e. Fire Safety

(1) The emergency power shut-off shall be remote from the dispensing station and shall be readily accessible and conspicuously marked.

(2) A 60-pound BC rated dry chemical extinguisher shall be installed just inside the gate used for filling.

(3) All persons employed in handling (refueling) LP-Gas shall be trained in proper procedures. Inmates may not be allowed to dispense LP fuels.

(4) Vehicles propelled by LP-Gas engines may be stored or serviced inside garages if the fuel system is leak free, the fuel tank is not overfilled, the fuel tank shut-off valve is closed except while the engine is actually running, the vehicle is parked away from heat sources and other sources of ignition, and it is not parked over or near maintenance pits.

E. GAS LINE TESTING

1. Refer to the most current Facilities Operations Manual.

F. HOT WORK PERMITS

1. In an effort to guard against fires from heat-producing operations, each institution shall develop a hot work institution supplement to include a permit for all operations which produce open flames or sparks (e.g. welding, cutting, grinding) and are performed by using portable equipment away from the regular shop area. Basically this program shall cover the following: (See Appendix L)

a. A survey of the institution to determine hot areas where permits must be obtained before work can proceed.

b. Permits must be produced and a supply given to each employee who may be called on to do hot work.

c. Before hot work can be performed in the hazardous areas, the hot work permit must be signed and approved by the Facilities Manager or his designee, the foreman in the department where the work is to be done, and the Safety Manager or his designee.

d. Before a Safety staff member signs the permit, he or she shall check the area for fire safe working conditions, see that adequate fire extinguishing equipment is present, and assign a fire watch when necessary.

e. The signed permit shall be turned into the Safety Department when the work is completed.

2. Completed hot work permits shall be kept on file for two years.

#### G. INMATE HOUSING

1. Applicable Chapters 14 and 15 (Detention and Correctional Occupancies) of the National Fire Protection Association 101 Life Safety Code shall be complied with in all inmate housing areas of Use Condition II through V. Chapters 16 and 17 (Hotels and Dormitories) shall apply to Camps rated as Use Condition I. All new and existing inmate housing units shall be provided with automatic sprinkler systems in compliance with NFPA 13, Installation of Sprinkler Systems.

2. Interior finish in inmate housing shall be Class A (Flame spread 0-25, and Smoke developed 0-450) as defined by NFPA. Floor coverings shall be rated Class I as defined by NFPA. Interior finish in Level 1 facilities may be Class A or B.

a. Wall and partition construction shall be masonry or steel studs with sheetrock or plaster. No wood framing shall be used in future construction or renovation in inmate housing areas. Existing walls not meeting standards shall have combustible paneling removed and replaced with 5/8" gypsum board. Fire stops must be used between wood studs before applying new wall covering. Walls can be painted or may be covered with material having a Class A finish rating. This also includes cubicle walls or dividers.

b. Ceilings must meet Class A fire rating. Existing ceiling materials not meeting this rating or which have accumulated enough coats of paint to make the rating invalid will be removed and replaced.

3. Ignition sources, fuel load, and the possible spread of fire in inmate housing areas shall be kept to a minimum. This shall be accomplished by limiting the use of ignition sources, restricting the amount of fuel load, and controlling the types of interior finishes, floor coverings, furniture, and mattresses allowed in inmate sleeping rooms and other living areas.

a. Heat-producing appliances (e.g. hot plates, coffee pots, toasters, etc.) shall not be used in inmate sleeping rooms.

b. All curtains, drapes, ceiling coverings, and adjustable blinds must be of Class A rating, except in Use Condition I areas, where they may be **Class C** rated.

c. Upkeep and excessive wear are prime considerations when evaluating type and choice of floor coverings. However, all carpeting and resilient carpeting must meet Class I rating. Existing carpeting not meeting the requirements must be removed.

d. Furniture in all inmate living areas shall be of fire resistant materials. All furniture purchased for use in fully sprinklered inmate housing areas must meet or exceed the standards of the appropriate California State Technical Bulletins 133, 116, and 117. All furniture for use in non-sprinklered inmate housing areas must be made of completely non-combustible materials or solid wood. Seating furniture in housing units will not be stored in a stacked position except for floor cleaning purposes. The purchasing agent must ensure that all furnishings purchased meet the flammability standards.

e. All housing units and hospital wards shall use mattresses labeled as meeting California State Technical Bulletin 106 or Federal Standard 16 CFR 1632 and DOC FF 4-72.

Additionally, mattress inserts made from synthetic cellular rubber materials (i.e., polyurethane, neoprene, etc.) must meet California State Technical bulletin plus be fire resistant and have low smoke production qualities. These mattress inserts shall be tested by ASTM E 162 and E 662 standards. Test samples for the ASTM E 162 procedures shall be 18" x 6" x 1" and shall not melt or drip. Test samples for ASTM E 662 procedure shall be 3" x 3" x 1" and the test shall be conducted in the flaming mode. Inserts samples must possess a maximum flame spread index of 10 and a maximum specific optical density of 200.

Cotton mattress ticking shall be tested under FED-STD 191, method 5903, and may have a maximum char length of five inches and a maximum after flame of two seconds.

SYNTHETIC CELLULAR RUBBER MATTRESSES

MATERIAL	FIRE TEST	MAXIMUM TEST LIMITS
INSERT	ASTM E 162 ASTM E 662	FLAME SPREAD INDEX 10 DM (corrected) 200
TICKING	FED-STD 191, method 5903	CHAR LENGTH 5 in. AFTER FLAME 2 sec.

The use of synthetic cellular rubber foam pillows is prohibited.

The continued use of boric acid-treated cotton batting mattresses is allowed. All purchases of mattresses shall be made from UNICOR with specifications as to meeting the flammability standards. No surplus mattresses shall be procured for institutional use.

4. Exits. All living units shall have at least two exits not to exceed travel distance requirements outlined in NFPA 101 Life Safety Code. Horizontal exits may be substituted for other exits provided the maximum exit travel distance is not exceeded.

a. Existing dead end corridors over 50 feet long for Use Conditions II, III, and IV, and 20 feet for Use Condition V are undesirable and shall be altered whenever possible so that exits will be accessible in at least two different directions from all points in aisles, passageways and corridors. If these conditions exist and cannot be altered, an equivalent means of life safety must be provided.

b. All exits shall be designated with approved illuminated signs. Tritium-powered signs are recommended. Illumination shall be from a source of reasonably assured reliability such as public utility electric service.

c. Illumination of means of egress shall be continuous, on a non-switched circuit to ensure power to illumination is not switched off.

d. Diagrams of exit routes must be displayed in a prominent place in the living units where inmates have access to them. All exit route diagrams shall have instructions in both English and Spanish. (See Chapter 3.A.5.)

e. All exit doors locked against egress from living quarters shall be secured with prison-type locking devices

modified to function with pressure applied against the inside of the door.

Doors serving non-residential areas with an occupant load of 50 people or more (e.g. gym, auditorium, facilities shops, UNICOR) can be equipped with non-pressure sensitive key operated locks provided the following precautions are taken:

1) Doors must remain unlocked when the area is occupied by 50 or people. **Note: Doors can be locked for short periods of time (e.g. institutional emergencies, census counts) provided an adequate number of trained staff are available to unlock the doors.**

2) On or adjacent to the door, there is a readily visible durable sign with lettering at least one inch high on a contrasting background that states: **THIS DOOR TO REMAIN UNLOCKED WHEN THE BUILDING IS OCCUPIED.**

f. No living quarter door shall have more than one lock. No exit door in a place of assembly will have more than one lock. Padlocks are not permitted on any exit door or door in the path of exit travel.

g. Padlocks and/or chains shall not be used on cell doors.

5. Emergency Lighting. All housing units shall have sufficient lighting to provide continuous illumination to egress areas and stairways. Emergency lighting shall be provided for these areas during interruptions of purchased power.

a. No battery operated electric light nor any type of portable lamp nor lantern shall be used for primary illumination of means of egress. Batteries may be used as auxiliary power if they are the type that will automatically be kept charged and will function for 1½ hours when used.

b. Auxiliary generators may be used for backup power; however, they must be capable of coming on line within 10 seconds after interruption of the main service. If auxiliary generators provide emergency lighting, complete and separate circuitry shall be provided.

#### H. FIRE CONTROL

1. Portable Fire Extinguishers. An adequate number of the proper type and size extinguishers shall be available for use throughout the institution in compliance with NFPA 10.

a. Extinguishers shall be maintained in a fully charged and operable condition in their designated places at all times when not in use. They shall have their operating instructions and use classifications on their outward faces.

b. Extinguishers shall be conspicuously located where they will be readily accessible in the event of fire. If location necessitates obstruction from view, means shall be provided to indicate the location.

c. Extinguishers shall be installed on proper hangers or in cabinets to prevent dislodging.

d. Extinguishers not exceeding 40 pounds in weight shall be installed so that the tops of the extinguishers are not more than five feet from the floor. Those exceeding 40 pounds will be installed with the top not more than 3½ feet from the floor.

e. Carbon tetrachloride or soda acid type extinguishers are not authorized for use in the Federal Bureau of Prisons.

f. Extinguishers shall be placed so that the travel distance to an extinguisher is no greater than 75 feet and there is one extinguisher for each 3,000 square feet of floor space. Travel distance to extinguishers for Class B fires is less, depending on type of hazard and extinguisher rating. Placement for these areas shall conform to provisions outlined in NFPA 10, Chapter 3. Additional fire extinguishers shall be placed in High/Special Hazard areas.

Where distribution of fire extinguishers causes a security problem the institution shall be allowed to lock extinguishers in accordance with NFPA 101, Section 14-3.5.4 and Section 15-3.5.4, Exceptions 1 and 2.

g. Future purchase of halon suppressant materials are prohibited (with one exception, fixed temperature units for inside high voltage vaults).

## 2. Inspection, Maintenance, and Hydrostatic Testing of Extinguishers

a. Extinguishers shall be inspected monthly. An inspection tag shall be affixed to the extinguisher indicating the date of inspection and the initials of the person performing it. Inspection is defined as a quick check that an extinguisher is available and will operate. This is done by seeing that it is in its designated place, it has not been tampered with, and that

there is no physical damage or condition to prevent operation.  
Reference NFPA 10.

b. Extinguishers shall be subjected to maintenance at least annually in accordance with Section 4-4-2, NFPA 10,, including thorough examination of the three basic elements of the extinguisher:

- (1) mechanical parts;
- (2) extinguishing agents; and
- (3) expelling means.

The need for hydrostatic testing is determined during annual maintenance.

c. Hydrostatic testing of extinguishers shall be done according to the following schedule:

Water	5 years
CO <sup>2</sup>	5 years
Dry Chemical	12 years
Halon*	12 years

\* Halon extinguishers due for hydrostatic testing shall be allowed continued use only if no additional halon needs to be purchased. Otherwise, they shall be replaced by CO<sup>2</sup> or dry chemical extinguishers.

## I. FIRE CREWS

1. Inmate Crews. Institutions with fire trucks shall maintain an inmate fire brigade trained to combat incipient stage fires only. Involved fires shall be left to the fire department serving the area. This crew shall be composed of community or out custody inmates trained in fire control and employed and identified as to be readily available for fire emergencies at all times. The inmate crew shall be assigned to one housing unit to expedite contact in an emergency. Due to the rapid turnover of inmates, the inmate fire crew shall receive monthly training in the use of fire department equipment, fire extinguishers, standpipe hose, SCBA, etc.

Inmate fire brigades are required to meet the requirements set forth in OSHA 1910.156. Fire brigades are not required at institutions without a fire truck.

a. There shall be an institution supplement which spells out the organizational structure; the type, amount, and frequency of training; the number of members of the fire brigade; and the functions of the fire brigade.

b. Physical Fitness

(1) Assure that all personnel are physically capable of performing duties which may be assigned to them during emergencies.

(2) No one with known heart disease, epilepsy, or emphysema may participate in fire brigade activities unless a physician's certificate of the fitness to participate is provided.

c. Training and Education

(1) Management shall provide training and education for all fire brigade members commensurate with the duties and functions that they are to perform. Such training and education shall be provided before members perform in fire brigade emergency activities. Fire brigade leaders and training instructors shall be provided with training and education which is more comprehensive than that provided the general membership.

(2) Training and education shall be frequent enough to assure that each member is able to perform his assigned duties and functions satisfactorily and safely so as not to endanger fire brigade members or other employees or inmates. They shall receive training at least monthly.

(3) The quality of the training of fire brigade members shall be similar to that conducted by such fire training schools as the Maryland Fire and Rescue Institute; Iowa Fire Service Extension; Georgia Fire Academy; Louisiana State University Firemen Training Program or Washington State's Fire Service Training Commission for Vocational Education.

(4) Provide current information about special hazards such as flammable liquids and gases, toxic chemicals, radioactive sources, and water reactive substances to which they may be exposed during fire emergencies. Written procedures shall be developed to describe the actions to be taken in situations

involving the special hazards and shall be included in training and education programs.

(5) It is recommended that the Fire Brigade tour the facility annually.

d. Equipment

(1) Maintain and visually inspect at least weekly or after each response fire fighting equipment. Portable extinguishers and respirators shall be inspected monthly. Equipment that is in damaged or unserviceable condition shall be removed from service and replaced.

(2) Protective clothing shall be provided for foot and leg protection, hand protection, body protection, and eye, face and head protection. Protective clothing shall meet requirements of OSHA 1910.156(e).

(3) Respiratory protection shall meet the requirements of OSHA 1910.156(f), and shall be positive-pressure self-contained breathing apparatus with a service life minimum of 30 minutes.

2. Employee Crew. In cases of disturbance within the institution, it may be impossible to use inmate fire crews. Therefore, in institutions with fire trucks, an employee crew shall be trained to operate the fire equipment when the inmate crew would be jeopardized.

J. TRAINING. All institution employees shall be trained in the implementation of written fire emergency plans. The institution fire control and evacuation plan shall be incorporated with other institution emergency plans that require annual reading by employees. Training in fire prevention and control shall be incorporated in the employee basic training program and the annual refresher training including the use of portable fire extinguishers, standpipe hoses, operation of fixed fire suppression systems and self-contained breathing apparatus units.

K. VISITS AND INSPECTIONS BY OUTSIDE SPECIALISTS. Visits and inspection by outside fire specialists are encouraged. Sources of help are often available from fire departments, government agencies in the area, private industry, and the state fire marshal's office.

1. Where feasible, all facilities are to establish a working relationship with the local fire department and fire marshal's office and, where appropriate, enter into written mutual aid agreements.

2. Fire departments are to be invited to tour the institution at least annually and suggestions for fire protection improvements relative to Bureau facilities are encouraged. Fire Departments are to be provided with copies of the institution fire control plan.

#### L. DETECTION AND ALARM SYSTEMS

1. Alarms. Fires can be reported by dialing 222, the institution emergency number. The control room officer shall make appropriate notifications as outlined in the institution fire control plan. Fire alarm signals shall be sufficiently different as to readily distinguish them from signals used for other purposes.

All fire detection, sprinkler systems, and fixed fire suppression systems shall be electrically supervised and the alarms will be transmitted to an annunciator panel in the control room. The control room officer shall immediately notify the local fire department and the inmate fire brigade, in that order, in the event of a fire emergency. Smoke alarms should be verified prior to fire department notification.

a. Annunciator panels in the control room shall be checked and logged on each shift.

b. Annunciator panels in other areas shall be checked and logged on each shift by the staff member in charge.

2. Manual Pull Station. Each Building of the institution shall have a fire alarm system installed as required by the Detection, Alarm, and Communications Systems section of the individual occupancy chapters of NFPA 101. Each locked building which is normally occupied shall have a system which can be activated manually by manual fire alarm boxes. Manual fire alarm boxes in housing units may be locked and located in secure positions if keys are readily available. Sections 14-3.4.2 and 15-3.4.2, NFPA 101).

3. Alarms In Locked Housing Units. Signaling devices shall be available for inmate use in all locked housing units that do not have continuous staff coverage. The device may be a buzzer, alarm bell, or telephone when it cannot be used to call outside the institution. These devices can be maintained in an enclosed

case to be broken in the event of an emergency. The signaling device must be able to emit an audible signal to a location which has 24-hour coverage. Staff coverage must be provided when inmates are locked in their rooms or cells.

4. Alarms in Other Locked Locations. Inmates shall not be left unattended in locked areas unless a signaling device is available to them for emergencies.

5. Smoke Detectors. All inmate housing areas shall have smoke detection systems installed in accordance with NFPA 72E, Chapter 4. They shall be inspected monthly, tested annually and calibrated every two years. Documentation of inspections, testing and calibration shall be the Facilities Department's responsibility.

6. Auxiliary Power. Alarm systems and detection systems shall be provided with an emergency power supply in accordance with NFPA 72 and 72E.

#### M. AUTOMATIC SPRINKLERS

1. Automatic sprinklers shall be installed in accordance with NFPA 13, Installation of Sprinkler Systems. In addition to all inmate housing units, systems shall be installed where required by present NFPA Codes and connected to a central supervisory alarm system. Sprinkler systems shall be inspected and flow tested quarterly in accordance with NFPA 25. Maintenance and inspection will be conducted by an outside contractor or other qualified source. Documentation of maintenance and inspection shall be the responsibility of the Facilities Department.

2. Clearance between sprinkler deflectors and the top of storage shall be at least 18 inches.

3. Sprinkler systems for high rack storage shall comply with NFPA 231C, Rack Storage of Materials and NFPA 13, Installation of Sprinkler Systems.

4. Hazardous Areas. Areas in housing units used for general storage, boiler or furnace rooms, fuel storage, janitor closets, maintenance shops - including woodworking and painting areas - and laundries and kitchens shall be protected with automatic sprinklers unless they are separated from other parts of the building with construction having not less than a 1-hour fire resistance rating and all openings are provided with self-closing fire doors. Where the hazard is severe, both the separation and

sprinkler system are required. If the hazard is not severe, a sprinkler system will suffice with non-rated barriers designed to resist the passage of smoke.

5. Paint Spray Booths. Require an approved automatic sprinkler system in accordance with NFPA 13, Installation of Sprinkler Systems and NFPA 33, Spray Application using Flammable and Combustible Materials. Sprinkler heads shall be allowed to be covered by polyethylene or cellophane bags in accordance with NFPA 13A, Section 3-5.1.4.

#### N. FIRE RELATED EQUIPMENT

1. Standpipe Hose. In those living units yet to be sprinklered, standpipe hose stations shall be located with adequate footage of hose (not to exceed 100 feet per station) to reach all areas of the unit. Cabinets that are lockable must have break-glass fronts. Standpipe hose shall be equipped with an adjustable lexan nozzle. The use of unlined linen hose is prohibited.

2. Hydrants. Institutions are to assure that fire hydrants are accessible and properly maintained. Also, the water supply system shall be checked to assure that adequate pressure and flow are maintained for operating fire protection equipment, as specified in the Facilities Operations Manual. Hydrants shall be flushed semi-annually and checked to assure they drain properly.

3. Generators. Emergency generators shall be maintained in accordance with the Facilities Operations Manual.

4. Fire Trucks. Fire trucks and related equipment shall be maintained fully operational. The fire truck is not intended for use as a utility vehicle, but shall be used only for fire fighting, fire training, and other fire related purposes. Fire brigade members are not allowed to ride the rear step. The additional transport vehicle shall be provided.

A "Service Test" of the fire truck shall be performed at least annually, and after all major repairs. The test must be supervised by a qualified person and follow the testing protocol prescribed in the current edition of the NFPA Fire Protection Handbook.

5. Fire Pumps shall be maintained operational and be tested in accordance with Chapter 8.L.4. of this Manual.

6. Hose. NFPA recommends that each fire truck carry 1200 feet of 2½" hose and 400 feet of 1½" hose. Factors such as the GPM capacity of the pump and distance from hydrants to the exposure to be protected must be considered to determine the amount of 2½" hose needed for each institution. If any doubt exists, the 1200 feet minimum of 2½" hose shall be carried. All trucks shall carry at least 400 feet of 1½" hose. This hose will be in the hose bed of the truck, thread-coupled ready for use. Pre-connects are optional. A second bed of reserve hose shall be maintained to replace damaged hose or hose temporarily taken out of service for various reasons.

7. Self-Contained Breathing Apparatus

a. Individuals responding to emergencies that may be exposed to smoke and gases from fires or emergencies where such gases may be released shall be provided with self-contained breathing apparatus.

b. Only self-contained breathing apparatus approved by the Bureau of Mines or NIOSH shall be authorized for use. No other type mask may be used for fire fighting.

c. All self-contained breathing apparatus shall be positive pressure type and have a minimum of one-half hour rated service life.

d. Self-contained breathing apparatus shall be provided with an indicator which automatically sounds an audible alarm when the remaining service life of the apparatus is reduced to within a range of 20 to 25 percent of its rated service time.

e. Self-contained breathing apparatus shall be stored and used in pairs and located to provide prompt and easy access to all areas of the institution, especially inmate housing units. All SCBA units will be inspected by qualified safety staff monthly, and all breathing apparatus will be stored on wall mounts with a breakaway security device to avoid or indicate inmate tampering. It is recommended that SCBA units be mounted in approved wall mounted cabinets in readily accessible areas. All institution fire trucks shall carry a sufficient number of SCBA's to provide firemen adequate protection. Placement of SCBA's in other areas will be determined by the Safety Manager. (Control Center Exempt From Pairs)

f. Any unit found below 2000 PSI shall be immediately recharged. SCBA bottles shall be hydro-static tested every 5 years.

O. EMERGENCY FIRE KEYS

Fire keys shall be maintained in the control room of each institution. Keys shall be available for all emergency evacuation doors and to doors or gates for admission of fire fighting equipment. The keys will be set apart from the regular issue keys. NFPA recommends that the number of keys per ring be restricted to six keys or less.

P. FIRE INVESTIGATION

1. Safety Manager. All fires will be investigated by the Safety Manager or designee. If the fire occurs during other than normal duty hours, the initial investigation will be performed by a correctional supervisor. The Safety Manager shall be notified if serious injury, death or property damage results.

2. Outside Resources. The following outside agencies are generally available for assistance if needed:

a. State Fire Marshal - To aid in determining the cause of fire.

b. National Fire Protection Association - To aid in the investigation of large fires, explosions, serious injuries or death.

c. Federal Bureau of Investigation (FBI) and Alcohol, Tobacco, and Firearms (ATF) Arson and Bombing Investigative Unit.

3. Recommended Investigative Procedures. These procedures are recommended by the NFPA to assist to determine the origin of fires:

a. Designate an individual to be in charge of the fire scene.

b. Determine whether the electrical supply needs to be shut off due to fire or water damage.

c. Secure the area from non-essential people. This is necessary to prevent injuries and preserve the fire scene evidence.

d. The Safety Manager or designee shall conduct interviews of those individuals who appear to be involved in the initiation, detection, suppression, and clean-up of the fire. Interviews shall be conducted as soon as possible after the fire. See Appendix N for additional information.

## CHAPTER 4

### INMATE SYSTEMS AND HUMAN RESOURCES

#### A. POLICIES AND PROCEDURES

1. Administrative Systems and Human Resources Departments shall comply with Occupational Safety, Environmental Health, and Fire Codes as outlined in the Occupational Safety and Health Act (OSHA), NFPA, mandatory ACA standards, and applicable Bureau policies.

2. All Administrative Systems and Human Resources staff shall be familiar with this section and related sections of this manual.

#### B. FIRE PREVENTION AND CONTROL

1. In addition to the portions emphasized in this section, Chapter 3 of this manual addresses regulations and standards dealing with fire prevention and control.

##### 2. Flammable Liquids

a. Not more than 10 gallons of Class I and Class II liquids combined shall be stored in a single fire area outside of a flammable liquids storage cabinet or storage room meeting NFPA 30 unless contained in safety cans.

b. If Class I and Class II liquids are kept in safety cans, no more than 25 gallons combined shall be stored in a single fire area outside a flammable liquids storage cabinet or storage room meeting NFPA 30.

3. The use of extension cords is not recommended. When extension cords must be used in office operations, they must be UL-listed and labeled for the amperage load, and they may not be used in tandem. Use of extension cords shall comply with provisions of Chapter 8.C.2.g.(9), of this manual.

4. Flexible cords used for appliances, etc., shall be in continuous lengths without splices or taps.

5. Evacuation diagrams shall be posted conspicuously to designate exit routes.

C. OFFICE EQUIPMENT/SAFETY

1. Fans should have substantial bases and convenient attachments for carrying purposes. They shall be well guarded, front and back, with openings no greater than ½ inch to prevent the intrusion of fingers.

2. Waste Receptacles of noncombustible material shall be placed in sufficient quantity and size to handle all litter generated.

3. Ash Receptacles with safety features shall be readily available in areas where smoking is permitted. They shall be large enough and sufficiently stable to contain smoking materials.

4. Chairs should be comfortable and sturdily built with a wide enough base to prevent easy tipping. The casters on swivel chairs shall be on at least a 20 inch diameter base. A 22 inch base is preferred.

5. Desks and files shall have safety stops on all drawers. Office furniture should be checked periodically for sharp corners and burrs.

6. Glass tops on desks and tables can crack and create cutting hazards. Durable synthetic surfaces are free from this trouble and are recommended.

7. Rolling ladders and stands used for reaching high storage shall have brakes that operate automatically when weight is applied to them.

8. Vaults. Vaults must be equipped with safety releases on the inside to enable a person to open them if trapped inside. Such vaults must be equipped with an outside air supply. Vaults shall also be equipped with an alarm system which is activated from within. Records storage areas should be equipped with a fire suppression system, in accordance with NFPA 232, Protection of Records.

D. HAZARDOUS SUBSTANCE CONTROL

1. The location and quantity of all toxic, flammable or caustic materials shall be known to staff members and controlled in accordance with Chapter 2 of this manual. At no time shall such materials be secured with an inmate-type combination lock.

2. Adequate ventilation shall be supplied for duplicating machines, or other machines that use ammonia, methanol, or other toxic liquids.

3. MSDS's shall be obtained on all flammable, toxic, or caustic substances. Staff and inmates shall be aware of the hazards associated with these items. A copy of the Material Safety Data sheets must be forwarded to the Safety Department.

4. Additional information of hazardous substance control and use may be found in Section J-3 of Chapter 2 of this manual.

E. RECEIVING AND DISCHARGE

1. To ensure a safe and sanitary environment it shall be necessary to maintain toilet facilities in the R & D area.

2. The number of toilets and lavatories shall be based upon the average number of commitments held in this area for longer than one hour.

3. Washing facilities shall include an adequate number of sinks supplied with hot and cold water. Hand soap and towels or air blowers shall be provided.

4. It is recommended that showers be provided in adequate number to maintain personal hygiene. Such facilities shall include body soap, hot and cold running water, and clean towels.

F. TRAINING

1. Refer to Chapter 1.

G. ACCIDENT INVESTIGATION

1. Refer to Chapter 1.

## CHAPTER 5

### FINANCIAL MANAGEMENT

#### A. POLICIES AND PROCEDURES

1. Fiscal Services shall comply with Occupational Safety, Environmental Health, and Fire Codes as outlined in the Occupational Safety and Health Act (OSHA), National Fire Codes published by the NFPA, mandatory ACA standards, and applicable Bureau policies.

2. Laundry foremen, warehouse staff, commissary personnel, and other employees of the Financial Management department shall be familiar with this section and related sections of this manual.

3. As outlined in Chapter 11, Section E.3, the contracting staff must ensure that all housing unit furnishings purchased meet Class A flammability standards and do not contain polyurethane. This can best be accomplished by including specifications on all such purchase request and allowing the Safety Manager to review the purchase orders prior to forwarding to a vendor.

#### B. FIRE PREVENTION AND CONTROL

1. In addition to the portions emphasized in this section, Chapter 3 addresses regulations and standards dealing with fire prevention and control.

##### 2. Flammable Liquids

a. Not more than 10 gallons of Class I and Class II liquids combined shall be stored in a single fire area outside of a flammable liquids storage cabinet or storage room meeting NFPA 30 unless contained in safety cans.

b. If Class I and II liquids are kept in safety cans, no more than 25 gallons combined shall be stored in a single fire area outside a flammable liquids storage cabinet or storage room meeting NFPA 30.

c. The receiving area of the warehouse must have a system for proper storage of delivered flammable and combustible liquids from the time of receipt to the time of issue. Immediate issue (same day) may suffice.

3. Smoking is strictly forbidden in warehouse storage areas. Signs shall be posted in those areas and the restriction enforced.

4. Exit access and permanent aisles in storerooms shall be marked. Exit access aisles shall be at least 44 inches wide.

5. Aisles used by vehicles must be at least two feet wider than the widest vehicle used.

6. Sprinkler systems in storerooms shall comply with NFPA 13.

7. Storage heights shall not be within 18 inches below sprinkler deflectors. If sidewall mounted sprinklers are used, storage must be clear of the sprinkler spray direction.

8. Storage of material shall not create a hazard. Bags, containers, bundles, etc., stored in tiers shall be stacked, blocked, interlocked and limited in height so that they are stable and secure against sliding or collapsing.

9. High rack storage shall comply with NFPA 231C, Rack Storage of Materials.

10. The use of extension cords is not recommended. When extension cords must be used in Financial Management operations, they must be UL-listed and labeled for the amperage load, and they may not be used in tandem. Use of extension cords will comply with provisions of Chapter 8.C.2.g.

11. Flexible cords used for appliances, etc., shall be in continuous lengths without splices or taps.

#### C. HAZARDOUS SUBSTANCE CONTROL

1. The location and quantity of all toxic, flammable or caustic materials shall be known to staff members and controlled in accordance with Chapter 2. At no time shall such materials be secured with an inmate-type combination lock.

2. A system for intermediate storage of received hazardous substances must be set up to secure the materials from time of receipt to time of issue.

3. The user department ordering hazardous materials shall inform the Safety Department when placing such orders. Upon receipt of the materials and prior to distribution to the user department, an MSDS must be on file and available to the user

department. If an MSDS has not been received the material is to be properly stored until contact with the supplying company has been made and a MSDS is received before issuance.

4. Toxic and caustic substances may never be stored adjacent to food items. Cleaning products are the most commonly stored of the toxic and caustics, and they must be separated from food items in the storeroom, commissary and food service department.

5. The Controller, Safety Manager, and Captain shall review items sold in the commissary sales unit to insure hazardous products are not sold to inmates.

D. WAREHOUSE/COMMISSARY STORAGE

1. Storage of material shall not create a hazard. Bags, containers, bundles, etc., stored in tiers shall be stacked, blocked, interlocked and limited in height so that they are stable and secure against sliding or collapsing.

2. Storage areas shall be kept free from accumulation of materials that constitute hazards from tripping, fire, explosion, or pest harborage.

3. Aisles and passageways shall be kept clear and in good repair, with no obstruction across or in aisles that could create a hazard or hamper egress.

4. Floors in work places and passageways shall be kept free from protruding nails, splinters, holes or loose boards.

5. Food Receipt and Storage

a. Warehouse staff will inspect all incoming food shipments for damage or any form of contamination or pest infestation. Rats, mice or insects may be hiding in the center of a pallet.

b. Promptly remove all damaged pallets and broken containers of food. Separate damaged food containers from other food and store separately for disposal. Take special care in handling products such as flour, cereal, nuts, sugar, and chocolate items. These are highly susceptible to contamination.

c. If an incoming food shipment is obviously contaminated, immediately contact the institution Contracting Officer for instructions on the next course of action.

d. All products shall be stored far enough from walls in order for pest control measures to be performed. A painted line may be used as a guide for pallet placement.

e. Storage of food handling utensils and food items shall be at least six inches above the floor and not under sewer lines. Canned or bottled food impervious to water may be stored four inches above the floor.

f. Perishable food items must be stored at proper temperatures to prevent spoilage and other bacterial action. Perishables must be stored at or below 45° F, and frozen foods must be maintained at or below 0° F.

g. Food not subject to further washing or cooking before serving shall be stored in a way that protects against bacterial cross-contamination from foods requiring washing or cooking.

6. Battery recharging areas for powered lift trucks and forklifts shall be designated "No Smoking" areas.

7. Loading docks four feet or more in height shall have guard rails and appropriate signs posted designating the use of wheel chocks, or automatic dock locks.

8. Compressed gas cylinders shall be stored away from radiators and other heat sources, in a well ventilated, dry location, and at least 20 feet from highly combustible material.

9. Compressed gas cylinders shall be stored and secured in assigned places away from elevators, stairs, or gangways. They should be stored where they cannot be knocked over or damaged by passing or falling objects.

10. Oxygen cylinders shall be stored at least 20 feet from fuel-gas cylinders or combustible materials like oil or grease, or shall be separated by a wall at least five feet high having a fire resistance rating of at least one-half hour.

11. Head protection (hard hats) shall be provided for and used by all staff, inmates, and visitors working in or passing through any construction and/or overhead hazard areas as determined by the Safety Manager.

E. LAUNDRY

1. All steam pipes that are within seven feet of the floor or working surface and with which a worker may come into contact shall be insulated or covered with a heat-resistive material or shall be otherwise guarded.

2. All clothes presses shall be equipped with two-hand controls. Both hands must be used to activate the operating buttons or levers that cause the press head to close. Continuous pressure on the activating buttons or levers must be required to move the press head from its fully open to fully closed position. To lock a press head in its closed position, the operator must have both hands simultaneously on the buttons or levers that cause locking of the press head. A release bar or button within reach of the operator shall be provided to release instantly any press head locking mechanism. The above provisions do not apply to pressing cycles controlled by automatic timers. The activation of an automatically timed pressing cycle shall require the operator to have both hands simultaneously on the operating buttons or levers. A release bar or button within reach of the operator shall be provided to override the timers and open the press at once.

3. All washers, washer/extractors, and extractors shall be equipped with interlocking devices that prevent the inside cylinder from moving when the door is open, and prevent the door from being opened while the inside cylinder is in motion. This interlocking mechanism should not prevent the manual turning or inching of the inner cylinder.

4. Dryers shall be equipped with electric interlocks adjusted so that the door cannot be opened beyond nine inches before the machine shuts off.

5. Laundry carts are to be used exclusively for clean or dirty laundry. Carts shall be marked for identification whether for clean or soiled laundry. Placing clean clothing into a cart which had contained soiled clothing defeats the purpose of laundering for hygienic and bacterial control.

6. Calcium Hypochlorite shall not be used in granular form because of its explosive potential. Liquid bleach is approved when dispensed by authorized staff and controlled in accordance with local policy.

7. Vacuum breaker valves or other back-siphonage protection shall be in place on all inlet pipes in the laundry.

8. Contaminated clothing and linen shall be sent to the laundry in sealed water-soluble bags encased in a regular plastic bag. The water-soluble bag shall be removed from the outer bag and placed in the washing machine still sealed. The bag shall dissolve in the wash cycle when hot water is used.

9. Floors in laundry areas shall be constructed to be watertight, free from projections, crevices, or dangerous gradients and maintained in good repair and drained so that no water may accumulate.

10. Steam pressure machines shall not be operated at a pressure higher than that given by the manufacturer's pressure rating as shown on the nameplate. If the steam source is at a higher pressure, a stop valve, reducing valve, pressure gauge, and safety valve shall be installed in the order named from the source. The safety valve will be located where it will not expose workers to its discharge.

11. Where pressure reducing valves are used, one or more relief or safety valves are to be provided on the low pressure side of the reducing valve. The relief or safety valve shall be located as close to the reducing valve as possible. Protection will be provided to prevent injury or damage by the discharge from the relief valve if vented to the atmosphere. The combined discharging capacity of the relief valve shall be such that the pressure rating of the lower pressure piping and equipment shall not be exceeded if the reducing valve sticks or fails to open.

12. An emergency fixed plumbing eyewash station capable of continuous flushing is required where corrosives are used or dispensed. Portable units are not acceptable for this purpose.

#### F. CLOTHING ISSUE

1. Working spaces on table tops, shelves, etc., shall be constructed of materials that are properly surfaced, finished smooth for ease in cleaning, and maintained in good repair.

2. Care must be taken to assure that incoming carts of clothing do not block aisles or passageways required for exit access.

3. A sufficient stock of safety shoes that meet current ANSI Z.41 must be maintained to meet the requirements of the local safety shoe policy.

G. TRAINING

1. Refer to Chapter 1.

H. ACCIDENT INVESTIGATION

1. Refer to Chapter 1.

## CHAPTER 6

### CORRECTIONAL SERVICES

#### A. POLICIES AND PROCEDURES

1. Correctional Services will comply with Occupational Safety, Environmental Health and Fire Codes as outlined in the Occupational Safety and Health Act (OSHA), National Fire Codes published by the NFPA, mandatory ACA standards, and applicable Bureau policies.

2. All Correctional Services employees and others who may fill in for Correctional Officers or supervisors shall be familiar with this section and related sections of this Manual.

#### B. SPECIAL HOUSING (SEGREGATION/DETENTION)

##### 1. Fire Prevention and Control

a. In addition to the portions emphasized in this chapter, Chapter 3 of this Manual addresses regulations and standards dealing with fire prevention and control.

b. There shall be a posted fire evacuation plan in accordance with Chapter 3.A.5 in each special housing area. All staff members shall be required to read the institution emergency plans annually. The captain will maintain documentation of this.

c. There shall be no foam pillows or mattresses used in any special housing unit. Mattresses shall meet standards outlined in Chapter 3.G.3.d. UNICOR is the only approved source for mattresses.

d. There shall be an adequate number and type of portable fire extinguishers. This equipment may be locked or located inside staff office areas. A standpipe system shall be provided in each unsprinklered special housing unit, until proper sprinkler systems are installed.

e. Fire drills shall be conducted quarterly in the special housing unit. While it will not be necessary to actually evacuate the unit, the unit staff shall be required to walk through the entire procedure, checking all emergency equipment and the operation of locking devices. (See Appendix Q)

f. Emergency lighting and exit signs shall be provided according to NFPA requirements.

g. An approved smoke detection system shall be installed in all sleeping areas. The detection system shall be annunciated at the control center. A secondary power supply shall be provided for the system.

h. Every housing unit shall have a manually-operated fire alarm system. The system will be electrically supervised. The pull station may be locked and located in a staff office.

i. Any area used for general storage, janitor closet, furnace rooms, maintenance shops, or kitchen must be protected by construction having at least a one-hour fire resistive rating with all openings protected by self-closing doors or the areas will be protected by an automatic sprinkler system.

j. Any malfunctions in the fire protection equipment or systems shall be immediately reported to the Lieutenant, who shall note it on the shift log and report the malfunction to both the Facilities and Safety Offices.

k. A minimum of two self-contained breathing apparatus (SCBA) will be readily accessible within the unit and provided in a central location. All staff members will be given instructions regarding the proper use of SCBA.

l. Furniture in all inmate living areas shall be of fire resistant materials. All furniture purchased for use in fully sprinklered inmate housing areas must meet or exceed the standards of the appropriate California State Technical Bulletins 133, 116, and 117. All furniture for use in non-sprinklered inmate housing areas must be made of completely non-combustible materials or solid wood. Seating furniture in housing units shall not be stored in a stacked position except for floor cleaning purposes. The purchasing agent must ensure that all furnishings purchased meet the flammability standards.

m. All housing units and hospital wards shall use mattresses labeled as meeting Federal Standard 16 CFR 1632, DOC FF 4-72 or California State Technical Bulletin 106.

Additionally, mattress inserts made from synthetic cellular rubber materials (i.e., polyurethane, neoprene, etc.) must meet California State Technical Bulletin 121 plus be fire resistant and have low smoke production qualities. These mattress inserts shall be tested by ASTM E 162 and E 662 standards. Test samples for the ASTM E 162 procedures shall be 18" x 6" x 1" and shall

not melt or drip. Test samples for ASTM E 662 procedure shall be 3" x 3" x 1" and the test shall be conducted in the flaming mode. Inserts samples must possess a maximum flame spread index of 10 and a maximum specific optical density of 200.

Cotton mattress ticking shall be tested under FED-STD 191, method 5903, and may have a maximum char length of five inches and a maximum after flame of two seconds.

SYNTHETIC CELLULAR RUBBER MATTRESSES

MATERIAL	FIRE TEST	MAXIMUM TEST LIMITS
INSERT	ASTM E 162 ASTM E 662	FLAME SPREAD INDEX 10 DM (corrected) 200
TICKING	FED-STD 191, method 5903	CHAR LENGTH 5 in. AFTER FLAME 2 sec.

The use of synthetic cellular rubber foam pillows is prohibited unless they have been tested to ASTM E 162-75 and ZZ-P2012 Standards.

The continued use of boric acid-treated cotton batting mattresses is allowed. All purchases of mattresses shall be made from UNICOR with specifications as to meeting the flammability standards. No surplus mattresses shall be procured for institutional use.

2. Food Service Operations. Refer to the current Food Service Manual.

C. CONTROL CENTER

1. Each Correctional Officer working in the control center shall fully understand the fire annunciator panel operation. An instruction booklet shall be provided and remain in the control center at all times. Any malfunction of the fire alarm system shall immediately be reported to the Lieutenant, who shall notify Facilities Services and make an entry on the daily log. The annunciator panel shall be checked on each shift and the check noted in the daily log.

2. The fire alarm annunciator panel shall be provided with a secondary power system.

3. The control center officer shall have readily available a listing of the inmate fire crew, staff fire crew, telephone

number for the local fire department, and other emergency telephone numbers as necessary.

4. Emergency Fire keys shall be located and marked so that the control center officer shall have no difficulty in identifying and finding them. Fire key rings shall have as few keys as possible on each ring.

5. The Captain shall ensure that there are written procedures for entering the control center if the officer becomes ill or incapacitated.

D. VISITING ROOM

1. The visiting room shall be clean and present a neat appearance at all times. Furniture and fixtures shall be repaired or replaced when broken. Floor surfaces shall be even; carpeting clean and without cuts and tears; tile floors free of breaks or chips. Vending machines and microwave ovens shall be cleaned daily.

2. Visiting rooms shall be provided with emergency lighting. All exits shall be properly marked.

3. Fire drills shall be conducted quarterly. Drills shall be conducted with staff members doing a walk-through of procedures without an actual evacuation of visitors and inmates. (See Appendix Q)

4. Noncombustible trash containers and ash receivers shall be provided in the visiting room.

5. The visiting room shall have a manually operated fire alarm system.

6. Portable fire extinguishers shall be provided. These may be locked or kept near the officer's station.

7. Locked exit doors from visiting rooms shall be unlocked during occupancy or the doors shall be equipped with pressure-release type big bit locks or panic hardware.

8. A Lieutenant shall inspect the visiting room weekly. The Safety Manager shall inspect the visiting room monthly.

9. Furniture in all inmate areas shall be of fire resistant materials. All furniture purchased for use in fully sprinklered inmate areas (e.g. visiting room) must meet or exceed the standards of the appropriate California State Technical Bulletins

133, 116, and 117. All furniture for use in non-sprinklered inmate areas must be made of completely non-combustible materials or solid wood. Seating furniture shall not be stored in a stacked position except for floor cleaning purposes. The purchasing agent must ensure that all furnishings purchased meet the flammability standards.

E. TOWERS AND MOBILE PATROLS

1. Towers shall be kept in a sanitary condition. Cleaning shall be accomplished by the tower officers. Towers shall be inspected frequently by a Lieutenant and monthly by the Safety Manager or designee.

2. Towers with outside walkways shall be provided with an approved safety railing.

3. An appropriate means of emergency egress must be provided in each tower.

4. Vehicle Operations

a. Vehicles shall be operated in accordance with locally established speed limits.

b. Seat belts shall be provided in vehicles and used by operators and passengers.

c. All vehicle accidents shall be immediately reported to the Lieutenant and Safety Manager.

d. Smoking is not permitted during refueling operations.

e. All vehicles shall be provided with a suitable fire extinguisher.

f. Maintenance on mobile patrol vehicles will be accomplished by the garage. Vehicle operators shall not attempt to jump start, push start, or change tires.

F. OFFICE SAFETY

1. Defective flooring (carpeting and tile) shall be replaced. Floor mats that are worn, torn, or warped will be discarded.

2. Aisles shall be kept clear and unobstructed.

3. Telephone and electrical outlets and wires shall be kept out of aisle ways and other walking or working surfaces. All

electrical outlets shall be types that accept a three-wire ground plug.

4. Glass doors shall have a decal 4½ feet above the floor to prevent people from walking into them.

G. SECURITY X-RAY MACHINES

1. Operations. X-ray machines are to be operated in accordance with the manufacturer's operating manual. In addition, each employee who works around the machine is to read and sign operations instructions. A copy of the instructions is to be posted in immediate vicinity of the machine.

2. Safety Precautions. Each operations manual contains safety precautions which must be followed. A list of precautions will be posted conspicuously near the machine and must include the following items:

a. Energize the machine only when the object to be inspected is placed in the inspection area.

b. Never attempt to enter the inspection area when the machine is on.

c. The condition of the security curtain and/or door is to be inspected daily. It must be replaced immediately if damaged.

d. Do not attempt to override or tamper with the interlock system.

e. Under no circumstances are back or side panels to be removed. Only properly trained, certified personnel are to repair this machine.

3. Testing. Before the security x-ray machine is placed in service and/or after any significant alternations or revisions, the entire system shall be tested for proper operation and radiation leaks.

All Radiation leak tests will be conducted in accordance with state and local regulations at the same intervals as medical x-ray machines and by a qualified source. Inspection documentation shall be maintained by the Captain.

4. Badges. An area security x-ray exposure badge shall be provided for specific equipment for leakage monitoring. The badge is to be exchanged quarterly for a new badge, with the used badges being sent to the appropriate laboratory for testing. The

department head accountable for the x-ray equipment is also responsible for providing, collecting, and testing of badges. This information shall be made available to employees upon written request.

H. TRAINING

1. Refer to Chapter 1.

I. ACCIDENT INVESTIGATION

1. Refer to Chapter 1.

## CHAPTER 7

### EDUCATION DEPARTMENT

#### A. POLICIES AND PROCEDURES

1. Education Services shall comply with Occupational Safety, Environmental Health and Fire Codes as outlined in the Occupational Safety and Health Act (OSHA), National Fire Codes published by the NFPA, mandatory ACA standards, and applicable Bureau policies.

2. Instructors, teachers, recreation personnel, and other employees of the Education Department shall be familiar with this section and related sections of this manual.

#### B. FIRE PREVENTION AND CONTROL

1. In addition to the portions emphasized in this chapter, Chapter 3 of this Manual addresses regulations and standards dealing with fire prevention and control.

2. Storage Rooms. Any space used for general storage, janitor closets, maintenance spaces, woodworking, painting, or kitchens, shall be separated from other building spaces by one-hour fire-resistive construction and self-closing doors, or shall be sprinklered.

3. Smoking. Smoking shall be permitted only in those areas so designated.

4. Fire Drills. Drills shall be conducted quarterly in accordance with Chapter 3. Fire exit doors shall be opened during drills and all exits used by evacuees. Machinery shall be shut down during drills in VT areas, just as it would be if there were an actual fire. (See Appendix Q)

#### C. HAZARDOUS SUBSTANCE CONTROL

##### 1. Flammable Liquids

a. Not more than 10 gallons of Class I and Class II liquids combined shall be stored in a single fire area outside of a flammable liquid storage cabinet or separate inside storage area meeting NFPA 30 unless stored in safety cans.

b. Not more than 25 gallons of Class I and Class II liquids shall be stored in a single fire area in safety cans outside a

flammable liquid storage cabinet or separate inside storage area meeting NFPA 30.

2. The location and quantity of all toxic, flammable, or caustic materials shall be known to staff members and controlled in accordance with Chapter 2 and 3. At no time shall such materials be secured through the use of inmate-type combination locks.

3. Flammable and toxic dyes, paints, solvents, etc., used in Education areas shall be screened for possible substitution of non-flammables and non-toxic substances. Where non-flammable and non-toxic substitutions are available they shall be used.

4. Flammable, toxic, or hazardous substances shall not be issued to inmates without an individual inmate accountability system. For example, signout sheets or chits may be used for this purpose. At no time will an inmate be given any of the above items for use outside the department without staff supervision. Overnight use of the above substances is prohibited.

#### D. RECREATION

1. Weight lifting results in many injuries, mainly back strain. Inmates who are physically restricted from lifting weights shall have a memo placed in their medical file. Collars on bars and proper mats or flooring are required for safe lifting.

2. Inmate sports participants should have the personal protective equipment appropriate for that sport. **Example:** It is recommended that eye protection be worn by racquetball players and appropriate footwear such as safety shoes worn while in weight lifting areas. Recreation areas shall be clear of tripping or bumping hazards. Jogging areas should be inspected weekly by the recreation staff to remove potential hazards.

#### 3. Auditorium/Theater

a. Inmate food handlers in this area must be cleared for food handling by the medical department. All food storage areas shall be vermin and rodent-free. All food preparation equipment shall be cleaned after each use. Storage of food items shall comply with Chapter 9.

b. The projection booth shall have an appropriate fire extinguisher inside. In addition, the booth shall comply with the provisions of NFPA 101, 9-3.2.2. Wiring should be inspected

regularly by the Facilities Department. No homemade wiring or splicing is permitted.

4. Hobby Shop

a. Inmates may not purchase any flammable, toxic, or caustic materials.

b. Do not use dry clay (slip powder) because of silica hazards and possible asbestos. Use premixed clay. Do not sand items dry because of generation of dust. Always sand ceramic items while wet.

c. Ceramic kilns shall be enclosed in a one-hour rated room with self-closing doors. All kilns will require an external exhaust for adequate ventilation when the kilns are in operation with secured thermostatic operation.

d. Spray painting is subject to the same restrictions placed on UNICOR and Facilities operations. Booths must have proper ventilation and explosion -proof wiring. Inmates using spray guns must wear approved respiratory protection and goggles. A fixed-plumbing eye wash station must be provided. Portable units shall not be acceptable.

e. Non-flammable, non-toxic and non-caustic materials are to be used in hobbycrafts areas, when available. However, if items that are flammable, toxic or caustic are absolutely necessary to the program, they will be controlled, inventoried and properly stored by recreational staff. MSDSs will be maintained on each item.

f. All grinders, saws, and other equipment shall be inspected daily by the recreation staff and defective equipment repaired or shut down until repairs can be made. Inmates shall be instructed in the proper use of all powered equipment in the shop prior to operation.

g. Guarding of lathes, saws, etc., shall comply with the appropriate chapters of OSHA and Chapter 8 of this Manual.

h. Trash containers of wood shavings, paper, etc., shall be noncombustible with covers and be emptied daily.

E. VOCATIONAL TRAINING

1. Hazardous materials shall be controlled in accordance with Section C of this chapter and Chapter 2.

2. Machine guarding of lathes, saws, etc., shall comply with the appropriate chapters of OSHA and Chapter 8 of this Manual.

3. Eye and hearing protection areas shall be marked as such at the entrance, with protective equipment required for visitors entering the area.

4. All machinery shall be inspected daily by the VT staff and appropriate action taken if a hazard exists.

5. Appropriate fire extinguishers shall be installed throughout the area and inmates and staff instructed in their use.

6. MSDS's shall be obtained on all flammable, toxic, or caustic substances. Staff and inmates shall be trained and aware of the hazards associated with these items. A copy of all MSDS's must be forwarded to the Safety Department.

F. TRAINING

1. Refer to Chapter 1.

G. ACCIDENT INVESTIGATION

1. Refer to Chapter 1.

## CHAPTER 8

### FACILITIES

#### A. POLICIES AND PROCEDURES

1. Facilities Services will comply with the Occupational Safety, Environmental Health and Fire Codes as outlined in the Occupational Safety and Health Act (OSHA), National Fire Codes published by the NFPA, mandatory ACA standards, and applicable federal, state, and local environmental regulations and Bureau policies.

2. All Facilities Services staff and others who may fill in for vacationing supervisors of shops and crews shall be familiar with this chapter and related sections of this manual.

B. MACHINE GUARDING. All mechanical action or motion is hazardous, but in varying degrees. Rotating members, reciprocating arms, moving belts, meshing gears, cutting teeth, and parts in impact or shear are some examples of the types of action and motion requiring protection. Since safety standards cannot be drawn which cover every conceivable hazardous mechanical exposure, it is often necessary to use imagination and ingenuity to protect unusual situations. If the basic hazardous actions and motions are understood, it is easier to evaluate the hazard and to develop effective control measures.

#### 1. Hazardous Exposures

a. Rotating, Reciprocating and Transverse Motions create hazards in two general areas--at the point-of-operation where work is being done, and at the points where power or motion is being transmitted from one part of a mechanical linkage to another. Any rotating object is dangerous. Even smooth, slowly rotating shafts can grip clothing or hair, and through mere skin contact force an arm or hand into a dangerous position. Accidents due to contact with rotating objects are not frequent, but the severity of injury is always high.

Collars, couplings, cams, clutches, flywheels, shaft ends, spindles, rotating bar stock, lead screws and horizontal or vertical shafting are typical examples of rotating mechanisms which are hazardous. The danger increases when bolts, oil cups, nicks, abrasions, and project keys or screw threads are exposed when rotating. In many cases, the rotating mechanism is located within a stationary case or shell and consists of a revolving cylinder, a screw, agitator blades or paddles.

Reciprocating and transverse motions are hazardous because, in the back and forth or straight line action, a worker may be struck or caught in a pinch or shear point between a fixed and moving object.

b. In-Running Nip Points are a special danger existing only through action of rotating objects. Whenever machine parts rotate toward each other, or where one rotates toward a stationary object, an in-running nip point is formed. Objects or parts of the body may be drawn into this nip point and be bruised or crushed. The in-running side of rolling mills and calendars, of rolls used for bending, printing, corrugating, embossing, or feeding and conveying stock, the in-running side of a chain and sprocket, belt and pulley, a gear rack, a gear and pinion, and a belt conveyor terminal are typical examples of nip point hazards.

c. Cutting Action results when rotating, reciprocating or transverse motion is imparted to a tool so that material being removed is in the form of chips. The danger of cutting action exists at the movable cutting edge of the machine as it approaches or comes in contact with the material being cut. Such action takes place at the point-of-operation in cutting wood, metal or other materials as differentiated from punching, shearing or bending by press action. Typical examples of mechanisms involving cutting action include band and circular saws, milling machines, planing or shaping machines, turning machines, boring or drilling machines, and grinding machines.

d. Punching, Shearing and Bending Actions result when power is applied to a ram (plunger) or knife for the purpose of blanking, trimming, drawing, punching, shearing or stamping metal or other materials, as differentiated from removing the material in the form of chips. The danger of this type of action lies at the point of operation where stock is actually inserted, maintained, and withdrawn. Typical examples of equipment involving punching, shearing, or bending action include power presses, foot and hand presses, bending presses or brakes, as well as squaring, guillotine, and alligator shears.

2. Methods of Guarding. Whenever hazardous machine actions or motions are used, a means for providing protection for the operator and fellow workers is essential. There may be several ways to guard a situation, particularly at the point-of-operation. This does not mean that certain guarding methods are not preferable to others, but the type of operation, the size or shape of stock, the method of handling, the physical layout, the type of material, and production requirements or limitations may present important considerations. A certain flexibility in operations may also determine the practicality of the method to

be used. As a general rule, power transmission apparatus can be protected by fixed enclosure guards. It is when guarding the point-of-operation that the most effective and practical of several means of guarding must be selected. The methods of guarding may be grouped under four main classifications:

a. Enclosure Guards

- (1) Fixed enclosures
- (2) Adjustable enclosures

b. Interlocking Guards

- (1) Enclosure or gate guard with electrical or mechanical interlock
- (2) Barrier with electrical or mechanical interlock activating a brake
- (3) Electronic or other type field or beam connected with operating and stopping mechanisms

c. Automatic Guards

- (1) Moving barrier connected to operating mechanism of machine (push-away)
- (2) Removal device connected to the operator and operating mechanism of machine (pull-away)
- (3) Limitation of stroke
- (4) Automated pressure release devices

d. Remote Control, Placement, Feeding, Ejecting

- (1) Two-hand tripping devices (also multiple operation)
- (2) Automatic or semiautomatic feed
- (3) Special jigs or holding devices
- (4) Special hand tools and dies
- (5) Special ejecting devices (use in conjunction with other guarding methods)

### 3. Specific Requirements

a. Woodworking Machinery. The specific guarding requirements for woodworking equipment shall be in accordance with OSHA 1910.213.

(1) In all areas, one or more methods of guarding shall be provided to protect the operator and other workers in the machine area from hazards listed above.

(2) All woodworking machinery shall be equipped with a positive lockout device in order to prevent unauthorized persons from operating hazardous equipment.

(3) Where injury to the operator might result if motors were to restart after power failures, provision shall be made to prevent machines from automatically restarting upon restoration of power.

(4) Power controls and operating controls shall be located within easy reach of the operator while he is at his regular work location, making it unnecessary for him to reach over the cutter to make adjustments. This does not apply to constant pressure controls used only for setup purposes.

(5) Air lines used for cleaning in shops must be reduced to below 30 psi and must have nozzles with venturi-type features for chip guarding.

(6) Abrasive wheels must have tool rests adjusted to within 1/8 inch of the wheel. The distance between the wheel periphery and the adjustable tongue or the end of the peripheral member at the top shall never exceed 1/4 inch. Integrated face guards, safety goggles, or full face shields shall be used when operating abrasive wheels.

b. Metal Working Machines shall be guarded as above, and specific requirements for power presses shall be as dictated in OSHA 1910.217.

c. Grommet and other machines using two-hand controls shall have such controls fitted with an anti-repeat feature.

#### d. Work Areas

(1) All fixed machinery subject to "walking" through the action of vibration or reciprocating motion shall be securely anchored to the floor or suitable foundation to eliminate such movement.

(2) There shall be ample work space maintained around each machine as required by the type of operation.

(3) Floors shall be well maintained to prevent splintering conditions and protruding nails. Floors shall be kept even and free from holes and irregularities. The work area floor near the machines shall have a non-slip surface. Aisle ways will be marked by paint or other acceptable markings.

### C. ELECTRICAL SAFETY

1. Policy. All electrical installations shall be in accordance with the latest edition of the National Electric Code. A lockout/tagout program shall be established in compliance with 29 CFR 1910.147 (c)(7)(I). Inmates are prohibited from working on energized circuits or equipment. Qualified inmate electricians may perform circuit tests with approved equipment to determine if equipment or lines are energized.

#### 2. Procedures

a. The Facilities Staff shall assure that all live line tools (hot sticks, fuse pullers, etc.) are tested or replaced for dielectric strength every six months. Lineman's rubber gloves, rubber insulated blankets, and insulated sleeves shall be tested each six months. If gloves, blankets and sleeves have not been in service, they may be tested annually. Test results shall be routed to the Facilities Manager and the Safety Manager.

b. All hard hats worn by electricians and powerhouse workers will be of nonconductive material constructed without the use of metal rivets and shall be certified and labeled as to dielectric strength.

c. All safety shoes worn by staff electricians shall be nonconductive and meet the most current ANSI Standard.

d. All protective equipment and live line tools shall be inspected before each use for visible defects and deterioration. The electrician foreman shall assure the proper use of equipment (i.e., rubber gloves not turned inside out and leather protectors in place).

#### e. High Voltage (Over 600 Volts)

(1) There shall always be a staff member trained in emergency procedures to serve as backup to a qualified staff electrician during repair or replacement of high voltage lines or

equipment. All lines shall be de-energized before work begins. Testing only may be performed on energized circuits.

(2) The Chief of Utilities, electrician foreman, and general foreman shall ensure that electricians do not work on high voltage without maximum use of personal protective equipment. They shall ensure the availability and maintenance of such equipment. Storage of protective equipment shall be inaccessible to unauthorized inmates or staff.

(3) Inmates will not work voltage in excess of 600 volts.

(4) Where above-ground power lines are accessible, they shall be marked with signs.

**DANGER  
HIGH VOLTAGE**

**PELIGRO  
VOLTAJE ALTO**

f. Ground Fault Protection

(1) Ground fault protection shall be provided and comply with the current edition of the National Electrical Codes and National Fire Protection Association Standards for all single phase, 20-ampere receptacles in wet or damp areas located in kitchens, hospitals, bathrooms, shops corridors, power plants, laundries, garages, mechanical equipment rooms, janitor or maintenance rooms, all exterior locations and on receptacles supplying electricity to metal clad drinking fountains. This protection shall be provided for any receptacles located in inmate rooms, cells or cubicles within six feet of any plumbing fixtures (sinks or toilet).

(2) During construction work of any kind, there shall be use of portable ground fault circuit interrupters or documentation of an assured equipment grounding conductor program with requisite testing, as outlined in OSHA 1926.404 (A)3BII.

g. Electrical Maintenance

(1) Plaster surfaces that are broken or incomplete shall be repaired so there shall be no gaps or open spaces at the edge of the box or fitting.

(2) Each outlet box shall have a cover, faceplate, or fixture canopy.

(3) Water, oil, chips and excessive dust around electrical equipment and machinery must be cleaned up to prevent deterioration of conductors and equipment.

(4) Sufficient access and work space shall be provided and maintained about all electrical equipment to permit ready and safe operation and maintenance.

(5) Grounding of cord and plug-connected equipment shall be by metal enclosure, grounding conductor, or separate flexible wire or strap.

(6) All electrical panel boards, boxes, cabinets, and switch enclosures must be covered or isolated to prevent accidental contact with live parts, and to protect electrical switches, relays, and wiring from contamination.

(7) All cable, conduit, and raceway connections, joints, and fittings must be tight to assure proper grounding. All enclosures and conduit must be free from rust and corrosion.

(8) All disconnect switches, including service entrance switches, and each feeder and branch circuit shall be legibly and durably marked at the point of origin to indicate its purpose, unless arranged so that this is evident.

(9) Flexible cords (and extension cords) shall not be used:

(a) As a substitute for fixed wiring;

(b) Where run through a hole in a wall, ceiling, or floor, carpet or rugs;

(c) Where run through a doorway, window, or similar opening;

(d) Where attached to a building surface; or

(e) Where concealed behind a building wall, ceiling or floor.

(f) In tandem.

(10) Flexible cords shall be in continuous lengths without splices or taps.

(11) All 15 and 20 amp attachment plugs and connectors shall be so constructed that there are no exposed

current-carrying parts except the prongs, blades, or pins. The cover for wire terminations shall be a part which is essential for the operation of an attachment plug or connector (dead-front construction).

(12) Attachment plugs for portable tools, appliances, and equipment must be constructed for rough service. Grounding blades may not be broken or missing; the cord may not be frayed or worn.

(13) Where flexible cords are attached to plugs, connector bodies, or other devices, a strain relief (e.g. cord grip, knot in cord, or wound tape) shall be used to prevent a pull on the cord from being transmitted to joints or terminal screws.

(14) A junction box designed as part of the fixed wiring of a structure shall not be used as a multi-outlet receptacle on an extension cord. Only boxes designed and U.L. listed for such application will be used.

(15) A lockout/tagout program in compliance with 29 CFR 1910.147, Control of Hazardous Energy, shall be in place and followed.

#### D. EXCAVATIONS

1. Excavations shall be reviewed and approved by the Facilities Manager or the General Foreman and the Safety Manager. All excavations shall be in compliance with 29 CFR 1926.650.

2. Any excavation or trench more than five feet deep shall be shored, sloped to the angle of incidence, or some other method of protection such as an approved trench box, shall be provided for workers, as approved by the Safety Manager.

3. All new and/or re-enter trench excavations wherein gas, electrical, water, or communications lines, etc., have been installed or repaired, shall be equipped with approved and highly visible underground marking tapes imprinted with the type of piping buried below them. (i.e., CAUTION: GAS LINE BELOW). Tapes shall generally be buried six inches above the line of protection against the accidental cutting or rupturing of utility lines by backhoe, shovels, etc.

#### E. PAINTING

1. A spray booth or room meeting the specifications of 29 CFR 1910.107 is mandatory for any interior spray painting.

2. Respiratory protection shall be provided in compliance with Chapter 2 of this Manual for any spray painting.

3. Paint spray areas shall have a fixed-plumbing eye wash capable of 15 minutes of continuous flushing near the work stations. Portable units are not acceptable for this purpose.

4. Portable airless spray guns shall require all precautions as above, and additional stress on keeping body parts clear of the nozzle, due to the extreme pressure required in the operation.

5. Zinc chromate paint shall not be used or stored in Bureau facilities.

6. Lead paint may be used and stored in Bureau facilities only if approved by the Occupational Safety and Environmental Health Branch of the Health Services Division (Central Office).

F. WELDING, CUTTING AND BRAZING OPERATIONS

1. Policy. All welding, cutting and brazing operations shall comply with the requirements of 29 CFR 1910.252.

2. Safety Equipment

a. Goggles, helmets, and shields that give maximum eye protection shall be worn by operators, welders, helpers, and onlookers. Flash curtains shall be in place for protection of onlookers outside the immediate welding area.

b. Flame-resistant gauntlets, gloves, and aprons made of leather or other flame-resistant material to withstand radiated heat and sparks shall be used.

c. At a minimum welders shall wear high top safety shoes (9 inch recommended) during welding, cutting or braising operations. For heavy work, fire-resistant leggings, high boots, or similar protection shall be used.

d. All shop workers, staff, and inmates shall wear safety shoes.

3. Equipment Checks. All regulators and hoses shall be checked daily for damage or worn parts. Restrictive check valves (anti-flashback) shall be installed between the regulator and hoses of both tanks.

#### 4. Ventilation

a. Local exhaust or general ventilating systems shall be provided and arranged to keep the amount of toxic fumes, gases, or dusts below the maximum allowable concentration as specified in OSHA 1910.1000.

b. For general welding and cutting NOT involving fluorine compounds, zinc, lead, beryllium, cadmium, mercury, cleaning compounds, or cutting stainless steel, mechanical ventilation will be provided:

- (1) In a space of less than 10,000 cubic feet per welder;
- (2) In a room having a ceiling height of less than 16 feet;
- (3) In confined spaces.

c. Mechanical local exhaust may be by movable hood or fixed enclosure booths. In either case the air flow must be sufficient to maintain a velocity in the direction of the hood or exhaust of 100 linear feet per minute in the zone of welding. The air flow shall be away from the operator by design of the booth or placement of the movable hood.

5. Valve protection caps, where a cylinder is designed to accept a cap, shall always be in place, hand-tight, except when cylinders are in use or are connected for use.

6. In arc welding operations, cables with splices within 10 feet of the holder shall not be used. The welder shall not coil or loop welding electrode cable around parts of his body. Cables with damaged insulation or exposed bare conductors shall be replaced.

7. Fire Safety. Fire safety provisions for hot work, spray painting and other operations are covered in Chapter 3.

#### G. GARAGE

1. Policy. In addition to the portions emphasized in this section, Chapters 2 and 3 address regulations and standards dealing with fire safety and industrial hygiene. Due to the number and volume of flammable liquids and gases, as well as the toxics and caustics used in and around garages, special care must be taken to assure compliance with all subject regulations.

2. Fire Safety

a. Trouble lights that can reach to within 18 inches of the floor and any electrical service within 18 inches of the floor of an automotive repair shop or bay must be rated for Class 1, Division II locations.

b. Conspicuous and legible signs prohibiting smoking and requiring the shutting off of motors shall be posted at the fuel dispensing site(s).

c. The garage shall be provided with at least one listed fire extinguisher having a minimum classification of 60:BC (25 pound CO2 or 10 pound dry chemical) located so that an extinguisher will be within 100 feet of each pump, dispenser, underground fill pipe opening, and lubrication or service room.

d. Gasoline and propane pump emergency cutoff switches shall be clearly identifiable, readily accessible (outside), and in clear view from any point of the pump it is serving. Emergency cutoff switches shall not be locked. Additional information can be obtained from NFPA 30A, 9-5.

3. Hazardous Materials

a. Crankcase drainings and liquids shall not be dumped into sewers, streams or adjoining property, but shall be stored in tanks or drums outside any building until removed from the premises by an EPA approved waste disposal company or other approved method.

b. Battery acid, antifreeze, and other hazardous chemicals or flammable liquids must be strictly controlled.

c. An emergency fixed-plumbing eye wash station capable of 15 minutes continuous flushing is required where corrosives are used or dispensed. Portable units are not acceptable for this purpose.

d. MSDSs shall be obtained for all flammable, toxic or caustic substances. Staff and inmates shall be aware of the hazards associated with these items. A copy of all MSDSs shall be forwarded to the Safety Department.

4. Electrical Safety is covered in Section C of this chapter.

5. General Safety

a. Vehicle lifts must be equipped with a safety latch or bar or their equivalent to prevent lifts from dropping upon loss of pressure.

b. Portable jack stands of sufficient capacity shall be used to support a vehicle whenever portable jacks or lifts are used.

c. Tire Repair

(1) Staff and inmates shall not be allowed to perform any tire or wheel maintenance on multi-piece and single piece rim wheels used on large vehicles (as defined in 29 CFR 1910.177(a)) until it has been demonstrated that they have been thoroughly trained and found competent to perform such maintenance activities. Training must comply with the requirements of 29 CFR 1910.177 and will be in the form of verbal, written and practical (hands on) formats, conducted by the garage foreman and/or a competent outside contractor. All training shall be documented and proof of such training certified by the signatures of the inmate(s), staff, supervisor(s) and/or contractor. After initial training, refresher training shall be conducted quarterly for staff and inmates.

(2) A written training program, complying with the requirements of 29 CFR 1910.177, shall be prepared, implemented, and maintained by each institution.

(3) An approved restraining device (cage, rack, or assemblage of bars that will constrain all components during an explosive separation), meeting the requirements of 29 CFR 1910.177(d)(3), shall be used for inflating a tire on a multi-piece wheel. A tire on a multi-piece rim that has been driven under inflated at 80% or less of its recommended pressure shall be deflated by removing the valve core and reinflated within a restraining device.

(4) A large vehicle tire on a single piece rim wheel may be inflated beyond the initial forcing onto the rim ledge only when contained within a restraining device, positioned behind a barrier or bolted on the vehicle with the lug nuts fully tightened. A barrier must meet the requirements of 29 CFR 1910.177. It can be a fence, wall or other structure or object placed between a single piece rim wheel and a worker during tire inflation to contain the rim wheel components in the event of the sudden release of contained air.

(5) Restraining devices with cracks, broken components, pitting by corrosion or structural damage shall be immediately removed from service.

(6) Current charts and rim manuals containing instructions for the types of wheels being serviced must be available in the service area, including a mobile service unit.

(7) The air line used to perform all inflation procedures (cars, trucks, heavy equipment, etc.) shall be supplied with a clip-on chuck and remote in-line valve with sufficient hose length to allow the worker to stand outside the trajectory. The in-line valve shall also be equipped with a pressure gauge or a pre-set regulator.

**Highly recommend using a local tire service vendor to repair multi-piece rim wheels.**

#### H. TRANSPORTATION

1. Daily Inspections. Operators shall inspect for safety deficiencies prior to putting any motor vehicle, heavy equipment, or motorized equipment into operation. The inspection shall consist of what is considered operation maintenance, oil and water levels, tires, safety features, and any mechanical defects. Maintenance or repair requirements shall be reported to the appropriate authority.

#### 2. Transportation of Persons

a. Any truck used for transporting persons shall be fitted with seats or benches that are rigidly affixed to the truck bed along with side rails.

b. A truck used for human transport shall have a permanent tailgate in the closed position or no less than three chains in a portable tailgate to prevent occupants from falling from the bed.

c. Drivers shall not start the vehicle in motion until all persons are seated. Passengers shall not be allowed to ride standing up, with legs dangling over fenders, bumpers, tailgates, nor on loads that are likely to shift or tip.

d. Workers shall not be transported in dump trucks.

e. Drivers shall not permit persons to get on or off the vehicle while it is in motion.

3. Seat Belts. Bureau staff shall wear a seat belt whenever driving or occupying a vehicle while on official Bureau business.

All vehicles except buses used to transport persons shall be equipped with seat belts for each occupant. Any other vehicle or machinery where the operator is the only person on the vehicle shall be equipped with seat belts for use by the operator. All passenger vehicles shall be equipped with portable fire extinguishers.

Exceptions to these requirement shall be minimal and shall be granted only after review by the local safety manager. Examples of possible exceptions are:

- a. when security restraints preclude the use of seat belts,
- b. when transporting hospital patients, or
- c. when driving certain **slow moving** security vehicles under 15 miles per hour.

4. Heavy Equipment such as D-4 and D-7 caterpillars and farm equipment shall be transported only on lowboy trailers which are specifically made to haul this type equipment. Heavy equipment shall be chained and blocked on the trailer, and any truck-trailer combination used to move heavy equipment on the highways will be driven by a qualified person with a valid state license for such transport. The Federal Highway Administration's (49 CFR Parts 350-399) motor carrier safety regulations shall be followed at all times.

- a. Any movement or loading of heavy equipment by inmates shall be under the direct Bureau staff supervision. The keys shall be removed from any truck-trailer combination and other motorized equipment left unsupervised.

- b. Only trained persons shall be permitted to operate heavy equipment and farm machinery. There shall be no more people on a tractor than there are seats.

- c. All tractors, bulldozers, etc., over 20 H.P. shall have rollover protection as required by OSHA and seat belts for the operator and legal passengers. Road graders and low slung tractors of equal width front and rear axles are exempt from this requirement.

- d. Slow moving vehicle emblems shall be posted on all farm machinery.

e. Forklifts shall have a cage over the driver's compartment to protect the driver from shifting and falling loads.

f. Backup alarms are required on all construction equipment, including dump trucks, loaders, bulldozers, and tractors used in and around construction sites. All forklifts shall be equipped with backup alarms. Forklifts used inside buildings shall have strobe lights attached to the roll cage. All forklifts shall be equipped with a horn for warning use when operating in either direction. Trash trucks will also be equipped with backup alarms.

## I. LANDSCAPE

1. Policy. All power lawn mowers shall meet the specifications of OSHA 1910.243(e).

### 2. Procedures

a. Inmates and staff shall be required to wear safety shoes meeting the most current ANSI standard relating to safety shoes while operating any type of power mower.

b. Use of power edgers, weed eaters, leaf blowers, lawn vacuums and chain saws shall require use of safety shoes, safety glasses or goggles, and hearing protection.

c. All power equipment shall be provided with a shutoff device to stop operation of the motor or engine. This device shall require manual and intentional reactivation to restart the motor or engine.

d. All positions of the operating controls shall be clearly identified.

e. All power take-offs (PTOs), power driven chains, belts, and gears shall be so positioned or otherwise guarded to prevent the operator's accidental contact therewith during normal starting, mounting and operation of the machine.

f. All power supply cords shall be of an adequate size and be checked before each use to assure there are no cracks or tears in the casing or insulation that could allow moisture into the cord. Only three-wire grounded power supply cords shall be used.

g. The blades of mowers and bushhogs shall be enclosed, and the enclosure will extend below the lowest cutting point of the blade.

h. Fertilizers shall be stored in compliance with applicable NFPA standards.

3. Training. All operators of powered equipment shall be given specific instruction by the detail supervisor on safety and operation of the equipment, covering potential hazards. Such training shall be documented in writing and kept on file within the landscape foreman's office.

J. SCAFFOLDS AND LADDERS

1. Portable Ladders

a. Specifications:

- (1) The maximum length for portable wood ladders shall be:
  - (a) Step Ladders - 20'
  - (b) Single Straight Ladder - 30'
  - (c) Two Section Extension Ladder - 60'
  - (d) Trestle Ladder - 20'
  - (e) Platform Step Ladder - 20'
  - (f) Painter's Step Ladder - 12'
  - (g) Mason's Ladder - 40'
- (2) The maximum length for portable metal ladders shall be:
  - (a) Step Ladder - 20'
  - (b) Single Straight Ladder - 30'
  - (c) Two Section Extension Ladder - 48'
  - (d) Over Two Section Extension Ladder - 60'
  - (e) Trestle Ladder - 20'
  - (f) Platform Step Ladder - 20'

(3) Step ladders shall be equipped with metal spreaders or locking devices of sufficient size and strength to securely hold the front and back sections in the open position.

(4) The top of a ladder used to gain access to a roof shall extend at least three feet above the point of contact.

(5) Portable ladders shall be placed on a substantial base to prevent ladder movement or slipping.

(6) Portable metal ladders are not to be used for electrical work or where they may contact electrical conductors.

b. Maintenance

(1) Wooden ladders shall be kept coated with a suitable, clear protective material, but shall not be painted.

(2) Metal ladders shall be painted or treated to resist corrosion or rusting when their location demands.

(3) Ladders shall be maintained in good condition, and defective ladders shall be withdrawn from service. Common defects include broken or missing rungs or steps, broken or split side rails, faulty or defective construction, and missing safety feet.

2. Fixed Ladders

a. All fixed ladders shall be designed for a minimum concentrated live load of 200 pounds.

b. Side rails shall extend 3 1/2 feet above the landing.

c. Cage or ladder safety devices for ladders affixed to towers, water tanks, or chimneys shall be provided on all ladders more than 20 feet long. Landing platforms shall be provided each 30 feet of length, except when no cage is provided, then landing platforms shall be provided for every 20 feet of length. Ladder safety devices may be used on tower, water tank and chimney ladders over 20 feet in unbroken length in lieu of cage protection. No landing platform is required in these cases. All ladder safety devices, such as those that incorporate life belts, friction brakes, and sliding attachments, shall meet the design requirements of the ladders which they serve.

d. Tops of cages of fixed ladders shall extend 3½ feet above the top of the landing, unless other acceptable protection

is provided. The bottoms of cages shall be not less than seven feet nor more than eight feet above the base of the ladder.

3. Scaffolds

a. All scaffolds and their supports shall be capable of supporting the weight they are designed to carry, with a safety factor of at least four times the maximum intended load.

b. All planking shall be scaffold grade, as recognized by grading rules for the species of wood used. The maximum permissible span for 1¼" x 9" or wider plank of full thickness is four feet, with medium loading of 50 p.s.f. The maximum permissible spans for 2" x 9" or wider planks are shown in the following table:

	Full Thickness Undressed Lumber			Nominal Thickness Lumber	
	25	50	75	25	50
Working Load (p.s.f.)					
Permissible Span (ft.)	10	8	6	8	9

c. Guardrails and toeboards shall be installed on all open sides and ends of platforms more than 10 feet above the ground or floor, except needle beam scaffolds and floats. Scaffolds four feet to 10 feet in height, having a minimum dimension in either direction of 45" shall have standard guardrails installed on all open sides and ends of the platform.

d. There shall be a screen on No. 18 gauge one-half inch mesh or the equivalent between the toeboard and the midrail, where persons are required to work or pass under the scaffold.

e. All scaffolding and accessories shall have any defective parts immediately replaced or repaired.

f. All scaffolding shall meet specifications found in OSHA 1910.28.

K. POWERHOUSE

1. Policy. The National Safety Council's Accident Prevention Manual and the ASME Boiler Pressure Vessel Code will be used as guides in all power plant safety programs.

2. Inspection. All boilers shall be inspected annually by a certified boiler inspection service.

3. Confined Space Safety. Chapter 2 provides guidelines for entry into confined spaces such as tanks, boilers, or fire boxes.

a. It is mandatory that anytime a boiler connected to a common steam header or water supply is prepared for opening of the drum for internal inspection or work, both valves in each service line to a common source must be closed and locked out or blanked and tagged. The automatic closing feature of a non-return valve is not acceptable for safety, and the valve must be closed to prevent any possible leakage of steam from entering the boiler. The required "free-flow" drain between the non-return valve and the boiler gate valve should be open when the boiler is secured.

b. After valves are closed, large and legible signs shall be hung on the closed valves with a strong chain. Signs usually read:

**DO NOT OPEN  
MEN IN BOILER**

**NO ABRA  
HOMBRES TRABAJANDO  
DENTRO DE LA CALDERA**

4. Respiratory Protection. When needed, appropriate respiratory protection shall be provided in accordance with Chapter 2.I.3.b of this manual.

5. Lighting. All areas shall be well illuminated, with emergency lighting provided. Gauges and controls need to be especially well lit for easy reading. Flashlights need to be maintained for personal use in case of power failure or other emergencies. Exits shall be illuminated and identified by signs.

6. Access. Stairs, ladders, and runaways shall be provided around boilers which extend 10 feet or more above floor level. Stairs, ladders, and runaways shall have standard guardrails, handrails, and toeboards. Walkways may not be near water glasses on safety valve discharge areas where an operator might accidentally get scalded.

7. Piping Systems Identification. All utility lines shall be identified in accordance with the American National Standards Institute recommendations (ANSI 13.1-1981) and P.S. 4200.08. The use of standard OSHA safety colors and/or federal Standard 595 colors is specified.

- a. Fire Protection Equipment - Red
- b. Dangerous Materials (steam, gas, high pressure air or water) - Yellow
- c. Protective Materials - Blue
- d. Safe Materials - Green, White, Black or Grey

8. Chlorination Rooms

a. Chlorination rooms shall be secured and equipped with mechanical ventilation that is on continuously or which automatically activates upon opening the door to the room.

b. Chlorine cylinders shall be secured so as to prevent falling, jarring, or other undesired motion.

c. A minimum of two self-contained breathing apparati shall be designated for emergency use at chlorination rooms.

d. All chlorination rooms shall be equipped with an electronically supervised leak detection and alarm device which senses and gives an audible and visual alarm in the event of a leak.

L. TESTING AND INSPECTION. Facilities shall have inspected the below listed areas and a copy of each inspection will be forwarded to the Safety Manager.

1. Elevators. All elevators and dumbwaiters shall be inspected at least once annually by a qualified inspector. They shall be load tested at least every five years.

2. Gas Lines. All natural gas distribution system lines will be surveyed and tested for leaks annually. Time frames for leak repairs are outlined in the Facilities Operations Manual.

3. Cranes. Prior to initial use, all new and altered or extensively repaired cranes shall be operationally tested for hoisting and lowering, trolley travel, bridge travel and limit switches, locking and safety devices. They shall be load tested by or under the direction of a qualified inspector, in compliance with 29 CFR, 1910.179. Visual inspection shall be conducted prior to any use.

4. Fire Equipment. Smoke detectors, sprinkler systems, exit lights, emergency lights, etc., shall be inspected/tested by the appropriate facility work foreman or contracted company according to the following schedule:

EQUIPMENT SYSTEM	ACTIVITY	FREQUENCY	NOTES
FIRE HYDRANTS *	FLUSH & INSPECTION	SEMI-ANNUAL	SPRING & FALL
FIRE SPRINKLERS **	INSPECTION & TESTING	SEE NFPA 25	CONTRACTED COMPANY
FIRE EXTINGUISHERS *	INSPECTION MAINTENANCE TESTING	MONTHLY ANNUALLY 5 OR 10 YEARS	
STANDPIPE HOSES *	INSPECTION TESTING SERVICE	MONTHLY ANNUALLY AT 5 YEARS, 8 YEARS AND EACH 2 YEARS THEREAFTER	WATERFLOW
SMOKE DETECTORS	*INSPECTION **TESTING **CALIBRATION TEST	*MONTHLY ANNUALLY	WHERE APPLICABLE
EXIT LIGHTS	INSPECTION	MONTHLY	*
EMERGENCY LIGHTS	INSPECTION TESTING	MONTHLY SEMIANNUAL	TEST BATTERY
MANUAL FIRE ALARMS	INSPECTION TESTING	MONTHLY SEMIANNUAL	
EMERGENCY GENERATORS	TESTING	MONTHLY	UNDERLOAD
FIRE PUMPS (EXCEPT ELECTRIC)	TESTING	WEEKLY	
FIRE PUMP ELECTRIC	TESTING	WEEKLY	
HEAT DETECTORS ALL OTHERS	TEST	SEMIANNUAL	10% EACH TEST SO ALL ARE COVERED WITHIN 5 YEARS
HOOD AND EQUIPMENT SYSTEMS	INSPECTION TESTING	MONTHLY SEMIANNUAL	CONTRACTED FACILITIES
FLAME, FIRE, GAS, AND OTHER DETECTORS	TEST INSPECT AND LUBRICATE	SEMIANNUAL	
COMMUNICATIONS	TEST	ANNUALLY	PURSUANT TO PS 4500.5
FIRE TRUCK AND EQUIPMENT *	INSPECTION	AFTER EACH USE QUARTERLY	

**Notes:** \* Safety Manager shall be responsible for testing this equipment.

\*\* Certified Staff may perform inspections.

Inspection = Visual Observation  
Testing = Handling Equipment, etc.

5. PCB Transformers shall be visually inspected quarterly for leakage. Each switch or transformer using PCB as a coolant or insulating medium shall be labeled as containing PCB in accordance with 40 CFR part 761.45. All PCB transformers located in areas where food or food products are processed, prepared, consumed or stored shall be inspected weekly as required by 40 CFR part 761.30. All transformers containing PCBs must comply with current Federal regulations.

M. PERSONAL PROTECTIVE EQUIPMENT

1. Protective eye and face equipment shall be required when there is a reasonable probability of injury that can be prevented by such equipment. These areas shall be conspicuously marked with eye hazard warning signs.

2. Safety shoes are required in foot hazard areas as designated by local policy.

3. A respiratory protection program shall become effective in all areas where harmful mists, fumes, vapors, and dusts are determined to be present. When personal respirators are used, they must comply with procedures outlined in OSHA 1910.134.

4. Paint spray booths and areas where caustic materials are used shall have a fixed-plumbing eye wash station nearby which provides 15 minutes of continuous washing. Portable units are not acceptable for this purpose.

5. Head protection (hard hats) shall be provided for and used by all staff, inmates and visitors working in or passing through any construction and/or overhead hazard area as determined by the Safety Manager.

N. TRAINING

1. Refer to Chapter 1.

O. CONSTRUCTION REQUIREMENTS

1. All plans for renovations, alterations and new construction shall be reviewed and signed by the institution Safety Manager. The safety manager shall review plans for life safety, occupational safety, and environmental concerns such as hazardous

materials involvement. This is for the purpose of insuring adequate preventive measures have been addressed and construction shall comply with applicable codes and bureau policy. An A&E firm shall be contracted for final approval on major construction and renovation projects.

2. The Safety Manager must attend all preconstruction and job progress conferences to advise the contractor of the Bureau's position and concerns on issues.

3. During construction, the Safety Manager shall regularly monitor the contractor's activities for the purpose of observing any unsafe practices.

4. If an unsafe practice is observed, the following steps should be taken by the Safety Manager:

a. Advise the project representative and the Contracting Officer of what was observed for the purpose of informally resolving any concerns. The Safety Manager shall note in his log any incidents and resolution.

b. If resolution cannot be reached, the Safety Manager should notify in writing the appropriate Associate Warden and the appropriate local office of the enforcement agency involved.

c. Appropriate follow-up inspections by the Safety Manager shall insure corrective action occurs and continued compliance exists.

## CHAPTER 9

### FOOD SERVICE

#### A. POLICIES AND PROCEDURES

1. The Food Service Department shall comply with Occupational Safety, Environmental Health and Fire Codes, as outlined in the Occupational Safety and Health Act (OSHA), National Fire Codes published by the NFPA, the mandatory ACA standards and applicable Bureau policies. The current edition of the Food Service Sanitation Manual published by the U.S. Public Health Service, Food and Drug Administration is a guide used to develop policy.

2. Weekly inspections of all food service areas, including dining and food preparation areas and equipment must be conducted. These inspections may be conducted by administrative, medical, or dietary personnel. They may include the person supervising food service operations or his/her designee. At a minimum, safety staff will inspect the food service areas monthly.

3. All food service employees shall be familiar with this section and related sections of this manual. The Safety Manager shall assist in familiarizing employees.

#### B. FIRE PREVENTION AND CONTROL

1. Chapters 2 and 3 of this Manual address regulations and standards associated with fire prevention and control.

2. Exit access and permanent aisles in storerooms shall be marked. Exit access aisles shall be at least 44 inches wide.

3. Storage heights may not be within 18 inches below sprinkler deflectors.

4. Storage of material shall not create a hazard. Bags, containers, bundles, etc., stored in tiers shall be stacked, blocked, interlocked and limited in height, so that they are stable and secure against sliding or collapsing.

5. Storage areas shall be kept free from accumulation of materials that constitute hazards from tripping, fire, explosion, or pest harborage.

6. Aisles and passageways shall be kept clear and in good repair, with no obstruction across or in aisles that could create a hazard or hamper egress.

C. GENERAL SAFETY GUIDELINES

1. An adequate number of electrical outlets shall be provided to avoid the use of extension cords. Extension cords or other flexible wiring may not be used as a substitute for fixed wiring. Where extension cords must be used, they shall be UL-Listed and labeled, and they may not be used in tandem.

2. Flexible cords may not be run beneath carpeting or mats, through doorways, windows or similar openings, or through holes in walls, ceilings or floors.

3. Ground Fault Protection. Shall be provided in accordance with Chapter 8.C.2.f.

4. Ice machines will be drained, cleaned with a sanitizer, and rinsed with clean water quarterly. A log book will be kept documenting this requirement's implementation.

D. The following lists of items are covered in the most current Food Service Manual - Please refer to that manual for additional information.

1. Sanitation Practices. Chapter 13, Section A.
2. Food Receipt and Warehousing. Chapter 12, Section C & I.
3. Food Protection - General Requirements. Chapter 6, Section E.
4. Milk. Chapter 6, Section B-5.
5. Hermetically Sealed Foods. Chapter 6, Section F.
6. Potentially Hazardous Foods. Chapter 6, Section G.
7. Leftovers. Chapter 6, Section H.
8. Storage. Chapter 12, Section C.
9. Display and Service. Chapter 4, Section M.
10. Transportation. Chapter 4, Section N.

11. Hazardous Materials. Chapter 13, Section K.
12. Personal Hygiene. Chapter 13, Section B.
13. Health and Disease. Chapter 13, Section C.
14. Medical Examination. Chapter 13, Section D.
15. Equipment and Utensils. Chapter 13, Section G.
16. Design and Fabrication. Chapter 13, Section G-3.
17. Installation. Chapter 13, Section G-4.
18. Cleaning. Chapter 13, Section G-5.
19. Manual Cleaning and Sanitizing. Chapter 13, Section 6.
20. Mechanical Cleaning and Sanitizing. Chapter 13, Section 7.
21. Equipment and Utensil Storage. Chapter 13, Section 8.
22. Physical Plant. Chapter 13, Section I & L.
23. Steamlines. Chapter 13, Section L, #2.
24. Smoking/Non-smoking. Chapter 4, Section E.
25. Hazardous Substance Control. Chapter 13, Section K.

E. TRAINING

Refer to Chapter 1.

F. ACCIDENT INVESTIGATION

Refer to Chapter 1.

## CHAPTER 10

### HEALTH SERVICES

#### A. POLICIES AND PROCEDURES

1. Health Services shall comply with Occupational Safety, Environmental Health, and Fire Codes as outlined in the Occupational Safety and Health Act (OSHA), National Fire Codes published by the NFPA, mandatory ACA standards, and applicable Bureau policies.

2. All Health Services employees shall be familiar with this chapter and related chapters of this Manual.

3. Unless otherwise noted, the requirements of this Chapter shall apply to all health care facilities, no matter the size or whether inpatient care is provided. "Health care" as used in this section applies also to mental health and surgical care.

#### B. FIRE PREVENTION AND CONTROL

1. In addition to the portions emphasized in this section, Chapter 3 of this Manual addresses regulations and standards associated with fire prevention and control.

2. There shall be a fire evacuation plan in accordance with Chapter 3.A.5, posted conspicuously on each floor of the health care facility or wing. All staff members shall be required to read the institution emergency plans annually. Documentation of this shall be maintained by the Captain.

3. There shall be no polyurethane pillows or mattresses used in any health care unit.

4. Extinguishers shall be placed so that the travel distance to an extinguisher is no greater than 75 feet and there is one extinguisher for each 3,000 square feet of floor space. This equipment may be locked or located inside staff office areas. A standpipe system shall be provided for each in-patient or mental health unit that does not have an automatic sprinkler system.

5. Fire drills shall be conducted quarterly on each shift in health care facilities accredited by JCAHO, once per quarter in all others at a minimum. Where non-ambulatory or mental patients may present problems, staff may replace evacuation by a walk-through of the procedures, checking all emergency equipment and locking devices. (See Appendix Q)

6. Emergency lighting and exit signs shall be provided in accordance with NFPA 101 Life Safety Code, Sections 5-9 and 5-10.

7. An approved smoke detection system shall be installed in all health care facilities in accordance with NFPA 72E, Standard on Automatic Fire Detection. The detection system shall be annunciated at the control center. A secondary power supply shall be provided for the system.

8. Every health care building shall have a manually operated fire alarm system located so that not more than 200 feet horizontal distance on the same floor shall be traveled to reach an alarm station. Each manual fire alarm station on a system should be of the same general type and may be locked in a staff location.

9. Means of egress, including access corridors, doors, and stairs or ramps, shall meet the requirements of the appropriate section of the current Life Safety Code.

10. Hazardous areas in health care buildings shall be safeguarded by a fire barrier of one-hour fire resistive rating with self-closing fire doors or be protected by an automatic extinguishing system. Examples of hazardous areas are boiler rooms, laundries, hobby craft shops, linen rooms, trash collection rooms, laboratories, and storage closets where the amount of combustibles stored indicates the need for protection. Sprinklers are recommended.

11. Medical file storage rooms shall be maintained with an 18 inch clearance between the bottom of the sprinkler heads and the tops of the mobile file shelving units. If construction features of the building prohibit this clearance, close supervision should be maintained in compliance with NFPA 232, Preservation of Records, Chapter 3, File rooms and Open-Shelf file rooms. These requirements include but are not limited to:

a. An adequate supply of portable fire extinguishers of type suitable for Class A fires or a suitable standpipe system accessible outside the file room.

b. Sprinkler alarms and shutoff valves should be provided immediately outside the file room.

c. File rooms in which mobile shelving is more than six feet wide shall be equipped with an NFPA 72E approved smoke detection system.

C. LABORATORIES

1. All laboratories in excess of 1000 square feet shall have at least two remote exit access doors.

2. Travel distance from any point in a laboratory to an exit access or exit shall not exceed 75 feet.

3. Exit access corridors should not be less than 60 inches wide, but no less than 44 at a minimum.

4. All automatic equipment employing flammable or combustible reagents shall be at least five feet from combustible materials storage unless separated by one-hour fire resistive construction.

5. Gas shutoff valves shall be legibly marked to identify the material they control.

6. Shutoff valves on fume hoods for gas, air, vacuum, and electricity shall be located outside the fume hood enclosures, where they are readily accessible in case of fire in the hood.

7. All laboratories and associated storage rooms will be protected by an automatic fire extinguishing system, unless they are protected from surrounding areas by at least one-hour fire rated construction and a self-closing one-hour fire rated door assembly.

8. Automatic fire extinguishing and detection systems shall be connected to the facility fire alarm system and annunciated at the control center.

9. A fixed-plumbing eye wash capable of providing 15 minutes continuous flushing will be provided in all laboratories. Where quantities of corrosive materials dictate, an emergency shower should also be available. Portable units are not acceptable for this purpose.

10. Storage of gases must be in approved containers not exceeding the following capacities:

- a. LP Gas - 5 lb. (2.27 kg)
- b. Acetylene - 350 cu. ft. (9.9 cu. m.)
- c. Other flammable gases - 356 cu. ft. (10 cu. m.) or water volume of 0.6 cu. ft. (.017 cu. m.)

11. Gas container storage shall be in a room or enclosure reserved for that purpose and having a fire resistance rating of two hours.

12. Gas containers in a laboratory shall be in racks or secured against falling and shall not exceed two days working supply.

13. Oxygen, fuel and gas cylinder handling, storage and use shall be in accordance with Chapter 3.D of this Manual, NFPA 51, and applicable OSHA standards.

14. Flammable and combustible liquids shall be controlled and stored within the guidelines of Chapter 3.C of this Manual and NFPA 30, Flammable and Combustible Liquid Code.

15. Caustics and toxics shall be handled in accordance with Chapter 2.I.3.c of this Manual.

D. ELECTRICAL REQUIREMENTS

1. Ground fault circuit interrupters shall be provided for receptacles that are within six feet of therapeutic pools, tubs, and sinks.

2. All lighting fixtures used in therapeutic areas shall be of the totally enclosed type.

3. Receptacles and plugs installed and used in locations where general anesthesia is administered shall be listed for hospital use and installed according to the National Electric Code, Section 517-101.

4. All electrical/electronic patient care equipment shall be tested at least every six months. A record will be maintained of test results.

5. All new electrical/electronic patient care equipment shall be tested and evaluated prior to use.

6. The electrical power distribution systems, including receptacles, will be tested and inspected by the Facility Electrician or hospital quality assurance at least annually and records of the results maintained.

7. All electrical/electronic non-clinical equipment shall be inspected and tested annually and records of the results maintained.

E. ANESTHETIZING LOCATIONS

1. An anesthetizing location is where general anesthesia is given. Rooms where local anesthetics are administered are not considered anesthetizing locations.

2. An isolated power system shall be provided for an anesthetizing location.

3. A line isolation monitor shall be provided for each isolated power system and be tested at least monthly.

4. Flooring in nonflammable anesthetizing locations shall not be required to be conductive. If conductive flooring exists in an anesthetizing location, an annual test of the floor is required. At least five tests shall be taken in each room. If any single reading is less than 10,000 ohms resistance, corrective measures shall be taken to raise the resistance to 10,000 ohms or above. Monthly readings shall be required until this is achieved.

5. Each anesthetizing location will be identified by a prominently posted permanent sign denoting whether it is designed for flammable or nonflammable anesthetic agents.

F. EMERGENCY POWER

1. An emergency power source meeting all of the requirements of NEC Article 517-30.c1 and 517-31 shall be provided for any building or part thereof used for medical, psychiatric, or surgical care on a 24-hour basis with one or more inpatients.

2. A written record shall be maintained of the inspections, performance, exercising period, and repairs of the emergency power source.

3. Institutions housing in-patient inmates where the following areas and functions exist, shall be served by the emergency power source.

- a. Egress illumination.
- b. Exit signs and exit directional signs.
- c. Fire, smoke, sprinkler and oxygen alarms.
- d. Special care units.
- e. Operating rooms.

- f. Post-operative recovery rooms.
- g. Emergency care areas.
- h. Medication preparation areas.
- i. Nursing stations.
- j. Treatment rooms.
- k. Clinical laboratory task areas.
- l. Isolation transformer areas.
- m. Blood storage units.
- n. Hospital communications systems.
- o. Central suction systems.
- p. Smoke control systems.
- q. Heating equipment.
- r. Medical air compressors.
- s. At least one elevator in a multi-story patient occupied building.
- t. Dental Clinic equipment.

G. IN-PATIENT CARE

1. Every patient shall be provided with a readily available and functioning nurse-call system. Rooms used exclusively for psychiatric inpatient care with 24-hour supervision are exempted from this requirement.

2. All toilet and bathing areas patients use shall be equipped with grab bars and an emergency call system.

3. The temperature of the hot water supply shall not be above scalding. A temperature of 120° F is adequate to minimize the risk of scalding.

4. Portable space heaters are not permitted anywhere in the hospital.

5. All housing units and hospital wards shall use mattresses labeled as meeting Federal Standard 16 CFR 1632, DOC FF 4-72 or California State Technical Bulletin 106.

Additionally, mattress inserts made from synthetic cellular rubber materials (i.e., polyurethane, neoprene, etc.) must meet California State Technical Bulletin 121 plus be fire resistant and have low smoke production qualities. These mattress inserts shall be tested by ASTM E 162 and E 662 standards. Test samples for the ASTM E 162 procedures shall be 18" x 6" x 1" and shall not melt or drip. Test samples for ASTM E 662 procedure shall be 3" x 3" x 1" and the test shall be conducted in the flaming mode. Inserts samples must possess a maximum flame spread index of 10 and a maximum specific optical density of 200.

Cotton mattress ticking shall be tested under FED-STD 191, method 5903, and may have a maximum char length of five inches and a maximum after flame of two seconds.

SYNTHETIC CELLULAR RUBBER MATTRESSES

MATERIAL	FIRE TEST	MAXIMUM TEST LIMITS
INSERT	ASTM E 162 ASTM E 662	FLAME SPREAD INDEX 10 DM (corrected) 200
TICKING	FED-STD 191, method 5903	CHAR LENGTH 5 in. AFTER FLAME 2 sec.

The use of synthetic cellular rubber foam pillows is prohibited unless they have been tested to ASTM E 162-75 and ZZ-P2012 Standards.

The continued use of boric acid-treated cotton batting mattresses is allowed. All purchases of mattresses shall be made from UNICOR with specifications as to meeting the flammability standards. No surplus mattresses shall be procured for institutional use.

H. CONTAMINATED WASTE

1. Contaminated solid wastes and infectious wastes from isolation areas shall be sealed in impervious containers at the site of origin, positively identified as such, and kept sealed until final disposition is made in compliance with environmental regulations.

2. Waste tissue and contaminated combustible solids shall be rendered safe by sterilization, incineration, or grinding and disposing through approved means.

3. Contaminated laundry, such as clothing and linens, shall be placed in water soluble bags, sealed, and then placed in regular plastic bags to be sent to the laundry. Laundry workers will place the sealed water soluble bag in the washer, not exposing themselves to the contamination.

I. TRAINING

Refer to Chapter 1.

J. ACCIDENT INVESTIGATION

Refer to Chapter 1.

## CHAPTER 11

### HOUSING UNITS

#### A. POLICIES AND PROCEDURES

1. Inmate housing areas shall comply with Occupational Safety, Environmental Health and Fire Codes as outlined in the Occupational Safety and Health Act (OSHA), National Fire Codes published by the NFPA, the mandatory ACA standards, and all applicable Bureau policies.

2. All Unit Staff, Correctional Services employees and others who may supervise inmate housing areas shall be familiar with this chapter and related chapters of this manual.

#### B. SANITATION

1. A high standard of sanitation and environmental health shall be maintained in all housing areas. Each facility shall have a written housekeeping plan assigning specific duties and responsibilities to staff and inmates. An example of a plan is found at Appendix B.

2. A qualified department staff member shall inspect housing areas for fire safety, safety and sanitation weekly using the form in Appendix O. The institution staff duty officer shall also report on the status of fire safety, safety and sanitation in the Duty Officer report. The institution Safety Manager or designee shall inspect at least monthly to assess housekeeping progress and to maintain compliance with fire safety, occupational safety, and Environmental Health requirements.

3. The Unit Manager shall be responsible for ordering cleaning supplies for the housing units in accordance with local needs and policy.

C. TRASH REMOVAL. Trash shall be removed at least daily from the housing areas. Noncombustible containers shall be provided in such sizes and quantities needed to be sufficient for trash collection. Containers shall be accessible throughout the living quarters, and cleaned daily to eliminate odors and pest control problems.

D. SMOKING RECEPTACLES shall be noncombustible and readily accessible in areas where smoking is permitted.

E. FIRE SAFETY

1. The applicable chapters of the NFPA 101 Life Safety Code shall be complied with in all inmate housing areas.

2. Except in Use Condition I buildings, interior finish in inmate housing shall be Class A (as defined by NFPA). In Use Condition I facilities, interior finish in exits and exit accesses may be Class A or B. Floor coverings shall be rated Class I as defined by NFPA (Exception: In existing Use Condition I facilities, existing unrated flooring may be continued in use with the approval of the Life Safety Reviewing Officials).

a. Wall and partition construction shall be masonry or steel studs with sheet rock or plaster. No wood framing shall be used in future construction in inmate housing areas. Existing walls not meeting standards shall have combustible paneling removed and replaced with 5/8" gypsum board. Fire stops must be used between wood studs before applying a new wall covering. Walls can be painted or may be covered with material having Class A finish rating (except Use Condition I, which may have Class C rating). Cubicle dividers meeting Class A interior finish rating are acceptable.

b. Ceilings must meet Class A fire rating. Existing ceiling materials not meeting this rating or which have accumulated enough coats of paint to make the rating invalid shall be removed and replaced.

c. Upkeep and excessive wear are prime considerations in evaluating type and choice of floor coverings. However, all carpeting and resilient flooring must meet Class I requirements. Existing carpeting or flooring not meeting the requirements must be removed from Use Condition II-V units.

d. All curtains, drapes, ceiling coverings and adjustable blinds must be of Class A rating in Use Conditions II-V. Class C rated materials may be used in rooms in Use Condition I facilities.

3. Furniture in all inmate living areas shall be of fire resistant materials. All furniture purchased for use in fully sprinklered inmate housing areas must meet or exceed the standards of the appropriate California State Technical Bulletins 133, 116, and 117. All furniture for use in non-sprinklered inmate housing areas must be made of completely non-combustible materials or solid wood. Seating furniture in housing units shall not be stored in a stacked position except for floor

cleaning purposes. The contracting staff must ensure that all furnishings purchased meet the flammability standards.

4. All housing units and hospital wards shall use mattresses labeled as meeting Federal Standard 16 CFR 1632, DOC FF 4-72 or California State Technical Bulletin 106.

Additionally, mattress inserts made from synthetic cellular rubber materials (i.e., polyurethane, neoprene, etc.) must meet California State Technical Bulletin 121 plus be fire resistant and have low smoke production qualities. These mattress inserts shall be tested by ASTM E 162 and E 662 standards. Test samples for the ASTM E 162 procedures shall be 18" x 6" x 1" and shall not melt or drip. Test samples for ASTM E 662 procedure shall be 3" x 3" x 1" and the test shall be conducted in the flaming mode. Inserts samples must possess a maximum flame spread index of 10 and a maximum specific optical density of 200.

Cotton mattress ticking shall be tested under FED-STD 191, method 5903, and may have a maximum char length of five inches and a maximum after flame of two seconds.

SYNTHETIC CELLULAR RUBBER MATTRESSES

MATERIAL	FIRE TEST	MAXIMUM TEST LIMITS
INSERT	ASTM E 162 ASTM E 662	FLAME SPREAD INDEX 10 DM (corrected) 200
TICKING	FED-STD 191, method 5903	CHAR LENGTH 5 in. AFTER FLAME 2 sec.

The use of synthetic cellular rubber foam pillows is prohibited unless they have been tested to ASTM E 162-75 and ZZ-P2012 Standards.

The continued use of boric acid-treated cotton batting mattresses is allowed. All purchases of mattresses shall be made from UNICOR with specifications as to meeting the flammability standards. No surplus mattresses shall be procured for institutional use.

5. Exits. All living units shall have at least two remote exits not to exceed travel distance requirements outlined in the NFPA 101 Life Safety Code. Horizontal exits may be substituted for other exits provided the maximum exit travel distance is not exceeded.

a. Existing dead end corridors over 35 feet long for Use Condition I, 50 feet for Use Conditions II, III, and IV, and 20 feet for Use Condition V are undesirable and shall be altered whenever possible so that exits shall be accessible in at least two directions from all points in aisles, passageways, and corridors. If these conditions exist and cannot be altered, an equivalent means of life safety must be provided.

b. All exits shall be designated with approved illuminated signs in accordance with NFPA 101, Section 15-2.10 and 15-5.10 . Tritium-powered signs are recommended. Illumination shall be from a source of reasonably assured reliability, such as public utility electric service.

c. Illumination of means of egress shall be continuous, on a non-switched circuit to ensure power to illumination is not switched off.

d. Diagrams of exit routes in accordance with Chapter 3.A.5 must be displayed prominently in the living units where inmates have access to them.

e. All locked exit doors from living quarters shall be secured with prison-type locking devices modified to function with pressure applied against the inside of the door. Panic hardware in lieu of the prison-type locking device is acceptable.

f. No living quarter door shall have more than one lock. Padlocks are not permitted on any exit door or door in the path of exit travel. Padlocks and/or chains shall not be used on cell doors.

6. Emergency Lighting. All housing units shall have sufficient lighting to provide continuous illumination to egress areas and stairways. Emergency lighting shall be provided for these areas during interruptions of purchased power.

a. No battery operated electric light nor any type of portable lamp nor lantern shall be used for primary illumination of means of egress. Batteries may be used as auxiliary power if they are the type that will automatically be kept charged and function for 1½ hours when used.

b. Auxiliary generators may be used for backup power, however, they must be capable of coming on line within 10 seconds after interruption of the main service. If auxiliary generators provide emergency lighting, complete and separate circuitry shall be provided.

7. Portable Fire Extinguishers of adequate number and type shall be available for use throughout the housing area.

a. Extinguishers shall be maintained in a fully charged and operable condition in their designated places at all times when not in use. They shall have their operating instructions and use classifications on their outward faces.

b. Extinguishers shall be conspicuously located where they will be readily accessible in the event of fire. If the location is obstructed from view, means shall be provided to indicate the location. Extinguishers will be placed so that the travel distance to one is no greater than 75 feet and there is one extinguisher for each 3,000 square feet of floor space. Travel distance to extinguishers for Class B fires is less, depending on type of hazard and extinguisher rating. Placement for these areas will conform to provisions outlined in NFPA 10, Chapter 3. Sections 14-3.5.4 and 15-3.5.4, Exceptions 1 and 2, NFPA 101, the Life Safety Code, 1994 Edition, allow for access to fire extinguishers to be locked or to be located only at staff locations. In addition, most fire hazards that are encountered in inmate housing units involve ordinary combustibles. Therefore, Type A, water based fire extinguishers may be used in place of CO<sub>2</sub> or dry chemical fire extinguishers in housing units.

c. Extinguishers shall be installed on proper hangers or in cabinets to prevent dislodgement. Locked cabinets containing extinguishers will have break-glass fronts.

d. Extinguishers not exceeding 40 pounds in weight shall be installed so that the tops of the extinguishers are not more than five feet from the floor. Those exceeding 40 pounds shall be installed with the tops not more than 3½ feet from the floor.

e. Carbon tetrachloride or soda acid type extinguishers are prohibited for Bureau use.

8. Standpipe Hose. All currently unsprinklered living units shall have standpipe hose stations, so located and with adequate footage of hose (not to exceed 100 feet per station) to reach all areas of the unit. Cabinets that are lockable must have break-glass fronts. Standpipe hose will be equipped with an adjustable lexan nozzle. The use of unlined linen hose is prohibited.

F. DETECTION AND ALARM SYSTEMS

1. Alarms. Fires can be reported by dialing 222, the institution emergency number. The control room officer shall make appropriate notifications as outlined in the institution fire plan. Fire alarm signals shall be sufficiently different as to readily distinguish them from signals used for other purposes. All fire detection and sprinkler alarm systems shall be electrically supervised and the alarms shall be transmitted to an annunciator panel in the control room. The control room officer shall immediately notify the local fire department and the inmate fire brigade, in that order, in a fire emergency. Smoke alarms should be verified prior to fire department notification.

a. Annunciator panels in the control room shall be checked and logged on each shift.

b. Annunciator panels in other areas shall be checked and logged on each shift by the staff member in charge. Logging the annunciator checks in the unit log is sufficient.

2. Manual Pull Stations. Each housing area will have a fire alarm system which can be activated manually by manual fire alarm boxes readily available in compliance with NFPA 101, Sections 14-3.4.2 and 15-3.4.2. Manual fire alarm boxes may be locked and located in secure positions if keys are readily available.

3. Alarms in Locked Housing Units. Signaling devices will be available for inmate use in all locked housing units that do not have continuous staff coverage. The device may be a buzzer, alarm bell, or telephone when it cannot be used to call outside the institution. These devices can be maintained in an enclosed case to be broken in the event of an emergency. The signaling device must be able to emit an audible signal to a location which has 24-hour coverage.

4. Alarms in Other Locked Locations. Inmates shall not be left unattended in locked areas unless a signaling device is available to them for emergencies, i.e., phone, buzzer, pull alarm, etc.

5. Smoke Detectors. All inmate housing areas shall have smoke detection systems installed in accordance with NFPA 72E, Chapter 4. They shall be inspected monthly, tested semiannually, and calibrated every two years. The Facilities Manager will maintain documentation of inspections, testing, and calibration.

6. Auxiliary Power. Alarm systems and detection systems shall be provided with a secondary power supply in accordance with NFPA 72A.

G. AUTOMATIC SPRINKLERS

1. Automatic sprinklers shall be installed in all new and existing inmate housing units in accordance with NFPA 13. Sprinkler systems will be maintained in accordance with NFPA 13A.

2. Clearance between sprinkler deflectors and the top of storage shall be at least 18 inches.

3. Hazardous Areas. Areas in housing units used for general storage, boiler or furnace rooms, fuel storage, janitor closets, maintenance shops - including woodworking and painting areas - and laundries and kitchens shall be protected with automatic sprinklers unless they are separated from other parts of the building with construction having not less than a one-hour fire resistance rating and all openings are provided with self-closing fire doors. Where the hazard is severe, both the separation and the sprinkler system are required. If the hazard is not severe, a sprinkler system shall suffice with non-rated barriers designed to resist the passage of smoke.

H. WRITTEN EMERGENCY EVACUATION PLAN. Each institution shall develop a written emergency evacuation plan to include, but not be limited to, the location of building/room floor plans and publicly posted plans, and the use of exit signs and directional arrows for traffic flow.

I. FIRE DRILLS. Fire drills shall be conducted quarterly from all housing units by unit correctional staff, observed by the unit manager, and documented with the provisions in Appendix Q of this manual.

1. Fire drills in housing units will be rotated in order to conduct a drill on every shift annually.

2. Fire drills shall include the evacuation of inmates except in areas where the security of the institution is jeopardized or in hospital areas where the evacuation of patients is not feasible. Staff simulated drills shall be conducted in these areas.

3. At the same time as the fire drill, an emergency key drill shall be conducted and timed at the same location. Emergency keys for that unit shall be drawn and used by the appropriate staff. One set of exit doors that are not usually used for

evacuation should be used (i.e., second floor rear stairs in housing units, rear door in UNICOR, etc.). The NFPA recommends that a time of four and one-half minutes be an optimum for drawing keys and unlocking emergency doors.

4. Documentation of all fire drills shall be forwarded to the Safety Department.

5. Medical centers are required to conduct fire drills in accordance with JCAHO standards for every shift quarterly.

J. TRAINING

Refer to Chapter 1.

K. ACCIDENT INVESTIGATION

Refer to Chapter 1.

## CHAPTER 12

### UNICOR

#### A. POLICIES AND PROCEDURES

1. UNICOR shall comply with Occupational Safety, Environmental Health and Fire Codes as outlined in the Occupational Safety and Health Act, National Fire Codes published by the NFPA, and the mandatory ACA standards and applicable Bureau policies.

2. All UNICOR staff and others who may fill in for absent supervisors of UNICOR details shall be familiar with this chapter and related chapters of this Manual.

#### B. FIRE PREVENTION AND CONTROL

1. In addition to the portions emphasized in this section, Chapter 3 addresses regulations and standards dealing with fire prevention and control.

2. Fire drills shall be conducted quarterly in all industrial areas on each shift. See Section I of Chapter 11 for correct procedures.

3. Adequate extinguishers of the appropriate type are to be maintained in all areas.

4. Smoking is strictly forbidden in warehouse storage areas. Signs must be posted and this restriction enforced.

5. Designated smoking areas must be outside of warehouse storage areas and shall be prominently marked as such. Ash receptacles of noncombustible materials shall be provided in designated smoking areas.

6. It is recommended that wastebaskets and other waste containers be of noncombustible materials.

7. Required smoke or fire barrier doors shall be self-closing and maintained closed, unless they are held open by an automatic closing device tied into the building alarm system or a detector on each side of the door opening.

8. Access to aisles, exits, and fire protection equipment shall be kept clear at all times.

9. Exit access and permanent aisles in warehouses shall be marked. Exit access aisles will be at least 44 inches wide.

10. Aisles used by vehicles must be at least two feet wider than the widest vehicle.

11. Sprinkler systems shall be installed in accordance with NFPA 13, Installation of Sprinkler Systems, and shall be inspected and flow tested quarterly in accordance with NFPA 13A, Inspection, Testing, and Maintenance of Sprinklers, Table 7-3.

12. Storage heights shall not be within 18 inches below sprinkler deflectors.

13. Rack storage shall comply with NFPA 231C, Rack Storage of Material.

14. Flammable Liquids

a. Not more than 10 gallons of Class I and Class II liquids combined shall be stored in a single fire area outside of a flammable liquids storage cabinet or storage room meeting NFPA 30, Flammable and Combustible Liquids Code unless contained in safety cans.

b. If Class I and II liquids are kept in safety cans, no more than 25 gallons combined shall be stored in a single fire area outside a flammable liquids storage cabinet or storage room meeting NFPA 30, Flammable and Combustible Liquids Code.

15. Emergency lighting shall be provided in areas where there is shift work during hours of darkness or where there are insufficient windows to provide light in an emergency.

C. HAZARDOUS SUBSTANCE CONTROL

1. The location and quantity of all flammable, toxic or caustic materials shall be known to staff members and controlled in accordance with Chapters 2 and 3. At no time shall such materials be secured with an inmate-type combination lock.

2. It shall be the responsibility of each department using an identified toxic or hazardous substance listed in table Z-1, Z-2, or Z-3 of OSHA 1910.1000 to obtain and maintain the MSDS on that substance. The MSDS lists information relative to the storage, use, and disposal of the material, and those requirements shall be followed.

3. MSDSs shall be obtained on all flammable, toxic, or caustic substances. Staff and inmates shall be aware of the hazards associated with these items. A copy of all MSDSs must be forwarded to the Safety Department.

D. STORAGE AREAS

1. Storage of material may not create a hazard. Bags, containers, bundles, etc., stored in tiers shall be stacked, blocked, interlocked and limited in height so that they are stable and secure against sliding or collapsing.

2. Storage areas shall be kept free from accumulation of materials that constitute hazards from tripping, fire, explosion, or pest harborage.

3. Aisles and passageways shall be kept clear and in good repair, with no obstruction across or in aisles that could create a hazard or hamper egress.

4. Floors in workplaces and passageways shall be kept free from protruding nails, splinters, holes or loose boards.

5. Loading docks four feet or more in height shall have guard rails, appropriate signs posted designating the use of wheel chocks or automatic dock locks.

6. Compressed gas cylinders shall be stored away from radiators and other heat sources, in a well ventilated, dry location, and at least 20 feet from highly combustible material.

7. Compressed gas cylinders shall be stored and secured in assigned places away from elevators, stairs, or gangways. They should be stored where they cannot be knocked over or damaged by passing or falling objects.

8. Oxygen cylinders shall be stored at least 20 feet from fuel-gas cylinders or combustible materials like oil or grease, or shall be separated by a wall at least five feet high having a fire resistance rating of at least one-half hour.

E. GENERAL SAFETY GUIDELINES

1. A member of the Safety staff shall conduct a comprehensive inspection of UNICOR areas monthly to ensure that safe work practices and conditions exist. In addition, UNICOR managers shall conduct and document weekly inspections of their areas to ensure safety compliance.

2. An adequate number of electrical outlets shall be provided to avoid the use of extension cords. Extension cords or other flexible wiring may not be used as a substitute for fixed wiring. Where extension cords must be used, they shall be UL-listed and labeled, and they may not be used in tandem.

3. Flexible cords may not be run beneath carpeting or mats, through doorways, windows or similar openings, or through holes in walls, ceilings or floors.

4. Flexible cords used for appliances, etc., shall be in continuous lengths without splices or taps.

5. Attachment plugs for portable tools and equipment must be constructed for rough service. Grounding blades shall not be broken or missing, and the cord shall not be frayed, worn, or spliced.

6. Air lines used for cleaning must be reduced to below 30 psi. They must have nozzles with Venturi-type features for chip guarding.

7. All steam lines that are within seven feet of the floor or working surface, and with which a worker may come in contact, shall be insulated or covered with a heat-resistive material.

8. Machine Guarding shall comply with OSHA standards and requirements outlined in Section B of Chapter 8.

9. Welding operations must provide for adequate ventilation. Welding, cutting and brazing operations shall comply with the requirements of OSHA 1910.252 and Section F of Chapter 8 of this Manual.

10. Painting operations will comply with Section E of Chapter 8 and OSHA 1910.107. Additionally, an approved automatic sprinkler system shall be provided for spray booths in accordance with NFPA 13, Installation of Sprinklers and NFPA 33, Spray Application using Flammable and Combustible Materials. Sprinkler heads shall be allowed to be covered by polyethylene or cellophane bags having a thickness of 0.003 in. or less.

11. Testing and inspection requirements of Section L of Chapter 8 apply to UNICOR as well.

12. Fans within seven feet of the floor or work surface must have blade guards with openings no larger than ½ inch.

13. A junction box designed as part of the fixed wiring of a structure shall not be used as multi-outlet receptacle on an extension cord. Only boxes designed and UL-listed for such application will be used.

F. PERSONAL PROTECTIVE EQUIPMENT

1. Protective eye and face equipment shall be required where there is a reasonable probability of injury that can be prevented by such equipment. These areas shall be conspicuously marked with eye hazard warning signs.

2. Safety shoes meeting the requirements of ANSI 1991 standard are required in foot hazard areas as designated by local supplement.

3. A respiratory protection program in compliance with Section I.3.b of Chapter 2 shall be followed in areas where harmful mists, fumes, vapors, and dusts are determined to be present above permissible limits. When personal respirators are used, they must comply with procedures outlined in OSHA 1910.134.

4. Paint spray booths and areas where caustic materials are used shall have a fixed-plumbing eye wash station nearby which provides continuous washing. Portable units are not acceptable for this purpose.

5. Head Protection (hard hats) shall be provided for and used by all staff, inmates, and visitors working in or passing through any construction and/or overhead hazard areas as determined by the Safety Manager.

G. TRAINING

Refer to Chapter 1.

H. ACCIDENT INVESTIGATION

Refer to Chapter 1.

**ATTACHMENT A  
 ENVIRONMENTAL PROTECTION AGENCY  
 REGIONAL OFFICES**

REGION I		
Address	Phone	States
Room 2303 John F. Kennedy Federal Bldg. Boston, MA 02203	FTS 835-3715 COMM (617) 565-3420	Connecticut Maine Massachusetts New Hampshire Rhode Island Vermont

REGION II		
Address	Phone	States
Room 847 26 Federal Plaza New York, NY 10278	FTS 264-2525 COMM (212) 264-2525	New Jersey New York Puerto Rico Virgin Islands

REGION III		
Address	Phone	States
841 Chestnut Street Philadelphia, PA 19107	FTS 597-9814 COMM (215) 597-9814	Delaware Maryland Pennsylvania Virginia West Virginia District of Columbia

REGION IV		
Address	Phone	States
345 Courtland Street, N.E. Atlanta, GA 30365	FTS 257-4727 COMM (404) 347-3004	Alabama Florida Georgia Kentucky Mississippi North Carolina South Carolina Tennessee

REGION V		
Address	Phone	States
77 West Jackson Chicago, IL 60604	FTS 353-2000 COMM (312) 353-2000	Illinois Indiana Michigan Minnesota Ohio Wisconsin

REGION VI		
Address	Phone	States
1445 Ross Avenue Dallas, TX 75202	FTS 255-6444 COMM (214) 655-6444	Arkansas Louisiana New Mexico Oklahoma Texas

REGION VII		
Address	Phone	States
726 Minnesota Avenue Kansas City, KS 66101	FTS 276-7003 COMM (913) 551-7000	Iowa Kansas Missouri Nebraska

REGION VIII		
Address	Phone	States
999 18th Street, Suite 500 Denver, CO 80202-1405	FTS 330-1603 COMM (303) 293-1603	Colorado Montana North Dakota South Dakota Utah Wyoming

REGION IX		
Address	Phone	States
75 Hawthorne Street San Francisco, CA 94105	FTS 484-1305 COMM (415) 744-1500	Arizona California Hawaii Nevada American Samoa Trust Terri- tories

REGION X		
Address	Phone	States
1200 6th Avenue Seattle, WA 98101	FTS 399-1200 COMM (206) 553-1200	Alaska Idaho Oregon Washington

**ATTACHMENT B**

**SAMPLE HOUSEKEEPING PLAN**

1. POLICY. It is the policy of this institution to maintain a high degree of sanitation.

2. PURPOSE. The purpose of this institution supplement is to provide a uniform system that will:

a. Assign specific responsibility for sanitation supervision in all areas of the institution.

b. Outline procedures for requisition and issuance of cleaning supplies and equipment.

c. Outline procedures for Safety, Fire, Sanitation and Pest Control Inspections.

3. REFERENCE. Program Statement, Occupational Safety and Environmental Health Manual.

4. ACTION.

a. It is the responsibility of each department head to assure that sanitation is maintained at a level which is conducive to good health, safety, appearance and morale of both inmates and staff.

b. The following section lists specific employees who are responsible for supervision of sanitation activities in the various areas. Actual supervision may be delegated, but the responsibility for the sanitation of the area remains with the designated department head.

<u>AREA</u>	<u>SANITATION SUPERVISOR</u>	<u>DEPARTMENT HEAD</u>
Recreation	Recreation Specialist	Education Supt.
25th Floor	Unit Officer	CCS
23rd Floor	Unit Staff	CP Unit Mgr.
21st Floor	Unit Officer	CCS
19th Floor	Unit Officer	CCS
17th Floor	Unit Officer	CCS
15th Floor	Unit Officer	CCS
13th Floor	Unit Officer	CCS
12th Floor	Unit Officer	CCS
11th Floor	Unit Officer	CCS
10A Floor	Chief Utilities	Facilities Mgr.
10th Floor	Chief Utilities	Facilities Mgr.

<u>AREA</u>	<u>SANITATION SUPERVISOR</u>	<u>DEPARTMENT HEAD</u>
9th Floor	Floor Officer	Education Supt.
Visiting Room	VR Officer	CCS
8th Floor	PA's	HAO
7th Floor	PA's	HAO
6th Floor	Unit Officer	CCS
5th Floor	Legal Tech.	ASM
4th Floor	CCS Clerk	CCS
3rd Floor	Accounting Clerk	Controller
2nd Floor	Lobby Officer	CCS
Lobby	Lobby Officer	CCS
Control Center	Control Officer	CCS
Garage	Recreation Specialist	Education Supt.
Rear Sallyport	Sallyport Officer	CCS
Facilities	General Foreman	Facilities Mgr.
UNICOR	Shop Foreman	AW(P)
Warehouse	Warehouse Foreman	Controller
Commissary	Commissary Supervisor	Controller
Laundry	Laundry Foreman	Controller
Food Service	Cook Foreman	Food Admin.
Powerhouse	Chief Utilities	Facilities Mgr.
Secure Elevators	CCS Clerk	CCS
Visitor Elevators, Sallyports	Lobby Officer	CCS
Trash Room	Safety Manager	Safety Manager
A-B & G3 Stairwell	Electrical Foreman	Facilities Mgr.
Armory	Security Officer	CCS
Basement Corridor, Washroom	Warehouse Foreman	Controller

5. PROCEDURES.

a. Windows. Each department will be responsible for cleaning the inside of the windows in their assigned areas.

b. Cleaning Supplies.

(1) Regular issue cleaning supplies will be stocked in the institution warehouse. These supplies will be ordered by storehouse requisition Form #1. Storehouse requisitions should be in the Safety Manager's Office by Monday afternoon for approval. Cleaning supplies will then be ready for pickup on Thursday from the warehouse.

(2) Special cleaning supplies will be kept by the Safety Manager. These items include any requiring special storage, preparation, or control. There is no special requisition form needed for these supplies.

(3) Upon request, a list of special cleaning supplies will be supplied by the Safety Manager.

(4) It is the responsibility of each employee requisitioning cleaning supplies to exercise control in the use of materials, keeping in mind cost economy. It should not be necessary to keep on hand more than one week's supply of cleaning materials.

(5) Due to the occasional change and availability of certain cleaning supplies, detailed instruction of how and what to use in cleaning will be available from the Safety Manager.

c. Trash Removal.

(1) Office orderlies will take their trash to the basement trash room daily.

(2) All quarters will have their trash in the secure elevator lobby by 9:00 a.m. daily. The inmate assigned to the Safety Department will start his pickup at that time.

(3) The storekeeper will be responsible for getting the trash up to the loading dock each work day before the trash truck comes in for pickup. The Safety Department is responsible for the sanitation and order of the trash room.

d. Inspections

(1) The Safety Manager will conduct monthly surveys in all areas of the institution, covering pest control, environmental health issues, fire protection, and safety. His report of findings will be submitted to the appropriate department head, with copies to the Associate Warden and Warden.

(2) Department heads will conduct weekly inspections of their areas of responsibility for deficiencies in sanitation, fire safety, or safety. Duty Officers also inspect all areas of the facility for deficiencies in the stated areas, with comments included in the Duty Officer Report.

**ATTACHMENT C**  
**CONFINED SPACE ENTRY PERMIT**

Issue date: \_\_\_\_\_ Time/date valid from: \_\_\_\_\_ Expires: \_\_\_\_\_

Entry/Rescue Team

Name	Duty *	Respirator Type	Additional PPE +	Date Trained

\* Duties: S = Entry Supervisor, E = Entrant, A = Attendant, Rescuer +PPE =Personal Protective Equipment

**Location and Description of Site:**

**Purpose of Entry:**

**Potential Hazards (Chemicals to be used, Hot work, Electrical, etc.):**

**Hazard Control Methods (Lockout, MSDSs, fire equipment, non-sparking tools, purging/ventilation, other permits):**

**Rescue Procedures (Services to be summoned, phone numbers, equipment to be used):**

**Type of Communication for Entrants:**

**Atmospheric Testing - Initial and at least every 2 hours**

Aspect	Limit	Readings - To be taken every _____ minutes							
		Init	Time	Level	Time	Level	Time	Level	Time
Oxygen	19.5%-23.5%								
LEL	Under 8%								
CO	35 <b>CE</b> 200 <b>CECE</b>								
H2S	10 <b>CE</b> 15 <b>CECE</b>								

**CE** = 8-hour time-weighted avg. in ppm    **CECE** = Ceiling concentration in ppm    **CECECE** = Short term exposure limit in ppm  
(ppm = parts per million)

Type & number of Instrument: \_\_\_\_\_ Operator: \_\_\_\_\_

**APPROVALS:**      Entry Supervisor: \_\_\_\_\_  
(Signature, time and date, To be signed when entry conditions are acceptable.)

Safety Department: \_\_\_\_\_

Entry Time & Date: \_\_\_\_\_ Exit time: \_\_\_\_\_

Reason for termination (if other than task completion):

Signature of Entry Supervisor: \_\_\_\_\_ Termination time: \_\_\_\_\_

Critique:

**Emergency #'s:**

**ATTACHMENT D**

**SAFETY MANAGER TRAINEE  
ON-THE-JOB TRAINING  
OBJECTIVES AND PLAN**

OBJECTIVE: To provide newly appointed Safety Manager Trainees with the knowledge and skills necessary to function at the department head level as a Safety Manager upon completion of an eighteen month training period.

ACTION: To uniformly accomplish this objective, the training program for trainees must consist of a structured program of specialized training courses and "on-the-job" training in safety office operations. The Safety Manager selected to act as trainer will be responsible for managing the "on-the-job" training, ensuring the trainee is trained in all duties and responsibilities of a Safety Manager.

PLAN: The "on-the-job" training should be as structured as the specialized training courses to afford the trainee every opportunity to acquire the skills and knowledge necessary to manage a safety program. The skills must be demonstrable at the end of a the training period and certified by the supervising Safety Manager.

Divided into six basic program areas, the skills are designed as a minimal standard. It is recognized that a variety of institutions and situations are encountered, and additional skills not listed here will be acquired.

The trainee and Safety Manager shall review the Safety Manager Trainee's Training Record (part of this Appendix) each quarter, initial each skill mastered and forward the form to the appropriate Associate Warden for signature and comments. A copy would then be forwarded to the Regional Safety Administrator.

At the completion of the training period, the Warden will review the training record, comment, sign and forward a copy to the Regional Safety Administrator. The original record will be placed in the trainee's Official Personnel File. During the training period the trainee will:

1. Departmental Interaction

- a. Attend at least three department head meetings.
- b. Attend at least two work programming committee meetings.

- c. Attend at least three meetings of other departments.
- d. Plan and conduct at least one Central Safety Committee meeting.

2. Training Operations

- a. Conduct three inmate A & O lectures.
- b. Plan and conduct a 1-hour portion of the annual refresher training.
- c. Conduct at least two staff orientation training sessions.
- d. Plan and conduct three training sessions for the inmate fire brigade (if applicable).

3. Cost Center Management

- a. Initiate three purchase requests and follow through the process until receipt.
- b. Prepare the inmate payroll and work evaluations for 3 months.
- c. Attend at least one budget planning meeting.
- d. Prepare and monitor the quarterly budget for one cycle, ensuring all orders are received or accounted for.

4. Office Operations

- a. Record all injury reports, prepare and transmit at least three monthly reports.
- b. Monitor and record all fire drill reports for one quarter.
- c. Monitor and record all safety talk reports for one quarter.
- d. Initiate and complete one inmate compensation claim file.
- e. Write at least two pieces of correspondence for the AW or Warden's signature.
- f. Write at least two business letters for delivery outside the Bureau.

- g. Investigate and prepare a response for at least two BP-9's.
- h. Review and revise as needed at least 3 safety-related Institution Supplements.
- i. Investigate and document a fire, vehicle accident, civilian visitor injury or tort claim.
- j. Prepare documentation to demonstrate compliance with three mandatory ACA standards assigned to the Safety Department, under actual accreditation or as a training exercise.
- k. Become familiar with SENTRY - Route three EMS messages and three monthly reports.

5. Inspection Skills

- a. Conduct water sample test for at least two months.
- b. Inspect each area or zone of the institution at least twice.
- c. Independently assist with one internal safety operational review.
- d. Assist with the initial response to a regional safety operational review.
- e. Independently prepare one response to a program review.

6. Practical Application of Specialized Training

- a. Conduct one independent analyses of a building electrical system.
- b. Conduct one independent analysis of a shop or UNICOR operation as to machine guarding.
- c. Analyze and report one structure's compliance with the Life Safety Code.
- d. Manage the complete pest control program for one quarter.
- e. Initiate and complete one employee compensation case.

- f. Resolve at least one unusual or serious safety problem.
- g. Conduct one independent analysis of a building plumbing system.
- h. Complete cross development courses in the following areas: food service, facilities and safety, within one year.

**ATTACHMENT E**

**REVIEW CHECKLIST**

The Safety Program Review Checklist is provided as an electronic file on BOPDOCS. The review items on the checklist will be updated periodically as needed.

**ATTACHMENT F**

**SAFETY MANAGER TRAINEE  
TRAINING RECORD**

\_\_\_\_\_  
Trainee Name

\_\_\_\_\_  
Institution

\_\_\_\_\_  
Program Entry Date

\_\_\_\_\_  
Program Completion Date

\_\_\_\_\_  
Supervising Safety Manager

INSTRUCTIONS

Each time the trainee completes a training course or demonstrates proficiency in one of the required skills, the trainee and Safety Manager will initial and date that item. At the end of each 3-month period, the AW will review and comment on the progress of the training. A copy of the record should then be sent to the Regional Safety Administrator and the original returned to the Safety Manager until the next review. At the end of the training period, the Safety Manager, Associate Warden, and Warden will comment on the training. The original will be filed in the trainee's OPF and a copy will be forwarded to the Regional Safety Administrator and National Safety Administrator.

TRAINING ELEMENTS

1. Specialized Training. Fill in courses as completed. Minimum training requirements are found in Chapter 1 of this manual.

<u>Course Name</u>	<u>Date Completed</u>	<u>Trainee Initials</u>	<u>Safety Manager Initials</u>
a. _____			
b. _____			
c. _____			
d. _____			
e. _____			
f. _____			
g. _____			
h. _____			
i. _____			
j. _____			
k. _____			
l. _____			

2. Office Management Skills

	<u>Skill or Element</u>	<u>Date Completed</u>	<u>Trainee Initials</u>	<u>Safety Manager Initials</u>
a.	Attend at least 5 department head meetings_____			
b.	Attend at least 10 work programming committee meetings_____			
c.	Attend at least 3 meetings in other departments_____			
d.	Plan and conduct at least one Central Safety Committee Meeting_____			
e.	Conduct three A&O safety lectures_____			
f.	Plan and conduct a 1-hour portion of the annual refresher training_____			
g.	Conduct at least two staff orientation training sessions_____			
h.	Plan and conduct three training sessions for the inmate fire brigade_____			
i.	Initiate 20 purchase requests and follow through process to receipt_____			
j.	Prepare the inmate payroll and work evaluations for 3 months_____			
k.	Attend at least one budget planning committee meeting_____			
l.	Prepare and monitor the quarterly budget for one cycle_____			
m.	Record all injury reports, prepare and transmit at least three monthly reports_____			
n.	Monitor and record all fire drill reports for one quarter_____			
o.	Monitor and record all fire drill reports for one quarter_____			
p.	Initiate and complete one inmate compensation claim file_____			
q.	Write at least two pieces of correspondence for the AW's or Warden's signature_____			
r.	Write at least 5 business letters for delivery outside the Bureau_____			
s.	Investigate and prepare a response for at least two BP-9's_____			
t.	Review and revise as needed at least three safety-related institution supplements_____			

<u>Skill or Element</u>	<u>Date Completed</u>	<u>Trainee Initials</u>	<u>Safety Manager Initials</u>
u. Investigate and document a fire, vehicle accident, and a civilian visitor injury or tort claim_____			
v. Prepare documentation to demonstrate compliance with 3 mandatory ACA standards assigned to the Safety Department_____			
w. Conduct water sample tests for at least 2 months_____			
x. Independently inspect each area or zone of the institution at least 5 times_____			
y. Assist with one internal review_____			
z. Assist with the initial response to a program review_____			
aa. Independently prepare one response to a program review_____			
ab. Conduct one independent analysis of a building's electrical system_____			
ac. Conduct one independent analysis of a shop or UNICOR machine guarding status_____			
ad. Analyze and report on one structure's compliance with the Life Safety Code_____			
ae. Manage the pest control program for one quarter_____			
af. Initiate and complete three employee compensation cases_____			
ag. Resolve at least one unusual or serious safety problem_____			
ah. Learn SENTRY; route 3 messages_____			

**4**Additional Skills or Elements Completed

(Cross-Development Courses)

- ai. Food Service\_\_\_\_\_
- aj. Facility\_\_\_\_\_
- ak. Safety\_\_\_\_\_
- al. \_\_\_\_\_
- am. \_\_\_\_\_

6. QUARTERLY REVIEWS

Date of quarterly review \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
AW Signature

Date of quarterly review \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
AW Signature

Date of quarterly review \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
AW Signature

Date of quarterly review \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
AW Signature

Date of quarterly review \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
AW Signature

Date of quarterly review \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
AW Signature

Final Review

Date of review \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Safety Manager Signature

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
AW Signature

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Warden Signature

Distribution: Original - OPF  
Copy - Regional Safety Administrator

**ATTACHMENT G**  
**TRAINING REQUIREMENTS**  
**IN**  
**OSHA REGULATIONS**

Some specific training requirements are contained in various sections of the Occupational Safety and Health Act (OSHA). Some of those requirements are reflected in this manual. For ease of reference, the following is a list of specific training requirements of OSHA in order of appearance in that Act.

The requirements specify who must be trained and what the training must cover. Whenever a supervisor assigns a task that must conform to certain Bureau standards or OSHA regulations, the supervisor must ensure that the person performing the task has been trained in the required procedures. These training requirements may be accomplished during the initial training, as part of the Monthly Job Efficiency Training, or by another documented training method. Each supervisor must be aware of the types of specific training required for the type of work being performed and ensure that the requirements are met. Each training requirement cited in this list includes the section of OSHA regulations where it can be found with more complete requirements.

GENERAL OPERATIONS

1. Fire Prevention and Emergency Plans (1910.38)

Training of personnel in the Fire Prevention and Emergency Plan, to include: evacuation procedures, location of emergency equipment, fire drill procedures, and locations of exits.

2. Ventilation (1910.94)

Personnel working in and around open surface tanks as defined in section (d) of 1910.94.

Personnel who may have to use respirators in an emergency must have training in their use.

Standby personnel - to assist anyone who must enter a task containing a hazardous atmosphere.

3. Occupational Noise Exposure (1910.95)

Supervisors must provide training in the use and care of all hearing protectors.

Supervisors must institute a training program for all personnel who are exposed to noise at or above a time-weighted average (TWA) of 85 dBA and must ensure that all personnel participate.

The training must be repeated annually for each person included in the hearing conservation program.

Supervisors must ensure that all affected personnel are informed of the following:

- a. The potential side effects of noise on hearing.
- b. The purpose of hearing protection, different types available, instruction of selection, fitting, use, and care.
- c. The purpose of audiometric testing and an explanation of the test procedures.

4. Storage and Handling of Liquified Petroleum Gas (1910.110)

Personnel performing installation, removal, operations, and maintenance work must be properly trained.

5. Storage and Handling of Anhydrous Ammonia (1910.111)

Personnel handling must be trained.

6. Respiratory Protection (1910.134)

Affected personnel must be trained in the use of respiratory equipment provided and its limitations.

Supervisors and personnel must be trained in handling, fitting, testing the seal, and wearing respirators, and each worker using a respirator must be trained in cleaning and storage procedures.

7. Accident Prevention Signs and Tags (1910.145)

Supervisors and all personnel must be trained in the significance of caution and danger signs.

8. Medical Services and First Aid (1910.151)

All personnel must be trained in accident procedures and how to obtain medical care.

9. Fire Brigades (1910.156)

All fire brigade members must be adequately trained before performing emergency activities.

10. Portable Fire Extinguishers (1910.157)

An educational program is required to familiarize all personnel with the principles of fire extinguishers and their use.

This training will be part of initial training and at least annual thereafter.

11. Servicing Multi-Piece and Single Piece Rim Wheels (1910.177)

Any person servicing multi-piece and single-piece rim wheels must be trained in the hazards involved and the safety procedures to be followed.

12. Powered Industrial Trucks (1910.178)

Operators must be trained in the safe operation (includes forklifts).

13. Overhead and Gantry Cranes (1910.179)

All persons involved in the proper positioning, rigging of the load, and movements to be made must be trained.

14. Mechanical Power Presses (1910.217)

All press operators and press maintenance personnel must be trained.

15. Welding, Brazing, and Cutting (1910.252)

All welders, cutters, and their supervisors must be trained.

16. Laundry, Machinery, and Operations (1910.264)

Personnel handling soiled clothing must be warned of the hazards involved.

All personnel must be trained in hazards associated with laundry equipment and safe work practices.

17. Telecommunications (1910.268)

Personnel affected must be trained in recognition and avoidance of dangers and emergency procedures.

Personnel working around storage batteries must be trained in the hazards associated.

18. Hazard Communication (1910.1200)

Personnel must be provided with information and training on hazardous materials in their workplace at the time of initial assignment and whenever a new hazard is introduced into the work area.

19. Lock-out - Tag-out (1910.147)

Personnel must be provided with information and training on the importance of following lock-out and tag-out procedures when performing maintenance on any type of equipment.

20. Assured Grounding (1910.304)

All maintenance personnel must be trained concerning electrical equipment grounding requirements.

21. Asbestos (1926.1101)

Personnel who may contact asbestos or suspected asbestos material must be informed of all applicable Federal, State, and local regulations.

22. Confined Space Entry (1910.120)

Personnel must be provided with information and training on confined entry requirements.

23. Lead (29 CFR 1926.62)

CONSTRUCTION PERSONNEL

1. General Safety and Health Provisions (1926.20)

Personnel who operate equipment and machinery must be trained.

2. Respiratory Protection (1926.103)

Personnel required to use respiratory protection must be trained in the use and limitations of the equipment.

3. Power-Operated Hand Tools (1926.350)

Personnel required to use power-activated tools must be trained.

4. Gas Welding and Cutting (1926.350)

Personnel using fuel gas must be trained.

5. Arc Welding and Cutting (1926.351)

Personnel engaged in arc welding or cutting operations must be trained.

6. Lead (1926.62)

7. Assured Grounding (1926.404)

8. Scaffolding (1926.451)

9. Excavations (1926.65, 1-2)

10. Asbestos (1926.58)



**ATTACHMENT I**

**LOST-TIME WAGES  
(See 28 CFR, Part 301)**

1. General.

The Safety Committee shall review all alleged work-related injuries resulting in time lost from an inmate's work assignment and shall determine whether an inmate is eligible for lost-time wages. The Safety Manager shall present the BP-140, and the 140A with items 1-3 completed, to the Safety Committee at the Committee's next regularly scheduled meeting. The Committee shall make a written determination of work-relatedness of the injury based on available evidence and written testimony and shall complete the BP-140A by adding their comments under item 4 and their determination under item 5. Following completion by the Safety Committee, the Safety Manager shall sign the BP-140A and forward copies as provided on the form.

Injuries resulting from the performance of a work assignment involving the operation or maintenance of the institution shall be considered work-related. Injuries resulting from the following shall not be considered as work-related:

- a. Work-release program.
- b. Maintenance of one's own living quarters.
- c. Any activity not related to the performance of the work assignment.
- d. Willful or intentional injury or with intent to harm someone else.
- e. Willful violation of rules and regulations.
- f. Going to or coming from a work detail outside the work station or area (except as noted below).
- g. Going to or coming from lunch outside of the work station or area (except as noted below).

With regard to (f) and (g), an inmate who must be transported to or from the work area by vehicle shall be considered in work status while in transit.

Any inmate who sustains a work-related injury shall receive lost-time wages for the number of regular work hours that he/she is absent from work due to injury sustained in the performance of the work assignment. Lost-time wages are paid for time lost in excess of 3 consecutively scheduled workdays. While the day of injury counts as a workday, the time of day that the injury occurs is considered in determining the 3 consecutive workday limitation.

2. Basis for Determination of Lost-Time Wages

Lost-time wages shall be based on the standard hourly rate paid to the inmate at the time of injury. If the inmate is assigned to an institutional work assignment and has been granted a lump sum payment (performance pay), lost-time wages shall be based on the pay in effect at the time of injury.

3. Rate of Lost-Time Wages

The rate of pay shall be 75% of the standard hourly rate for an inmate.

4. Continuation of Lost-Time Wages

The inmate shall receive lost-time wages until he or she:

- a. Returns to the pre-injury work assignment.
- b. Is reassigned to another work area or program for reasons unrelated to the sustained work injury.
- c. Is medically certified as fit for return to a regular work assignment or to a lighter duty work assignment.

(1) An inmate who refuses to return to a regular work assignment, or to a lighter duty work assignment, after medical certification of fitness for such duty, relinquishes all rights to further payment of lost-time wages from the date of such refusal.

(2) An inmate medically certified as fit for work shall sustain no monetary loss due to a required change in work assignment. Where there is no light duty or regular work assignment available at the same rate of pay as the inmate's pre-injury work assignment, that inmate shall be paid the difference in lost wages. Lost-time wages are paid until a light duty or a regular work assignment is available at the same pay

rate as the inmate's pre-injury work assignment or until the inmate is medically certified for return to the pre-injury work assignment.

d. Is transferred to another institutional facility for reasons unrelated to the work injury.

e. Is removed from the BOP correctional facility.

5. Appeal of Determination

An inmate who disagrees with the decision on either the work-relatedness of an injury or the rate at which lost-time wages are paid may appeal that decision through the Administrative Remedy Procedure.

ATTACHMENT J

LOG OF REPORTED UNSAFE OR UNHEALTHFUL CONDITIONS

Date Reported: \_\_\_\_\_

Time Reported: \_\_\_\_\_

File Number: \_\_\_\_\_ (Assigned by Safety Manager)

Location of Condition: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of Condition: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Classification of Hazard:    )  
                                  )    Imminent Danger  
                                  )  
                                  )    Serious  
                                  )  
                                  )    Other

Date/Nature of Action Taken: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Complainant Notified of Action:    Yes ( )    No ( )    In Writing    )

Date of Notification: \_\_\_\_\_    Orally    )

Investigated by: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

**ATTACHMENT K**

**MANDATORY SAFETY DEPARTMENT  
LIBRARY, TEST EQUIPMENT,  
AND  
COMPUTER-RELATED ITEMS**

**SAFETY DEPARTMENT LIBRARY**

**Note:** Safety Managers are free to supplement their libraries with any other reference materials they may deem necessary to perform their respective job functions, in addition to those noted in this manual.

Additionally, the Program Statements and references listed below are subject to updating at any time. Therefore, it is the responsibility of each Safety Manager to ensure that they have access to the most current editions.

1. Program Statement Occupational Safety and Environmental Health Manual
2. Program Statement Management Control and Program Review Manual
3. Program Statement Food Service Manual
4. Program Statement Facilities Operations Manual
5. Program Statement Health Services Manual
6. Program Statement SENTRY General Purpose Manual
7. Environmental Regulations TRM
8. National Fire Codes from the National Fire Protection Association (NFPA - subscription service is preferred) and Life Safety Code Handbook, most current edition, from NFPA
9. National Electrical Code, most current edition, from NFPA
10. Copies of OSHA CFR 1910, General Industry, and CFR 1926, Construction Standards or OSHA Fast Regs. This information is also attainable through the Internet.

11. Copies of EPA 40 CFR Subchapters A-R or CD-ROM software containing the required subchapters. This information is also attainable through the Internet.

12. Copies of Department of Transportation 49 CFR Parts 106-399 or CD-ROM software containing the required parts. This information is also attainable through the Internet.

13. Accessibility to applicable American Correctional Association (ACA) Standards

14. Food Code Manual, 1993 or current Edition, from the Public Health Service

15. Truman's Scientific Guide to Pest Control Operations, current edition, by Edgell Communications

16. Handbook of Pest Control, by Arnold Mallis, current edition

17. Accident Prevention Manual for Industrial Operations, Engineering, and Technology, current edition, by the National Safety Council (NSC)

18. Accident Prevention Manual for Industrial Operations, Administration and Programs, current edition, by NSC

19. NFPA Inspection Manual, current edition, by NFPA

**Note:** In addition to these manuals and references, it is **recommended** that the following magazine subscriptions be procured to enhance the Safety Department's reference base.

- Professional Safety (ASSE)
- Pest Control
- Pest Control Technology
- Consumer Reports
- Safety and Health (NSC)
- Family Safety & Health (NSC)
- Occupational Safety & Health Week Safety Smarts
- Fire Journal (NFPA)
- Fire Command (NFPA)
- Industrial Hygiene News
- Environmental Contractor
- Occupational Safety & Health
- Occupational Hazards
- Environmental Protection
- Institution Sanitation by Walton

**TEST & SUPPORT EQUIPMENT (MANDATORY)**

1. Portable 2-way, multi-channel radio
2. Polaroid camera
3. 35mm camera (Instamatic or SLR)
4. Light meter (i.e., GE Model 214)
5. Sound level meter
6. Electrical outlet tester with GFCI tripper
7. Pocket thermometer (digital or analog)
8. Tic tracer (live electrical circuit and line detector)
9. Velometer (MSA Alnor Jr., or equivalent)
10. Explosion-proof flashlights/lanterns
11. Head, eye, hearing, hand, and foot protection for each Safety Dept. staff member
12. Gas detector (Facilities or Safety may purchase)
13. Full-face cartridge respirator, with various filter cartridges, for each Safety Dept. staff member
14. Audio cassette tape recorder (standard or micro size) (recommended)
15. Camcorder (VHS format recommended) \*
16. Color television monitor (19-27 inch) with video cassette recorder/player, or combination monitor and video cassette, for monitoring videotapes and providing training to staff and inmates within the department \*

**Note:** Items denoted by \* are not mandatory, but recommended.

**COMPUTER, SOFTWARE, & ACCESSORIES**

**COMPUTER**

1. IBM compatible with the following minimum features is recommended:

- Pentium processor or higher with a processing speed of at least 100MHz
- 1.2 gb hard drive
- 3.5 inch internal disk drive
- 28.8 bps internal fax/modem
- 6x CD-ROM
- 16 or 32 bit sound card and speakers
- graphics card
- mouse controller

**PRINTER**

1. Laserjet printer capable of printing graphics and text in a "letter-quality" mode.

**MONITOR**

1. Any "EGA" or "VGA" monitor (15-inch recommended)

**SOFTWARE**

1. Microsoft Disk Operating System (MS-DOS) Version 4.01
2. WordPerfect Word Processing Program, Version 6.1
3. OSHA Fast Regs by OSHA Soft Versions CFR 1910 and 1926

**ADDITIONAL REFERENCES**

1. American National Standards Institute (ANSI) Catalog, (1991 Edition)
2. National Standard Plumbing Code Illustrated, current edition
3. Occupational Safety & Health Reporter subscription service on all current OSHA Regulations by BNA
4. A Guidebook to the Minimum Federal Guidelines & Requirements for Accessible Design (Handicapped Access)
5. Webster's New World Dictionary
6. Webster's New World Thesaurus
7. Webster's New World Secretarial Handbook

**ATTACHMENT L**

**HOT WORK PERMIT**

ISSUED TO: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ LOCATION: \_\_\_\_\_

**Note:** All "hot work" must be curtailed prior to 3:00 p.m. daily except for security reasons, emergencies, or other mechanical needs that could affect the safety and health of inmates and staff.

TYPE OF WORK (circle one): Welding, Cutting, Brazing, Open Flame, Solder, Blow Torch Use, Other (Specify): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PRECAUTIONS REQUIRED:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Safety Manager's Signature

APPROVED:

\_\_\_\_\_  
Facilities Manager or Designee

\_\_\_\_\_  
Department Supervisor

\_\_\_\_\_  
Work Supervisor (Foreman)

\_\_\_\_\_  
Safety Manager

\*\*\*\*\*

This is to confirm that I have personally made a fire inspection of the above-described area where I have been supervising "hot work," and, as of \_\_\_\_\_ (insert date and time), there was no fire in the area and, in my opinion, there was no residue that could cause a fire to develop.

cc: Facilities Manager  
Safety Files - 19\_\_

\_\_\_\_\_  
Work Supervisor

THIS PERMIT IS GOOD ONLY FOR THE TIME AND DATE INDICATED ABOVE.

SAFETY IS EVERYBODY'S BUSINESS - MAKE IT YOURS  
\*\*\*\*\*

PS 1600.08

8/16/99

Attachment M, Page 1

FOOD INDUSTRY TEMPERATURES TO REMEMBER

(GOVERNMENT MASTER REQUIRED)

**ATTACHMENT N**

**FIRE INVESTIGATIVE SECTION**

This list of questions (partially from NFPA 907M) should be used as a guide for determining the initial circumstances surrounding a fire. These questions are basic in order to rely on the senses rather than the opinions of the people being interviewed.

1. See

- a. From where did you first see the fire or smoke?
- b. About when (approximate time) did this happen? (e.g., What T.V. show were you watching? Which count had just been taken? Had your watch just beeped?)
- c. Did you see anything glowing or smoldering?
- d. Did you see a flash?
- e. Did you see any charring or smoke deposits prior to the fire?
- f. Were the lights flickering or dimming?
- g. Did you notice fires starting at more than one location in the building?
- h. Did fires start in more than one building?
- i. How far away were you when you first saw the smoke/fire?
- j. Did you see or hear anyone around the smoke/fire?

2. Hear

- a. Did you hear any explosions?
- b. Did you hear crackling or sputtering?
- c. Did you hear any unusual noises?
- d. Did you hear anyone screaming or yelling?

3. Smell

- a. Did you smell any unfamiliar odors (gas, kerosene, etc.)?
- b. Did you smell smoke?
- c. By smelling smoke, did you believe there was a fire?

4. Feel

- a. Did you feel any unusually hot surfaces on appliances?
- b. Did you feel any unusually hot surfaces on walls, floors, or separating doors?
- c. Was anyone getting a shock or tingle from any equipment (appliances, piping, etc.)?

Please refer to BOPDOCS for form BP-S506.016, Fire/Safety and Sanitation Inspection.

Please refer to BOPDOCS for form BP-S182.016, Job Efficiency Training Report.

**ATTACHMENT Q**

**FIRE DRILL EVACUATION  
EXAMPLE FORM**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Department: \_\_\_\_\_

Location: \_\_\_\_\_

How was fire reported? Phone \_\_\_\_\_ Radio \_\_\_\_\_ Alarm \_\_\_\_\_

Time drill began:

Time emergency keys were drawn from control: \_\_\_\_\_

Time all exit doors were unlocked: \_\_\_\_\_

Time drill ended: \_\_\_\_\_ Total elapsed time: \_\_\_\_\_

Custodial staff responding (names): \_\_\_\_\_

Assigned staff assisting (names): \_\_\_\_\_

Were emergency keys issued? Yes \_\_\_\_\_ No \_\_\_\_\_

Were all fire doors unlocked? Yes \_\_\_\_\_ No \_\_\_\_\_

Staff opening fire exits: \_\_\_\_\_

Did all locks and doors function properly? Yes \_\_\_\_\_ No \_\_\_\_\_

How many inmates were evacuated? \_\_\_\_\_

To what location? \_\_\_\_\_

Staff directing evacuation: \_\_\_\_\_

Were all fire exits clearly marked? Yes \_\_\_\_\_ No \_\_\_\_\_

Were fire exits and aisles clear? Yes \_\_\_\_\_ No \_\_\_\_\_

Did Control Center simulate calling the local fire department?  
Yes \_\_\_\_\_ No \_\_\_\_\_

At what time? \_\_\_\_\_

Was the evacuation conducted in an orderly manner? Yes \_\_\_\_\_ No \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Supervisor signature

**ATTACHMENT R**  
**Certificate of Disposal**

Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_ Attention: \_\_\_\_\_

Dear \_\_\_\_\_:

This is to document the disposition of waste material(s) removed from your facility on \_\_\_\_\_

A. The waste consisted of:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

B. Material(s) were trucked by;

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Permit No: \_\_\_\_\_

C. Material(s) were disposed of at:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

D. Disposal of your waste was accomplished by the following method(s):

- |          |          |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

E. Date of Disposal: \_\_\_\_\_

We appreciate your business.

Very truly yours,

Office of Company