

**U.S. DEPARTMENT OF JUSTICE
Federal Bureau of Prisons**



**PROGRAM STATEMENT
Occupational Safety**

Approved by	 William K. Marshall III Director, Federal Bureau of Prisons
DPI	HSD
Number	1614.01
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Summary of Changes

Program Statement Rescinded:

- 1600.14 National Occupational Safety and Health Policy (4/8/2024)

Changes:

- Revised the Inspection Records sub-section
- Revised the Driver Licensing sub-section
- Added the requirement to obtain the injury assessment form from Health Services for inmate work-related injuries
- Clarified the definition of a powered industrial truck
- Clarified fit testing must be conducted on the same make, model, style, and size respirator to be used
- Added requirements for the development of a written Respirable Crystalline Silica plan

1. PURPOSE AND SCOPE

The need for a new program statement was prompted by a restructuring of the Occupational Safety and Health Branch. The purpose of this program statement is to:

- Provide a safe and healthy environment for facility occupants.
- Implement a facility safety program.
- Provide an environment free from recognized hazards likely to cause death or serious physical harm.
- Provide safety and health training for personnel.
- Ensure prompt abatement of unsafe and unhealthy working conditions.
- Ensure all institutions comply with the most recent codes, standards, and regulations; the following are referenced in this program statement:
 - Occupational Safety and Health Administration (OSHA).

- National Fire Protection Association (NFPA).
- American Correctional Association (ACA).
- Requirements for conditions or operations not adequately addressed by the codes and standards referenced above may use information published by:
 - American Society for Testing and Materials (ASTM).
 - American National Standards Institute (ANSI).

The scope of this program statement is limited to occupational safety and health requirements dealing with:

- Institution Security.
- Occupational Safety.
- Occupational Health.

This program statement applies to:

- Bureau-owned or -operated detention and correctional facilities.
- UNICOR operations at Bureau of Prisons (Bureau) detention and correctional facilities.

a. **Program Objectives.**

- Evaluate unsafe or unhealthy conditions reported by facility occupants or other individuals.
- Evaluate accidents and injuries that occur at the facility.
- Develop a plan of corrective action based on the evaluation of hazards and accidents.
- Ensure personal protective equipment (PPE) is issued and used by all personnel when necessary.
- Conduct safety and health inspections/audits, as specified in this program statement.
- Conduct hazard assessments and surveys, as specified in this program statement.
- Reduce the possibility of accidents, deaths, and illnesses.
- Encourage facility occupants to report workplace hazards.
- Ensure safety is a principal element in all Bureau operations.

b. **Institution Supplement.** None.

c. **Written Plans and Programs.** Each institution must develop the following written plans/programs:

- Control of flammable, toxic, and caustic materials. See Section 41.
- Confined space. See Section 20.
- Control of hazardous energy (lockout/tagout). See Section 21.
- Fall protection. See Section 18.

- Hazard communication. See Section 40.
- Hearing conservation. See Section 45.d.
- Hot work. See Section 29.
- Pest control. See Section 47.
- Respirable crystalline silica. See Section 42.c.
- Respiratory protection. See Section 39.a.
- Foot protection. See Section 16.b.
- Heat Stress Prevention

2. OCCUPATIONAL SAFETY AND HEALTH DUTIES

a. **Assistant Director.** The Assistant Director (AD), Health Services Division (HSD), is designated as the Health and Safety Official for the Bureau.

b. **Chief, Occupational Safety and Health Branch (COSH).** Reports to the AD, HSD, on issues relating to occupational safety and health.

- Oversees the management of the Bureau's occupational safety and health program.
- Supervises the Occupational Safety and Health Branch staff.
- Provides technical direction to Regional Safety Administrators (RSA) on occupational safety and health issues.
- Interprets this program statement.
- Provides guidance and technical assistance to Central Office, regional, and institution staff to resolve occupational safety and health issues that have a national impact and/or cannot be resolved at the institution or regional levels.

c. **Section Chief, Occupational Safety (SCOS).** Reports to the COSH on issues relating to occupational safety.

- Oversees the daily operation of the Bureau's occupational safety program.
- Interprets the Bureau's Occupational Safety requirements within this program statement.
- Serves as the Bureau point of contact for OSHA visits to institutions.
- Notifies RSAs of scheduled OSHA visits.
- Supervises the National Occupational Safety Specialists.
- Serves as a technical resource in the area of:
 - OSHA-related programs.
 - OSHA citations and complaints.
 - OSHA compliance audits.
- Provides guidance and technical assistance to Central Office, regional, and institution staff to resolve OSHA issues that have a national impact and/or cannot be resolved at the institution or regional levels.

d. **Regional Safety Administrator (RSA).** Reports to the Regional Director (RD) and COSH on issues relating to occupational safety and health as they occur in a timely manner. In conjunction with the Occupational Safety and Health Branch:

- Provides direction and technical assistance to help resolve occupational safety and health issues that cannot be resolved at the institution level.
- Conducts technical assistance visits to institutions.
- Assists institutions with timely OSHA injury and illness reporting requirements.
- Monitors the effectiveness and uniformity of regional occupational safety and health programs.
- Monitors reports and other occupational safety and health data generated by institution personnel.
- Notifies the COSH of OSHA citations and complaints and forwards the citation and complaints to the SCOS.
- Monitors occupational safety and health reports to identify and track:
 - Safety trends.
 - ACA accreditation and reaccreditation issues.
 - Program Review findings.
 - Operational review findings.
 - OSHA citations and complaints.
 - OSHA injury and illness reporting requirements.
 - Training needs.
 - Injury rates.
- Serves as the regional technical resource for emergency response procedures involving natural disasters, chemical, biological, radiological/nuclear, and explosive incidents.
- Identifies and assists in the implementation of corrective actions to address Program Review findings.
- Assists institutions in the implementation of Self-Contained Breathing Apparatus (SCBA) fit-test and training programs.
- Serves as the regional technical resource for emergency response procedures involving occupational safety and health emergencies.
- Provides quarterly written report to the SCOS on:
 - ACA visits.
 - Government-owned vehicle accidents.
 - Program Reviews.
 - Regional occupational safety and health initiatives.
 - Safety incidents.
 - Status of corrective action on OSHA citations and complaints.
 - Updates on serious injuries and hospitalizations.

e. **Certified Industrial Hygienist (Central Office).** Reports to the COSH, on issues relating to occupational health and industrial hygiene.

- Provides occupational safety and health consultation (e.g., indoor air quality, workplace mold, and other workplace and industrial hygiene stressors) to institutional and regional Safety Administrators..
- Reviews Safety Data Sheets and provides Hazard Communication guidance for Job Hazard Assessments for FPI and Bureau facilities.
- Develops scopes of work for industrial hygiene contractors and reviews contractor reports for technical accuracy and recommendation effectiveness.
- Identifies effective and appropriate PPE for staff/inmate use.
- Assists in drafting and reviewing responses to regulatory agencies (e.g., OSHA) regarding workplace health and safety issues when requested.
- Provides guidance on potentially hazardous new chemicals, processes, or operations within the correctional environment for FPI and Bureau facilities.
- Assists and provides COSH, with technical input for industrial hygiene policies.
- Collects and analyzes injury surveillance data of workplace injuries.
- Maintains American Board of Industrial Hygiene (ABIH CIH) certification required for duties.

f. **National Occupational Safety Specialist (Central Office).** Reports to the SCOS on issues relating to occupational safety. Serves as a technical resource to Central Office, regional, and institution staff in the areas of:

- OSHA-related programs.
- OSHA citations and complaints.
- Bureau policy relating to occupational safety and health.
- Occupational safety and health training.
- Accident investigation.

Will be called on to participate in:

- After-action reviews.
- Data collection.
- Development and delivery of occupational safety and health training.
- Responses to OSHA citations and complaints.
- Occupational safety work groups.
- OSHA compliance audits.
- ACA accreditation and reaccreditations.
- Project plan and specification review.
- Technical assistance visits.

g. **Safety Administrator (SA).** Reports to the institution Warden, RSA, and appropriate Occupational Safety and Health (OSH) Section Chief(s) on occupational safety and health issues as they occur, in a timely manner. They work at the department head level with other institution

managers to achieve safety goals. When policy and regulations are not specific, they must exercise professional judgment to maintain a reasonable level of occupational safety and health protection at the institution. They serve as the institution's technical resource for emergency response procedures involving accidents, injuries, deaths, and similar emergencies. They provide information to the RSA for the written quarterly report submitted to the SCOS.

h. **Other Occupational Safety and Health Department Personnel (Institution).** Report to the SA and assist in the implementation of the institution's occupational safety and health program.

i. **Safety Administrator Trainee.** Advises the institution SA on occupational safety and health issues. They work with the SA and other institution managers to achieve safety goals. When policy and regulations are not specific, they must exercise professional judgment to maintain a reasonable level of occupational safety and health protection at the institution.

j. **Safety Alternates.** If the institution SA is the only full-time Safety and Health Department staff member, the Warden must appoint at least one safety alternate to provide department coverage during the SA's absence. The Warden at an institution with two or more full-time Safety and Health Department staff members is highly encouraged to appoint one or more safety alternates.

k. **Warden.** Must:

- Provide material support to institution occupational safety and health program initiatives.
- Report to the Regional Director on occupational safety and health issues as they occur in a timely manner.
- Monitor the effectiveness of the institution occupational safety and health program.
- Ensure adequate Occupational Safety and Health Department staffing to administer the institution occupational safety and health program.
- Ensure compliance with this program statement and applicable safety and health regulations/standards.
- Ensure periodic occupational safety and health inspections of the facility are conducted by technically competent personnel.
- Ensure prompt abatement of unsafe and/or unhealthful working conditions.
- Ensure accurate recordkeeping for occupational safety and health issues.
- Ensure adequate occupational safety and health training is provided to management, supervisory, safety, and collateral duty safety personnel, as well as all other institution personnel.
- Ensure employees are not subject to restraint, interference, coercion, discrimination, or reprisal for exercising their rights under, or participating in, the Bureau's occupational safety and health program and OSHA regulations.
- Ensure all employees are adequately trained in safety and health initiatives.

1. **Supervisors. Must:**

- Perform their duties in a safe manner.
- Ensure safety practices are followed and implement corrective actions.
- Ensure personnel are trained in occupational safety and health.
- Comply with this program statement.
- Familiarize themselves with hazards in particular jobs or the physical surroundings of employees.
- Ensure personnel are aware of the hazards of the jobs to which they are assigned.
- Immediately report all injuries, accidents, or similar emergencies to the Occupational Safety and Health Department.
- Ensure injured personnel receive appropriate medical attention.
- Ensure accident and injury reports are completed.

m. **Employees. Must:**

- Perform their duties in a safe manner.
- Properly utilize all assigned or issued PPE.
- Comply with this program statement. Failure to comply with the OSHA standards, including those listed herein, may result in disciplinary action up to and including removal.
- Immediately report all incidents, injuries, illnesses, or similar emergencies to their supervisors and the Occupational Safety and Health Department.
- Immediately report hazards or unsafe acts to their supervisors and/or to the SA.
- Complete necessary forms for injuries or illnesses.

3. **IMMINENT DANGER**

When a member of the Occupational Safety & Health Branch determines conditions or practices could reasonably and immediately be expected to cause death or serious physical harm, they must inform affected employees of the danger and shut down the area, work, or process until the danger is eliminated.

Written notification of an imminent danger determination, identifying both the hazardous conditions and actions taken, must be submitted to the Warden, RSA, and SCOS.

The area, work, or process may be re-opened/re-started only after the SA conducts an inspection and provides written approval. A copy of the written approval must be provided to the Warden, RSA, and SCOS.

The RSA and SCOS must review all actions taken as a result of an imminent danger determination. This may include notification to the appropriate regulatory authority.

4. OCCUPATIONAL SAFETY & HEALTH TRAINING REQUIREMENTS

a. **Environmental/Fire/Safety Training Records.** All records for Environmental/Fire/Safety training conducted at the institution must be maintained by the department providing the training.

b. **Occupational Safety & Health Department Staff.** Occupational Safety & Health staff must complete the following training:

- OSHA #510 – Occupational Safety and Health Standards for the Construction Industry
- OSHA #511 – Occupational Safety and Health Standards for General Industry
- OSHA #521 – OSHA Guide to Industrial Hygiene
- OSHA #2045 – Machinery and Machine Guarding Standards
- OSHA #2225 – Respiratory Protection
- OSHA #2264 – Permit-Required Confined Space Entry
- OSHA #3095 – Electrical Standards
- OSHA #3115 – Fall Protection

c. **All Staff (Institution).** Institution staff must be given basic level training during Introduction to Correctional Techniques Phase I and Annual Training in the following:

- Asbestos awareness
- Confined space identification
- Energy control program (lockout/tagout)
- Hazard communication program
- Hearing conservation program
- Conducting inmate safety training
- Monthly/weekly departmental inspections
- Respiratory protection program
- Working in extreme temperatures (hot & cold)

Additional training may be required for employees depending on their individual tasks.

Reference 29 CFR 1960.59 for information relating to additional training requirements for employees. s.

If the training is required to be keyed to a staff member's training record, the responsible department must send a copy of the sign-in sheet to the local Employee Development Office for proper keying within five business days of completion of training.

d. **Administrators, Managers, and Supervisors (Institution Duty Officers).** All administrators, managers, and supervisors must be trained annually in inspection techniques needed to determine compliance with the following requirements:

- Applicable occupational safety and health regulations and standards.
- This program statement.

e. **Inmate Training.** Each inmate must receive familiarization training during Institution Admission and Orientation on occupational safety and health programs. They must be given a chance to review and sign the forms BP-A0169, Uniform Basic Safety Regulations and BP-A0139, Notice of Right to File for Compensation for a Work-Related Injury. A copy of each form must be placed in the Inmate Central File.

Upon assignment to a job or detail, each inmate must receive initial training by the inmate's supervisor concerning safe work methods and hazardous materials. Refresher training must be provided annually or whenever there is a work process change. At a minimum, training must include demonstrations of safety features and practices. Workers must be trained to recognize hazards involved in the workplace, understand protective devices and clothing, and report deficiencies to their supervisors. Training must be documented and signed by the inmate.

5. INSTITUTION SAFETY COMMITTEE

a. **Institution Safety Committee Membership.** The Institution Safety Committee must include department heads, including the SA and Facilities Manager(s), designated by the Warden, and UNICOR representation. Other staff members should be invited to Safety Committee meetings as needed to discuss issues involving their areas.

The SA must chair the committee and designate a recorder to prepare minutes. Minutes must be forwarded to the committee members, including the RSA.

The committee must meet quarterly. More frequent meetings may be required based on other requirements (e.g., Environment of Care requirements at Medical Centers). At a minimum, the following topics must be reviewed:

- Accidents and injuries
- Environmental issues as required by the Program Statement **National Environmental Protection**
- Fire safety issues as required by the Program Statement **National Fire Protection**
- Hazardous complaint log
- Inspections
- Pest control
- Operational/Program Review reports
- Environmental/Fire/Safety training
- OSH Department budget

b. **Work Programming Committee.** The SA must be a member of the Work Programming Committee.

6. INSPECTIONS

a. **Weekly Inspections.** The Institution Duty Officer must inspect all areas of the institution weekly, using form BP-A0506, Institution Fire/Safety and Sanitation Inspection.

b. **Monthly Inspections.** All areas of the institution must be inspected monthly by Occupational Safety and Health staff.

c. **Annual Inspections.** In addition to the monthly inspection requirement, annual inspections of the following must be completed and documented.

■ **Sanitation Inspection.** The annual sanitation inspection may be conducted by any of the following:

- Occupational Safety and Health Department staff from another Bureau facility,
- RSA, or
- Central Office Occupational Safety and Health Branch staff.
- Occupational Safety and Health Department staff from the same institution with concurrence from the RSA.
 - Prior to utilizing a local OSH Department employee to conduct the sanitation inspection internally, the institution, with concurrence from the RSA, shall ensure no outstanding deficiencies from previous sanitation inspections spanning the course of the previous 3-years exist, which would require review by a specialist outside the institution and disqualify the institution from conducting the inspection internally.

If deficiencies are noted on the annual sanitation inspection, documentation by an independent outside source must be maintained to show deficiencies have been corrected.

■ **Work, Health, and Safety Inspection.** The annual work, health, and safety inspection may be conducted by any of the following:

- SA,
- Occupational Safety and Health Department staff from another Bureau facility,
- RSA, or
- Central Office Occupational Safety and Health Branch staff.

d. **Inspection Records.** Inspection must be documented by a written report:

■ **Weekly Inspections.** Written reports of the weekly inspections, including deficiencies, must be reviewed by the Safety Administrator and forwarded to appropriate department

heads for corrective action. The reports and corrective actions taken must be kept in the Occupational Safety and Health Department for three years.

- **Monthly Inspections.** Written reports of monthly inspections, including deficiencies, must be sent to the department head for review and corrective action. A copy of the reports, including corrective actions, must be forwarded to the Warden. The reports and corrective actions taken must be kept in the Occupational Safety and Health Department for three years.
- **Annual Inspections.** Written reports of annual inspections, including deficiencies and corrective actions taken, must be kept in the Occupational Safety and Health Department for three years.

7. TECHNICAL ASSISTANCE VISITS

The Warden or Regional Director may request technical assistance visits. Requests for Central Office technical support must be routed through the Regional Director to the Assistant Director, HSD. If the need for technical support is identified by COSH, a memorandum from the Assistant Director, HSD will be routed to the respective Regional Director.

8. REPORTING HAZARDS

Personnel are encouraged to report unsafe or unhealthful conditions to their supervisors. Since many safety and health problems can be eliminated as soon as they are identified, the existence of formal channels of communication does not preclude immediate corrective action by a supervisor in response to oral reports of unsafe or unhealthful working conditions.

Any person who believes an unsafe or unhealthful condition exists in a workplace where they are employed has the right to report the unsafe or unhealthful condition to the SA, Warden, Regional or Central Office staff, or directly to OSHA, U.S. Department of Labor (DOL).

Each report of an existing or potential unsafe or unhealthful working condition must be recorded in a log maintained in the Occupational Safety and Health Department. A copy of each report must be presented to the Institution Safety Committee at the next meeting. Log entries must contain:

- Date
- Time
- Code/reference/file number
- Location of condition
- Brief description
- Classification (imminent danger, serious, or other)
- Date and nature of action taken

The Occupational Safety and Health Department must conduct an inspection immediately upon notification of imminent danger conditions, within eight hours for potentially serious conditions, and three working days for other than serious conditions.

A written summary must be provided to the employee in accordance with 29 CFR 1960.28 upon request.

9. OSHA POSTER

The Bureau Occupational Safety and Environmental Health Program poster must be displayed in a conspicuous location frequented by staff and inmates. The poster details the Bureau program and how to file a report.

10. ACCIDENTS

Work-related accidents and injuries must be investigated and documented by the supervisor and the Occupational Safety and Health Department. Documentation of property damage accidents must be retained in the Occupational Safety and Health Department for three years.

Serious Accidents/Incidents. The SA must notify the Warden, RSA, SCOS, and OSHA of the following:

- All work-related fatalities within eight hours
- All work-related inpatient hospitalizations, amputations, and losses of an eye within 24 hours
 - Inpatient hospitalizations solely for observation or diagnostic testing do not need to be reported to OSHA. The inpatient hospitalization must be for treatment purposes.

Only fatalities occurring within 30 days of the work-related incident must be reported to OSHA. Further, for an in-patient hospitalization, amputation, or loss of an eye, these incidents must be reported to OSHA only if they occur within 24 hours of the work-related incident.

The report can be made to OSHA by:

- Call OSHA's toll-free number at 1-800-321-OSHA
- Call the closest OSHA Area Office during normal business hours
- Online through the OSHA website

a. **Motor Vehicle Accidents.** The Occupational Safety and Health Department must review all accidents involving government motor vehicles using:

- SF-91, Motor Vehicle Accident (Crash) Report
- SF-94, Statement of Witness

- SF-95, Claim for Damage, Injury, or Death

A summary report for each motor vehicle accident resulting in an injury must be forwarded to the RSA and SCOS. In addition, a copy of the accident report must be forwarded to the institution Facilities Department.

b. **Outside Visitor Accidents.** Accidents involving outside visitors must be reported to the Institution Duty Officer, Occupational Safety and Health Department, Health Services Department, and Operations Lieutenant.

11. EXTERNAL AGENCY COMMUNICATION

a. The Warden must ensure notification is sent to the SCOS and RSA of:

- OSHA requests to visit/inspect
- OSHA unannounced visits
- OSHA citations and complaints
- Outside visit or inspection related to other occupational safety or health issues
- Work-related deaths or serious accidents/incidents, as defined in Section 10.a.

b. **Coordination.** Institution management must coordinate all OSHA site visits/inspections through the SCOS.

c. **Reporting.** The Warden must ensure a copy of all outside visit reports are sent to the RSA. The RSA must forward a copy to the COSH and SCOS within 48 hours of receipt.

12. INMATE INJURY INVESTIGATION

a. **Work-Related Injuries.** The purpose of an inmate injury investigation is to find the cause of the injury. Work-relatedness for compensation purposes is concluded by determining whether the injury took place at the assigned workplace during assigned hours and was incidental to the employment.

The assigned workplace is any place the inmate is authorized to be performing an assignment, not just the workstation. For example, if a worker slipped on the way to the bathroom from a workstation, it is considered a work injury. If they slipped on the sidewalk outside the building on the way to lunch, it is not a work injury. The Institution Safety Committee must decide each case individually. Listed below are procedures for documenting inmate injuries:

- Obtain the injury assessment form from the Health Services Department.
- Complete a BP-A0140, Injury Report – Inmate – Part 1 form for all inmate work-related injuries.

- Lost-Time Work Injuries require a completed BP-A0140, Injury – Lost – Time Follow-Up – Part 2 form.
- Lost-time compensation must be paid per the Federal Inmate Compensation Act, authorized by 18 U.S.C. § 4126 and detailed in 28 CFR Part 301.
- The detail of assignment at the time of injury is responsible for lost-time compensation, including for those transferred to a Medical Center for additional care.

b. **Transfer of Records.** Copies of injury reports maintained in the Occupational Safety and Health Department should not be forwarded unless requested by the receiving institution.

c. **Records Retention.** Inmate injury records must be retained for the duration of the sentence plus three years.

13. INMATE ACCIDENT COMPENSATION (IAC)

All work-related inmate injuries must be reported to the Safety Department within 24 hours of the occurrence or notification. This requirement applies to all inmate work assignments, including UNICOR, Food Service, Maintenance, Recreation, Education details, and any other institutional work detail.

Staff Responsibilities:

- Report any work-related inmate injury to the Safety Department immediately, and no later than 24 hours after the injury occurs or is reported.
- Ensure the injured inmate is sent to Health Services without delay, if necessary.
- Complete all required incident and injury documentation in a timely manner.
- Cooperate with any follow-up or safety review conducted by the Safety Department.

Compensation may be awarded via the following two separate programs: Lost-Time Wages and Inmate Accident Compensation for work-related physical impairment or death.

a. **Lost-Time Wages** may be awarded to inmates (while still incarcerated) for work-related injuries resulting in time lost from the work assignments. Lost-time wages are paid for time lost in excess of three consecutively scheduled workdays. The day of injury is considered to be the first workday, regardless of the time of the injury.

In order to be eligible for lost-time wages, the inmate must have been assigned to one of the following when the injury occurred:

- Federal Prison Industries, Inc. (FPI), also referred to as UNICOR
- Paid institutional work assignments involving the operation or maintenance of a federal correctional facility

- Approved work assignments for other federal entities

Procedures for lost-time wages while the inmate remains incarcerated are in 28 CFR Part 301. The detail of assignment at the time of injury is responsible for lost-time compensation, including for those inmates transferred to a Medical Center for additional care.

b. **Inmate Accident Compensation** may be awarded to former federal inmates (post-incarceration, or upon release to community confinement) or their dependents for physical impairment or death resulting from injuries sustained while performing work assignments.

In order to be eligible for Inmate Accident Compensation, the inmate must have been assigned to one of the following when the injury occurred:

- Federal Prison Industries, Inc.
- Paid institutional work assignments involving the operation or maintenance of a federal correctional facility
- Approved work assignments for other federal entities

c. **Providing Documentation for Inmate Accident Compensation Process.** The Inmate Accident Compensation Program Coordinator processes claims for compensation for impairment or death, and manages all claims processed at the Central Office level for inmates released from a Bureau of Prisons correctional facility upon expiration of sentence, parole, final discharge from incarceration of a pretrial inmate, or transfer to a Residential Reentry Center or other non-federal facility at the conclusion of the period of confinement in which the injury occurred.

Institutions should ensure the following steps are completed:

- **BP-A0658, Inmate Claim for Compensation Resulting from Work Injury form.** Within 45 days before an injured inmate's release from prison or transfer to a Residential Reentry Center, the inmate must notify the SA regarding their intentions to file a claim. They must complete the BP-A0658, Inmate Claim for Compensation Resulting from Work Injury form.
- **Physical examination of inmate by qualified physician.** The physical examination to determine and assess the impairment must be completed as far in advance of release as possible by a qualified physician. If this is not completed, the IAC Program Coordinator must be advised.
- **Assemble all inmate medical records and forward to IAC coordinator.** The most recent medical records of the inmate seeking compensation must be gathered and be included in the IAC packet at the time of release.
- **Compile the IAC packet.** The SA must check the completed BP-A0658 and compile the inmate's IAC packet to send to the IAC program coordinator in the Central Office upon the inmate's release. The packet should include the following:

- BP-A0658 (Completed)
- BP-A0362, Inmate Injury Assessment and Follow-up, or electronic health record injury assessment
- Medical Records
 - Outpatient entries dealing with the claim from date of injury to release. Spot-check entries before the claimed injury for possible preexisting conditions
 - X-ray and diagnostic procedure reports on the injury
 - Consultant reports on the injury
 - Hospital discharge summaries on the injury
 - Report of Medical History – Use the most recent before the injury
 - Report of Medical Examination – Use the most recent before the injury
- BP-A0140, Injury Report – Inmate – Part 1 and Injury – Lost – Time Follow-Up – Part 2
- BP-A0169 (signed by inmate)
- BP-A0139
- Witness statements (if any)
- Memoranda of investigations (if any)
- Last progress report (as it deals with marital status and release plans used in determining amount of compensation)
- Photographs (if any)

14. CONSTRUCTION AND RENOVATION PROJECTS

The SA must participate on all construction and renovation project committee meetings and must be notified of all construction and renovation projects.

a. **Plan Review.** Plans for renovations, alterations, additions, and new construction must be approved by the institution SA. The SA's review focuses on compliance with occupational safety and health requirements and Bureau policy.

b. **Pre-Construction Meetings.** The SA must attend pre-construction and job progress meetings to advise project staff on occupational safety and health issues.

c. **Monitoring.** The SA must monitor construction and renovation projects to ensure compliance with approved design and safety requirements. Communications with the contractor must be made through the Contracting Officer's Representative (COR).

d. **Unsafe Work Conditions.** If an unsafe work condition is observed, the SA must take the following steps:

- Advise the Facilities Manager, Project Representative, and Contracting Officer of the unsafe work condition.

- Keep a log of unsafe incidents and corrective actions. If a resolution cannot be reached, notify the Warden; SCOS; RSA; and appropriate regulatory authorities.
- Conduct follow-up inspections to ensure corrective action occurred and continued compliance exists.
- For imminent danger situations, see requirements in Section 3 of this program statement.

15. DRIVERS

a. **Licensing.** For purposes of licensing, there are three categories of drivers: staff drivers, staff incidental drivers, and inmate drivers (with or without CDL).

- **Staff Drivers – Commercial Driver’s License (CDL).** Staff drivers who operate a commercial motor vehicle on or off institution grounds must:
 - Have a valid Commercial Driver’s License and meet Federal Motor Carrier Safety Administration Commercial Driver’s License Standards.
 - Carry Bureau identification when operating a vehicle on official business.
- **Staff Incidental Drivers.** Staff drivers who operate a vehicle on or off institution grounds which does not require a CDL must:
 - Have a valid state license for the type of vehicle being operated.
 - Carry Bureau identification when operating a vehicle on official business.
- **Inmate Drivers – Commercial Driver’s License (CDL).** Inmate drivers who operate a commercial motor vehicle on or off institution grounds must have a valid Commercial Driver’s License and meet Federal Motor Carrier Safety Administration Commercial Driver’s License Standards. Inmate drivers – CDL are also subject to the applicable permit requirements below. There are no exceptions to the requirement that inmate drivers have a valid CDL license.
- **Inmate Drivers.** Inmate drivers who operate motor vehicles on or off institution grounds must have a valid state-issued driver’s license for the class of vehicle being operated. Inmate drivers who operate non-road equipment must be properly trained to operate that equipment. Inmates whose driving privileges were suspended prior to their incarceration, or as a result of the crimes for which they are currently incarcerated, may not operate a motor vehicle. Inmate drivers who operate vehicles or equipment on or off institution grounds must be issued an inmate driver/operator permit from the local institution Facilities Department. The permit, issued by the garage foreman, must identify the specific vehicle(s) or equipment (including off road equipment) the inmate is authorized to operate.
 - Permits for inmate drivers who operate vehicles or equipment off institution grounds must contain the following statement in the “Restrictions” section: “The bearer is a Federal Prisoner of the [Institution]. In case of emergency call [Institution Phone].”
 - Inmates participating in educational or reentry programs which involve driving vehicles must comply with state driving regulations.

b. **Seat belt use.** Personnel on official business must fasten seat belts when a vehicle is in motion. Seat belts must be worn by occupants of vehicles used on official business, except passengers on buses.

c. **Distracted driving.** Drivers must follow all state distracted driver laws. Regardless of state law, personnel must not engage in text messaging when driving a vehicle on official Government business.

16. HAZARD ASSESSMENT

A hazard assessment of all work areas must be conducted by the Occupational Safety and Health Department in conjunction with affected department head(s). When hazards cannot be eliminated, administrative and/or engineering controls must be implemented. As a last line of defense, workers must use PPE to limit exposure to hazardous environments.

The hazard assessment must:

- Be documented in writing
- Identify the work area being assessed
- Be certified by an Occupational Safety and Health Department staff member
- Contain the name of the certifying individual
- Contain the date of the hazard assessment

The hazard assessment must be updated anytime operations or work hazards change.

A copy of the hazard assessment must be provided to affected departments and made available to employees working in that area.

The affected department is responsible for providing training, including the use of PPE, to individuals assigned to an area or task addressed in a hazard assessment.

a. **Personal Protective Equipment (PPE).** PPE such as safety shoes, eye and face protection, hard hats, gloves, respirators, lifelines and harnesses, and hearing protection must be used when required by an applicable OSHA regulation, or as deemed necessary by the Occupational Safety and Health Department. This PPE must be purchased and maintained by the department using the equipment.

b. **Foot Protection.** Safety shoes meeting requirements of the American Society for Testing and Materials (ASTM) are required in foot hazard areas, designated by the institution hazard assessments and Foot Protection written plan. Toe caps or foot guards may be worn in lieu of safety shoes where the potential hazard is infrequent and the use of toe caps or foot guards will not create an additional hazard.

17. FIRING RANGES

A hazard assessment must be conducted of the firing range (Bureau-owned ranges and contracted ranges) to determine any potential safety concerns with range construction or use of the range. See Section 45.m. of this program statement for additional information on noise exposure at firing ranges.

The range must be constructed and maintained to help prevent hazards to the staff utilizing the range. The use of railroad ties, stacked lumber, or rubber tires facing the shooter is prohibited due to the possibility of lead build-up, ricochet, and back-splatter. Other items within the range area (inlets, drains, pavement, etc.) may also need to be covered or altered to avoid ricochet.

18. WALKING-WORKING SURFACES

OSHA Standard 29 CFR Part 1910 Subpart D, addresses requirements for a wide variety of ladders (fixed and portable), scaffolding, walking surfaces, and guard railings used in general industry settings. Requirements contained in 29 CFR 1926 will govern temporary stairs, ladders, and working surfaces on construction/renovation sites.

The institution must develop a written Fall Protection Program to address protection of personnel working on elevated walking-working surfaces.

The use of chain, rope, cable, or other similar materials are not acceptable materials to construct fall protection. Standard railing meeting the requirements of the OSHA standards referenced above must be utilized.

The following basic requirements apply to common work surfaces in this section:

a. **Stairs and Walkways.** Floors and stairways must be maintained in a clean, dry manner and free of nails, splinters, holes, loose boards, corrosion, snow, or ice.

Aisles and passageways, including in housing units, must be kept clear and in good repair, with no obstruction across or in aisles that could create a hazard.

b. **Ladders.** At a minimum, ladders must comply with the following:

- Ladders must be equipped with functional non-slip safety feet.
- The joints between rails and the steps must be tight and secure.
- Ladder rungs must be kept free of grease, oil, and foreign substances that would cause a slip.
- Wood ladders cannot be painted or stained in a manner that would cover a defect and hinder inspection.

- All wood components must be free of splits or damage.
- The metal spreaders must be of sufficient size and strength and function properly.
- Extension ladder rope must be free of frays and damage.
- Fixed ladders must comply with OSHA Standard 29 CFR 1910.23.
- Ladders that are not covered by OSHA regulations (i.e., fiberglass, aluminum) must be used in accordance with manufacturer's recommendations.

c. **Scaffolding.** Portable and fixed scaffolding used in general industry must meet the requirements in OSHA standard 29 CFR 1926, subpart L. Training and fall protection programs must be specific to the type of scaffolding being used.

Personnel utilizing scaffolding must be trained on scaffold assembly, inspection, and fall protection.

Unassembled scaffolding in storage must be protected from damage and weather that could deteriorate its integrity.

All planking must be Scaffold Grade as recognized by grading rules for the species of wood used.

Scaffolds must not be loaded in excess of the working load for which they are designed. All personnel who are involved in erecting, disassembling, moving, operating, repairing, maintaining, or inspecting a scaffold must receive appropriate training to recognize any hazards associated with the use of the scaffolding and associated work.

d. **Loading Docks.** Loading docks four feet or more in height must be guarded by a standard railing on all open sides, except where there is entrance to a ramp, stairway, or fixed ladder.

The NFPA 101: Life Safety Code requires a guardrail on any section of the loading dock that is part of a required exit, when the dock height is 30 inches or more.

If mechanical means to secure trucks or trailers to the loading dock are not available, signs must be posted designating the use of wheel chocks is required.

e. **Lofts, Mezzanines, Work Platforms.** All lofts, mezzanines, and work platforms designed for storage must have a posted load limit. Storage in excess of the posted load limit is not permitted.

f. **Work Performed on Roofs.** Work performed on roofs may include activities such as Facilities maintenance, Correctional Services security inspections, etc.

All work performed on roofs will be conducted in accordance with 29 CFR 1910 Subpart D.

19. PAINTING OPERATIONS

Individuals using spray guns must wear PPE in accordance with the institution's hazard assessment. If the hazard assessment includes the use of respirators the individuals must be fully enrolled and be an active participant in the institution's respiratory protection program.

Portable airless spray gun nozzles must be kept clear of body parts due to the extreme pressure.

When flammable or combustible materials are sprayed, booths and operations must comply with 29 CFR 1910.107 and NFPA 33: Standard for Spray Application Using Flammable or Combustible Materials.

Each spray area must be provided with mechanical ventilation that is capable of confining and removing vapors and mists to a safe location and confining and controlling combustible residues, dusts, and deposits.

Spray areas equipped with overspray collection filters must have visible gauges, audible alarms, or an effective inspection program to ensure the required air velocity is being maintained.

20. CONFINED SPACE PROGRAM

OSHA Standard 29 CFR 1910.146 addresses requirements for a wide variety of permit and non-permit required confined spaces. Only trained entrants, attendants, and entry supervisors will be allowed to participate in the permit-required confined space activities.

The Facilities Department must cover the costs of the program.

Institutions must develop a written permit-required confined space program, including:

- Institution confined space survey
- Confined space identification
- Permit system
- Equipment
- Roles and responsibilities
- Rescue services
- Training

a. **Institution Confined Space Survey.** The current SA and Facilities Manager must perform an institution survey to identify permit-required and non-permit-required confined spaces. The results of the survey and space classifications must be documented as part of the written confined space program.

b. **Confined Space Identification.** Permit required spaces must be identified with a warning sign or other equally effective method to prevent unauthorized entry.

c. **Permit System.** A permit system to authorize entry into a permit-required confined space must be in place. The SA must be notified prior to any confined space entries.

On expiration of the permit, it must be returned to the Occupational Safety and Health Department.

All issued permits must be retained for a minimum of three years.

d. **Equipment.** Institutions with permit-required confined spaces must have the following equipment available:

- Testing and monitoring equipment (including calibration equipment) with the ability to monitor oxygen, combustible gases and vapors, as well as toxic gases and vapors
- Ventilating equipment capable of maintaining acceptable entry conditions
- Communication equipment
- PPE
- Lighting equipment
- Barriers to guard entrances
- Equipment to rescue or retrieve entrants
 - Institution-made equipment is prohibited

Equipment must be calibrated, tested, and maintained in accordance with manufacturers' or testing standard requirements.

e. **Roles and Responsibilities.** Individuals involved with confined space entry will have specific roles and responsibilities. All individuals must receive training in their specific roles and responsibilities.

Inmates are not permitted to fulfill the role of the entry supervisor and/or attendant in permit-required confined space entry.

f. **Rescue Services.** Institutions must provide a means of rescue for individuals involved with permit-required confined space entry.

- **Outside Rescue Services.** Institutions using an outside rescue service must:
 - Ensure the rescue services have the ability to respond in a timely manner with appropriate equipment.
 - Provide a copy of the written permit-required confined space program to the outside rescue service.

- Provide the rescue team or service an opportunity to inspect and use institution confined spaces for training purposes.
- Notify the outside rescue team or service prior to entry to verify their response availability. This contact must be documented on the permit form.
- **In-house Rescue Team.** Institutions using an in-house rescue team must:
 - Provide team members with PPE and all equipment needed to conduct a permit-required confined space rescue.
 - Train team members to perform assigned rescue duties.
 - Ensure one team member trained in CPR and basic first aid is available during entry.
 - Ensure team members practice making permit-required confined space rescues at least once every 12 months.

g. **Training.** All affected personnel must receive training as outlined in this section. The training must be documented and contain the following information:

- Name of participant
- Date of training
- Name and signature of instructor

21. CONTROL OF HAZARDOUS ENERGY (LOCKOUT/TAGOUT)

OSHA Standard 29 CFR 1910.147 addresses requirements for an energy control program. Institutions must develop a written energy control program that includes, at a minimum:

- Energy control procedures
- Periodic inspections
- Employee training
- Lockout devices and equipment
- Inmate locks
- Shift change, transfer of authority, outside service personnel (contractors)

a. **Energy Control Procedures.** Specific energy control procedures must be developed for all equipment with multiple energy sources. Affected departments must assist the SA in the identification of equipment/systems requiring energy control procedures.

Energy control procedures must contain the following elements:

- Scope
- Purpose
- Authorized personnel
- Rules
- Techniques to control hazardous energy, including:

- Specific statement of the intended use of device
- Specific steps for shutting down, isolating, blocking, and securing equipment
- Specific steps for the placement, removal, and transfer of devices
- Specific requirements for testing effectiveness of energy control measures

b. **Periodic Inspections.** An annual periodic inspection of each energy control procedure must be conducted by an authorized staff member. The authorized staff member performing the inspection may be someone who previously has or currently implements the energy control procedure being inspected, as long as they are not implementing any part of the energy control procedure while it is being inspected. The periodic inspection must be reviewed with every employee authorized to utilize the procedure being inspected. The review needs to address the employees' energy control procedure responsibilities and the results of the inspection to the extent necessary to ensure employees will follow and maintain proficiency in the energy control procedure(s). The inspection must be certified by documenting the periodic inspection.

Documentation must include:

- Machine or equipment being inspected
- Date of the inspection
- Employee included in the inspection
- Person performing the inspection
- Signature of the employees included in the review
- Signature of the person certifying the inspection

The person certifying the annual inspection must be someone other than the inspector or staff included in the inspection.

c. **Training.** Training must be provided for the following individuals:

- **Authorized Personnel.** Must receive training in the following:
 - Recognition of hazardous energy sources
 - Magnitude of the energy available in the workplace
 - Methods necessary for energy isolation and control
- **Affected Personnel.** Must be instructed in the purpose and use of energy control procedures.
- **All Other Personnel.** Must be instructed in the prohibition of attempting to reenergize equipment that has been locked/tagged out.

Additional training must be conducted for all authorized and affected personnel whenever:

- There is a change in their job assignments

- There is a change in machines, equipment, or processes that present a new hazard. This includes the placement of a new machine even when replacing a substantially similar piece of equipment.
- There is a change in the energy control procedure

Additional training must also be conducted whenever a periodic inspection reveals retraining is necessary.

d. **Lockout Devices and Equipment.** Devices used to secure energy sources must be:

- Standardized, identifiable, and durable
- Capable of withstanding the environmental and physical demands placed on them
- Not used for any other purpose

e. **Inmate Locks.** Authorized inmates must be issued and utilize designated color-coded combination locks with master key access when working on circuits/equipment requiring lockout/tagout.

f. **Shift Changes, Transfer of Authority, Outside Service Personnel (Contractors).** If a machine remains locked out over a period of time or repairs continue by other staff through more than one shift, the oncoming staff member affixes their lock to the machine before the off going staff member removes their lock. The off going staff member briefs the oncoming staff member, then removes their lock. Other means of accommodating shift change must be approved through the Occupational Safety and Health Branch, Health Services Division.

When outside servicing personnel are engaged in activities covered by this section, the SA must review the outside contractor lockout procedures prior to commencing work. The department affected must ensure outside personnel comply with approved energy control procedures. If outside employers do not have documented lockout or tagout procedure(s), they must ensure their staff comply with the institution's written energy control procedures.

22. TIRE SERVICE

OSHA Standard 29 CFR 1910.177 addresses requirements for servicing multi-piece and single-piece rim wheels used on large vehicles such as trucks, tractors, trailers, buses, and off-road machinery.

The use of a local tire service vendor to repair multi-piece rim wheels is recommended.

This standard does not apply to the servicing of rim wheels used on automobiles, or on pickup trucks and vans using automobile tires or truck tires designated light trucks (LT).

The SA must ensure a facility-specific tire service and inflation procedure is developed to address tire maintenance activities. Tire service charts must be posted in the tire service area.

a. **Training.** Personnel inflating tires and servicing single and multi-piece rims must be trained on:

- Hazards associated with tire service and inflation
- Institution-specific procedures
- Use of tire service charts
- Reading tire pressure placards
- Restraining devices and barriers for inflating tires on multi-piece rims (bolted and unbolted from vehicles)

b. **Equipment.** Airline assemblies used for inflating tires must consist of:

- Clip-on chuck
- In-line valve with a pressure gauge or a pre-settable regulator
- Sufficient hose length between the clip-on chuck and the in-line valve to allow the staff member to stand outside the trajectory (i.e., path of travel during explosion)

23. POWERED INDUSTRIAL TRUCKS

OSHA Standard 29 CFR 1910.178 addresses requirements for powered industrial truck operation used in general industry settings.

A Powered Industrial Truck (PIT) is an industrial truck powered by an electric motor or internal combustion engine used to carry, push, pull, lift, stack, or tier materials. The forklift is the most common PIT; however, other vehicles that are designed under ANSI B56 are also considered PITs.

- Golf carts, earth moving equipment, and other industrial vehicles whose original design does not fall under ANSI B56, are not considered powered industrial trucks under 1910.178 regardless of alterations or how the vehicle is used. However, these vehicles must be operated and maintained in accordance with manufacturers' requirements. Any alterations must be approved in writing by the manufacturer. In addition, the operators must be trained in accordance with the manufacturers' requirements.

PITs must be operated and maintained in accordance with manufacturers' requirements.

Modifications to or the use of attachments with the PIT must be performed or approved in writing by the manufacturer.

The operator manual must be maintained in a legible condition and readily accessible within the PIT operational area. It is recommended additional copies of the operator manual be maintained in the Environmental and Safety Compliance Department.

A survey must be conducted to identify PITs being operated within the institution. Upon completion of the survey, each institution must ensure a program is in place for all PITs. The program must meet the requirements of 29 CFR 1910.178, and any additional requirements noted in the manufacturer's operator manual.

a. **Training.** Operators of these vehicles must be trained to operate the vehicle in accordance with the manufacturer's recommendations as outlined in the operator manual. Training must be documented and include, at a minimum:

- Name of the operator
- Date of training
- Date of the evaluation
- Name and signature of the person(s) performing the training or evaluation. An operator's performance must be re-evaluated every three years.

Retraining must be performed when the operator is involved in an accident.

b. **Inspections.** A pre-use inspection of the PIT must be completed each shift. This inspection must be conducted in accordance with the manufacturer's recommendations and documented.

At a minimum, the following must be inspected:

- Cage over the driver's compartment, if capable of lifting loads above the height of the driver
- Seat belt or similar restraints, if required by the manufacturer
- Backup alarm that sounds when the truck reverses
- Strobe light, if vehicle is used indoors
- Horn

Pre-use inspection documentation must be retained for a minimum of 30 days. Inspections are not required during a shift when the vehicle is not being operated.

Additional visual inspections must be conducted throughout the shift any time the vehicle has been left unattended. These inspections are not required to be documented.

Vehicles with modifications not approved by the manufacturer, defective or damaged safety devices, operational systems, controls, and structural features must be removed from service until repaired by authorized service personnel.

Battery charging and propane fuel tank storage must be at designated locations approved by the SA.

PITs must not be used to tow trailers unless approved in writing by the manufacturer.

24. PERSONNEL LIFTS (AERIAL LIFTS/SCISSOR LIFT/BOOM TRUCK)

Personnel lifts are governed under various OSHA and ANSI standards, depending on the type of personnel lift. Manufacturers' requirements must be followed when operating and maintaining personnel lifts.

a. **Training.** Only properly trained and authorized personnel are permitted to operate personnel lifts. At a minimum, training must consist of the requirements outlined in the manufacturer's operating and maintenance manual.

The operator must be trained on the same model of personnel lift or one having operating characteristics consistent with the one used during work site operation.

Training must consist of a combination of formal instruction, practical training, and evaluation of the operator's performance in the workplace.

Training must include the actual operation of the lift for a sufficient period of time to demonstrate proficiency and knowledge in the actual operation of the lift.

Training must be documented and include, at a minimum:

- Name of operator
- Date of training
- Name and signature of the person(s) performing the training or evaluation
- List of equipment covered by the training

b. **Inspections.** A pre-use inspection of the personnel lift must be completed per manufacturer's recommendations. This inspection must be documented.

Pre-use inspection documentation must be retained for a minimum of 30 days.

An annual inspection must be performed by a qualified source, in accordance with ANSI standards. The department accountable for the lift is responsible for funding and scheduling annual inspections.

Personnel lifts must be removed from service until all discrepancies identified on inspections are corrected.

An operator manual must be physically located on each personnel lift at all times. It is recommended additional manuals be maintained in the Occupational Safety and Health Department.

The department operating personnel lifts is responsible for purchasing PPE and fall protection equipment appropriate for tasks being performed and maintaining appropriate inspection records for the equipment.

25. MACHINE GUARDING

OSHA Standards 29 CFR Part 1910 Subpart O addresses requirements for machine guarding. In addition to general requirements for all machines outlined in 29 CFR 1910.212, a wide variety of equipment types and applications must be evaluated to determine machine guarding requirements. The SA is responsible for making final determinations regarding machine guarding requirements:

- Equipment that may cause injury during sudden or unexpected startups must have anti-restart devices.
- Guards must be provided at the point of operation to protect operators from injury.
- Power transmission belts, pulleys, gears, shafts, and moving parts must be guarded.
- Power controls must be within the operator's reach without leaving their positions at the point of operation.
- Stationary equipment must be anchored to the floor to prevent "walking" due to vibration.

For abrasive wheel machinery:

- Work rests on bench/floor grinders must be kept adjusted closely to the wheel with a maximum opening of 1/8 inch.
- Tongue guards on bench/floor grinders must be kept adjusted to the diameter of the wheel, with a maximum opening of 1/4 inch.
- Bench and pedestal grinders must be permanently mounted.
- Portable grinders (wheels greater than 2 inches in diameter) must have safety guards.
- The top half of the wheel on portable grinders must be enclosed.

26. CLEANING WITH COMPRESSED AIR

Air lines used for cleaning must be reduced below 30 pounds per square inch (psi) and have nozzles with venturi-type features for chip guarding. Cleaning with air lines is not permitted in electronics de-manufacturing, or similar operations, where dust with heavy metals could be dispersed.

27. LAWN EQUIPMENT

Operators of lawn equipment must receive equipment-specific training during Initial Job Orientation (IJO) in accordance with the manufacturer's recommendations as outlined in the operator manual.

Operators of equipment (edgers, line trimmers, leaf blowers, lawn vacuums, chain saws, mowers, and similar equipment) must use PPE as identified in the institution hazard assessment.

Equipment must be operated and maintained in accordance with the manufacturer's recommendations. Equipment must not be altered or modified without the manufacturer's approval.

Operating controls must be clearly identified. Other than ergonomic adjustment of seats and controls engineered into the equipment design, modification of operator controls and safety devices is prohibited.

Riding equipment must not be operated on inclines exceeding the manufacturer's limit.

28. WELDING, CUTTING, AND BRAZING

OSHA Standard 29 CFR Part 1910 Subpart Q addresses requirements for welding, cutting, and brazing in general industry environments. Refer to 29 CFR 1926 for construction-related activities.

All welders must receive training regarding proper safety precautions prior to conducting any welding operations.

Appropriate PPE must be provided.

Mechanical ventilation must be provided when cutting and welding operations are conducted in any of the following areas:

- Spaces with less than 10,000 cubic feet per welding machine
- Rooms/areas with a ceiling less than 16 feet
- Confined spaces

The ventilation must be at the minimum rate of 2,000 cubic feet per minute per welding machine, except where local exhaust hoods and booths are used in accordance with the OSHA standard 1910.252(c)(2).

Respiratory protection may be used in lieu of mechanical ventilation with the approval of the SA.

Other personnel exposed to the same atmosphere as the welders must be protected from the hazards associated with welding operations.

Welding cables and insulation must be undamaged and cable terminals must be guarded from accidental contact.

In arc welding operations, cables with splices within 10 feet of the holder must not be used. The welder must not coil or loop welding electrode cable around parts of their body. Cables with damaged insulation or exposed bare conductors must be replaced.

All regulators and hoses must be checked daily for damage or worn parts.

On oxy-fuel welding and cutting equipment, a flashback arrestor must be installed between the regulator and hoses of both tanks.

Where a cylinder is designed to accept a cap, valve protection caps must always be in place, hand-tight, except when cylinders are in use or are connected for use.

Cylinders on welding equipment being stored and not in use must have the regulator disconnected and valve protection caps in place.

29. HOT WORK PLAN

Hot work is any activity that produces heat, sparks, or open flame, such as welding, cutting, brazing, and grinding. The SA must ensure a written hot work plan is developed. The plan must outline a permit process for operations. A written hot work permit must identify the area where hot work will be conducted and all required precautions.

Before hot work is permitted, the area must be inspected by the Occupational Safety and Health Department.

The area must be made safe by removing combustibles or protecting combustibles from ignition sources.

Noncombustible or flameproof screens or shields must be provided to protect bystanders. Appropriate PPE must be provided to personnel conducting hot work operations.

Hot work permits are not required for operations conducted in the welding shop area. Issued hot work permits must be retained for a minimum of three years.

30. ELECTRICAL

OSHA Standard 29 CFR Part 1910 Subpart S addresses electrical requirements in general industry environments. Refer to 29 CFR 1926 for construction-related activities. In addition, all electrical installations must be in accordance with the latest edition of the NFPA 70: National Electric Code.

- a. **Qualified Personnel.** NFPA 70E and OSHA 29 CFR 1910.269 contain qualified person requirements.
- b. **Non-Qualified Personnel.** Non-qualified employees and non-Facilities employees, including inmates, are prohibited from working on any energized electrical circuits or equipment.
- c. **Arc-Rated (AR) Clothing.** In accordance with NFPA 70E, employees who encounter energized electrical work as part of their assigned duties must wear AR-rated clothing when conducting energized electrical work. While all AR clothing is flame resistant (FR), FR clothing without an arc rating has not been tested for exposure to an electric arc and should not be utilized during energized electrical work.
- d. **Protective Equipment.** Protective equipment must be provided, maintained, and tested in accordance with NFPA 70E: Standard for Electrical Safety in the Workplace.
- e. **Energized Circuits.** Only qualified employees, as outlined in NFPA 70E Article 100, may work on electric circuit parts or equipment that have not been de-energized under the lockout and tagging procedures of 29 CFR § 1926.417. In accordance with NFPA 70E, an Energized Electrical Work Permit must be utilized when working on energized circuits or equipment.
- f. **High Voltage (Over 600 Volts).** Only qualified employees will be assigned to work on high voltage electrical systems and will have the knowledge necessary to accomplish the assigned work safely and in accordance with the NEC and NFPA 70E. High voltage is determined to be that in excess of 600 Volts AC.

Accessible above ground power lines must be marked “Danger High Voltage.”

g. **Ground Fault Protection.** Ground fault protection must comply with the NFPA 70: National Electric Codes for single-phase receptacles in wet or damp areas. At a minimum, protection must be provided for:

- Receptacles within six feet of sinks, toilets, and showers.
- Receptacles in kitchen areas.

In addition, ground fault protection must be provided for drinking fountains and vending machines.

A Ground Fault Circuit Interrupter (GFCI) must be utilized with corded hand-held power tools and extension cords used during construction or maintenance activities.

The SA must evaluate the need for GFCI protection used during floor care activities.

h. Electrical Maintenance.

- Each electrical box must have a cover, faceplate, or fixture canopy.
- Sufficient access and workspace must be provided and maintained around all electrical equipment to permit ready and safe operation and maintenance.
- Electrical panel boards, boxes, cabinets, and switch enclosures must be covered or isolated to prevent accidental contact with energized parts, and to protect electrical switches, relays, and wiring from damage.
- Connections, joints, and fittings on all cable, conduits, and raceways must be tight.
- Continuity of grounding must be maintained.
- Metallic boxes, enclosures, and conduits must be free of rust and corrosion.
- Disconnect switches, including service entrance, feeders, and branch circuits, must be legibly and durably marked at the point of origin to indicate the area/equipment controlled by each switch.

i. Flexible Cords. Flexible cords, and extension cords, must not:

- Be used as a substitute for fixed wiring
- Run through a wall, ceiling, floor, or under a carpet/rug
- Run through a doorway, window, or similar opening
- Be attached to a building surface
- Be concealed behind a wall, ceiling, or floor
- Be altered

Flexible cords must be constructed in a manner that does not expose the user to any current-carrying components except the prongs, blades, or pins.

Flexible cords must not be used when grounding blades/pins are broken or missing. Flexible cords must not be used if frayed or damaged.

Junction boxes designed for use in fixed wiring applications must not be used as part of a flexible/extension cord.

31. EXCAVATIONS/TRENCHING

OSHA Standard 29 CFR Part 1926 Subpart P addresses requirements for excavations and trenching.

The Facilities Manager and SA must approve all excavations/trenching operations prior to the start of work.

Safe access and egress must be provided in trench excavations greater than four feet deep. Access and egress points must be located within 25 feet of all workers.

An excavation or trench greater than five feet deep must be shored or sloped to the angle of incidence; or another method of protection, such as a trench box designed and constructed in accordance with OSHA standard 29 CFR Part 1926 Subpart P, must be provided for workers.

32. COMPRESSED GAS STORAGE

Stored gas cylinders must:

- Be secured to prevent tipping
- Have valves closed
- Have protection caps in place

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

Compressed gas cylinders must be stored away from elevators, stairs, or exits. Cylinders must be secured to prevent them from being knocked over or damaged.

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

33. CHLORINATION ROOMS

Chlorination rooms must be secured and equipped with mechanical ventilation that is on continuously or automatically activates when the door opens. Chlorine cylinders must:

- Be secured to prevent tipping
- Have valves closed when not in use
- Have protection caps in place when not in use

Chlorination rooms must have an electronic leak detection and alarm device that gives an audible and visual alarm.

34. KILNS

Dry clay (i.e., slip powder) must not be used due to silica hazards and possible asbestos. The use of premixed clay is allowed.

Sanding of dry ceramic items is prohibited.

Kilns must be enclosed in a one-hour rated room with self-closing doors. Kilns require an external exhaust for adequate ventilation when in operation.

35. PORTABLE POWER TOOLS AND HAND-HELD EQUIPMENT

OSHA Standard 29 CFR Part 1910 Subpart P addresses requirements for portable power tools and other hand-held equipment used in general industry. Refer to 29 CFR 1926 for construction-related activities.

A wide variety of equipment types and applications must be evaluated to determine proper requirements. The SA is responsible for making the final determination regarding safety requirements.

Power tools must be equipped with functional guards or shields. Hand tools must be free of visible signs of damage or severe wear. Broken tools must be removed from service.

36. CRANES

OSHA Standard 29 CFR 1910.179 through 1910.184 addresses requirements for cranes, derricks, and slings used in general industry environments. Refer to 29 CFR 1926 for construction-related activities.

Cranes must be inspected and tested in accordance with the manufacturer's recommendation.

a. **Inspections.** At a minimum, operators must conduct a visual inspection of the crane at the beginning of the workday.

In addition to the daily visual inspection, hooks and hoist chains/cables must be inspected monthly and documented on a written certification record that includes:

- Date of inspection
- Signature of person performing the inspection

- Serial number or other identifier of the hook or chain inspected

A complete inspection of all components of the crane must be performed at least annually. The inspection must be performed by a competent crane inspector.

b. **Testing.** Prior to initial use, new, altered, or extensively repaired cranes must be operationally tested for hoisting, lowering, trolley travel, bridge travel, limit switches, locking, and safety devices. They must be load-tested by or under the direction of a competent inspector, in compliance with 29 CFR 1910.179.

The crane must not be placed in service if the inspection or test shows any condition adversely affecting the safety of the equipment.

Documentation for inspections and testing must be retained for a minimum of three years.

37. TRANSPORTATION

Vehicles used for transporting persons must be fitted with seats or benches that are rigidly fixed to the vehicle.

There must be no more people riding on a vehicle than there are seats or seat belt restraints.

Drivers must not move the vehicle until all passengers are seated. Passengers cannot ride standing up, with legs dangling over fenders, bumpers, or tailgates, or on loads that may shift or tip.

People may not be transported in the beds of trucks.

Drivers may not allow persons to get on or off a vehicle in motion.

Heavy Equipment. Heavy equipment and farm equipment must be transported only on lowboy trailers specifically made to haul this type of equipment.

Heavy equipment must be chained and blocked on the trailer. Any truck/trailer combination used to move heavy equipment on the highways must be driven by a person with a valid state CDL.

The Federal Highway Administration's Motor Carrier Safety Regulations (49 CFR 350-399) must be followed.

Any movement or loading of heavy equipment by inmates must be under staff supervision. Keys must be removed from any truck or other motorized equipment left unsupervised.

Only trained personnel are permitted to operate heavy equipment and farm machinery.

All tractors, bulldozers, etc., over 20 horsepower (hp) must have seatbelts and rollover protection. Equipment and farm machinery unable to reach a maximum speed of 25 miles per hour (mph) when driven on public roads must display a “slow moving vehicle” emblem.

38. INJURY RECORDKEEPING

The Occupational Safety and Health Department is responsible for maintaining the following documentation for work-related recordable injuries:

- OSHA’s Form 300, Log of Work-Related Injuries and Illnesses
- OSHA’s Form 300A, Summary of Work-Related Injuries and Illnesses
- OSHA’s Form 301, Injury and Illness Incident Report

A recordable injury or illness is defined as any injury or illness resulting in death, days away from work, restricted work or transfer to another job, medical treatment beyond first aid, or loss of consciousness.

All work-related needlestick injuries and cuts from sharp objects that are contaminated with another person's blood or other potentially infectious material, as defined by 29 CFR 1910.1030, must be recorded. The case must be entered on the OSHA 300 Log as an injury. To protect the employee's privacy, the employee's name may not be entered on the OSHA 300 Log. See the requirements for privacy cases in paragraphs 1904.29(b)(6) through 1904.29(b)(9).

OSHA’s recordable injury definition and recording requirements should not be confused with Federal Employee Compensation Act definition and entitlement. See the Program Statements **Workers’ Compensation Program** and **Occupational Health**. Additionally, see Program Statement **Management of Staff Exposure to Bloodborne Pathogens** for specific clinical management.

a. **OSHA’s Form 300, Log of Work-Related Injuries and Illnesses.** Used to chronologically record reportable work-related injuries during the calendar year. The agency is required to log injury entries on the OSHA’s Form 300 (OSHA 300) within seven calendar days of receiving information that a recordable injury or illness has occurred. It is not administratively acceptable to keep separate OSHA 300 logs for staff and inmate workers.

The individual completing the OSHA 300 must provide a complete injury description. Lost work days, or work days with a job transfer or restriction, must be recorded up to 180 calendar days. The OSHA 300 is a living document; information on the log must be updated during the five-year retention period.

The following injuries and illnesses are considered privacy concern cases; the employee's name may not be placed on the OSHA 300:

- An injury or illness to an intimate body part or the reproductive system
- An injury or illness resulting from a sexual assault
- Mental illnesses
- HIV infection, hepatitis, or tuberculosis
- Needlestick injuries and cuts from sharp objects that are contaminated with another person's blood or other potentially infectious material
- Other illnesses if the employee voluntarily requests their name not be entered on the log

In such cases, enter "privacy case" followed by a case number in the space normally used for the employee's name on the OSHA 300 log. A second log should be kept that coordinates the privacy case number with an injured staff member's name in such cases.

b. **OSHA's Form 300A, Summary of Work-Related Injuries and Illnesses.** Must be completed by the Occupational Safety and Health Department at the end of the calendar year. The completed form must be signed by the Warden or CEO and posted on a staff bulletin board and an inmate bulletin board beginning February 1 through April 30 for the preceding calendar year. The posting location must be in a conspicuous place where notices to staff are customarily posted. The OSHA's Form 300As are not required to be updated after the form is completed and signed.

c. **OSHA's Form 301, Injury and Illness Incident Report.** Must be completed for all recordable cases logged on the OSHA 300 form. The Occupational Safety and Health Department is responsible for reviewing completed OSHA's Form 301s for accuracy and maintaining forms with injury recordkeeping or compensation records.

d. **Record Submission to OSHA.** Records must be submitted to OSHA in accordance with the provisions of 29 CFR Parts 1960 and 1904.

e. **Record Retention.** OSHA recordkeeping documentation must be retained for a minimum of five years.

39. RESPIRATORY PROTECTION PROGRAM

OSHA Standard 29 CFR 1910.134 addresses requirements for a Respiratory Protection Program. The SA is the program administrator responsible for identifying respiratory hazards, selecting the appropriate NIOSH-certified respirator and filter, and coordinating required elements of an effective program locally. Types of respirators include, but are not limited to Self-Contained Breathing Apparatus (SCBA), N-95, P-100, gas mask, etc.

a. **Written Program.** The SA must develop a comprehensive written program that addresses institution-specific respiratory hazards. The written program must be updated as necessary to reflect any changes in the workplace that affect respirator use.

The written program must address the following elements:

- Procedures for selecting respirators for use in the workplace
- Medical evaluation procedures
- Fit-testing procedures
- Procedures for proper use of respirators in routine and reasonably foreseeable emergency situations
- Procedures and schedules for cleaning, disinfecting, storing, inspecting, repairing, discarding, and otherwise maintaining respirators
- A change schedule for canisters and cartridges
- Procedures to ensure adequate air quality, quantity, and flow of breathing air for atmosphere-supplying respirators
- Training requirements
- SCBA procedures
- Procedures for regularly evaluating the effectiveness of the program

b. **Medical Evaluation Procedures.** Personnel participating in the Respiratory Protection Program must initially complete the OSHA medical questionnaire, located on OSHA's website, and be medically cleared by a physician or other licensed health care professional (PLHCP) prior to respirator use.

The PLHCP must be provided information concerning the duration and frequency of respiratory use, the type and weight of the respirator, physical work, exertion, other protective equipment required for the task, and the anticipated work environment temperature and humidity. After reviewing an employee's medical questionnaire and work conditions, and conducting an in-person exam if indicated, the PLHCP makes a medical determination approving or denying the employee's ability to wear the respirator being evaluated. For any issues that arise locally when reviewing the OSHA medical questionnaire, the PLHCP must reach out to COSH or designee for guidance before approving/denying the medical clearance through the Employee Health email box.

The PLHCP must provide only the following information:

- Any limitations on respirator use related to the medical condition of the employee, or relating to the workplace conditions in which the respirator will be used, including whether or not the employee is medically able to use the respirator
- The need, if any, for follow-up medical evaluations

- A statement that the PLHCP has provided the employee with a copy of the PLHCP's written recommendation

This decision must be documented and provided to the SA. The original questionnaire and a copy of the approval decision must be retained in the worker's health record.

Full medical evaluation questionnaires are not necessary every year. The individual being fit-tested must provide written affirmation that there have been no changes in their medical status since the last full medical evaluation. If any changes are reported, a full medical evaluation must be completed prior to respirator use.

The privacy rule applies to all forms of individuals' protected health information, whether electronic, written, or oral.

c. **Fit-Testing.** All tight-fitting respirators require a fit test prior to initial use and at least annually thereafter.

In addition, a fit test is required whenever changes occur that could affect respirator fit. Such conditions include, but are not limited to, facial scarring, dental changes, cosmetic surgery, or an obvious change in body weight.

The employee must be fit tested with the same make, model, style, and size of tight-fitting respirator that will be used. The employee must be fit tested with the same facial grooming that will be expected during use of that tight fitting respirator.

The fit test must not be conducted if there is any hair growth between the skin and the facepiece sealing surface, such as stubble beard growth, beard, mustache, or sideburns that cross the respirator sealing surface.

d. **Facepiece Seal Protection.** If an employee wears corrective glasses or goggles, or other PPE, such equipment must be worn in a manner that does not interfere with the seal of the facepiece.

e. **Training.** Personnel participating in the respiratory protection program must be instructed in the respiratory hazards to which they are potentially exposed during routine and emergency situations. Training must be completed at least annually and may be conducted more often if necessary. Respirator training must include:

- Why the respirator is necessary and how improper fit, usage, or maintenance can compromise its protective effect
- The limitations and capabilities of the respirator

- How to use the respirator effectively in emergency situations, including situations in which the respirator malfunctions
- How to inspect, put on and remove, use, and check the seals of the respirator
- How to recognize medical signs and symptoms that may limit or prevent the effective use of respirators

The training must be conducted in a manner that is understandable to the employee.

The training must be provided prior to requiring the employee to use a respirator in the workplace.

f. **Respirator Maintenance.** Respirators must be maintained, cleaned, and disinfected as necessary, and stored in a manner to protect them from physical damage. Responsibility must be defined in the institution written plan. At a minimum, respirators must be inspected before use and during cleaning. Inspection must include an examination of all components in accordance with the manufacturer's requirements.

g. **SCBA Procedures.** SCBA must be provided to facilitate evacuation of building occupants. SCBA must be stored in multiples of two, in locations determined by the SA. In addition, SCBA must be:

- NFPA-compliant and NIOSH-certified
- Equipped with one-hour-rated air cylinders
- Recharged when air pressure falls below 90% of the rated capacity
- Used in pairs with a two-person back-up team equipped with SCBA available

h. **Record Retention.** Records for the following must be maintained:

- Medical evaluation documentation must be maintained for the duration of employment plus 30 years. This documentation must be maintained in the personnel medical file.
- Fit-test records must be maintained for respirator users until the next fit test is administered.
- Training records must be maintained for respirator users until the next training session is administered.

40. HAZARD COMMUNICATION

OSHA Standard 29 CFR 1910.1200 addresses the requirement for a Hazard Communication Program. The SA is the technical expert responsible for evaluating and approving the use of chemical products.

a. **Written Program.** A written Hazard Communication Program must be developed to

communicate chemical information and hazards. The written program must include:

- Safety Data Sheets
- Labels and other forms of warning
- Employee information and training

b. **Safety Data Sheets (SDS).** SDS must be readily accessible to employees when they are in their work area.

c. **Labels and Other Forms of Warning.** When possible, hazardous chemicals must be stored in their original containers with labels intact. In accordance with 29 CFR 1910.1200(f)(6)(ii), if chemicals are dispensed to other containers, those containers must be labeled with substantially the same information as the original container.

d. **Training.** Personnel working with or in the vicinity of hazardous chemical products must be provided appropriate training. At a minimum, the training must include:

- Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area
- The hazards of the chemicals in the work area
- Measures employees can take to protect themselves from these hazards
- The details of the Hazard Communication Program, including an explanation of the labels received on shipped containers and the workplace labeling system; as well as the SDS, including the order of information and how employees can obtain and use the appropriate hazard information

Training must be completed at the time of an initial assignment, and whenever a new chemical hazard is introduced into a work area.

41. CHEMICAL CONTROL AND ACCOUNTABILITY

A written plan must be developed to include policy, procedure, and practice to govern the control and use of all flammable, toxic, and caustic materials.

Institution rules on use and storage of hazardous products must be based on their relative hazards. Information on the relative hazards can be obtained by reviewing the SDS and/or other material provided by the chemical manufacturer.

Approval must be obtained from the Occupational Safety and Health Department prior to purchase of any new chemical. In addition, the SA must approve all chemicals sold through the commissary.

Gasoline/diesel/propane must be controlled and supervised in accordance with the Program Statement **Correctional Services Procedures Manual**.

For all other hazardous products, the SA determines the level of supervision. Hazardous products, as determined by the SA, must be inventoried and controlled in accordance with the Program Statement **Correctional Services Procedures Manual**.

Care must be exercised in storing incompatible chemicals so inadvertent mixing does not occur.

Inmate-type combination locks must not be used to secure toxic, flammable, or caustic materials.

42. TOXIC AND HAZARDOUS SUBSTANCES

29 CFR 1910.1000 of OSHA regulations is the governing authority for determining employees' exposure to any material listed in table Z-1, Z-2, or Z-3 of that section. A determination of noncompliance with permissible exposure limits (PELs) requires measurement and documentation of an overexposure to at least one employee. For air contaminants with PELs, sampling must be conducted by a qualified source as directed by the Bureau's Industrial Hygienist.

When testing indicates controls are needed to prevent atmosphere contamination, engineering control measures must be used if possible (e.g., enclosure or confinement of the operation, general and local ventilation, and substitution of less toxic materials).

a. **Lead.** Projects involving lead must comply with federal, state, and local laws and regulations. Guidelines from 29 CFR 1926.62, Lead, are the minimum standards for operational and maintenance procedures. Before beginning any work involving lead, the SA must review the project.

Personnel who have received training and follow proper health and safety requirements may work on projects where lead-contaminated materials are found.

Lead paint may not be used or stored in Bureau facilities.

Indoor firing ranges used by Bureau employees, whether owned and operated by the Bureau or contracted, must have properly permitted exhaust ventilation engineered to maintain airborne lead particulate concentrations below 30 micrograms per cubic meter (30 ug/m³) as an eight-hour time-weighted average.

b. **Asbestos.** If a substance is suspected to be an asbestos-containing material (ACM), it must be handled as such until proven otherwise by laboratory analysis. Except for UNICOR brake shoe and clutch operations, at no time may known or suspected ACM be removed or disturbed without

the approval of the SA and the Facilities Manager on an “Asbestos Work Permit.”

Other than small-scale emergency repair/cleanup or UNICOR brake or clutch work, projects involving asbestos must be contracted and meet the requirements of 29 CFR 1926.1101. Inmates must not work on projects that involve abatement or repair of asbestos, except UNICOR inmates completing brake or clutch work who have received verifiable training. These inmates may inspect, remove, and repair asbestos brake and clutch assemblies per 29 CFR Part 1910 Subpart Z.

Qualified employees may perform short-duration, small-scale operations involving no more than one glove bag of asbestos-containing material per 29 CFR 1926 (e.g., pipe repair, valve replacement, and patch or repair jobs on asbestos insulation).

- **Respirators and Protective Clothing.** Work involving known or suspected ACM requires, at a minimum, half-face respirators with filters and disposable coveralls.
 - Respiratory protection and disposable full-body coveralls must be worn by personnel doing asbestos brake or clutch work until initial personal air monitoring indicates asbestos levels below the OSHA exposure limit.
- **Automotive Work.** Except for UNICOR brake and clutch operations, institutions must never allow personnel to replace or remove asbestos-lined equipment from a vehicle, including brake pads, brake shoes, and clutch linings.

Contract work must be done on an as-needed basis until asbestos-containing material is removed and documented in the vehicle file. Documentation must indicate “non-asbestos replacement parts” and the installation date.

These procedures also apply to Automotive Vocational Training (VT) programs. Mock training aids using non-asbestos-containing materials may be used instead of hands-on training. “Live” work may only be done on documented non-asbestos-containing materials.

- **Responsibilities.**
 - The SA must ensure:
 - Monthly inspection documents for needed repairs on known or suspected ACM are completed and maintained. Institutions with documentation showing they are free of asbestos-containing material can eliminate these inspections.
 - PPE is provided and used. UNICOR funds PPE for its facilities.
 - Work orders are forwarded to the Facilities Manager, who must ensure:
 - New projects potentially involving asbestos removal are presented to the Work Programming Committee.
 - Proper work procedures are followed by Facilities employees working with asbestos.
 - Waste generated during facilities-related asbestos work is disposed properly.

- The UNICOR Factory Manager must ensure:
 - Employees supervising brake and clutch repair operations receive training from an outside source, per 29 CFR Part 1910 Subpart Z. This qualifies the supervisor to train inmates who perform asbestos brake removal.
 - Inmates who work on known or assumed asbestos-containing brakes and clutch linings receive training from a qualified supervisor, per 29 CFR Part 1910 Subpart Z.
 - Proper work procedures are followed by personnel working with known or assumed asbestos-containing brakes and clutch linings.
 - Through the services of an industrial hygienist, initial and annual personal air monitoring of workers is provided to confirm the effectiveness of engineering controls and workplace practices.
 - Asbestos waste generated during UNICOR-related asbestos work is disposed of properly.
 - With the assistance of the Occupational Safety and Health Department, a written Asbestos Brake and Clutch Removal Plan details engineering controls, work practices, training methods, and waste disposal procedures.
- **Removal/Demolition.** Removal/demolition projects involving asbestos-containing materials must adhere to OSHA 29 CFR 1926 and EPA 40 CFR Part 61 Subpart M – National Emission Standard for Hazardous Air Pollutants, and state and local requirements. Due to the complexity of such projects and their strict regulatory safeguards, in-house asbestos removal or demolition, except for small-scale emergency repair/cleanup, is prohibited.

Contracts for asbestos abatement projects and specifications must be approved by the Regional Facilities Administrator and the RSA before work begins. While specifications vary from project to project, compliance with applicable regulations is mandatory.

As required by 40 CFR Part 61 Subpart M, the Regional EPA Asbestos Coordinator or governing state environmental agency must be notified in writing at least 20 days before the start of an asbestos removal or demolition project. A copy of the notification must be kept in the Facilities project file.

c. **Respirable Crystalline Silica.** OSHA Standards 1910.1053 and 1926.1153 address the requirements for protecting employees from exposure to silica dust in the workplace. The SA, along with assistance from the Facilities Manager, are the technical experts in assessing program requirements under the standards.

- **Written Program.** A written Respirable Crystalline Silica plan must be developed that includes, at a minimum:
 - Description of the tasks in the workplace that involve exposure to respirable crystalline silica

- Engineering controls, work practices, and respiratory protection used to limit exposure for each task
- Housekeeping measures used to limit exposure
- Description of procedures used to limit access to work areas in which respirable crystalline silica is produced
 - **Tasks that Involve Exposure to Respirable Crystalline Silica.** The SA, along with assistance from the Facilities Manager must evaluate the workplace to determine any tasks that involve exposure to respirable crystalline silica. These tasks need to be addressed in the written plan.
 - **Engineering Controls.** Control methods listed in Table 1 of 29 CFR 1926.1153 must be used to limit exposure based on the type of task or equipment.
 - **Housekeeping.** Dry sweeping or dry brushing must not be used where it could contribute to employee exposure to respirable crystalline silica. Wet cleaning methods or the use of vacuums with HEPA filtration should be used in the cleaning process.
 - **Procedures Used to Limit Access to Work Areas.** Access to areas where exposure to silica dust is present must be restricted to only those employees involved in the specific work being conducted.
- **Medical Surveillance.** Employee monitoring must be conducted if engineering control measures and respiratory protection cannot limit exposure to respirable crystalline silica to below the action level of 25 µg/m³, calculated as an eight-hour time-weighted-average. The medical surveillance program must be in accordance with 29 CFR 1910.1053 Appendix B.
- **Training.** Affected employees must be trained in the following:
 - Health hazards associated with exposure to respirable crystalline silica
 - Tasks in the workplace that may result in exposure to respirable crystalline silica
 - Measures to protect employees from exposure to respirable crystalline silica, including respiratory protection, if applicable
 - Identity of the Program Manager
 - The purpose and description of the medical surveillance program, if applicable
- **Hazard Communication.** Crystalline silica must be included in the institution's Hazard Communication Program for those affected employees. At a minimum, the following hazards must be addressed:
 - Cancer
 - Lung effects
 - Immune system effects
 - Kidney effects
- **Written Plan Review and Evaluation.** The SA must review and evaluate the effectiveness of the written plan at least annually and update the written plan as necessary.

43. EYE WASH STATIONS AND SHOWERS

Emergency eye wash/shower stations must be provided at locations in accordance with the institution's hazard assessment. At a minimum, an eye wash station must be provided in areas where powered industrial truck battery maintenance is performed.

- Does not apply to areas where power industrial truck batteries are charged only, no maintenance is performed, batteries are not removed from the trucks, and no electrolyte is stored in the area.

44. VENTILATION

a. **Ventilation Survey.** A ventilation survey must be conducted in inmate cells/rooms, officer's stations, and dining areas to determine if ventilation is provided in accordance with the following requirements. The ventilation surveys must be conducted and documented by a qualified source at least once per three years.

b. **All Institutions Other Than High Rise Institutions.**

- **Institutions Built Prior To 1990.** At least 10 cubic feet of fresh or recirculated filtered air per minute per person must be provided for inmate cells/rooms, officer's stations, and dining areas.
- **Institutions Built After 1990.** At least 15 cubic feet of outside or recirculated filtered air per minute per person must be provided for inmate cells/rooms, officer's stations, and dining areas.

c. **High Rise Institutions.** The institution ventilation system must supply at least 15 cubic feet per minute of circulated air per occupant, with a minimum of five cubic feet per minute of outside air. Toilet rooms and cells with toilets must have no less than four air changes per hour.

d. **Record Retention.** Records for the current ventilation survey must be retained for a minimum of three years and maintained in the Occupational Safety and Health Department.

45. NOISE

a. **Housing Unit Noise Survey.** An inmate housing unit noise survey must be conducted by a qualified source at least once per three years, with at least one measurement taking place during nighttime and one during daytime.

The intent of this survey is to ensure noise produced by mechanical systems (e.g., noisy pipes, fans, ice machines, or mechanical rooms) adjacent to inmate sleeping areas does not exceed 70 A-weighted decibels (dBA).

Noise surveys must be conducted with calibrated equipment on the A scale. Documented calibration results must be included with the noise report. A plan of action must be developed to eliminate high noise above the standard thresholds.

b. **Records Retention.** Records for housing unit noise surveys must be retained for three years and maintained in the Occupational Safety and Health Department.

c. **Occupational Noise Exposure/Hearing Conservation Program.** OSHA Standard 29 CFR 1910.95 addresses requirements related to occupational noise exposure in general industry settings. The SA is responsible for coordinating required elements of an effective Hearing Conservation Program.

The Health Services Administrator is responsible for maintaining calibrated audiometric testing equipment, conducting baseline and annual audiograms, and maintaining audiometric testing records.

If the institution does not have audiometric testing equipment, the Health Services Administrator must hire an outside contractor to conduct required audiometric testing.

d. **Written Program.** A written Hearing Conservation Program must be developed that includes the following:

- Institution noise survey/employee monitoring
- Employee notification
- Observation of monitoring
- Audiometric testing program/test requirements
- Hearing protectors/attenuation
- Training program
- Recordkeeping

e. **Institution Noise Survey/Employee Monitoring.** The SA must conduct an institution-wide noise survey to identify any noise levels at or above the 85 dBA, eight-hour time weighted average (TWA) OSHA action level. Subsequent noise surveys must be conducted when equipment or operations change.

- Individual employee monitoring may be required, depending on the work environment. Individual monitoring can be completed using dosimeters.

f. **Employee Notification.** Personnel enrolled in the Hearing Conservation Program must:

- Receive notification they have been enrolled in a Hearing Conservation Program and informed of monitoring results.

- Receive a baseline audiogram prior to exposure, or within six months of noise exposure.

g. **Observation of Monitoring.** Personnel must be allowed to observe any noise measurements conducted.

h. **Audiometric Testing Program/Test Requirements.** Audiometric testing must be conducted by qualified individuals using calibrated audiometric testing equipment.

The results must be reviewed by a qualified technician, provider, audiologist, or other qualified person specified in 29 CFR 1910.95(g)(3). All hearing test documentation, such as audiograms and any subsequent evaluations, must be retained in the individual's medical file.

An initial baseline audiogram must be conducted on persons when first enrolled in the Hearing Conservation Program.

An annual audiogram must be conducted, and the results compared against the baseline audiogram to identify a threshold shift, or loss of hearing.

If the annual audiogram shows that an employee has suffered a standard threshold shift (STS), the hearing test should be repeated within 30 days. Repeat STS should prompt clinical evaluation by a physician or audiologist. The worker must be notified in writing within 21 days that a persisting STS has occurred. Notification of the employee's name along with the institution where they are stationed must be made to the COSH or designee.

If an STS is deemed permanent:

- The worker's "baseline" audiometric levels must be reset, and future tests compared to these new levels.
- Employees not using hearing protectors will be fitted with hearing protectors, trained in their use and care, and required to use them.
- Employees already using hearing protectors will be refitted and retrained in the use of hearing protectors and provided with hearing protectors offering greater attenuation if necessary.

i. **Hearing Protectors/Attenuation.** Hearing protection must be selected that will attenuate the eight-hour TWA exposure below 85 dBA. The style of hearing protection should not interfere with the use of other PPE or create a new hazard. Hearing protectors must be used and replaced in accordance with the manufacturer's recommendations.

j. **Training Program.** Persons enrolled in the Hearing Conservation Program must receive training initially and annually on:

- The effects of noise on hearing
- The purpose of hearing protectors; the advantages, disadvantages, and attenuation of various types; and instructions on selection, fitting, use, and care
- The purpose of audiometric testing and an explanation of the testing procedures

Recordkeeping. Employee audiometric test records must be maintained in the employee's medical file located in the Health Services Department. The record must include:

- Name and job classification of the employee
- Date of the audiogram
- Examiner's name
- Date of the last acoustic or exhaustive calibration of the audiometer
- Staff member's most recent noise exposure assessment

In addition, the institution must maintain accurate records of the measurements of the background sound pressure levels in audiometric test rooms.

k. **Records Retention.** Records for the following must be maintained:

- Audiometric testing records must be retained for the duration of employment. The records must be maintained in the personnel medical file.
- The current institution-wide noise survey conducted for occupational noise exposure must be maintained in the Occupational Safety and Health Department.

l. **Firing Ranges.** The institution-wide noise survey must include staff utilizing the firing range or other training facilities during qualification. The survey must include all courses of fire (Annual Training [AT], Basic Prisoner Transport [BPT], Special Operations Response Team [SORT], etc.) and must also include firearms instructors to determine noise exposure.

m. **Airlift Operations.** Staff participating in airlift operations must use hearing protection when exposed to high noise levels created by aircraft engines.

46. LIGHTING

a. **Inmate Rooms/Cells.** A lighting survey of inmate rooms/cells must be conducted by a qualified source at least once per three years.

Lighting levels in inmate rooms/cells must be at least 20-foot-candles at desk level and in personal grooming areas. If applicable, education, recreation, leisure centers, and multipurpose areas designated as primary or secondary reading/writing areas should be included in lighting surveys.

b. **Institution-Wide Lighting Survey.** The Occupational Safety and Health Department must assess light levels throughout the facility to determine if sufficient lighting is available based on the tasks performed. Since lighting levels generally vary throughout the room/area, the lighting survey should reflect the average level over the area where tasks are performed. Lighting sources may also be a combination of task lighting and ceiling lighting.

The following chart can be used as a guide for recommended illumination levels:

Minimum Recommended Illumination

Area	Foot Candles	Area	Foot Candles
General Areas:		UNICOR Areas:	
Offices	30	Production Areas (Additional task lighting may be needed depending on type of production)	30
Control Room	30	Warehouse Areas	10
Conference Rooms	30	Maintenance Areas	20
Training Rooms	30		
Lobby Areas	20		
Service Areas:		Education/Recreation:	
Stairwells	5	Classrooms	30
Elevators	5	Libraries	20
Corridors	5	Gymnasium	20
Restrooms	10	VT Shops	20
Food Service:		Facilities Areas:	
Dining Room	15	Maintenance Shops	20
Kitchen	50	Electrical/Generator Rooms	20
Dish Room	20	Mechanical Rooms	20
Trust Fund Areas:		Health Service Areas:	
Warehouse Areas	10	Exam Rooms	50
Commissary	20	Laboratory	50
Laundry	30	Pharmacy	75
Inmate Living Units:			
Desk Level (Writing)	20		
Grooming Areas	20		

c. **Records Retention.** Records for current lighting surveys must be maintained in the Occupational Safety and Health Department.

47. PEST CONTROL

Each institution must develop a written plan for pest control measures. The written plan must include, at a minimum, the following:

- Pest inspections
- Pesticide Application Logs

a. **Inspections.** Monthly inspections must be conducted throughout the institution to determine the presence of insects, rodents, or vermin. These inspections must be documented and kept in the Occupational Safety and Health Department for a minimum of three years.

b. **Pesticide Application Logs.** A log must be maintained to document any pesticide application, whether applied by in-house personnel or contractors. The log must include the following:

- Date of pesticide application
- Area of pesticide application
- Type of pesticide used
- Signature of person applying pesticide

The logs must be kept in the Occupational Safety and Health Department for a minimum of three years.

Restricted-use pest control products governed by federal regulation must not be used at Bureau facilities unless applied by a licensed contractor.

In-house personnel applying non-restricted-use pesticides need not be licensed as a pest control operator.

Pesticides must be mixed, applied, and disposed of in accordance with manufacturer label instructions.

The SDS for all pesticides used, whether applied by in-house personnel or contractors, must be kept on file and be readily accessible to employees in accordance with the Hazard Communication Program.

All pesticide mixing and application equipment must be labeled “Contaminated with Pesticide.”

48. X-RAY MACHINES

Security x-ray machines must be operated per the manufacturer’s guidelines. The department head accountable for the x-ray equipment must ensure each staff member who operates an x-ray machine is trained in accordance with the manufacturer’s specifications. A copy of the operating instructions must be posted by the machine.

X-ray machines must be tested for proper operation in accordance with the manufacturer's requirements. Documentation must be kept by the appropriate department head.

An area exposure badge must be provided for x-ray machines. The badge must be exchanged quarterly; used badges must be sent to a laboratory for testing. The department head accountable for x-ray equipment is responsible for providing, collecting, and testing badges. Test results must be made available to staff operating the x-ray machines.

X-ray machines must be placed out of service if testing or exposure badges show radiation levels that exceed the manufacturer's specifications. The machine must remain out of service until appropriate repairs are made to the machine.

REFERENCES

Program Statements

Correctional Services Procedures Manual
Facilities Operations Manual
National Environmental Protection
National Fire Protection
Occupational Health
Workers' Compensation Program

Bureau Forms

BP-A0139 Notice of Right to File for Compensation for a Work-Related Injury
BP-A0140 Injury Report – Inmate – Part 1
BP-A0140 Injury – Lost – Time Follow-Up – Part 2
BP-A0169 Uniform Basic Safety Regulations
BP-A0362 Inmate Injury Assessment and Follow-up
BP-A0506 Institution Fire/Safety and Sanitation Inspection
BP-A0658 Inmate Claim for Compensation Resulting from Work Injury

Federal Statutes

18 U.S.C. 4042(a)(6)(B)
18 U.S.C. 4126

Federal Regulations

28 CFR Part 301
29 CFR Part 1904
29 CFR Part 1910
29 CFR 1926
29 CFR Part 1960
40 CFR 61 Subpart M
49 CFR Parts 350-399

Other References

National Fire Protection Association. *NFPA 33: Standard for Spray Application Using Flammable or Combustible Materials*.
National Fire Protection Association. *NFPA 70: National Electric Code*.
National Fire Protection Association. *NFPA 70E: Standard for Electrical Safety in the Workplace*
National Fire Protection Association. *NFPA 101: Life Safety Code*.

Other Forms

OSHA 300 Log of Work-Related Injuries and Illnesses
OSHA 300a Summary of Work-Related Injuries and Illnesses

OSHA 301	Injury and Illness Incident Report
SF-91	Motor Vehicle Accident (Crash) Report
SF-94	Statement of Witness
SF-95	Claim for Damage, Injury, or Death

ACA Standards

Performance-Based Standards and Expected Practices for Adult Correctional Institutions (5th Edition): 5-ACI-1D-10, 5-ACI-2A-01, 5-ACI-2A-02(M), 5-ACI-2D-01, 5-ACI-2D-02, 5-ACI-3B-01(M), 5-ACI-3B-02(M), 5-ACI-3B-04(M), 5-ACI-3B-05(M), 5-ACI-5D-01(M), 5-ACI-5D-04(M), 5-ACI-5D-05, 5-ACI-6A-17(M), 5-ACI-6D-05

Performance-Based Standards and Expected Practices for Adult Local Detention Facilities (5th Edition): 5-ALDF-1A-01(M), 5-ALDF-1A-03(M), 5-ALDF-1A-04, 5-ALDF-1A-13, 5-ALDF-1A-15, 5-ALDF-1C-08(M), 5-ALDF-1C-09(M), 5-ALDF-1C-10(M), 5-ALDF-1C-11(M), 5-ALDF-4C-18(M), 5-ALDF-4D-33

Standards for the Administration of Correctional Agencies, 2nd Edition: 2-CO-2A-02, 2-CO-2A-01, 2-CO-3B-01, 2-CO-1D-02, 2-CO-1D-05, 2-CO-1D-06

Standards for Correctional Training Academies, 1st Edition: 1-CTA-2B-01, 1-CTA-2B-03, 1-CTA-3B-06(M), 1-CTA-3C-05(M), 1-CTA-3E-03, 1-CTA-3E-04, 1-CTA-3E-05

Records Retention Requirements

Requirements and retention guidance for records and information applicable to this program are available in the Records and Information Disposition Schedule (RIDS) on the Bureau's intranet site.