
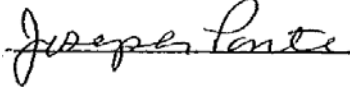


POLICY TITLE: SAFETY PROGRAM, GENERAL GUIDELINES		PAGE <u>1</u> OF <u>10</u>
POLICY NUMBER: 12.3 (Adult) 21.3 (Juvenile)		
CHAPTER 12 / 21: PHYSICAL PLANT AND MAINTENANCE		
	STATE of MAINE DEPARTMENT OF CORRECTIONS Approved by Commissioner: 	PROFESSIONAL STANDARDS: See Section VII
EFFECTIVE DATE: December 15, 2003	LATEST REVISION: December 2, 2011	CHECK ONLY IF APA []

I. AUTHORITY

The Commissioner of Corrections adopts this policy pursuant to the authority contained in 34-A M.R.S.A. Section 1403.

II. APPLICABILITY

All Adult and Juvenile Correctional Facilities

III. POLICY

It is the policy of the Department of Corrections to maintain a safe, secure, and healthy living environment and working for staff, prisoners, residents and visitors.

To accomplish and maintain this mission, Chief Administrative Officers of each juvenile and adult correctional facility shall establish and maintain a written safety plan that complies with all life safety codes, health codes, professional practices for health and safety and applicable ACA Standards. The facility's program shall include a scheduled systematic inspection process of all areas of the facility by qualified Departmental staff, and at least annual inspections by state and outside agencies with jurisdiction over health and safety codes. Documentation shall be maintained from an independent outside source that any deficiencies noted in annual inspections have been corrected.

Provisions for training staff in safety, health and emergency preparedness plans is an essential component of the facility safety program. At a minimum, training shall include: facility Health, Safety and Emergency Plans and Procedures; Identifying and documenting noncompliance with health and safety requirements; reporting noncompliance and the process to remedy safety concerns.

IV. CONTENTS

- Procedure A: Safety Program, General
- Procedure B: Safety Officer's Responsibilities
- Procedure C: Safety Inspections

V. ATTACHMENTS

- Attachment A: Prisoner Accident/Injury Report form
- Attachment B: Resident Accident/Injury Report form

VI. PROCEDURES

Procedure A: Safety Program, General

1. The Chief Administrative Officer shall be responsible for ensuring that the Department's policies and procedures and facility practices pertaining to safety and health in correctional facilities are implemented.
2. The mission for safety and health programs at each facility is to:
 - a. Promote and communicate the facility's health and safety program;
 - b. Reduce the number of injuries or illnesses associated with unsafe or unhealthy work conditions;
 - c. Eliminate and/or control health and safety hazards in the working and living environment;
 - d. Reduce worker's compensation costs;
 - e. Reduce employee leave following an illness or injury related to occupational safety and health conditions; and
 - f. Establish the mechanisms for ensuring accurate documentation is maintained on accidents, injuries and illnesses occurring at the Department's correctional facilities.
3. The Safety and Health program at each facility shall be designed to achieve the goals and objectives of the Department for ensuring safe and healthy working and living conditions are accomplished as part of daily management of all aspects of facility operations.
4. Each facility's written safety plan shall conform to the Department's established policy and procedures pertaining to safety and shall comply with all applicable code requirements and professional standards. The plan shall be based on an

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
12.3 (Adult) Safety Programs, 21.3 (Juvenile) General Guidelines	12. (Adult) Physical Plant and 21. (Juvenile) Maintenance	Page 2 of 10 12/2/11R

analysis of each facility's injury experience (of both staff and prisoners/residents) and methods for identifying problems and taking preventive or corrective measures. The plan shall be reviewed at least annually. At a minimum, the written safety plan at each correctional facility shall include:

- a. Implementing occupational safety and health procedures established by the relevant components of the facility's mission statement, including management's commitment to safe conditions in the living and workplace;
 - b. Provisions for conducting training for supervisors and line staff regarding safety in the living and workplace;
 - c. Provisions for safety rules that address the following:
 - 1. Employee's, prisoner's and resident's responsibilities for following established safety rules and practices;
 - 2. Housekeeping responsibilities of both staff and prisoners/residents;
 - 3. Protective clothing and personal protective equipment where required;
 - 4. Responsibilities for participating in training and education on safety;
 - 5. Requirements for reporting accidents, injuries, and illnesses, (see Attachment A/B)
 - 6. Requirements for documenting medical treatment;
 - 7. Waste disposal related to safety and health; and
 - 8. Requirements for recordkeeping.
5. Staff at each facility shall be responsible for the following actions:
- a. Inspecting areas to detect safety and health hazards;
 - b. Reporting potential or actual unsafe or dangerous conditions to their immediate supervisor, consistent with the a facility's chain of command, and
 - c. Documenting safety and health hazards in the appropriate log or incident reporting mechanism, consistent with post orders.
6. The Chief Administrative Officer, or designee, shall ensure that neither staff nor prisoners nor residents are subjected to disciplinary or any other adverse job action or retaliation for reporting safety or health violations.
7. Prisoners and residents shall be informed about their responsibilities for safety, sanitation and health during the facility and unit orientation and/or by way of

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
12.3 (Adult) Safety Programs, 21.3 (Juvenile) General Guidelines	12. (Adult) Physical Plant and 21. (Juvenile) Maintenance	Page 3 of 10 12/2/11R

written rules and regulations contained in the prisoner or resident handbook. Prisoners and residents may be subject to discipline or other administrative actions for violating rules regarding safety, sanitation and/or health.

8. Prisoners and residents shall receive training and education regarding safety and health consistent with work assignments and the facility's safety education programs.
9. Staff, prisoners, residents, visitors, and others shall wear industrial safety glasses, goggles, and hard hats when their use is mandated.

Procedure B: Safety Officer's Responsibilities

1. The Chief Administrative Officer of each correctional facility shall designate a staff member as the facility's Safety Officer. The designated Safety Officer shall receive appropriate training and shall obtain and maintain the necessary licensure or certification requirements.
2. At a minimum, the facility's designated Safety Officer shall be responsible for the following duties and responsibilities:
 - a. Developing and communicating the facility's comprehensive written safety plan, rules and procedures for approval by the Chief Administrative Officer;
 - b. Coordinating implementation of the facility's safety program;
 - c. Assisting in conducting and/or developing training for supervisors, other staff and prisoners/residents regarding topics related to safety;
 - d. Coordinating, developing and implementing the facility's method for staff and prisoners and residents to report unsafe conditions in the workplace;
 - e. Conducting or participating in the review of each accident, regardless of whether the accident resulted in injury so safety hazards can be identified and reoccurrences can be prevented;
 - f. Coordinating the activities of the facility's Health and Safety Committee, including coordination with other correctional facilities and Central Office staff.
 - g. Obtaining and maintaining a complete and current listing of the hazardous materials inventory and Material Safety Data Sheets;

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
12.3 (Adult) Safety Programs, 21.3 (Juvenile) General Guidelines	12. (Adult) Physical Plant and 21. (Juvenile) Maintenance	Page 4 of 10 12/2/11R

- h. Assisting in the development of facility emergency plans;
 - i. Maintaining a current listing of all identified workplace/living area hazards and any corrective action taken or abatement plans that have been developed;
 - j. Conducting periodic and annual evaluations of the facility's safety program and safety plans;
 - k. Conducting monthly, quarterly and annual internal safety inspections of all areas of the facility using a comprehensive Health and Safety Inspection Checklist developed by the facility;
 - l. Coordinating with other facility staff responsible for Fire Safety, Hazardous Materials Control, and Health and Sanitation when their duties and responsibilities are not incorporated within the responsibilities of the Safety Officer;
 - m. Coordinating with representatives and inspectors from outside regulatory agencies and Central Office for inspecting, monitoring, and enforcement of health and safety requirements; and
 - n. Coordinating and monitoring posted information pertaining to safety in the workplace to ensure it is updated in all appropriate locations within the facility.
3. Safety Officers shall assist the facility's training staff in developing and ensuring the content for all training curricula pertaining to health and safety in the living and workplace is based on applicable legal and code requirements and Departmental policies and procedures.
4. The content of safety training shall include, at a minimum, the following topic areas, unless the topics are covered in other areas of the overall Department or facility training plans:
- a. Staff exposure to potential safety and health hazards;
 - b. Trend analysis information regarding the frequency or patterns of safety and health incidents involving specific classifications of staff and work areas;
 - c. Appropriate rules of regulatory and/or professional standards agencies such as the Occupational Safety and Health Administration, Department of Labor, Environmental Protection Agency, American Correctional

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
12.3 (Adult) Safety Programs, 21.3 (Juvenile) General Guidelines	12. (Adult) Physical Plant and 21. (Juvenile) Maintenance	Page 5 of 10 12/2/11R

Association, National Commission of Correctional Health Care, etc.;

- d. Individual staff and/or post responsibilities for safety, health and sanitary practices, and responsibilities for the same for prisoners and residents under their supervision;
 - e. Supervisory personnel responsibilities to review safe work practices of staff under their span of control, including taking appropriate action to ensure staff follow safety rules and safe practices;
 - f. Proper use of personal protective equipment and the circumstances when such equipment must be used;
 - g. Equipment maintenance and other safety issues; and
 - h. Emergency plans and procedures.
5. The facility's requirements for the quantity and content of staff health and safety training that is required should be proportional to and based upon the following criteria:
- a. the need for training in specific areas involving new programs, services or operations established by the facility where the potential for accidents or injuries are greatly increased, e.g., industries programs, etc.;
 - b. the need for additional training to comply with requirements of regulatory agencies, e.g., Occupational Safety and Health Administration, Center for Disease Control; and,
 - c. other findings or evaluations which determine the facility has achieved the mission for health and safety training.

Procedure C: Safety Inspections

- 1. The Chief Administrative Officer shall ensure systems are established for inspecting safety and health practices to achieve compliance with requirements of applicable regulatory agencies, professional standards, and Departmental policies and procedures.
- 2. The designated facility Safety Officer shall be responsible for coordinating and implementing safety inspections.
- 3. Facility staff shall cooperate with outside inspectors when they are conducting safety and health inspections in any area of the facility.

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
12.3 (Adult) Safety Programs, 21.3 (Juvenile) General Guidelines	12. (Adult) Physical Plant and 21. (Juvenile) Maintenance	Page 6 of 10 12/2/11R

4. The facility's Medical Director, or designee, shall consult with the designated facility Safety Officer when coordinating safety inspections of health care areas or operations to determine compliance with ACA standards or the National Commission on Correctional Health Care;
5. Accurate records of all safety and health inspections shall be maintained and stored in an appropriate location to ensure their protection from damage, including copies of inspection reports that are obtained from outside agencies and any plans for correcting cited deficiencies.
6. Facilities shall comply with any record keeping systems required by regulatory agencies that are supplemental to the Department's requirements.
7. At a minimum, inspections that are designed to enhance health and safety conditions in various areas of the facility operations shall include:
 - a. Identifying and correcting hazards that can result in accidents, i.e., trip hazards caused by extension cords or other obstacles, etc.;
 - b. Identifying and correcting overhead hazards, including structural problems, falling tiles, dangling wires, etc.;
 - c. Identifying and correcting the accumulation of functioning and/or non-usable property (clutter) in an area when such a condition results in non-compliance with Life Safety Codes or facility rules regarding quantity limits, storage or disposal of property, etc.;
 - d. Identifying and correcting fire hazards;
 - e. Identifying and correcting tool and equipment safety hazards including mechanical, electrical and hydraulic system problems, damaged electrical outlets, etc.;
 - f. Identifying and correcting hazardous materials deficiencies not identified during other facility inspections;
 - g. Identifying and correcting unsafe and unsanitary conditions not identified during other facility inspections;
 - h. Identifying and correcting deficiencies involving the use, care and storage of personal protective clothing or equipment, including identifying the availability or use of personal protective equipment; and

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
12.3 (Adult) Safety Programs, 21.3 (Juvenile) General Guidelines	12. (Adult) Physical Plant and 21. (Juvenile) Maintenance	Page 7 of 10 12/2/11R

- i. identifying and correcting violations of health and safety or Departmental policies.
8. At a minimum, a weekly inspection to determine compliance with safety standards shall be conducted by the designated Safety Officer or other qualified facility staff member. The inspection shall be documented, reviewed and deficiencies corrected as soon as possible.
 9. A comprehensive and thorough monthly inspection by a qualified fire and safety officer shall be conducted for the purpose of determining the facility's compliance with applicable safety and fire prevention standards. The facility's monthly safety inspection by a qualified fire and safety officer may be conducted in conjunction with the monthly fire safety inspection and/or the monthly sanitation inspection.
 10. Maintenance staff shall be assigned to conduct preventive maintenance inspections and/or tests to ensure mechanical systems they are responsible for are operating properly and not creating a hazardous or unsafe condition. Maintenance staff shall repair, remove, or replace broken or unsafe tools and equipment, furnishings and other property when discovered or identified by a work order submitted to them. Work orders involving hazards shall be prioritized for immediate investigation and appropriate actions to correct the unsafe condition.
 11. At each facility, meetings shall be held, at least quarterly, to discuss reports and findings arising from safety inspections. These meetings may be conducted in conjunction with the Health and Safety Committee meetings. Appropriate staff shall participate in those meetings to assist in improving the channels of communications necessary to promote safety and correct deficiencies in a timely manner. All such meetings shall be fully documented and kept on file at the facility.
 12. Housing pod officers are responsible for conducting safety and sanitation checks at their respective posts and within the housing areas assigned during each shift and consistent with post orders, the unit plan and training guidelines.

VII. PROFESSIONAL STANDARDS

ACA:

ACI - 4-4212 (MANDATORY) Written policy, procedure, and practice provide for a comprehensive and thorough monthly inspection of the institution by a qualified fire and safety officer for compliance with safety and fire prevention standards. There is a weekly fire and safety inspection of the institution by a qualified departmental staff member.

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
12.3 (Adult) Safety Programs, 21.3 (Juvenile) General Guidelines	12. (Adult) Physical Plant and 21. (Juvenile) Maintenance	Page 8 of 10 12/2/11R

ACI - 4-4329 (MANDATORY) The facility complies with all applicable health codes and regulations of the governing jurisdiction, and there is documentation by an independent, outside source that any past deficiencies noted in annual inspections have been corrected. Copies of all inspections will be forwarded to both the facility or program administrator and the health authority. The following facility inspections are required:

- weekly sanitation inspections of all facility areas by a qualified departmental staff member
- comprehensive and thorough monthly inspections by a safety or sanitation specialist
- at least annual inspections by federal, state, and/or local sanitation and health officials or other qualified person(s)

ACI - 4-4420 There is a written plan to address offender and staff injury prevention. The plan is based on an analysis of the facility's injury experience and includes methods for identification of problems and preventive or corrective measures.

4-ACRS-1A-02 (MANDATORY) The facility complies with the sanitation and health codes of the jurisdiction having authority.

4-ACRS-1A-03 Sanitation and safety inspections are conducted weekly. Inspection results are reviewed and deficiencies are corrected.

4-JCF-1A-07 (MANDATORY) The facility is clean, sanitary, and safe. The facility complies with applicable federal, state, and local safety, sanitation and health codes.

1. There is an annual health/sanitation inspection of the facility by appropriate government officials, as required by federal/local/state codes.
2. There are weekly safety and sanitation inspections of all facility areas.
3. Inspections are reviewed, and deficiencies are corrected.
4. The facility's potable water source and supply, whether owned and operated by the public water department or the institution, is approved by an independent outside source to be in compliance with jurisdictional laws and regulations.
5. Waste is disposed of according to a plan approved by the appropriate regulatory agency.
6. Vermin and pests are controlled.

4-JCF-1B-01 (MANDATORY) The facility conforms to applicable federal, state, and/or local fire safety codes. Fire safety inspections are conducted at the following intervals:

1. An annual inspection is conducted by the authority having jurisdiction or other qualified person(s).
2. A monthly inspection is conducted by a qualified fire and safety officer.
3. Weekly inspections are conducted by trained departmental staff.

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
12.3 (Adult) Safety Programs, 21.3 (Juvenile) General Guidelines	12. (Adult) Physical Plant and 21. (Juvenile) Maintenance	Page 9 of 10 12/2/11R

4-JCF-4C-58 A written plan addresses both juvenile and staff injury prevention. The plan is based on an analysis of the facility's injury experience and includes methods for identification of problems and taking of preventive or corrective measures. The plan is reviewed at least annually.

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
12.3 (Adult) Safety Programs, 21.3 (Juvenile) General Guidelines	12. (Adult) Physical Plant and 21. (Juvenile) Maintenance	Page 10 of 10 12/2/11R