



**Administrative Policies and Procedures: 29.1**

<b>Subject:</b>	<b>Monitoring and Conducting Fire, Sanitation, Environmental Conditions and Occupational Safety Inspections in a Youth Development Center</b>
<b>Authority:</b>	TCA 37-5-101; 37-5-102; 37-5-105 (3); 37-5-106; <i>National Fire Protection Agency (NFPA); Occupational Safety and Health Administration (OSHA)</i>
<b>Standards:</b>	<b>ACA:</b> 4-JCF-1A-05, 4-JCF-1A-06, 4-JCF-1A-07, 4-JCF-1A-08, 4-JCF-1B-01, 4-JCF-1B-02, 4-JCF-1C-04
<b>Application :</b>	Department of Children's Services Youth Development Center Employees
<b>Policy Statement:</b>	
Youth Development Center (YDC) employees maintain a clean, safe working and living environment for employees, youth and visitors. The YDC is equipped with a fire alarm system and automatic detection system. Sanitation, fire, and emergency equipment inspections are conducted in accordance with state, federal and local fire codes. An annual health, sanitation and fire inspection is conducted with assistance from DCS Support Services Division and applicable federal, state and/or local officials.	
<b>Purpose:</b>	
To provide guidelines to ensure applicable laws and rules are followed related with fire, safety, communication protocols, and sanitation inspections.	
<b>Procedures:</b>	
<b>A. Role of Employees</b>	<ol style="list-style-type: none"> <li>It is the responsibility of YDC employees to observe and be aware of fire hazards, such as altered electrical outlets/cords, overloaded electrical circuits, expended fire extinguishers and improper trash storage.</li> <li>It is essential that all employees make fire prevention a basic part of daily activities by detecting, reporting and correcting fire hazards. All employees are attentive to maintaining good housekeeping standards to further the goal of safety and fire prevention.</li> </ol>
<b>B. Role of the Facility Safety Officer</b>	<ol style="list-style-type: none"> <li>The Facility Safety Officer (FSO) receives training in fire safety and fire codes prior to assuming responsibilities of the safety officer.</li> </ol> <p>Forty (40) hours of initial fire and safety training is required the first year of employment and sixteen (16) hours of fire safety training each year after. Training</p>

	<p>topics include:</p> <ul style="list-style-type: none"> <li>◆ Fire safety issues;</li> <li>◆ Hazardous chemical control;</li> <li>◆ Job safety, sanitation, environmental conditions; and</li> <li>◆ Relevant DCS policies, forms and accreditation standards.</li> </ul> <p>2. The FSO:</p> <ul style="list-style-type: none"> <li>◆ Is notified immediately of all incidents pertaining to fire and occupational safety (fires, spills, etc.), especially those that involve physical injury and/or property damage occurring at the facility.</li> <li>◆ Conducts an investigation of the incident and forwards the investigative report to the Superintendent and Central Office Fire Safety Officer no later than ten (10) working days after the incident occurred.</li> <li>◆ Maintains current <i>National Fire Protection Agency (NFPA), Occupational Safety and Health Administration (OSHA), International Building Codes</i> and manuals and access to DCS policies that pertain to conducting fire, sanitation, environmental and safety inspections.</li> <li>◆ Is responsible for revising and updating DCS policies and manuals when new information becomes available to conform with any new or revised NFPA codes and OSHA Standards.</li> </ul> <p><b>Note:</b> The FSO serves as the Facility Sanitation Coordinator.</p>
<p><b>C. Monthly Fire, Sanitation and Occupational/ Safety Inspections</b></p>	<ol style="list-style-type: none"> <li>1. The Superintendent appoints inspectors who work with the FSO to conduct weekly fire/safety and sanitation inspections within the facility.</li> <li>2. The FSO provides one (1) hour of initial training and one (1) of annual training to those appointed to conduct weekly fire/safety and sanitation inspections, including completing required forms.</li> <li>3. The FSO does regular visual checks of the facility. The sanitation checklist, <b>CS-0117, Inspection Checklist for Offices and Facilities</b>, is completed at the direction of the FSO. Supervisors are responsible for any recommended corrective action, and submitting work requests to the contracted provider per established protocols.</li> <li>4. The FSO conducts monthly fire, occupational/safety inspections.</li> <li>5. The FSO prepares a comprehensive monthly report by completing form <b>CS-4217, Wilder Youth Development Center Fire and Occupational Safety Health Act (OSHA) Safety Monthly Report</b> based upon inspection findings and submits the report to the Superintendent by the tenth (10) day, excluding weekend and holidays, of the following month.</li> </ol> <p>Upon receipt of the monthly report, the Superintendent advises the area supervisor to prepare a corrective action plan. Life safety code violations are corrected immediately.</p>

6. The monthly report includes the following:
- a) **Status Report on Outstanding Deficiencies:**
    - ◆ Information regarding previously reported problems from past fire safety inspections (weekly, monthly, or annual) that have not been corrected.
  - b) **Review of Documentation and Equipment Inspection:**

On-site inspection of fire safety equipment and reports completed or received during the month, include:

    - ◆ ***Inspection Checklist for Offices and Facility***, form **CS-0117**;
    - ◆ ***Emergency Exit Drill***, form **CS-0234**;
    - ◆ Quarterly alarm and sprinkler inspections;
    - ◆ Emergency generator logs;
    - ◆ Hazardous chemical inventory/SDS;
    - ◆ Emergency spill kits;
    - ◆ Eye wash stations;
    - ◆ Fire extinguishers and hood suppression systems;
    - ◆ Fire hydrants and sprinkler system components;
    - ◆ Emergency power and lighting systems;
    - ◆ All exit doors and signs; latches, locks, and closers;
    - ◆ Alarm system components; and
    - ◆ Fire Pumps.
  - c) **Tennessee Occupational Safety and Health (TOSHA):** Onsite inspection of the following:
    - ◆ **Receiving, shipping, storage** of equipment, layout, heights, floor loads, projection of materials, material handling methods;
    - ◆ **Building conditions**- floors, walls, ceilings, exits, stairs, walkways, ramps, platforms, driveways, aisles;
    - ◆ **Housekeeping**- waste disposal, tools, objects, materials, leakage and spillage, methods, schedules, work areas, remote areas, windows, ledges;
    - ◆ **Electricity**- equipment, switches, breakers, fuses, switchboards, junctions, special fixtures, circuits, insulation, extensions, tools, motors, grounding, code compliance, light covers;
    - ◆ **Lighting**- type, intensity, controls, condition, diffusion, location, glare and shadow control, standards applied;

	<ul style="list-style-type: none"> <li>◆ <b><u>Heating and ventilation</u></b>- type, effectiveness, temperature, and humidity controls;</li> <li>◆ <b><u>Machines</u></b>- guarding points of operation, flywheels, gears, shafts, pulleys, key ways, belts, couplings, sprockets, chains, frames, controls, lighting, tools and equipment, brakes, exhausting, feeding, oiling, adjusting, maintenance, grounding, how attached, work space, location;</li> <li>◆ <b><u>Personnel</u></b>- training, experience, methods of checking machines for use, methods of cleaning and/or adjusting machinery, clothing used near machines, personal protective equipment, use of guards, tool storage, work practices;</li> <li>◆ <b><u>Hand power tools</u></b>- purchasing standards, inspection, storage, repair, use and handling;</li> <li>◆ <b><u>Maintenance</u></b>- regularity, effectiveness, materials and equipment used, method of locking out machinery, general methods;</li> <li>◆ <b><u>Personal protection</u></b>- shoes, eye protection, ear protection, repair, storage, assignment of responsibility, standards observed, rules posted, head protection if working overhead; and</li> <li>◆ <b><u>Prior month deficiencies</u></b>- compliance with TOSHA regulations, progress made toward compliance.</li> </ul>
<p><b>D. Annual Fire and Health Inspections</b></p>	<ol style="list-style-type: none"> <li>1. An annual inspection is conducted by the State Fire Marshal's Office at the YDC.</li> <li>2. The inspection report, listing conditions of compliance and non-compliance, is filed with the Superintendent and with the DCS Facilities Division.</li> <li>3. A Plan of Corrective Action (POCA) is prepared by the FSO, in coordination with the DCS Facility Division, and provided to the State Fire Marshal's office within thirty (30) days of receipt of the inspection report.</li> <li>4. An annual environmental inspection is conducted by the Department of Health. The FSO documents corrective action.</li> </ol>
<p><b>E. Specialized Inspections</b></p>	<ol style="list-style-type: none"> <li>1. All exercises, inspections, and load tests are completed by a contracted vendor and forwarded to the FSO at the end of each month.</li> <li>2. Battery operated emergency lights are tested according to the requirements of <i>NFPA 101</i>, Chapter 7.9.3 Periodic Testing of Emergency Lighting Equipment.</li> <li>3. Fire hydrants are flushed semi-annually (Spring and Fall) under the supervision of the FSO.</li> <li>4. Fire Hydrants are flow tested at least every three years (3) and/or when major maintenance is accomplished on the water grid system. The FSO, along with another qualified agency, conduct flow testing.</li> </ol>

	<ol style="list-style-type: none"> <li>5. Sprinkler and fire alarm systems are inspected and tested quarterly in accordance with NFPA standards. No less than 25% of the components are tested at each site. Smoke detectors are tested annually.</li> <li>6. Documentation indicating date, time, individual initiating devices, test results and name of person conducting the test is maintained in the office of the FSO. A record is maintained to ensure that different devices and appliances are tested in subsequent tests in accordance with NFPA.</li> <li>7. Dry pipe valves are required to be trip tested every three (3) years and fire pumps require annual testing.</li> <li>8. The facility inspection for both sprinkler systems and fire alarm quarterly inspection consists of the vendor, and the FSO.</li> <li>9. All contractors who conduct fire alarm systems or sprinkler systems inspections/service are certified by the <i>State of Tennessee Department of Commerce and Insurance, Division of Regulatory Boards</i>.</li> <li>10. Portable fire extinguishers shall be inspected monthly by individuals trained by the FSO to conduct weekly inspections. Inspection will be recorded on the Monthly Inspection Record attached to the fire extinguisher. The extinguishers will also be inspected annually by an authorized fire extinguishing service company in accordance with NFPA requirements.</li> <li>11. A qualified vendor inspects the kitchen hood and fire suppression system at least semi-annually. The hood and ductwork is cleaned as needed. Documentation of inspections and cleanings are maintained.</li> <li>12. Exit signs are tested in accordance with NFPA 101.</li> </ol>
<p><b>F. Pest/Vermin Control</b></p>	<p>The YDC has a contract with a licensed pest control company to provide routine and emergency services to control pests and vermin at the facility.</p> <ol style="list-style-type: none"> <li>1. Employees report any observation of insects, rodents, or other vermin. The pest control agency is contacted for emergency services.</li> <li>2. Take precautions to eliminate conditions that are conducive to harboring or breeding vermin ensuring: <ul style="list-style-type: none"> <li>◆ Exit doors are closed securely;</li> <li>◆ Lids for waste containers holding organic waste are secured; and</li> <li>◆ Trash collection areas are kept clean.</li> </ul> </li> </ol>
<p><b>G. Environmental Conditions</b></p>	<p>The following environmental conditions are tested no less than once every three (3) years:</p> <ol style="list-style-type: none"> <li>1. Circulation is at least fifteen (15) cubic feet of outside or re-circulated filtered air per minute, per occupant for rooms, housing areas, employee work stations, and dining areas.</li> </ol>

	<p>Heating, ventilation, and cooling systems ensure healthful living and working conditions for youth and employees with temperatures appropriate to the summer and winter comfort zones.</p> <ol style="list-style-type: none"> <li>2. Showers provide thermostatically controlled hot and cold running water at temperatures ranging from one hundred (100) degrees to one hundred-twenty (120) degrees Fahrenheit.</li> <li>3. Lighting in the facility is appropriate for the task performed but at least twenty (20) foot-candles (<i>i.e.</i>, a unit of measure of the intensity of light falling on a surface, <i>etc.</i>) at desk level and in personal grooming areas. Measurements are documented by a qualified source not less than once per accreditation cycle. Natural light in housing areas is available from an opening or window that has a view to the outside or from a source within twenty (20) feet of the room.</li> </ol>
<p><b>H. Development of Housekeeping Plans</b></p>	<p>The Superintendent or designee develops written housekeeping plans. Plans include: daily, weekly, and monthly duties and are monitored to ensure the facility complies with applicable health codes.</p>
<p><b>I. Water Supply</b></p>	<p>The facility's potable water (<i>e.g.</i>, water of sufficiently high quality that can be consumed or used with low risk of immediate or long-term harm, <i>etc.</i>) source and supply, whether owned and operated by the public water department or the YDC, is approved by an independent outside source to be in compliance with jurisdictional laws and regulations.</p>
<p><b>J. Waste Management</b></p>	<ol style="list-style-type: none"> <li>1. <b>Normal waste</b> <p>The YDC utilizes leak-proof containers for the collection and storage of normal waste. Tightly fitting, solid lids are used where organic waste, food packaging, or other odorant waste might attract insects or rodents.</p> </li> <li>2. <b>Non-Infectious waste</b> <ul style="list-style-type: none"> <li>◆ Razors, cups used to collect urine for a drug screen, and disposable gloves used to handle the cups, are not considered infectious waste. These items are double-bagged with plastic garbage bags and disposed of in a covered garbage container for normal disposal.</li> <li>◆ Body secretions such as saliva, sweat, tears, sputum, nasal discharges, vomit, urine and feces are not considered infectious waste unless visibly contaminated with blood (note: a bandage with a spot of blood on it is not considered infectious waste).</li> <li>◆ Gloves are worn when handling drug screen cups containing urine.</li> </ul> </li> <li>3. <b>Infectious waste</b> <p>Infectious waste includes:</p> <ul style="list-style-type: none"> <li>◆ Human blood, blood products and other potentially infectious body fluids that include blood, semen, vaginal secretions, and certain other fluids that</li> </ul> </li> </ol>

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	<p>would only be encountered in the hospital setting (lymph fluids, cerebrospinal fluids, synovial, pleural, peritoneal, pericardial and amniotic fluids).</p> <ul style="list-style-type: none"> <li>◆ All needles;</li> <li>◆ Sharp objects contaminated with potentially infectious agents; and</li> <li>◆ Biological laboratory wastes, disposable equipment and instruments containing potentially infectious agents.</li> </ul>
<b>K. Infectious Waste Clean-up and Disposal</b>	<ol style="list-style-type: none"> <li>1. Infectious waste generated in the YDC Medical Clinic is placed in red containers or red bags with a biohazard label consistent with established universal precautions and OSHA guidelines. (See the OSHA website <a href="http://www.osha.gov/SLTC/index.html">http://www.osha.gov/SLTC/index.html</a> for additional details.)</li> <li>2. For use of spill kits to clean up infectious waste or how to clean up when a spill kit is not available, see the DCS <a href="#">Exposure Control Manual for Blood Borne Pathogens</a>.</li> </ol>

<b>Forms:</b>	<p><a href="#">CS-0117, Inspection Checklist for Offices and Facility</a></p> <p><a href="#">CS-0234, Emergency Exit Drill</a></p> <p><a href="#">CS-4217, Wilder Youth Development Center Fire and Occupational Safety Health Act (OSHA) Safety Monthly Report</a></p>
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<b>Collateral documents:</b>	<p><a href="#">Exposure Control Manual For Bloodborne Pathogens</a></p> <p><a href="http://www.osha.gov/SLTC/index.html">http://www.osha.gov/SLTC/index.html</a></p> <p><a href="#">National Fire Protection Association (NFPA)</a></p>
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<b>Term</b>	<b>Definition</b>
<b>Facility Safety Officer:</b>	The employee appointed by the Superintendent to manage, direct, and supervise the facility fire and safety program.
<b>Life Safety Codes:</b>	A manual published and updated by the National Fire Protection Association (NFPA) specifying minimum standards for fire safety necessary in the public interest. Two chapters are devoted to correctional facilities.
<b>National Fire Protection Agency (NFPA):</b>	An international organization charged with creating and maintaining minimum standards and requirements for fire prevention and suppression activities, training, and equipment. This includes everything from building codes to the personal protective equipment utilized by firefighters while extinguishing a blaze.
<b>Occupational</b>	OSHA was created by Congress under the Occupation and Health Act signed by

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<b><i>Safety and Health Administration (OSHA):</i></b>	President Richard M. Nixon on December 29, 1970. Its mission is to prevent work-related injuries, illnesses, and deaths by issuing and enforcing rules (called standards) for workplace safety and health.
<b><i>State Fire Marshal:</i></b>	The official assigned to represent the state government in all matters governing fire control and safety in a state operated facility.
<b><i>Sanitation:</i></b>	The application of measures to make environmental conditions favorable to health; the act or process of making sanitary.