



Administrative Policies and Procedures: 29.4

Subject:	Monitoring and Conducting Fire, Safety and Sanitation Inspections in Leased and State-Owned Offices/Facilities
Authority:	TCA 37-5-101, 37-5-102, 37-5-105 (3), 37-5-106; <i>National Fire Protection Agency (NFPA)</i> ; <i>Occupational Safety and Health Administration (OSHA)</i>
Standards:	COA: PA-ASE 1, PA-ASE 3.02- 3.03, PA-ASE 4, PA-ASE 6.01-6.02; PA-RPM 2.01
Application:	To All Department of Children's Services Employees in Leased and State-Owned Offices/Facilities
Policy Statement:	
Each DCS Regional Administrator or Designee (<i>herein referred to as "Administrator"</i>) shall organize a system of monitoring fire, safety, emergency and sanitation procedures to ensure the welfare of staff, children/youth, and visitors in non-State leased offices and facilities and shall ensure that DCS employees, occupying offices in State-owned buildings and facilities, adhere to and are provided a copy of the applicable State building Safety Procedures Employees Handbook or safety protocols.	
Purpose:	
To ensure that all DCS leased offices and facilities adhere to applicable <i>National Fire Protection Agency (NFPA)</i> and <i>Tennessee Occupational Safety and Health Administration (TOSHA)</i> by conducting fire, safety, communication protocols and sanitation inspections to ensure a safe environment to promote productivity for employees and effective service delivery to children and families.	
Procedures:	
A. Responsibilities of all DCS employees	All employees at DCS offices and facilities locations are observant of conditions that may cause fires or other hazards. <ol style="list-style-type: none"> 1. Appliance and equipment electrical cords must be maintained in good condition and protected from traffic that may fray the wires or create a tripping hazard. Outlets and switches must be covered and function properly. 2. Every effort is made to minimize the use of chemicals that are significantly flammable, toxic, or caustic. All chemicals must be secured in areas that are not accessible to the public except under the supervision of DCS office staff. 3. In accordance with <i>Federal Statute 20 USCA 6082</i>, regardless of any smoking policy or lack thereof, smoking is <u>not</u> permitted in any State or leased occupied buildings and facilities in which children/youth are programmed or provided routine access and services. (See DCS Policy <u>1.9, Prohibition of Use of Tobacco and Smoking Products.</u>)

	<p>4. All employees take appropriate measures to protect the safety of all persons who are in its facilities or on its grounds.</p>
<p>B. Responsibilities of owners of leased property</p>	<p>1. The owners of properties in which DCS offices are housed maintain those properties in compliance with business occupancy standards of the <u>National Fire Protection Agency (NFPA) 101</u> (<u>The Life Safety Codes, chapter 38 and/or 39</u>) and must provide a routine of inspections, testing, and servicing to ensure the proper operation of all fire safety equipment.</p> <p>2. Where DCS offices and facilities are leased, office staff members must notify the contract service provider about any problems regarding fire safety equipment. If the contract service provider fails to maintain functional equipment after notification, the office/facility Administrator or designee register a formal complaint through the DCS Division of Facilities and Support Services.</p>
<p>C. Role of the fire and safety coordinator for leased property</p>	<p>1. The office/facility Administrator or designee appoint a Fire and Safety Coordinator to conduct all in-house inspections for fire, safety, and sanitation practices and to document these inspections and deficiencies on form CS-0117, Inspection Checklist for Offices and Facilities.</p> <p>2. Written notification of the name of the employee appointed for each DCS office and facility must be provided to the Departmental Safety Officer in Facilities Management and Support Services.</p> <p>3. For DCS Regional and Field Offices, the fire and safety coordinator conducts/coordinates two (2) annual fire drills in which all or most of the facility's office staff must participate which is scheduled during normal working hours. Staff conducting the drills document them on form CS-0234, Emergency Exit Drill.</p>
<p>D. Role of the Departmental Safety Officer</p>	<p>The DCS Safety Officer, Division of Facilities Management and Support Services or approved designee:</p> <ul style="list-style-type: none"> ◆ Assists designated Fire and Safety Coordinators on development of procedures on conducting fire and safety inspections and filling out appropriate forms. ◆ Maintains inspection and fire drill records on file for three (3) years.
<p>E. Monthly inspection of leased property</p>	<p>1. Each leased office/facility has monthly inspection by the DCS Departmental Safety Officer/designee, DCS Division of Facilities Management and Support Services to assess safety and security needs.</p> <p>2. The office/facility Administrator or designee ensure that any deficiencies cited are corrected as soon as possible by the property owner or management firm.</p>

<p>F. Training on fire and safety</p>	<p>The DCS Departmental Safety Officer provides training to all designated Fire Safety Coordinators or other employees, as needed, and ensure that this training is documented on the employee's training record.</p>
<p>G. Reporting fire or other property damage</p>	<ol style="list-style-type: none"> 1. The appropriate office/facility Administrator or designee notifies the DCS fire safety officer immediately in the event of fire or property damage to a DCS office, facility. 2. A DCS fire safety officer responds when assigned to the incident location, investigate, and generates a report of the incident. 3. The report is forwarded to the appropriate Executive Director of Regional Support and the Director of Facilities and Support Services no later than ten (10) working days after the incident occurred. 4. A copy of the report is maintained on file by the DCS fire safety officer assigned to DCS Facilities and Support Services division.
<p>H. Pest/vermin control</p>	<ol style="list-style-type: none"> 1. For leased facilities, the Contract service provider contracts for pest control unless otherwise specified in the lease agreement. 2. Employees report any observation of insects, rodents, or other vermin and the pest control agency is contacted for emergency services when conditions warrant. 3. Employees must also take precautions to eliminate conditions that are conducive to harboring or breeding vermin that includes, but not limited to: <ul style="list-style-type: none"> ◆ Exit doors are always closed securely; ◆ Lids for waste containers holding organic waste are fastened down; and ◆ Trash collection areas are kept clean.
<p>I. Waste management</p>	<ol style="list-style-type: none"> 1. Normal waste All offices will utilize 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. 2. Non-Infectious waste <ol style="list-style-type: none"> a) Razors, drug screen cups and disposable gloves used to handle the cups are not considered infectious waste. These items should be double-bagged with plastic garbage bags and disposed of in a covered garbage container for normal disposal. b) 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 and a urine cup with urine from a drug screen are not considered infectious waste).

	<p>c) Gloves must be worn when handling urine drug screen cups.</p> <p>3. Infectious waste</p> <p>Infectious waste includes, but is not limited to:</p> <ul style="list-style-type: none">◆ Human blood, blood products and other potentially infectious body fluids that include blood, semen, vaginal secretions, and certain other fluids that would only be encountered in the hospital setting (lymph fluids, cerebrospinal fluids, synovial, pleural, peritoneal, pericardial and amniotic fluids).◆ All needles;◆ Sharp objects contaminated with potentially infectious agents; and◆ Biological laboratory wastes, disposable equipment and instruments containing potentially infectious agents.
<p>J. Infectious waste clean-up and disposal</p>	<p>1. Clean-up of infectious waste using spill kits:</p> <ol style="list-style-type: none">a) Remove latex gloves from packet and place one on each hand.b) Remove bag of absorbent material and open one end of zipper bag. Sprinkle absorbent material on spill and allow 2-3 minutes for powder to absorb spill.c) Remove red disposal bag and tie. Open bag so that spill pickup is deposited in red bag.d) Take small shovel from the bag. Using the instruction card and the shovel, pick up the spill, which has jelled, and deposit in the red bag along with the shovel and card.e) After the spill has been removed, use disinfecting towelette to complete the clean-up. Wipe surface thoroughly to clean up and to disinfect. Deposit used towelette in the bag.f) Use dry towel for final wipe dry area. Deposit it in red bag.g) Remove gloves and deposit them in the red bag.h) Clean hands with moist towelettes and deposit in the red bag.i) Twist top of red bag, fold, and close securely with bag tie.j) Deposit red bag in nearest garbage container or infectious waste container. <p>2. Clean-up of infectious waste when spill kits are not available:</p> <ol style="list-style-type: none">a) Clean up blood and other body fluids promptly. Always use an approved disinfectant such as bleach added to water anytime a surface is contaminated with blood or other body fluids. A solution of 5.25% sodium hypochlorite (household bleach) diluted between 1:10 and 1:100 with water. The standard recommendation is to mix 1 ounce of bleach and 9 ounces of water.

	<p>b) Wear gloves and any other necessary protective clothing to prevent contact with blood or other body fluids.</p> <p>c) If cleaning up a spill of blood, carefully cover the spill with paper towels or rags, then gently pour the 10% solution of bleach over the towels or rags, and leave it for at least 10 minutes. This helps ensure that any blood borne pathogens are killed before cleaning or wiping the material up. By covering the spill with paper towels or rags, it decreases the chances of causing a splash when bleach is poured on it.</p> <p>d) With gloves on:</p> <ul style="list-style-type: none">◆ Wipe up the infectious waste and the paper towel and place them in a plastic garbage bag;◆ Wipe the surface with the 10% solution of bleach with more paper towels;◆ Dispose of the paper towels into same plastic garbage bag;◆ Remove gloves last and place them into the plastic garbage bag; and◆ Secure the bag with a tie and place in covered garbage container. <p>e) Wash hands thoroughly with soap and water for at least two (2) minutes. Rinse under running water and dry hands with clean paper towels.</p>
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Forms:	<p><u>CS-0117, Inspection Checklist for Offices and Facilities</u></p> <p><u>CS-0234, Emergency Exit Drill</u></p> <p><i>Evacuation Plan Outline</i></p>
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Collateral documents:	<p><u>Tennessee Occupational Safety and Health Act of 1972 (TOSHA)</u></p> <p><u>Exposure Control Manual For Bloodborne Pathogens</u></p> <p><u>http://www.osha.gov/SLTC/index.html</u></p> <p><u>National Fire Protection Agency (NFPA)</u></p>
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Glossary:	
Term	Definition
Fire Safety Coordinator:	The employee appointed by the DCS Regional Administrator or office supervisor to conduct all in-house inspections for fire, safety and sanitation practices in DCS leased offices. This includes inspections, monitoring the safety systems, and planning and coordinating emergency drills.
National Fire Protection Agency (NFPA):	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.
Tennessee Occupational Safety and Health Administration (TOSHA):	The Tennessee Department of Labor develops occupational safety and health standards or adopts the OSHA federal standards, rules, regulations and administrative directives governing the enforcement of the Tennessee Occupational Safety and Health Act of 1972, as amended, and the standards promulgated. Tennessee OSHA also enforces the Tennessee Hazardous Chemical Right-to-Know Law which contains requirements in addition to those set forth in the Hazard Communication Standards, 29 CFR 1910.1200 and 20 CFR 1926.59.