

CHAPTER: 400

Physical Plant/Facilities

DEPARTMENT ORDER:

404 – Fire, Safety and Loss Prevention

**OFFICE OF PRIMARY
RESPONSIBILITY:**

**FM
OPS
OIG
HS**

Department Order Manual



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A handwritten signature in black ink, appearing to read 'Ryan Thornell', written over a horizontal teal line.

Ryan Thornell, Director

TABLE OF CONTENTS

PURPOSE	1
APPLICABILITY	1
PROCEDURES	1
1.0 FACILITIES MANAGEMENT RESPONSIBILITIES	1
2.0 EMERGENCY PREPAREDNESS ADMINISTRATOR RESPONSIBILITIES	4
3.0 OCCUPATIONAL SAFETY CONSULTANT (OSC) RESPONSIBILITIES	4
4.0 SAFETY AND LOSS PREVENTION COMMITTEES	11
5.0 DEPARTMENT LOSS PREVENTION PROGRAM ELEMENTS.	14
6.0 FIRST AID, BIOHAZARD SPILL AND OLEORESIN CAPSICUM MASK KITS AND SUPPLIES.....	14
7.0 PERSONAL PROTECTIVE EQUIPMENT (PPE)	15
8.0 EQUIPMENT, POWERED INDUSTRIAL TRUCKS AND HEAVY EQUIPMENT SAFETY	16
9.0 CONTROL OF HAZARDOUS ENERGY (LOCKOUT/TAGOUT) PROGRAM	17
10.0 INMATE WORKERS.....	21
11.0 FIRE-RELATED CONTRACTS	22
12.0 RESPIRATORS AND RESPIRATORY PROTECTION.	23
13.0 INSTITUTION/FACILITY EVACUATIONS.....	25
14.0 CONFINED SPACE PROTOCOLS	26
DEFINITIONS/GLOSSARY	26
ATTACHMENTS	27
FORMS LIST	27
OTHER REFERENCES	27
RELATED POLICIES	28
AUTHORITY	28

PURPOSE

This Department Order (DO) establishes procedures to protect the public, Department employees, contractors, and inmates by ensuring facilities are managed safely by the consistent adherence to applicable fire and life safety codes and standards from the National Fire Prevention Association (NFPA), Office of Safety and Health Administration (OSHA), United States (US) Department of Labor, as adopted by the state. This DO also establishes the Department's Loss Prevention Program procedures to comply with the Arizona Administrative Code (A.A.C.) Chapter 10, Article 2's requirement to integrate loss prevention and safety policy into all Department activities.

APPLICABILITY

This DO is applicable to all Department institutions and facilities. Some exceptions for **Contract Beds facilities** are indicated throughout this DO or are managed in accordance with Department contract. **Contract Beds facilities** shall refer to Attachment E, DO Exempted Sections/Subsections.

This DO is not applicable to structural fire, wildland fire or disaster aid responses, which are addressed in DO #918, Fire Crews/Disaster Aid.

The Department's Mandatory Exposure Control Plan, part of the OSHA Mandatory Programs, is a unifying source for this DO and DO #116, Employee Communicable Disease Exposure Control Plan, and DO #1102, Communicable Disease and Infection Control. The Plan outlines the steps to follow for infectious disease management, control, and prevention, in compliance with OSHA Standards general rules and regulations. The Mandatory Exposure Control Plan is located on the ADCNet on the Office of Safety and Environmental Services page.

PROCEDURES

1.0 FACILITIES MANAGEMENT RESPONSIBILITIES

- 1.1 The Assistant Director for Facilities Management or designee shall consult with state regulatory authorities and the Arizona Department of Administration (ADOA) Risk Management Division on the following:
 - 1.1.1 Fire and life safety detection and prevention programs, to include inspection and testing of fire equipment and alarm systems.
 - 1.1.2 Fire and life safety materials/equipment and implementation procedures mandated by code, standard, or rule.
 - 1.1.3 Existing fire equipment and alarm systems repair, replacement, modification, and addition.
 - 1.1.4 Existing structure and infrastructure renovation, demolition, and/or alteration.
- 1.2 Prior to any structure or system renovations, alterations or modifications, including additions to Department fire and life safety systems and alterations to a structure's ingress/egress pattern, the **Deputy Assistant Director for Facilities Management** or designee shall receive written approval from the Arizona Department of Forestry and Fire Management (ADFFM) and ADOA Risk Management.

- 1.3 Fire and Life Safety Administrator Responsibilities - The Fire and Life Safety Administrator shall:
 - 1.3.1 Collaborate with the Staff Development and Training Bureau as required in annual fire and life safety training curriculum development.
 - 1.3.2 Ensure Department Occupational Safety Consultants (OSCs) complete all required OSHA safety training requirements **per** DO #509, Employee Education and Training and this DO.
 - 1.3.3 Act as a Department liaison with:
 - 1.3.3.1 The ADFFM and ADOA Risk Management.
 - 1.3.3.2 OSCs.
 - 1.3.3.3 Local jurisdictional fire departments where appropriate or required.
 - 1.3.3.4 Fire Marshals and/or the authority having jurisdiction.
 - 1.3.3.5 The Arizona Departments of Occupational Safety and Health (ADOSH), Health Services (ADHS), Food Safety, and Environmental Quality (ADEQ).
 - 1.3.3.6 The Arizona Corporation Commission (ACC).
 - 1.3.3.7 OSHA and other applicable regulatory authorities as required or needed.
 - 1.3.4 Coordinate and prepare all Department responses to regulatory agencies relating to inquiries, inspections or reports of violations/non-compliance issues. In preparing responses, institution/facility compliance and regulatory comments, and/or findings shall be used.
 - 1.3.4.1 All responses shall be forwarded for review by the **Office of the** General Counsel.
 - 1.3.5 Collaborate with the Emergency Preparedness Administrator to support fire evacuation and life safety drills for personnel at the following Department structures:
 - 1.3.5.1 701 East Jefferson Street, Phoenix
 - 1.3.5.2 801 South 16th Street, Phoenix
 - 1.3.5.3 1831 West Jefferson Street
 - 1.3.5.4 3279 East Harbour Drive, Phoenix
 - 1.3.5.5 5601 West Trails End Road, Tucson
 - 1.3.5.6 Community Corrections Facilities
 - 1.3.5.7 Any Central Office address yet to be determined
 - 1.3.6 As assigned, collect structure evacuation timing and floor compliance data from Floor Wardens at the conclusion of each drill or event, and document the result on the Fire/Emergency Evacuation Drill Summary - Central Office Only, Form 404-12, and the ADOA Risk Management Floor Warden Evacuation Evaluation form.

- 1.3.7 Update and maintain Department-wide statistics of damages or potential damages to state structures and/or state personal property as a result of one of the following incidents:
 - 1.3.7.1 Workplace accident or incident involving near misses and injuries
 - 1.3.7.2 Natural disaster (e.g., inclement weather, heavy rain, flooding, earthquake, fire, explosion)
 - 1.3.7.3 Technological/accidental incidents (e.g., fire, hazardous material, foodborne illness)
 - 1.3.7.4 Adversarial/human-caused incidents (e.g., assault, armed assault, explosives attack, and cyber-attack)
- 1.3.8 Assist the **Deputy Assistant Director for Facilities Management** with the review of projects of new construction, demolition, renovation, alteration, and additions to include temporary/emergency housing projects. This is a mandatory code review for fire and life safety, and/or environmental project impacts.
- 1.3.9 Ensure Department OSCs submit their institution/facility's annual Institutional Tier II electronically no later than March 1 each year to the Arizona State Emergency Response Commission (AZSERC) and coordinate with the authority having jurisdiction for hazardous materials emergency responses for their institution/facility.
- 1.3.10 Advise the OSCs, institutions/facilities, and **Contract Beds facilities** when made aware of unusual or serious incidents or accidents involving the use of equipment, tools, or machines in a workplace setting.
- 1.3.11 Assist Department OSCs in:
 - 1.3.11.1 Applying fire and life safety standards, codes, laws, rules, and regulations.
 - 1.3.11.2 Performing as a consultant on regulatory compliance issues.
 - 1.3.11.3 Providing clear and consistent loss prevention, fire and life safety-related communications, directions and/or recommendations.
- 1.3.12 As a member of the Emergency Relocation Group, serve as the Department Safety Officer for emergency and disaster incidents as prescribed by the Incident Command System (ICS).
- 1.3.13 Ensure compliance tours of each Department institution/facility and **Contract Beds facility** occur:
 - 1.3.13.1 **At least once** per calendar year.
 - 1.3.13.2 When directed by the appropriate Assistant Director, **Deputy Assistant Director**, or Warden, or designee.
 - 1.3.13.3 When an inquiry, violation, or citation requires a compliance intervention by the Fire and Life Safety Administrator.

2.0 EMERGENCY PREPAREDNESS ADMINISTRATOR RESPONSIBILITIES - The Emergency Preparedness Administrator shall:

- 2.1 Serve as the Department’s primary Emergency Preparedness Program Manager.
- 2.2 Serve as the Department’s Emergency Preparedness Liaison to the Arizona Division of Emergency Management and other county, state, and **Federal Emergency Planning** groups as identified or needed.
- 2.3 Represent the Department at the Capitol Mall Emergency Response and Evacuation Plan Meetings.
- 2.4 Collaborate with the Fire and Life Safety Administrator for fire/emergency evacuation and response planning.
- 2.5 Oversee the publication of building Emergency Action plans and associated preparedness, and planning.
- 2.6 Provide oversight for the Department’s all-hazards comprehensive Emergency Preparedness program through collaboration with individual complexes, operational areas, and local response partnering agencies.
- 2.7 **Coordinate and oversee all related Emergency Preparedness and Emergency Management Training.**

3.0 OCCUPATIONAL SAFETY CONSULTANT (OSC) RESPONSIBILITIES - Department OSCs shall report directly to the Fire and Life Safety Administrator. The Fire and Life Safety Administrator shall work with Wardens and OSCs to meet the institution/facility’s fire and life safety, and loss prevention needs. The **Contract Beds** Warden shall identify an OSC or position equivalent to meet the requirements of this DO.

- 3.1 Training Responsibilities - The OSC shall:
 - 3.1.1 Attend quarterly OSC meetings and scheduled trainings. Minimum training shall consist of four hours of classroom safety training quarterly. **See** Attachment A, OSC or Equivalent - Required/Recommended Training and Certification for additional information.
 - 3.1.2 Provide OSHA-related safety training as required.
 - 3.1.3 Where applicable, provide fire apparatus operational training to ensure operating personnel are proficient in their use in accordance with state vehicular regulations and DO #405, Vehicles/Vehicle Maintenance.
- 3.2 Authority Having Jurisdiction’s or Fire Department Responsibilities - The OSC shall:
 - 3.2.1 At a Department institution/facility:
 - 3.2.1.1 **In collaboration with Financial Services Division, Procurement Services Bureau, ensure a proper contractual agreement or municipal boundary incorporation exists between the institution/facility and an authority having jurisdiction. Either a legal Intergovernmental Agreement (IGA) or a council mandate of incorporation shall suffice.**

- 3.2.1.2 Collaborate with the Radio Response Manager to validate that formalized response communication exists between any ICS staff, firefighters and the responding resources of the jurisdictional fire department and emergency medical resources, when on-site.
- 3.2.2 At a **Contract Beds facility**, ensure a formalized response communication exists between any ICS staff, firefighters and the responding resources of the jurisdictional fire department, and emergency medical resources, when on-site.
- 3.3 Loss Prevention Activities - As the Institutional Loss Coordinator, the Department OSC shall:
 - 3.3.1 Complete a Loss Prevention Program Checklist, Form 404-2, at the beginning of the first and third fiscal quarters (July and January).
 - 3.3.1.1 Originals shall be maintained on-site in accordance with the current retention schedule. An electronic version shall be provided to the Fire and Life Safety Administrator within five business days.
 - 3.3.2 Ensure the Fire and Life Safety Administrator receives an updated list of the institution/facility's Loss Prevention/Risk Management Liaisons and Property Managers.
 - 3.3.3 When damages to state structures occur as a result of a major fire or major incident, submit a Fire/Safety Incident Summary Report, Form 404-6, to the assigned ICS **Commander**, Safety Officer, Logistics and Finance/Administration Section Chiefs, the Loss Prevention Liaison, the Risk Management Liaison, and the Fire and Life Safety Administrator as needed during the incident.
 - 3.3.4 Submit any Fire/Safety Incident Summary Report forms to the Warden or designee and the Fire and Life Safety Administrator within five business days of the conclusion of the incident.
 - 3.3.4.1 **Contract Beds facility** staff shall provide written origin and cause reports, fire incident evaluations, and completed Fire/Safety Incident Summary forms to the Fire and Life Safety Administrator and the Emergency Preparedness Administrator, through the Contract Beds **Administrator**.
 - 3.3.5 At a minimum, document the following elements of the incident:
 - 3.3.5.1 Specific location information.
 - 3.3.5.2 Date and time.
 - 3.3.5.3 Type of construction and occupancy/use type.
 - 3.3.5.4 Area of fire origin, if applicable.
 - 3.3.5.5 Probable and/or determined causes, including the indicated source.
 - 3.3.5.6 Approximate/anticipated or actual loss values.
 - 3.3.5.7 First aid incidents, near misses, medically serious injuries, and loss of life.

- 3.3.5.8 Preventative measures, mitigation methods and/or recommended corrective actions.
- 3.3.5.9 A 30/60/90 calendar day cycle follow-up for compliance resolution status.
- 3.3.6 Inform the institution/facility's assigned ICS **Commander**, Safety Officer, Logistics Section Chief, and the Safety and Loss Prevention Committee chairperson of any incidents of damage.
- 3.3.7 Prepare a report for the ADOA Risk Management and the Fire and Life Safety Administrator, in consultation with the Physical Plant Manager/Administrator, of all property losses, in accordance with the following ADOA Risk Management criteria:
 - 3.3.7.1 Major Incident: Within one **business day**,
 - 3.3.7.1.1 Any injury to a non-employee or
 - 3.3.7.1.2 Loss of non-state property or liability claims, or
 - 3.3.7.1.3 For state property loss exceeding a \$10,000 estimated value.
 - 3.3.7.2 Property Loss: Within 10 business days of a personal property loss with an estimated value of less than \$10,000.
- 3.3.8 Upon receiving reports from the institution/facility relating to employee injury or near miss occurrences involving fire and life safety violations:
 - 3.3.8.1 Document the incident reports as required.
 - 3.3.8.2 Conduct investigative inspections for incidents as directed using the Incident-Accident Investigation, Form 404-7. The Department OSC shall determine if a Root Cause Analysis, Form 404-8, is needed. In cases where a Root Cause Analysis, Form 404-8, is performed, the results shall be reported in the next Institutional Safety Committee.
 - 3.3.8.3 Provide a copy of the form(s) to the **Occupational Health Nurse (OHN)** and the Fire and Life Safety Administrator electronically as follows:
 - 3.3.8.3.1 Immediately if there is a death or in-patient hospitalization of any employee or **contractor**, or if the injury involves the loss of an eye or an amputation. (Reportable Incident to ADOSH)
 - 3.3.8.3.2 By the end of the next **business day** when there is a recordable injury or personal property damage not addressed in this section.
 - 3.3.8.3.3 Within five business days when there is only first aid, not a recordable injury or personal property damage, and the incident is considered a near miss.

- 3.3.9 Upon request of the Fire and Life Safety Administrator, the OHN and/or the Occupational Health Administrator, **or both**, review industrial injury/illness situations to perform an investigative inspection with a Root Cause Analysis, Form 404-8, to determine if corrective actions **may be necessary** to avoid future occurrences or a similar loss.
 - 3.3.9.1 If corrective actions **are necessary**, the Department OSC shall prepare and provide a report to Warden or designee, the Safety and Loss Prevention Committee, and the Physical Plant Manager/Administrator. The report shall contain incident or accident finding-specific information, the resulting consequences, and recommendations to **avoid** future occurrences.
 - 3.3.9.2 Report findings, corrective actions or recommendations to site management, the Safety and Loss Prevention Committee, and the Fire and Life Safety Administrator.
- 3.3.10 Determine areas that require “slip resistant” footwear **per** DO #503, Employee Grooming and Dress.
- 3.4 Fire and Life Safety Equipment Monitoring and Documentation Responsibilities
 - 3.4.1 The Department OSC shall ensure appropriate quantities of fire and life safety equipment are available and maintained in accordance with applicable standards, codes, laws, rules, and regulations. Fire and life safety equipment includes but is not limited to the following:
 - 3.4.1.1 Fire detection systems, fire extinguishers, and extinguishing systems
 - 3.4.1.2 Respirators as outlined in **Section 12.0**
 - 3.4.1.3 Face shields, goggles, and head, hand, and foot protection
 - 3.4.2 The Department OSC shall submit a completed:
 - 3.4.2.1 Annual Fire Profile Report, Form 404-4, before March 1 each year to the Warden or designee and the Fire and Life Safety Administrator.
 - 3.4.2.2 Detailed report of critical item fire equipment shortages to the Fire and Life Safety Administrator on the first Monday of March each year, which specifies:
 - 3.4.2.2.1 The type and quantity of the equipment needed.
 - 3.4.2.2.2 The reason for the shortage and/or damage.
 - 3.4.2.2.3 Whether the item identified is a repeat from the last fiscal budget request. If a repeated request, the reason the item was not approved in a prior request shall be provided, if known.

- 3.4.2.3 Budget request to the Fire and Life Safety Administrator by March 1 each year for the repairs, upgrades, replacements, alterations, and additions to facilities, alarm systems, fire detection, prevention, and suppression apparatus, equipment, their related infrastructures, and personal protective equipment (PPE) in accordance with applicable standards, codes, laws, rules, and regulations.
- 3.4.3 The Department OSC shall **maintain documentation of all annual hydrant inspections. This document shall include annual hydrant flushing and testing to verify operation, repairs, and reliability, as well as five-year hydrant flow (pressure) tests. All procedures shall be conducted in accordance with NFPA 291 Standards and recorded** on the Fire Hydrant Inspection Report, Form 404-11.
 - 3.4.3.1 **Contract Beds facilities** shall conduct hydrant flow tests (pressure tests) every five years.
- 3.4.4 The Department OSC shall:
 - 3.4.4.1 Update and maintain a fire and life safety equipment maintenance/replacement record that includes the documentation below. These documents shall be maintained with Facilities Maintenance and documented with a hard copy and/or maintenance database (TME):
 - 3.4.4.1.1 Type of inspection and testing required (i.e., hydrostatic testing, fire detection and fire prevention device testing, and mandatory hydrant flow tests).
 - 3.4.4.1.1.1 Sprinklers, Standpipes, Hydrants, Tanks and other Water-Based Extinguishing Systems Inspections – Water based systems shall be inspected, tested, and maintained per NFPA 25 by qualified Facilities staff or a **licensed contractor**.
 - 3.4.4.1.1.2 Quarterly main drain tests shall be conducted by qualified Facilities staff or a **licensed contractor**.
 - 3.4.4.1.1.3 An annual sprinkler test shall be conducted by a **licensed contractor**.
 - 3.4.4.1.1.4 Portable fire extinguisher inspections shall be inspected, tested, and maintained per NFPA 10. Annual maintenance may be completed by qualified staff or a **licensed contractor**.
 - 3.4.4.1.1.5 Kitchen hoods, duct systems, and associated fixed fire suppression systems shall be inspected **and tested every six months** per NFPA 96.

- 3.4.4.1.6 Alarm systems shall be inspected, tested, and maintained per NFPA 72 by qualified Facilities staff or a **licensed** contractor.
 - 3.4.4.2 Conduct random fire and life safety inspections of all institution/facility structures when directed and a minimum of once per year. This report shall conform to a format approved by the Fire and Life Safety Administrator, which shall be included in a photo-documented finding and recommendations report.
 - 3.4.4.2.1 The Department OSC shall provide a copy to the Warden or designee and the Fire and Life Safety Administrator for all code corrective actions relating to documented inspection findings and recommendations.
 - 3.4.4.2.2 The **Contract Beds** OSC shall provide to the Warden corrective actions relating to documented inspection findings and recommendations.
 - 3.4.4.3 Ensure Safety Data Sheets' (SDS) are updated **and** readily accessible in a centralized location, **per DO #407, Chemical Control**. **These SDS should mirror the Master SDS List maintained by the Warehouse Manager. Additionally**, the SDS for the pest and weed control/eradication products applied **per DO #403, Maintenance**, **must also** be updated and readily accessible.
- 3.5 Fire Prevention and Evacuation Responsibilities - The OSC shall:
- 3.5.1 Ensure a monthly fire and safety inspection of **each building in** the institution is conducted by a qualified Unit Fire/Safety Coordinator or qualified institutional supervisor, who shall submit a completed Safety Inspection Report, Form 404-13, to the Department OSC. **After review of the monthly Safety Inspection Report, the OSC shall submit a work order for deficiencies noted.**
 - 3.5.2 Ensure fire detection and protection systems are visually inspected (monthly, quarterly, annually or as required) and qualified testing is completed. The OSC shall submit a completed Maintenance/Service Work Order Request, Form 403-2, or an electronic request **per DO #403, Maintenance**, if problems are observed.
 - 3.5.3 **Ensure, at** a minimum, same day notification, with the exception of emergencies, **is provided to** the Warden and the Emergency Preparedness Administrator (as applicable for Department institutions/facilities) of exercises, drills, tests, or actual alarm activations when any evacuation is scheduled to occur.
 - 3.5.4 Receive a completed copy of the Use of Force/Incident Command, **Form 804-2**, after each fire evacuation and life safety drill.
 - 3.5.4.1 Announced or unannounced fire evacuations and life safety drills shall occur in all occupied structures, for each shift they are occupied, at least quarterly each year. Actual emergency evacuations may count as evacuations and training.

- 3.5.5 Coordinate the completion of the Emergency Action/Fire Prevention Action Plan, Form 404-3, and submit the form to the Fire and Life Safety Administrator the first Monday in February. Copies shall be provided to the following:
 - 3.5.5.1 Department institution/facility - Copies shall be provided to the Warden or designee, and posted on appropriate employee bulletin boards.
 - 3.5.5.2 **Contract Beds Facility** - Copies shall be submitted to the Warden, who shall disseminate the Plan as appropriate.
 - 3.5.5.3 The Emergency Preparedness Administrator.
- 3.5.6 **Confirm** accurate emergency evacuation routes are posted in all structures and ensure occupants are familiarized with evacuation procedures.
 - 3.5.6.1 Automated External Defibrillator (AED), first aid kits, biohazard spill kits, alarm boxes, and portable fire extinguisher locations shall be clearly indicated on the site's map.
- 3.6 The Unit Fire/Safety Coordinator shall:
 - 3.6.1 Function as the unit's liaison to the OSC.
 - 3.6.2 Immediately report fire and life safety issues to the OSC.
 - 3.6.3 Review the unit's chemical control in accordance with this DO, DO #407, Chemical Control, and other regulatory requirements.
 - 3.6.4 Ensure monthly inspections of the fire detection and protection systems are completed and their findings are reported to the OSC.
 - 3.6.5 Conduct monthly inspections of the chemicals/SDS, and respiratory protection systems, and report their findings to the OSC.
 - 3.6.6 Attend and participate in the institution/facility's monthly Safety and Loss Prevention Committee meetings.
 - 3.6.7 Prior to using a chemical received independently of the warehouse, obtain the SDS, read them, ensure the OSC has a copy of the SDS or provide one, and inform the OSC of the quantity of the chemical on-hand.
 - 3.6.8 Conduct monthly inspections of all unit buildings using the Safety Inspection Report, **Form 404-13**, and submit reports to the Department OSC.
 - 3.6.9 For units that have a Fire Brigade, serve as a leader for the Brigade.
 - 3.6.10 Attend the OSHA 30-hour training and maintain certification.
- 3.7 Control of Hazardous Energy (Lockout/Tagout) Procedure - The OSC shall monitor the Lockout/Tagout Program as outlined in **Section 9.0** and ensure equipment, machinery or systems are inspected at least annually and the certification documentation for qualified staff is completed.

4.0 SAFETY AND LOSS PREVENTION COMMITTEES

- 4.1 Department Vehicle Incident Review Committee - The Department Vehicle Incident Review Committee shall:
 - 4.1.1 Review major traffic accidents or incidents involving Department motor vehicles when:
 - 4.1.1.1 The operator receives a citation for a traffic violation arising from an accident.
 - 4.1.1.2 There is a death or serious injury requiring hospitalization.
 - 4.1.1.3 A leased, rented, or personal vehicle or personal property is involved in an incident involving a state vehicle.
 - 4.1.1.4 Property damage exceeds \$2,500.
 - 4.1.2 Meet at least quarterly.
 - 4.1.3 Meet as expediently as possible (no later than 30 calendar days) after an accident involving a death and incidents with pertinent information available (e.g., accident, incident reports and/or the police reports) that resulted in one or more of the following:
 - 4.1.3.1 A serious and possibly debilitating injury.
 - 4.1.3.2 A state vehicle being defective or containing defective equipment.
 - 4.1.3.3 A law enforcement investigation determining a Department driver was at fault or negligent.
 - 4.1.4 Be chaired by the Security Operations Administrator with one representative member appointed by each Assistant Director. Members may include:
 - 4.1.4.1 An ADOA Risk Management representative.
 - 4.1.4.2 Fire and Life Safety Administrator.
 - 4.1.4.3 A Department Fleet Management Administrator.
 - 4.1.4.4 The **Budget Manager and Comptroller**.
 - 4.1.5 Review each incident as reported from the previous quarter and forward findings and recommendations to the responsible Assistant Director, **Deputy Assistant Director**, or Warden. The findings shall include:
 - 4.1.5.1 Finding the accident was preventable - Good judgment was not used when operating a state vehicle and the driver was cited for the accident, and/or found to be at fault.
 - 4.1.5.2 Finding the incident was non-preventable - Proper operational judgment was used in trying to avoid the incident, and the operator was not cited by law enforcement as responsible for the incident.

- 4.1.5.3 Recommended action based on the incident and the driver's Motor Vehicle Division (MVD) operating history to assist disciplinary action determination.
 - 4.1.5.4 Accident Prevention Training - A vehicle operator with more than one preventable incident on **their** Arizona Department of Transportation (ADOT) driving record within a three-year period shall complete a Department-approved Defensive Driving training program. State driving privileges may be suspended and/or restored by the **applicable** Deputy Director.
- 4.2 Department Worker Injury Reduction Committee - The Department Worker Injury Reduction Committee is the Agency Loss Prevention Committee. The Fire and Life Safety Administrator, as the Agency Loss Prevention Coordinator, and ex-officio member of the Committee, shall be the Chairperson of the Committee.
- 4.2.1 The Department Worker Injury Reduction Committee shall:
 - 4.2.1.1 Review the following:
 - 4.2.1.1.1 Department property losses, accidents, workplace injuries, and disturbances, negligence, or thefts involving claims of more than \$2,500, to include fatalities and losses from incidents outlined in **Section 1.0**.
 - 4.2.1.1.2 Incidents forwarded from the Institutional Safety and Loss Prevention Committee.
 - 4.2.1.1.3 The minutes from each Institutional Safety and Loss Prevention Committee meeting, including their findings, recommendations, and problem resolution from the previous meeting.
 - 4.2.1.1.4 Completed Loss Prevention Program Checklist, Form 404-2.
 - 4.2.1.1.5 Safety Management Systems (SMS) metrics and evaluate effectiveness.
 - 4.2.1.2 Recommend corrective action(s), if appropriate.
 - 4.2.2 Each Assistant Director or designee shall appoint one Committee member for each major area of responsibility, who shall have a term not to exceed three consecutive calendar years.
 - 4.2.3 The Fire and Life Safety Administrator shall ensure minutes are distributed to the following:
 - 4.2.3.1 Director
 - 4.2.3.2 Deputy Directors
 - 4.2.3.3 Assistant Directors
 - 4.2.3.4 **Deputy Assistant Directors**

- 4.2.3.5 Bureau Administrators
- 4.2.3.6 Emergency Preparedness Administrator
- 4.2.3.7 Occupational Health Administrator
- 4.2.3.8 Committee members

4.3 Institutional Safety and Loss Prevention Committee

- 4.3.1 The Warden shall appoint Committee members for a one-year term, which may be extended at the Warden's discretion.
- 4.3.2 The Committee shall:
 - 4.3.2.1 Be comprised of:
 - 4.3.2.1.1 A Deputy Warden or designee, who shall be the Committee Chairman.
 - 4.3.2.1.2 The Unit Fire/Safety Coordinator.
 - 4.3.2.1.3 The OHN and Department OSC.
 - 4.3.2.1.4 Representatives of the total site workforce and all major areas within each area of responsibility.
 - 4.3.2.2 Meet a minimum of once monthly to review the following:
 - 4.3.2.2.1 Key performance indicators as measures of safety performance (i.e., worker's compensation injury claims, injuries with business days lost, and inmate worker injuries).
 - 4.3.2.2.2 Workplace incidents involving fatalities, injuries and/or near misses including those involving only first aid.
 - 4.3.2.2.3 Received Employee Safety Suggestions, Form 404-1. Employees may submit these forms to the Safety Committee Chairman to convey suggestions on how to improve Department safety.
 - 4.3.2.2.4 Institutional compliance with ADOA's mandatory Loss Prevention Program using the Loss Prevention Program Checklist, Form 404-2, and make recommendations to improve the program(s).
 - 4.3.2.2.5 Equipment loss and property damage claim trends.
 - 4.3.2.2.6 Recommendations for recognition of safety-related actions or activities.
 - 4.3.2.2.7 The adequacy of the locations and types of first aid kits, biohazard kits, AEDs, and PPE. Modifications shall be in accordance with Section 6.0.

4.3.2.2.8 Special projects planning, implementation, and follow-up.

4.3.2.3 Discuss vehicle incidents not meeting the criteria for review by the Department's Vehicle Incident Review Committee.

4.3.3 The Deputy Warden or designee shall ensure:

4.3.3.1 A Meeting Agenda is developed and used that contains the minimum elements in Attachment D, Safety and Loss Prevention Committee Agenda Guidelines.

4.3.3.2 The Fire and Life Safety Administrator receive a copy of all Committee meeting minutes.

4.3.3.3 Findings and recommendations are provided to the Warden, the OHN, and Department OSC.

4.3.3.4 The Warden is provided **with** status update reports upon the successful completion of Committee activity.

5.0 DEPARTMENT LOSS PREVENTION PROGRAM ELEMENTS - The Institutional Safety and Loss Prevention Committee and the Department Worker Injury Reduction Committee, the Fire and Life Safety Administrator and/or individuals designated by the Director shall develop, implement, measure, and monitor the Department Loss Prevention Program, the SMS Core Elements and any active occupational health, and safety programs. **See** Attachment C, Department Loss Prevention Program Elements, for additional information.

6.0 FIRST AID, BIOHAZARD SPILL AND OLEORESIN CAPSICUM MASK KITS AND SUPPLIES

6.1 The Warden or **Complex** Administrator shall:

6.1.1 Purchase Oleoresin Capsicum (OC) Mask kits.

6.1.2 Ensure Department employees submit a completed Information Report, Form 105-2, to the Department OSC when a first aid kit, biohazard spill kit seal or OC Mask kit is broken or contents are used, along with the opened first aid, and/or biohazard spill kit.

6.2 **The Fire Life and Safety Administrator** shall purchase supplies for first aid, biohazard spill kits, and AED **equipment and supplies**.

6.3 The Occupational Health Administrator and the Fire and Life Safety Administrator shall identify kit contents in accordance with the Exposure Control Plan.

6.4 The Institutional Safety and Loss Prevention Committee shall determine the location of first aid and biohazard spill kits and OC mask kits in each structure, and identify each kit's contents in accordance with the Exposure Control Plan.

6.5 The Department OSC shall stock the kits and the individual items of the kits for distribution as needed, and ensure the Unit Fire/Safety Coordinator:

6.5.1 Inspects tamper seals of first aid and biohazard spill kits, and installs or replaces kits when missing, damaged, or broken.

6.5.2 Exchanges kits having broken seals for sealed kits with the OSC.

- 6.5.3 Provides the OSC a monthly report documenting the unit's overall fire and safety compliance, including the completeness of first aid and biohazard spill kits.
- 6.6 Vehicle First Aid Kits - Vehicle first aid kits shall be mandatory in vehicles used to transport Department and **Contract Beds facility** inmates, and offenders.
- 6.7 Medical emergencies outside the scope of Correctional Analysis and Response to Emergencies (CARE) requiring treatment by a trained health professional or a trained Emergency Medical Technician shall not be considered first aid. In emergencies, stabilizing efforts may be provided by trained First Responders until Emergency Medical Technicians or health staff arrive on-scene. No one shall render aid beyond their level of training.

7.0 PERSONAL PROTECTIVE EQUIPMENT (PPE)

- 7.1 Project/Work Crew supervisors, when scheduling work that involves new construction, demolition, renovations, maintenance, and hazardous chemical usage that may create hazards, shall consult with the OSC and the Physical Plant Manager/Administrator to determine if a Job Hazard Analysis, Form 404-10, needs to be completed. If determined necessary, Project/Work Crew supervisors shall complete the form in consultation with the OSC for the selection, inspection, and maintenance of PPE.
- 7.2 The OSC shall ensure PPE designated for a specific hazard/area is in accordance with the following:
 - 7.2.1 OSHA standards and fire and life safety codes
 - 7.2.2 The Department's **Mandatory** Exposure Control Plan requirements
 - 7.2.3 Job Hazard Analysis, **Form 404-10**, if applicable
- 7.3 PPE shall include, but not be limited to the following:
 - 7.3.1 Appropriate eye protection, as determined by healthcare staff as necessary and hearing protection, if needed
 - 7.3.2 Gown, coveralls, and aprons
 - 7.3.3 Face shields and hard hats
 - 7.3.4 N-95 respirators and other "N", "R", or "P" rated respirators
 - 7.3.5 Air purifying respirators (APR) and **Self-Contained Breathing Apparatus (SCBA)**
 - 7.3.6 Work boots or strap-on metatarsal guards
 - 7.3.7 Gloves, including disposable, latex-free gloves
- 7.4 Anyone assigned to duties, or in the proximity of, inmates with a known or suspected contagious disease shall use the PPE protocols as outlined in this section, DO #1102, Communicable Disease and Infection Control, and the Department's **Mandatory** Exposure Control Plan.

8.0 EQUIPMENT, POWERED INDUSTRIAL TRUCKS AND HEAVY EQUIPMENT SAFETY

8.1 For power and pneumatic tools and equipment, the assigned Tool Room Officer, Project/Work Crew supervisor or Inmate Program Specialist shall:

8.1.1 When a new or reassigned tool is received:

8.1.1.1 Verify an operations manual was included with the tools/equipment. If the equipment is custom manufactured, an operational set of guidelines shall be developed and implemented.

8.1.1.2 **Complete** an inspection to ensure the manufacturer/distributor has met use requirements and the tool/equipment operates as required.

8.1.1.3 Review DO #712, Tool Control, to determine the classification of the equipment.

8.1.1.4 Identify necessary PPE and available safety training information (e.g., safety training programs, videotapes, etc.). This may include specialized training provided by the equipment provider or manufacturer.

8.1.2 Prior to equipment use:

8.1.2.1 Ensure the identified PPE is being worn and equipment is used in accordance with manufacturer's operator's manual or operational guidelines.

8.1.2.2 Perform a visual safety check to ensure the safety features are in working order and document it on the Tool Checkout, Form 712-4 or 712-4A.

8.1.3 Upon return:

8.1.3.1 Ensure PPE is returned with the tools/equipment.

8.1.3.2 Perform a visual safety check as outlined in this section.

8.1.4 When found broken or inoperable:

8.1.4.1 Immediately tag the item as "Out of Service" and remove it from use until repaired or replaced.

8.1.4.2 Where possible, place a Department Lockout/Tagout Tag on the equipment, which shall include the name of the person performing the lockout/tagout and the date it was performed.

8.1.4.3 Use a single-keyed lock to disable the device and render the equipment inoperable.

8.1.4.4 Document both the Lockout/Tagout and return on an Information Report, **Form 105-2**, to the Shift Commander. **See Section 9.0** for specific Control of Hazardous Energy (Lockout/Tagout) Program requirements.

8.2 Equipment and machinery shall be monitored for proper use, repair, and storage.

8.2.1 Misuses may result in disciplinary action. All suspected and verified attempts to circumvent/modify/eliminate safety devices or procedures shall be reported to the unit Chief of Security using an Information Report, **Form 105-2, per DO #105, Information Reporting**. A copy shall be given to and maintained by the OSC.

8.3 Repairs and Modifications of Power and Pneumatic Tools, and Equipment

8.3.1 Repairs may be completed utilizing Authorized Personnel or technician with the use of original equipment manufacturer or authorized replacement parts.

8.3.2 Modifications shall be completed by authorized technicians unless approved by the OSC and the Physical Plant Manager/Administrator.

8.4 Powered Industrial Trucks and Heavy Equipment (PIT/HE)

8.4.1 PIT/HE usage shall comply with OSHA standards found in **29 C.F.R. § 1910.178 and 29 C.F.R. § 1910**, Subpart F. For the purposes of this section, PIT/HE consists of fork trucks, tractors, platform lift trucks, man lifts, motorized hand trucks, and other specialized vehicle mounted industrial equipment powered by electric motors and/or internal combustion engines.

8.4.2 PIT/HE shall only be operated by persons who:

8.4.2.1 Are proficient in their operation, safe use, and inspection of the particular working platform to be operated.

8.4.2.2 Successfully complete a PIT/HE Operator Training program and evaluation equivalent to that of construction operators as outlined in DO #405, Vehicles/Vehicle Maintenance.

8.5 The Tool Room Officer or the supervisor shall not reissue any tools/equipment until after repairs are completed or the item is replaced.

9.0 CONTROL OF HAZARDOUS ENERGY (LOCKOUT/TAGOUT) PROGRAM - Per 29 C.F.R. § 1910.147, OSHA Control of Hazardous Energy Standard (Standard) the Department's Lockout/Tagout Program establishes positive control methods used by Department employees and contractors to prevent the accidental starting or activating of equipment, machinery or systems being repaired, cleaned, and/or serviced. The Inmate Program Supervisor supervising an Arizona Correctional Industries owner-operated work program that utilizes energized equipment within a prison complex shall administer the equipment's Lockout/Tagout Program. In situations where the DO and the Standard conflict, the Standard shall be followed.

9.1 The Physical Plant Manager/Administrator or designee shall update and maintain an electronic record of employees and outside personnel/contractors who are Authorized Personnel for Lockout/Tagout procedures.

9.2 Supervisor Responsibilities - The supervisor of employees and contractors performing a maintenance or service activity shall ensure:

9.2.1 Department employees and contractors comply with program requirements and procedures.

- 9.2.2 Only those listed in the electronic record, updated, and maintained by the Physical Plant Manager/Administrator or designee, implement any Lockout/Tagout procedures outlined in this section.
- 9.2.3 Prior to completing Lockout/Tagout procedures, Authorized Personnel complete the Authorized Personnel Training, which shall:
 - 9.2.3.1 Include the following:
 - 9.2.3.1.1 The identification of applicable hazardous energy sources.
 - 9.2.3.1.2 The type and magnitude of energy available in the work area.
 - 9.2.3.1.3 Methods and means for energy isolation and control.
 - 9.2.3.2 Be documented on the Lockout/Tagout Certification of Training, Form 404-17. Completed certifications shall be kept on file by the OSC.
- 9.2.4 All persons working in the area of the equipment, machinery or systems (affected persons) shall be instructed on the equipment's current status. For the purposes of this DO, affected persons are those whose job functions require them to:
 - 9.2.4.1 Operate or use a machine or equipment on which servicing or maintenance is being performed under Lockout or Tagout.
 - 9.2.4.2 Work in an area in which such servicing or maintenance is being performed.
- 9.2.5 Though prohibited from attempting to restart or re-energize equipment, machinery or systems that are locked out or tagged out, affected persons shall be provided **with** general instruction on the purpose and use of the Lockout/Tagout procedure.
- 9.2.6 Lockout/Tagout Energy Control - Equipment/Machine/System, Form 404-20, is completed, updated, and maintained as necessary.
- 9.3 Authorized Persons Performing Maintenance or Service Activity Responsibilities - To ensure compliance with the standard and employee safety, Authorized Personnel performing the maintenance or service activity shall identify the energy sources (or sources) and shut off or disconnect the energy means in the following sequence.
 - 9.3.1 For electrical (most common form) shut off:
 - 9.3.1.1 Electric power to the machine, equipment or system and ensure it is disconnected (i.e., locked or tagged).
 - 9.3.1.1.1 Disconnection may include the following: power cord, power panels (look for primary and secondary voltage), breakers, the operator's station, motor circuit, relays, limit switches, and electrical interlocks, motor isolating shut-off, and a control isolating shut-off.

- 9.3.1.1.2 If the electrical energy is disconnected by simply unplugging the power cord, the cord shall be kept under the control of the authorized employee, or the plug end of the cord must be locked out or tagged out.
- 9.3.1.2 Press start button to ensure the correct machine, equipment systems are locked out.
- 9.3.1.3 Drain capacitors of stored energy, if applicable.
- 9.3.1.4 Return controls to their safest position (e.g., off, stop, standby, inch, jog, etc.).
- 9.3.2 For hydraulic/pneumatic:
 - 9.3.2.1 Shut off all energy sources (pumps and compressors). If the pumps and compressors supply energy to more than one piece of equipment, lockout or tagout the valve supplying energy to the piece of equipment being serviced.
 - 9.3.2.2 Drain/bleed stored pressure from hydraulic/pneumatic lines when any release of stored energy could cause injury to employees.
 - 9.3.2.3 Return controls to their safest position.
- 9.3.3 For fluid and gas:
 - 9.3.3.1 Identify the type of fluid or gas, and the necessary PPE.
 - 9.3.3.2 Close valves to prevent flow, and lockout/tagout.
 - 9.3.3.3 Determine the isolating device, then close and lockout/tagout.
 - 9.3.3.4 Drain and bleed lines to zero energy state.
 - 9.3.3.5 Ensure systems with electrically controlled valves are shut off and locked/tagged out.
 - 9.3.3.6 Check for zero energy state at the equipment.
- 9.3.4 For mechanical energy (including gravity activation, energy stored in springs, etc.):
 - 9.3.4.1 Block out or use die ram safety chain.
 - 9.3.4.2 Lockout or tagout safety device.
 - 9.3.4.3 Shut off, lockout or tagout electrical system.
 - 9.3.4.4 Check for zero energy state.
 - 9.3.4.5 Return controls to safest position.
- 9.3.5 Prior to releasing equipment, machine or system from lockout/tagout:
 - 9.3.5.1 Remove affected persons from the work area or, if they remain, ensure they are safely positioned and notified of the release.

- 9.3.5.2 Ensure work is completed.
- 9.3.5.3 Replace guards when required.
 - 9.3.5.3.1 Adjustment guards shall be replaced as soon as adjustments occur.
- 9.3.5.4 Account for all tools and equipment used.
- 9.3.5.5 Ensure the area involved is clean (i.e., removing of all debris, towels, rags, work-aids, etc.).
- 9.3.5.6 Check all controls and return them to their safest position.
- 9.3.6 When servicing or performing maintenance on a machine, equipment or system with other Authorized Personnel concurrently:
 - 9.3.6.1 If capable of being locked out, each person shall use a multiple lock scissors clamp and place **their** own lock or Lockout/Tagout Tag on the energy-isolating source.
 - 9.3.6.2 If incapable of being locked out, each person shall place a Lockout/Tagout Tag on the equipment, machine or system.
- 9.4 Required Written Procedures - Each work area containing machines, equipment or systems shall ensure written procedures exist for the following:
 - 9.4.1 Removal of a Lock or Lockout/Tagout Tag by Other Authorized Personnel
 - 9.4.1.1 Though normally the Authorized Personnel who place a lock or Lockout/Tagout Tags on equipment, machines or systems are responsible for their removal. Each work area requiring the Lockout/Tagout Program shall develop emergency removal procedures, which at a minimum contain the following:
 - 9.4.1.1.1 Verification that the Authorized Personnel who applied the device is not on-site at the facility.
 - 9.4.1.1.2 Assurance the Authorized Personnel who placed the lock or Lockout/Tagout Tag is advised of the removal upon their return to the work area.
 - 9.4.1.1.3 Verification by the employer that the authorized employee who applied the device is not at the facility.
 - 9.4.2 Lockout/Tagout Procedures Spanning Shift or Personnel Changes - Written procedure shall be specific to the needs and capabilities of the work area and detail how continuity will be ensured at all times.
- 9.5 Procedures for Outside Personnel/Contractors - The Project Manager shall inform the OSC when outside personnel/contractors need to work in an area with machines, equipment or systems. The OSC or designee shall:

- 9.5.1 Advise the outside personnel/contractors of Lockout/Tagout procedures and their enforcement.
- 9.5.2 Obtain information from the outside personnel/contractors about their Lockout/Tagout procedures and advise affected persons of this information.
- 9.5.3 Ensure the appropriate training is completed and documented prior to working in an area with machines, equipment or systems as outlined in this section.

9.6 Periodic Inspection

- 9.6.1 Machines, equipment and systems that are part of the Lockout/Tagout Program shall be inspected at least annually.
- 9.6.2 Inspections shall be conducted by the supervisor of Authorized Personnel or another qualified designee in consultation with the OSC.
 - 9.6.2.1 In accordance with best practices, supervisors shall inspect machines, equipment, and systems they are familiar with, but do not normally operate.
- 9.6.3 Inspections shall be documented on the Periodic Lockout/Tagout Inspection Certification, Form 404-19, and include the following:
 - 9.6.3.1 A review between the inspector and each Authorized Personnel with Lockout/Tagout procedure responsibilities. The inspector shall be the Authorized Personnel on the inspected piece of equipment or device.
 - 9.6.3.2 A physical inspection while in use by Authorized Personnel.
 - 9.6.3.3 A demonstration by the authorized employee of the equipment's proper use.
- 9.6.4 The supervisor shall retain inspection forms in **their** Inspection Record File and make them available upon request.

10.0 INMATE WORKERS - Project/Work Crew Supervisors assigned to new construction, demolition, renovations, maintenance, motorized vehicles, and hazardous chemical usage that may create hazard shall:

- 10.1 Prior to hiring inmates to perform specific tasks, conduct an evaluation and determine inmates' skill/knowledge level by:
 - 10.1.1 Reviewing their Department work history.
 - 10.1.2 Interviewing inmates to determine their knowledge of and/or skill in the work to be performed.
 - 10.1.3 Observing and/or verifying their ability to perform claimed skills.
- 10.2 Prior to allowing inmates to perform specific tasks, ensure:

- 10.2.1 Inmates receive training on the potential job hazards and have appropriate PPE in accordance with the appropriate Job Hazard Analysis, **Form 404-10**, and any other appropriate safety information.
- 10.2.2 Inmates receive tools/equipment training and demonstrate their ability in its usage.
- 10.3 Document training provided to the inmate workers relative to their assigned duties, **using Arizona Correctional Industries - Inmate Training Attendance Roster, Form 115-7**, and **Arizona Correctional Industries - Inmate Training Log, Form 115-8**, and forwards the training documents to the appropriate Program Area Supervisor, who shall maintain the file.
- 10.4 Ensure the following:
 - 10.4.1 The proper tools/equipment assigned for tasks are in good working order/condition.
 - 10.4.2 Inmates use safe working practices, including the usage of appropriate PPE.
- 10.5 Supervise work from implementation through completion, ensuring all inmate workers comply with 29 C.F.R. § Parts 1910 and 1926 or remove unsafe inmates from tasks.
- 10.6 Report all inmate serious physical injuries by completing a Significant Incident Report, **Form 105-3**, per DO #105, Information Reporting. The OSC shall receive a copy.
- 10.7 Report any incident involving unsafe work practices to the Physical Plant Manager/Administrator and the OSC for appropriate action. Department employees who knowingly observe and do not report a safety procedure violation or condone unsafe practices may be subject to disciplinary action per DO #601, Internal Affairs Investigations and Employee Discipline.
 - 10.7.1 Vicarious liability and deliberate indifference laws also apply. A person observing but not reporting violations may be held personally liable when an unqualified inmate worker performs tasks resulting in the injury of the inmate or another person.
- 10.8 Initiate Work Program assignment changes due to poor performance, disruptive behavior, and/or security threats, per DO #903, Inmate Work Activities.

11.0 FIRE-RELATED CONTRACTS

- 11.1 Department institutions/facilities shall establish Procurement-approved contracts for the routine inspection, testing, and maintenance of fire detection and suppression systems.
 - 11.1.1 The Fire and Life Safety Administrator, the Emergency Preparedness Administrator, **the Department's Chief Procurement Officer**, and ADOA Risk Management shall review Procurement contracts for state liability and recommend approval or disapproval to the Director or designee.
- 11.2 **Contract Beds facilities** shall enter into agreements as specified by their Department contract and this DO, which ensures a fire department or an authority having jurisdiction provides the fire and asset protection.

12.0 RESPIRATORS AND RESPIRATORY PROTECTION - The Department's written Respiratory Protection Program shall comply with OSHA § 1910.134. Respirators and devices shall be purchased from state contractors and clearly marked as being approved by the National Institute of Occupational Safety and Health (NIOSH) and/or meet NFPA Standards, as applicable.

12.1 All Correctional staff members that have physical contact with inmates who have or are suspected of having a communicable disease shall wear an approved NIOSH rated N-95 Respirator, disposable latex free gloves, and appropriate eyewear.

12.2 Employees or inmates shall **comply with** required fit testing **guidelines, ensuring proper use of respirators.**

12.3 Medical Evaluation and Clearance

12.3.1 Employees and inmates assigned to a job or a position requiring a respirator, as outlined in Attachment B, Respirators, shall be medically evaluated and cleared for respirator usage prior to being assigned to a job or a position requiring a respirator (initial medical evaluation and clearance) and on an annual basis within 30 calendar days of the expiration of their previous fit test.

12.3.2 The Respirator Confidential Medical Questionnaire, Form 404-26, (Respirator Questionnaire) shall be used to document the initial medical evaluation and clearance and every two years thereafter.

12.3.3 Employees and inmates may use the Annual Supplemental - Respirator Medical Evaluation Questionnaire, (Annual Supplement), Form 404-27, the first year after the initial medical evaluation and clearance and on alternating years thereafter.

12.3.3.1 Disqualification from using the Annual Supplement form include the following:

12.3.3.1.1 Required usage of a respirator that has never been fit tested before.

12.3.3.1.2 The employee or inmate is experiencing adverse health issues.

12.3.3.1.3 The employee or inmate has had significant facial feature changes (i.e., 10% weight loss or gain, scar, etc.).

12.3.3.1.4 The employee or inmate did not meet the 30 calendar day requirement.

12.3.3.2 When disqualified from using the Annual Supplement, employees and inmates shall use the Respirator Questionnaire.

12.3.4 Employee Medical Evaluations and Clearances

12.3.4.1 Employees shall complete their portion of the appropriate questionnaire and schedule a health appointment with the OHN in the time frames specified in this section. The appropriate questionnaire shall be confidentially submitted to the OHN prior to or during the appointment.

- 12.3.4.2 The OHN shall evaluate the respirator questionnaire to determine medical clearance.
- 12.3.4.3 If additional medical evaluation is required to determine clearance for respirator:
 - 12.3.4.3.1 The OHN shall provide a copy of the employee’s appropriate questionnaire and the Authorization and Information for Respiratory Evaluation, Form 404-25, in a sealed envelope to take to the contracted Occupational Health Provider.
 - 12.3.4.3.2 The employee shall be directed to the appropriate Occupational Health Provider.
 - 12.3.4.3.3 Upon the completion of the appointment, the Occupational Health Provider shall note **their** disposition on the form and return the form to the OHN.
 - 12.3.4.3.4 The OHN shall document the disposition in the employee’s medical file and provide written notification of medical clearance to the Department OSC.
- 12.3.4.4 Occupational Health Unit (OHU) staff shall ensure confidential medical forms are placed in an employee’s appropriate Occupational Health Record.
- 12.3.5 Inmate Medical Evaluations and Clearances
 - 12.3.5.1 Inmates shall complete their portion of the appropriate questionnaire and schedule a health appointment with the Health Unit in the time frames specified in this section. Inmates shall bring the appropriate questionnaire with them to their Health Unit appointment.
 - 12.3.5.2 During the appointment:
 - 12.3.5.2.1 Inmates shall discuss their questionnaires confidentially with the appropriate Health Unit staff and answer questions and/or have a medical examination if needed and appropriate.
 - 12.3.5.2.2 The appropriate Health Unit staff shall evaluate the respirator questionnaire to determine medical clearance. An Authorization and Information for Respirator Evaluation, **Form 404-25**, shall be completed if additional medical examination for medical clearance is needed.
 - 12.3.5.3 After the appointment, the appropriate Health Unit staff shall:
 - 12.3.5.3.1 Provide written notification of medical clearance to the Department OSC within five business days of the appointment’s completion.

12.3.5.3.1.1 **The written notification shall include the inmate's name, Inmate Identification Number (ADCRR Number), and date the inmate was medically cleared for fit testing.**

12.3.5.3.2 Ensure confidential medical forms are placed in the appropriate Inmate Medical Record.

12.4 Fit Testing

12.4.1 Fit testing and certification shall be in accordance with the Respiratory Protection Standard, 29 C.F.R. §1910.134, state fire standards, codes, laws, rules, regulations.

12.4.2 Fit testing certification shall only be valid for one year from the date of the fit test.

12.4.3 SCBA and Air Purifying Respirators shall be fit tested using the Quantitative Fit Test method. All other types of respirators may be fit tested using the Qualitative Fit Test method.

12.4.4 All respirator users shall possess a current Respirator Card for the respirator they are using or be cited in violation in accordance with OSHA regulations.

13.0 INSTITUTION/FACILITY EVACUATIONS

13.1 Institutional security and safety procedures for fire and evacuation instructions shall be in accordance with this DO, as outlined in National Incident Management System (NIMS), and the ICS. Refer to DO #706, Incident Command System, for additional information.

13.2 During emergencies all employees, visitors and any other persons not assigned emergency-specific responsibilities shall follow safety and evacuation procedures as outlined in Employee Emergency/Fire Prevention Plans and Emergency Operations and Response Plans.

13.3 Responding agencies shall be:

13.3.1 Incorporated into a Unified Command Structure for management of all incidents.

13.3.2 Assigned an institution/facility liaison with radio communications capability.

13.3.3 Allowed immediate access to the area of the alarm or call, when security is assured.

13.3.3.1 The institution/facility shall secure the area and responding vehicles/equipment from inmates at all times during a fire emergency.

13.3.3.2 First responders may elect not to enter areas of conflict, where their personal safety is at risk, or where they cannot be guaranteed safe operational areas.

13.4 The Central Office Emergency Operations Center shall provide all supporting coordination and resources necessary to manage emergencies when the scope exceeds the institution/facility's resources or capabilities and effectively manage the incident.

13.5 During unit evacuations, the Incident Commander shall ensure public safety; inmate accountability and operational security are not compromised.

14.0 CONFINED SPACE PROTOCOLS

- 14.1 A confined space meeting OSHA Protocols 29 C.F.R. § 1910.146 as a **Permit-Required Confined Space** (permit space), shall be designated with markings and/or a sign stipulating “DANGER - PERMIT REQUIRED CONFINED SPACE, DO NOT ENTER” and shall be locked and/or otherwise secured to prevent unauthorized entries.
- 14.2 Only persons trained and qualified in confined space extractions shall be permitted entrance to an area designed as a confined space, as defined in the Glossary of Terms. Any entries into these areas shall require:
- 14.2.1 The presence of persons trained and qualified in confined space entry and extractions.
- 14.2.2 An extraction attendant, a qualified extraction team and/or fire rescue personnel present at all times when someone is within the confined space with equipment necessary to perform an extraction rescue. No entry shall occur unless these entry parameters are met.
- 14.2.3 The notification of the OSC and the Physical Plant Manager/Administrator at least 24 hours in advance of the required entry or work commencing until a Confined **Space** Entry Permit, Form 404-9, is issued.
- 14.3 In emergencies, prior to the entry of a confined space:
- 14.3.1 The OSC and Physical Plant offices shall be notified.
- 14.3.2 Confined space rescue shall not commence until an extraction team is present. A trained confined space extraction team or fire department shall be present during the extraction.
- 14.4 Person(s) entering confined spaces shall monitor for hazardous or toxic atmospheres using OSHA/NIOSH-approved oxygen meters and/or four gas meters to determine if sufficient oxygen levels exist or other hazardous atmospheres are present.
- 14.5 Other confined space hazards shall be evaluated before entry (i.e., electrical shock hazards, chemical burn potential, the presence of toxic gases, etc.).

DEFINITIONS/GLOSSARY

Refer to the Glossary of Terms for the following:

- Confined Space
- Confined Space Entry Permit
- Deliberate Indifference
- Entry
- Extraction Attendant
- Hazardous Atmosphere
- Healthcare N-95 Particulate Respirator and Surgical Mask
- **Inmate Medical Record**
- Near Miss
- Permit-Required Confined Space (Permit Space)
- Personal Protective Equipment (PPE)

- Qualitative Fit Test
- Quantitative Fit Test
- Respirators
- Safety Data Sheet (SDS)
- Tight-Fitting Face Piece
- Vicarious Liability

ATTACHMENTS

Attachment A, OSC or Equivalent Required/Recommended Training and Certification

Attachment B, Respirators

Attachment C, Department Loss Prevention Program Required Elements

Attachment D, Safety and Loss Prevention Committee Meeting Agenda Guidelines

Attachment E, Department Order **(DO)** Exempted Sections/Subsection

FORMS LIST

105-2, Information Report

105-3, Significant Incident Report,

115-7, Arizona Correctional Industries - Inmate Training Attendance Roster

115-8, Arizona Correctional Industries - Inmate Training Log

403-2, Maintenance/Service Work Order Request

404-1, Employee Safety Suggestions

404-2, Loss Prevention Program Checklist

404-3, Emergency Action/Fire Prevention Plan

404-4, Annual Fire Profile Report

404-6, Fire/Safety Incident Summary Report

404-7, Incident-Accident Investigation

404-8, Root Cause Analysis

404-9, Confined Space Entry Permit

404-10, Job Hazard Analysis

404-11, Fire Hydrant Inspection Report

404-12, Fire/Emergency Evacuation Drill Summary – Central Office Only

404-13, Safety Inspection Report

404-17, Lockout/Tagout Certification of Training

404-19, Periodic Lockout/Tagout Inspection Certification

404-20, Lockout Tagout Energy Control – Equipment/Machine/System

404-25, Authorization and Information for Respiratory Evaluation

404-26, Respirator Confidential Medical Questionnaire

404-27, Annual Supplemental – Respiratory Medical Evaluation Questionnaire

712-4, Tool Checkout

712-4A, Tool Checkout (short form)

804-2, Use of Force/Incident Command

OTHER REFERENCES

Mandatory Exposure Control Plan

Employee Emergency/Fire Prevention Plans

Emergency Operations and Response Plans

RELATED POLICIES

DO #105, Information Reporting
DO #116, Employee Communicable Disease Exposure Control Plan
DO #403, Maintenance
DO #405, Vehicles/Vehicle Maintenance
DO #407, Chemical Control
DO #503, Employee Grooming and Dress
DO #509, Employee Education and Training
DO #601, **Internal Affairs** Investigations and Employee Discipline
DO #706, Incident Command System
DO #712, Tool Control
DO #903, Inmate Work Activities
DO #918, Fire Crews/Disaster Aid
DO #1102, Communicable Disease and Infection Control

AUTHORITY

A.R.S. § 13-2513, Failure to Discharge Duties; Classification; Definition
A.R.S. § 26-302, General Powers of Governor
A.R.S. § 26-303, Emergency Powers of Governor, Termination; Authorization for Adjutant General; Limitation; Extension; Report; Notices; Appeals
A.R.S. § 31-107, Emergency Removal of Prisoners
A.R.S. § 34-461, Applicability of Local Codes; Exceptions; Definition
A.R.S. § 35-192, Authorization for Declaration of Disaster, Authorization for Liabilities and Expenses; Priorities and Limitations; Review and Report of Expenditures
A.R.S. § 41-1609, Agreements with Federal or Private Agencies and Institutions; Contract Review; Emergency Contracts
A.R.S. § 49-108, Hazardous Materials Emergency Response Operations
A.R.S. § 49-123, Hazardous Materials Emergency Management Program; Arizona Emergency Response Commission; Emergency Planning and Community Right-To-Know
A.A.C. R2-10-101 et seq., **Definitions**
A.A.C. R2-10-201 et seq., **Submission of Building Plans**
A.A.C. R2-10-206, Agency Loss Prevention Program Management
A.A.C. R2-10-207, Agency Loss Prevention Program Elements
A.A.C. R4-36-201 et seq., **Incorporation by Reference of the International Fire Code**
29 C.F.R. § 1910, Occupational Safety and Health Standards
29 C.F.R. § 1910.38, Emergency **Action** Plans
29 C.F.R. § 1910.134, Respiratory Protection
29 C.F.R. § 1910.146, Permit-Required Confined Spaces
29 C.F.R. § 1910.147, The Control of Hazardous Energy (lockout/tagout)
29 C.F.R. § 1910.1030, Bloodborne Pathogens
29 C.F.R. § 1926, Safety and Health Regulations for Construction
NFPA 10, Standard for Portable Fire Extinguishers
NFPA 25, Standard for the Inspection, Testing, and Maintenance of Water **Fire Protection** System
NFPA 72, National Fire Alarm **and Signaling** Code
NFPA 96, Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations

ATTACHMENT A

OSC OR EQUIVALENT REQUIRED/RECOMMENDED TRAINING AND CERTIFICATION

Department OSC Requirements

Type	Certification
Fire Inspector I	X
Fire Inspector II	X
NFPA 10: Portable Fire Extinguishers	X
NIMS IS 100/200/700/800 Training	X
NIMS IS 300/400 Classroom Training	X
OSHA 501 General Industry Train the Trainer	X
OSHA 511 Occupational Safety and Health Standards for General Industry	X
Quantitative Fit Tester Certification	X
Respirator training for all respirators which may be used	X

Contract Beds OSC (or equivalent) Requirements




Type	Certification
NIMS IS 100/200/700/800 Training	X
NIMS IS 300/400 Classroom Training	X
OSHA 501 General Industry Train the Trainer	X
Qualitative Fit Tester Certification	X
Respirator training for all respirators which may be used	X
State Fire Code Inspector I Training IFC (2003 edition)	X


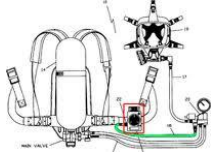
Recommend for all OSCs or equivalent

Type of Training and/or Certification
Fire and Life Safety Educator I
Fire Origin and Cause for First Responders
NIMS All Hazards Safety Officer Training FEMA IS-954
NFPA 13: Standard for Installation of Fire Sprinklers
NFPA 25: Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems
NFPA 72: National Fire Alarm and Signaling Code
NFPA Health and Safety Officer
NFPA 1500: Fire Department Occupational Safety and Health Program (For Structural Fire Crew OSC)
OSHA 500 Train the Trainer for Construction
OSHA 510 Occupational Safety and Health Standards for Construction

ATTACHMENT B

RESPIRATORS AND DEVICES

RESPIRATORS				
Name/Type	Photo(s)	Department Usage	Staff Usage/Requirements	Initial/Annual Requirements
<p>Half Mask (Tight-fitting*)</p>	 <p>Painter's Cartridge Respirator</p>	<p>Primarily in painting and coating jobs, maintenance applications, using organic and particulate cartridges.</p> <p>When stipulated on a SDS for chemical use in a known atmospheres.</p>	<p>Coating operations where eye protection is less of a hazard</p>	<p>Medical Evaluation Respirator Training Fit-Testing Certification</p>
<p>Full-Face (Tight-Fitting*)</p>	 <p>Air Purifying Cartridge Respirator (Gas Mask)</p>  <p>Water/WWTF chlorine gas canister</p>	<p>In known atmospheres, environments with gasses, chemicals, dust, vapors, etc. or as medically required. NOTE: Hazardous atmospheres shall be avoided at all times unless extreme handling procedures are prepared and approved in advance of use or activity by a qualified OSHA individual or jurisdictional fire department.</p> <p>Rescue operations and evacuations from structures or areas involving gasses.</p> <p>When stipulated on a SDS.</p>	<p>Gas Mask – Used by Tactical Support Unit (TSU) only.</p> <p>Chlorine Gas Canister – Used by Water Treatment/ Wastewater Treatment only</p>	<p>Medical Evaluation Respirator Training Fit-Testing Certification</p>

Name/Type	Photo(s)	Department Usage	Staff Usage/Requirements	Initial/Annual Requirements
<p>Particulate Filter** (Tight-fitting*)</p>	 <p>N95 most commonly used</p>	<p>When PPE is needed.</p> <p>Protection from toxic particles, dusts, fibers, fumes, mists, and, as determined by health staff, biological materials (i.e., bacteria, infectious diseases and viruses, etc.)</p>	<p>High risk health staff, qualified hospital posted officers, investigators, and qualified transportation staff.</p>	<p>Medical Evaluation Respirator Training Fit-Testing Certification</p>
<p>Self-Contained Breathing Apparatus (SCBA) (Tight-fitting*)</p>		<p>SCBA shall be code compliant.</p> <p>Additional requirements include users being able to demonstrate their knowledge, skills and ability to competently use a SCBA.</p> <p>Situations involving fire, smoke, gasses, unknown atmospheres for extraction and emergency rescue and fire suppression activities.</p> <p>Fire-resistive clothing is required with use.</p>	<p>Qualified fire brigade crew members and qualified rescue personnel and Rapid Response Team members.</p>	<p>Medical Evaluation Respirator Training Fit-Testing Certification Fire Brigade Training or Rescue Training</p>

ATTACHMENT C

DEPARTMENT LOSS PREVENTION PROGRAM ELEMENTS

Each agency loss prevention committee or individuals designated by the agency head shall develop, implement, and monitor the following loss prevention program elements of an occupational health and safety program (as applicable to their agency):		
#	Requirement	Department Order (DO) and/or Documentation
1	The agency loss prevention policy statement.	DO #404, <u>Fire, Safety and Loss Prevention</u>
2	New employee and continuous in-service training programs.	DO #404, <u>Fire, Safety and Loss Prevention</u> DO #509, <u>Employee Training and Education</u>
3	Documentation and recordkeeping of employee training.	DO #404, <u>Fire, Safety and Loss Prevention</u> DO #509, <u>Employee Training and Education</u>
4	An emergency plan for each agency location that establishes procedures to follow in the event of serious injury, fire, or other emergency that can be reasonably foreseen at the specific agency location.	DO #105, <u>Information Reporting</u> DO #404, <u>Fire, Safety and Loss Prevention</u> DO #706, <u>Incident Command System (ICS)</u> DO #918, <u>Fire Crews/Disaster Aid</u>
5	Procedures for scheduled safety inspections of buildings, grounds, equipment, and machinery. An agency shall document the results of each inspection and forward notice of any deficiencies to the Fire and Life Safety Administrator for corrective action. The agency loss prevention committee or coordinator shall follow-up on inspection recommendations to ensure action is taken to remedy a noted deficiency. The agency loss prevention committee or coordinator shall bring an uncorrected deficiency to the attention of the agency head.	DO #401, <u>Prison Construction</u> DO #403, <u>Maintenance</u> DO #404, <u>Fire, Safety and Loss Prevention</u> DO #606, <u>Quality Assurance and Improvement (QA&I) Program</u> DO #703, <u>Security/Facility Inspections</u>
6	Procedures for accident and incident investigations.	DO #404, <u>Fire, Safety and Loss Prevention</u> DO #405, <u>Vehicles/Vehicle Maintenance</u> DO #519, <u>Employee Health – State/Federal Programs and Assignment</u>
7	A maintenance program for state-owned vehicles, equipment, and grounds under the control of that agency.	DO #403, <u>Maintenance</u> DO #404, <u>Fire, Safety and Loss Prevention</u> DO #405, <u>Vehicles/Vehicle Maintenance</u>

8	A fire protection program that complies with the Arizona State Fire Code, located in A.A.C. Title 4, Chapter 36. This program shall incorporate best practices and standards that protect state of Arizona employees, the general public, and resources entrusted to the agency.	DO #404, <u>Fire, Safety and Loss Prevention</u> DO #918, <u>Fire Crews/Disaster Aid</u> OSHA mandatory program (OMP) and Safety advisory.
9	Systems and procedures to protect the personal security of each employee and prevent loss of or damage to state property.	DO #202, <u>Public Access - Tours and Board Hearings</u> DO #205, <u>Contractor and Program Associate Security</u> DO #304, <u>Equipment and Inventory System</u> DO #404, <u>Fire, Safety and Loss Prevention</u> DO #707, <u>Inmate Escape Prevention/Response</u> DO #718, <u>Stun Electrified Fences</u>
10	A land, facility, equipment, or process environmental protection program.	DO #404, <u>Fire, Safety and Loss Prevention</u> DO #407, <u>Chemical Control</u>
11	An industrial hygiene program that encompasses an existing or potential health hazard within an agency, or that agency personnel may be exposed to during the course of work.	DO #105, <u>Information Reporting</u> DO #116, <u>Employee Communicable Disease Exposure Control Plan</u> DO #401, <u>Prison Construction</u> DO #403, <u>Maintenance</u> DO #404, <u>Fire, Safety and Loss Prevention</u> DO #407, <u>Chemical Control</u> DO #706, <u>Incident Command System (ICS)</u> DO #1102, <u>Communicable Disease and Infection Control</u> OMP and Computer Based Training – Ergo Smart – Your Guide to Comfortable Computing
12	Motor vehicle safety program. For the purpose of this section, an authorized driver is an employee whose job position description questionnaire or similar document requires the use of a vehicle; an employee who operates a state vehicle; or an employee who operates a leased, rented or personal vehicle where the state provides 100% of that vehicle lease, rental or operational costs.	DO #404, <u>Fire, Safety and Loss Prevention</u> DO #405, <u>Vehicles/Vehicle Maintenance</u> DO #509, <u>Employee Training and Education</u>
13	A safety and security standard for a construction site where state employees work.	DO #404, <u>Fire, Safety and Loss Prevention</u>

ATTACHMENT D

SAFETY AND LOSS PREVENTION COMMITTEE MEETING AGENDA GUIDELINES

1. Call to order by Chairperson
2. Roll call of attendees (sign in roster)
3. Review and approve the last meeting minutes
4. Discussion of unfinished business (old business)
 - a. Reports on pending matters from last meeting
 - b. Solutions/corrective action recommendations
 - c. Discussion of unresolved safety suggestions
5. Discussion of new business
 - a. Review of key performance indicators (metrics and scorecard)
 - i. Near miss = first aid only/Injury = visit to provider/recordable/reportable to ADOSH
 - ii. Workers compensation report (YTD frequency and severity)
 - iii. Injury Rate (rate of occupational injuries and illnesses per 100 full-time workers)
 - iv. DART (Days Away from work/Restricted duty/Transfer to other job)
 - b. Report on incident(s) of injured or ill – follow-up welfare
 - c. Incident Investigation (each incident)
 - i. What was the incident?
 - ii. Where did the incident occur (be specific)?
 - iii. What conditions contributed to the incident?
 - iv. Why did the conditions exist?
 - v. What can be learned from this incident?
 - vi. What can be done to mitigate or prevent another such incident?
 - d. Report on safety related to incidents
 - i. Follow-up action taken by management and/or committee
6. Committee/Subcommittee reports
7. Suggestion box
 - a. Discussion of submitted safety suggestions
 - b. Assignment of safety suggestions for action
8. Inspection/Tour/Audit reports
 - a. Assignment for corrective action
9. Training/Guest Speakers
10. Announcement of next meeting date
11. Adjournment

ATTACHMENT E

DEPARTMENT ORDER (DO) EXEMPTED SECTIONS/SUBSECTIONS

The following sections and/or subsections of DO #404, Fire, Safety and Loss Prevention are not applicable to the operation of **Contract Beds facilities**.

1.0	Contract Beds facilities are exempted from the entire section, with the exception of 1.3.10 and 1.3.13
2.0	Contract Beds facilities are exempted from the entire section
3.0	Contract Beds facilities are exempted from the following sections : 3.3 through 3.3.10.1 (unless any loss involves state property and/or state equipment, or if otherwise directed) 3.4 through 3.4.3 3.6 through 3.6.9 (at those one-unit “stand-alone” facilities, where the described duties may be performed by the OSC)
4.0	Contract Beds facilities are exempted from the entire section
5.0	Contract Beds facilities are exempted from the entire section
6.0	Contract Beds facilities are exempted from the entire section
11.0	Contract Beds facilities are exempted from the entire section, with the exception of 11.0, 11.2
12.0	Contract Beds facilities are exempted from the entire section