

 <p>ARIZONA DEPARTMENT OF CORRECTIONS</p> <p>DEPARTMENT ORDER</p>	CHAPTER: 400 PHYSICAL PLANT/FACILITY	OPR: AS HS
	DEPARTMENT ORDER: 404 <i>FIRE, SAFETY AND LOSS CONTROL</i>	SUPERSEDES: DO 404, (11/29/99)
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TABLE OF CONTENTS

PURPOSE		
RESPONSIBILITY		
APPLICABILITY		
PROCEDURES		PAGE
404.01	ADMINISTRATIVE SERVICES DIVISION RESPONSIBILITIES.....	1
404.02	OCCUPATIONAL SAFETY CONSULTANT RESPONSIBILITIES	5
404.03	INTERAGENCY AGREEMENTS.....	8
404.04	FIRST AID KITS AND SUPPLIES	8
404.05	EQUIPMENT OPERATING SAFETY	9
404.06	SAFETY AND LOSS CONTROL COMMITTEES.....	10
404.07	BREATHING APPARATUS, RESPIRATORS AND EVACUATION HOOD PROTOCOLS ..	13
404.08	CONFINED SPACE PROTOCOLS	15
404.09	INMATE WORKERS (EFFECTIVE APRIL 28, 2003)	16
	IMPLEMENTATION	17
	AUTHORITY	18
	ATTACHMENTS	

PURPOSE

This Department Order defines and establishes safety procedures to protect the public, staff and inmates by ensuring that facilities are operated and managed consistently following fire and life safety codes, and General Industry Standards for Construction and General Industry as adopted by the regulatory bodies of the state.

RESPONSIBILITY

The Deputy Director, Assistant Director or Warden or the Deputy Warden for Operations shall direct and evaluate the duties and responsibilities of the Occupational Safety Consultant IIIs, in accordance with Department Order 514, Performance Appraisals for Correctional Employees (PACE). Comments provided by the Safety and Environmental Services Office Manager shall be included in applicable performance documentation.

The Office of Safety and Environmental Services Manager shall, as designee for Administrative Services, monitor and evaluate the Occupational Safety Consultants IIIs application of regulatory standards, compliance with the applicable Department Orders and written instructions, compliance assistance to the institutions, and provide written comments/documentation to the Deputy Warden for Operations regarding the performance of the Occupational Safety Consultants IIIs, to include specific PACE performance expectations that address work requirements, standards and professional responsibilities.

APPLICABILITY

Private Prisons shall provide written evaluations of fire drills, reports of fires and incident reports to the Department Contract Monitor for dissemination to the Safety and Environmental Services Office. Private Prisons shall contract with local fire departments having jurisdiction in their location for fire protection, as specified in Department contract. Any further exceptions to the processes outlined in this Department Order for Private Prisons are indicated.

PROCEDURES

404.01 ADMINISTRATIVE SERVICES DIVISION RESPONSIBILITIES

- 1.1 The Administrative Services Division staff shall consult with State Regulatory Authorities and the Department of Administration (DOA) Risk Management Division concerning:
 - 1.1.1 Fire and safety prevention information and programs.
 - 1.1.2 Fire and safety equipment.
 - 1.1.3 Fire and safety procedures.
 - 1.1.4 Life and occupational safety procedures.
 - 1.1.5 Fire alarm panel replacement, including additions and alterations to an existing infrastructure or fire alarm system as originally designed.
- 1.2 The Facilities Activation Bureau Administrator shall obtain from the State Fire Marshal, DOA Risk Management Section and Department Safety and Environmental Services Office the review and approval concerning renovations, alterations, modifications and/or additions to Department facilities and life safety systems.

- 1.3 The Safety and Environmental Services Office shall:
 - 1.3.1 Ensure that the Department Occupational Safety Consultant assists the Staff Development and Training Bureau in:
 - 1.3.1.1 Developing a fire and life safety training curriculum.
 - 1.3.1.2 Coordinating safety instruction for the Occupational Safety Consultants that shall be:
 - 1.3.1.2.1 A minimum of four hours classroom training.
 - 1.3.1.2.2 Held during each Quarterly Occupational Safety Consultants Meeting.
 - 1.3.2 Act as the Department liaison with:
 - 1.3.2.1 Office of State Fire Marshal.
 - 1.3.2.2 DOA Risk Management.
 - 1.3.2.3 Occupational Safety Consultant.
 - 1.3.2.4 Local fire departments.
 - 1.3.2.5 External arson investigators.
 - 1.3.2.6 Arizona Department of Environmental Quality.
 - 1.3.2.7 Arizona Department of Occupational Safety and Health (ADOSH).
 - 1.3.2.8 Arizona Department of Health Services, Food Safety and Environmental Services.
 - 1.3.2.9 United States Environmental Protection Agency.
 - 1.3.2.10 United States Department of Labor, Occupational Safety and Health Administration (OSHA).
 - 1.3.2.11 Other regulatory authorities as required.
 - 1.3.3 Coordinate and prepare responses, with input from institution staff, to various regulatory agencies responses to inspections and reports generated as a result of official activities.
 - 1.3.4 Prepare and advise the Assistant Director for Administrative Services of budget needs relating to fire, safety and equipment by April 1 each year.
 - 1.3.5 Direct and supervise with jurisdictional authorities the evacuation and drills of Central Office personnel and buildings located at:
 - 1.3.5.1 363 North First Ave., Phoenix.

- 1.3.5.2 1601 West Jefferson Ave., Phoenix.
- 1.3.5.3 1645 West Jefferson Ave., Phoenix.
- 1.3.5.4 2005 North Central Ave., Phoenix.
- 1.3.5.5 2200 North Central Ave., Phoenix.
- 1.3.5.6 3120 North 35th Ave., Phoenix.
- 1.3.6 Collect timing and evacuation compliance data from the assigned Emergency Evacuation Floor Monitors relative to floor compliance, in accordance with Department Order #706, Incident Management.
- 1.3.7 Provide written observations to each Emergency Evacuation Floor Monitor division supervisor relating to:
 - 1.3.7.1 Evacuation safety procedures.
 - 1.3.7.2 Emergency Evacuation Floor Monitors training, to include recommendations and improvements needed for correcting programmed life safety exercises.
- 1.3.8 Maintain a statistical profile of all fire or life threatening safety incidents to include:
 - 1.3.8.1 Fire or accident type.
 - 1.3.8.2 Date and time of the incident.
 - 1.3.8.3 Specific location information.
 - 1.3.8.4 Probable or determined cause including the indicated source.
 - 1.3.8.5 Estimated or actual loss value.
 - 1.3.8.6 Identification of any injuries and loss of life.
 - 1.3.8.7 Estimated schedule for replacement or refurbishment, including the indicated sources.
 - 1.3.8.8 A 30 day cycle of follow-up through successful resolution.
 - 1.3.8.9 Action needed to prevent or minimize future occurrences.
- 1.3.9 Review budget justifications provided by the Occupational Safety Consultants with the supervisor by March 1 each year relating to:
 - 1.3.9.1 Upgrades, replacements, alterations and additions to facilities, alarm systems, fire suppression equipment and related infrastructures and specialized personal protective equipment items, in accordance with standards set by the National Fire Protection Association (NFPA) and OSHA.

1.3.9.2 Compliance with applicable codes.

- 1.3.10 Revise and submit corrected budget data to the Facility Activation Bureau for use in the Department's annual capital renewal budget no later than April 1 each year.
- 1.3.11 Provide a mandatory review and consultation on life safety and environmental concerns to the Facility Activation Bureau for all new construction, renovation, alteration and additions to include temporary housing projects.
- 1.3.12 Review annual institutional Tier II reports for completeness. Submit the Department's annual Tier II report, no later than March 1 each year to the State Emergency Response Commission (SERC) and the institution's jurisdictional Local Emergency Response Committee (LEPC).
- 1.3.13 When an unusual or serious accident involving the use of equipment occurs, electronically forward information identifying the accident, the resulting consequences and efforts to eliminate future occurrences to all institutions and offices warning everyone to avoid the conditions stated in the memo router.
 - 1.3.13.1 Private Prison staff shall forward detailed incident reports to the Contract Monitor, who shall forward copies of these reports to the Safety and Environmental Services Office.
- 1.3.14 Visit or tour each institution as requested by a Division Director, ROD or Warden, or when there is a violation citation requiring intervention from the Safety and Environmental Services Office.

1.4 Annually, the Safety and Environmental Services Office shall request through the Department of Transportation, Motor Vehicle Division, a check on all Department driving records. The records of those employee's who have the types of violations listed in 1.4.1 through 1.4.4.3 shall be provided to the appropriate Deputy Director, Assistant Director, Regional Operations Director or Warden for possible disciplinary action:

- 1.4.1 Court-ordered License Revocation - Shall require immediate termination of all motor vehicle driving privileges for state-owned vehicles and private vehicles used for state business. Disciplinary Action may be required in accordance with Department Order #601, Administrative Investigations and Employee Discipline.
- 1.4.2 Court-suspended Driving License - Shall require immediate termination of all motor vehicle driving privileges for state-owned vehicles and private vehicles used for state business. Disciplinary Action may be required in accordance with Department Order #601, Administrative Investigations and Employee Discipline.
- 1.4.3 Citations for DUI, DWI, or for Reckless Endangerment - Speeds in excess of 20 miles per hour above a posted speed limit shall require the temporary suspension of the operators use of state vehicles, private vehicles for state business or until driving privileges are determined. If upheld, the employee may receive disciplinary action, in accordance with Department Order #601, Administrative Investigations and Employee Discipline.
- 1.4.4 Citizen Complaints - Received by the Department, shall be forwarded to the appropriate Deputy Director, Regional Operations Director, Regional Health Administrator, Assistant Director or Warden. The citizen that initiated the complaint shall be afforded notification of the action taken, but the name of the employee shall not be provided. The following citizen complaint categories shall be used.

- 1.4.4.1 Unsafe lane changes - The vehicle was reported to lane change without leaving adequate clearance, or three or more lane changes were reported to have occurred within one mile.
- 1.4.4.2 Speeding - The vehicle was reported to be exceeding the posted speed limit.
- 1.4.4.3 Aggressive driving - The operator was reported to be verbally abusive, disrespectful, aggressive, angry, threatening and/or combative.

1.5 Safety and Environmental Services Manager shall participate on Occupational Safety Consultant hiring boards in accordance with Department Order #504, Recruitment and Hiring.

404.02 OCCUPATIONAL SAFETY CONSULTANT RESPONSIBILITIES - Occupational Safety Consultants shall:

- 1.1 Provide OSHA mandated training and fit testing using approved curriculums, adopted from the Uniform Fire Code and the NFPA 's Life Safety Code, for all staff and inmates associated with fire suppression and life safety program implementation.
- 1.2 Ensure that all staff and inmates performing fire fighting duties are fully certified Fire Fighter I and II, following NFPA standard 1001/600.
- 1.3 Provide and certify the active fire roster to the Safety and Environmental Services Office.
- 1.4 Ensure that a proper contractual agreement exists between the State and the fire department having jurisdiction, either mandated or by incorporation, and that the State has designated either the fire department as the Local Emergency Planning Committee, or determined that the fire department is able to respond to fire incidents within mutually agreed time lines with the appropriate quantities of fire personnel and suppression equipment.
 - 1.4.1 Contracts shall address liability and cost to the Department, and ensure that response communications are adequate between the institutional fire fighters and the fire department at all times.
 - 1.4.2 A copy of the contract shall be provided to the Safety and Environmental Services Office.
 - 1.4.3 Fire agencies with jurisdiction shall be permitted entry into an institution when they are responding to a fire and/or emergency life/safety situations, in accordance with applicable institution orders and post orders.
- 1.5 Attend the Quarterly Occupational Safety Consultants Meeting and training conducted by the Safety and Environmental Services Office and Department Safety Consultant.
- 1.6 Submit incidents of life/safety incident violation reports to the Department Office of Safety and Environmental Services within five work days following the date of the incident. Verbally brief the Department Safety Consultant the first work day following an incident.
- 1.7 Post evacuation routes in all structures and familiarize occupants with the evacuation directions, alarm box and extinguisher locations.

- 1.8 Be identified as the institution's Safety and Loss Prevention Liaison.
- 1.9 Ensure that appropriate quantities of fire equipment, EXAMPLE: extinguishers, Self Contained Breathing Apparatuses, masks, shields, turnouts, etc., are available, properly maintained and in operational use in accordance with the NFPA standard 1500 and that, prior to the use of respirators, users are medically cleared by Occupation Health Services.
- 1.10 Submit a detailed report of critical item fire equipment shortages to the Safety and Environmental Services Office each quarter indicating:
 - 1.10.1 The equipment needed.
 - 1.10.2 Reason for the shortage.
 - 1.10.3 Whether the item is a repeat from the last quarter.
- 1.11 Maintain a record of when safety equipment maintenance is performed and the next scheduled maintenance or replacement is to occur. The record shall include the testing required per the NFPA and OSHA Standards, for example; applicable hydrostatic, fire alarm system and devices, and hydrant flow testing.
- 1.12 With the Warden's prior approval (except for emergencies), activate, monitor and record fire drills for evacuation timing and compliance of all building occupants, announced and unannounced, each quarter, one quarter of all Department structures. Occupational Safety Consultants shall provide a copy of the evaluation to the Warden, supervisor and the Department Occupational Safety Consultant.
- 1.13 Conduct random quarterly fire and life safety inspections of one quarter of all facility structures. A written recommendation shall be provided to the Warden for mandatory code corrections relating to itemized inspection results.
- 1.14 Provide or coordinate training by qualified instructors on fire suppression and life safety programs for all fire suppression staff and inmates as required for their area of responsibility following OSHA standards.
- 1.15 Provide fire apparatus operational training to ensure that the operating personnel are cognizant of the laws of the state and rules established in Department Order #405, Vehicles/Vehicle Maintenance, and that they are proficient in its use.
- 1.16 Submit reports identified in section 404.01, 1.3.8.1 through 1.3.8.9 to the Department Safety Consultant. List all damage to structures and personal property with the loss value for each item and total cost for the incident.
- 1.17 Inform the Institution Safety Committee of all property losses that, after review by the Physical Plant Administrator/Manager, meet the following Risk Management criteria in the Arizona Administrative Code R2-10-102:
 - 1.17.1 Major Incident: Within one workday any injury to a non-employee or for the loss of non-state property and/or liability claims, or for state property loss exceeding a \$10,000 estimated value.
 - 1.17.2 Property Loss: Within 10 workdays of a personal property loss with an estimated value of less than \$10,000.

- 1.18 When requested by the Occupational Health Nurse, review occupational injuries for possible corrective action to the Physical Plant. Written recommendations for corrective actions shall be provided to the Warden, Safety Committee and institutional Physical Plant personnel to avoid future occurrences.
- 1.19 Provide the Department Occupational Safety Consultant with budget item descriptions and justifications in accordance with sections 404.01, 1.3.8 through 1.3.10, that shall ensure continued compliance with related codes by March 15 each year.
- 1.20 Maintain current copies of Material Safety Data Sheets, including contract vendor pest controller applied products, in accordance with Department Order #407, Hazardous Material Control.
- 1.21 Prior to assigning personnel and/or inmates to a fire crew, seek written approval from the Warden for all fire crew job assignments. The Department Occupational Safety Consultant shall be provided a fire crew roster and a copy of the current firefighters certifications (Fire Fighter I and Fire Fighter II) for each staff member and inmate on the fire crew.
- 1.22 Provide and assist institutional fleet operations with the Driver Safety Education program for all staff operating state vehicles or personal owned vehicles used conducting state business.
- 1.23 Complete a Loss Prevention Program Checklist at the beginning of the first and third quarters. Originals shall be provide to the Department's Safety and Environmental Services Office Manager for dissemination to DOA Risk Management Section. Copies shall be distributed to the Warden.
- 1.24 As required in 29 CFR 1910.38 et.seq., prepare Emergency Action/Fire Prevention Plans (Form 404-3PF) and, within ten work days, forward them to the Safety and Environmental Services Office for review. The Safety and Environmental Services Office shall forward the plans to the Warden/Administrator for approval, if approved the plans shall be forwarded to the Occupational Safety Consultants for posting in the appropriate locations.
- 1.25 Coordinate with each Deputy Warden, the assignment of qualified staff as the Unit Fire/Safety Coordinator who shall function as the fire and hazardous material liaisons to the Occupational Safety Consultant. Each person assigned to this duty shall be qualified as a fire fighter I and II, and be responsible for the unit's hazardous material control and fire duties, in accordance with NFPA 1001 or the NFPA 600 Industrial Fire Brigade Standard where determined applicable by the State Fire Marshal's Office. The Occupational Safety Consultant shall act as second-line supervisor/reviewer to the unit Fire Coordinator.
- 1.26 Maintain the following Occupational Safety Consultant Personal Training Requirements:
 - 1.26.1 Fire fighter I and II qualifications and/or industrial fire brigade qualifications at institutions determined by the State Fire Marshal's Office to be a qualifying institution.
 - 1.26.2 Occupational Safety and Health Administration 501 certification.
 - 1.26.3 Hazardous Waste Operations Emergency Responder certification.
 - 1.26.4 Fit Testing certification.
- 1.27 For each type of mask used, certify the fit testing performed by a trained and certified alternate who has been approved by the Warden or designee. The use of a surgical and/or TB masks are not applicable to this Department Order.

- 1.28 Annually, review and evaluate all areas known for slip, trip or fall injuries utilizing a Job Hazard Analysis method, and recommend improvements to the Warden or Administrator that would minimize or alleviate potential injuries caused by slips, trips or falls.
- 1.29 Review all requests for exceptions to the requirement for slip resistant footwear on a case by case basis and forward all exception requests and recommendations to Warden or Administrator for final approval or denial. A copy of each request shall be forwarded to the Safety and Environmental Services Unit.

404.03 INTERAGENCY AGREEMENTS

- 1.1 In consultation with the Contracts Administration Bureau, institutions shall:
 - 1.1.1 Develop draft agreements with local fire jurisdictions and departments within incorporated areas.
 - 1.1.2 Enter into agreements with responding fire agencies detailing responsibilities for unincorporated areas.
- 1.2 Safety and Environmental Services, Contracts Administration and Risk Management shall review agreements and, based on liability, recommend approval or disapproval to the Director.
- 1.3 After review and approval by the Director, Agreements or Mutual Aid Fire Protections with local fire jurisdictions, departments and institutions shall be executed by the Assistant Director for Administrative Services.
- 1.4 Staff and inmate fire crews shall not be utilized to suppress fires involving private structures or private personal property, except for property located on or within state owned premises.
- 1.5 DOA Risk Management may conduct a liability review concerning staff and inmate participation in a mutual aid fire suppression contract agreement.
- 1.6 No agreements shall supersede Department Orders or other Departmental written instructions until approved by the Director. Private Prisons shall enter into agreements as specified by Department contract. (See Applicability.)

404.04 FIRST AID KITS AND SUPPLIES

- 1.1 First aid kits shall be maintained in all buildings and structures identified by the Occupational Health Unit Nurse for use by staff.
- 1.2 Medical emergencies shall be treated by medical professionals or trained Emergency Medical Technicians. Stabilizing efforts may be provided by trained first responders until emergency medical technicians or medical staff arrive.
- 1.3 The Occupational Health Unit Nurse shall identify where first aid and blood spill kits shall be placed and their contents.
- 1.4 The Occupational Safety Consultant shall:
 - 1.4.1 If the tamper seal is broken, inspect each first aid and blood spill kit for completeness and then reseal the kit after the supplies have been replenished.
 - 1.4.2 Provide a list of supplies needed to replenish each first aid and blood spill kit to the business office at the institution. Replenishment of first aid kit supplies is the responsibility of the designated Area or Building Supervisor.

- 1.5 Vehicle first aid kits are not mandatory; however if one is present it shall be:
 - 1.5.1 Inventoried quarterly by the Equipment Shop Supervisor or designee assigned to the motor pool.
 - 1.5.2 The Equipment Shop Supervisor shall maintain a record of which vehicles have first aid kits and verify a content inventory for each.

404.05 EQUIPMENT OPERATING SAFETY

- 1.1 Prior to the purchase of new equipment requiring safety equipment, the assigned Tool Room Officer shall:
 - 1.1.1 Verify that an operations manual is included with the equipment and identify all safety training programs, videotapes and any other related safety training information.
 - 1.1.2 At the time of receipt of the equipment and prior to acceptance by tagging/marketing:
 - 1.1.2.1 Inspect all equipment to ensure all requirements are met by the distributor/contractor.
 - 1.1.2.2 Ensure all information required to train staff in the safe operation of the equipment is identified and received. This may include specialized training provided by the equipment provider or manufacturer.
- 1.2 The assigned Tool Room Officer shall:
 - 1.2.1 Prior to the issue of the equipment:
 - 1.2.1.1 Verify that equipment has undergone a safety check in accordance with the Department Loss and Control Manual and the instructions provided by the manufacturer. This safety check shall be recorded in the Correctional Service Journal located in the tool room.
 - 1.2.1.2 Ensure proper Personal Protective Equipment is included with equipment in accordance with the Department Loss and Control Manual and recommendations provided by the manufacturer. No modification to machinery or its safety devices are authorized unless performed by the manufacturer or their representatives. All equipment shall be operated following the manufacturers operating instructions.
 - 1.2.1.3 Ensure that staff requesting equipment and/or assigned inmate operators, have read and understand the instruction manual and is familiar with its operation. Staff assigned to supervise the inmate operating the equipment shall ensure appropriate supervision at all times.
 - 1.2.1.4 Review Department Order #712, Tools and Restricted Product Control, to determine the classification of the equipment.

- 1.2.2 Upon return of the equipment:
 - 1.2.2.1 Ensure the staff member or an inmate under supervision of a staff member, perform an operation check of the equipment to ensure that it is in good working condition.
 - 1.2.2.2 Perform a safety check and ensure that the equipment is operational and that safety features are in place. This safety check shall be recorded in the Correctional Service Journal located in the tool room.
- 1.3 Operators shall receive proper training for equipment and machinery they are to use. Equipment and machinery shall be strictly monitored for proper use, repair and storage. Misuses may result in disciplinary action. All suspected and verified attempts to circumvent safety procedures shall be reported to the unit Chief of Security using an Information Report form.
- 1.4 Machinery and/or electric equipment found in disrepair, being repaired, or that may jeopardize the safety of the operator shall be immediately tagged as out of service and be removed from use until properly repaired. The Tool Room Officer shall:
 - 1.4.1 Place a red and white stripped "Danger, Lock Out" tag on equipment which is removed from service (see Attachment A) and use a single source lock out key on the equipment to be repaired or replaced. The tag shall include the name of the person performing the lock out and the date performed.
 - 1.4.2 Document the equipment Tag Out in the Correctional Service Journal located in the tool room.
 - 1.4.3 Document this information on an Information Report and submit a Maintenance Repair Order to the Physical Plant Office.
 - 1.4.4 Document the return of the repaired equipment in the Correctional Service Journal located in the tool room.

404.06 SAFETY AND LOSS CONTROL COMMITTEES

- 1.1 The Vehicular Accident Review Committee shall:
 - 1.1.1 Review traffic accidents involving Department motor vehicles in which:
 - 1.1.1.1 The operator receives a citation for a traffic violation arising from an accident.
 - 1.1.1.2 There is a death or treatable injury.
 - 1.1.1.3 A privately owned vehicle is involved.
 - 1.1.1.4 Property damage exceeds \$5,000.
 - 1.1.2 Meet at least quarterly.

- 1.1.3 Meet as soon as possible after pertinent information is received, to include the accident report, incident report and/or the police report, in which an accident:
 - 1.1.3.1 Involved the death of a non-employee.
 - 1.1.3.2 Resulted in a serious debilitating injury.
 - 1.1.3.3 Resulted from a state vehicle being defective.
 - 1.1.3.4 Resulted in a law enforcement agency's determination that a Department driver was at fault or negligent.
- 1.1.4 Be chaired by the Department Fleet Administrator with members appointed by each Deputy Director for a one year term. Members may include:
 - 1.1.4.1 A Safety Consultant.
 - 1.1.4.2 A representative of Administration, Director's Office, Health Services and Prison Operations.
 - 1.1.4.3 A representative of DOA Risk Management.
 - 1.1.4.4 A representative from the Safety and Environmental Services Office.
- 1.1.5 Review each accident as reported from the previous quarter and forward findings and recommendations to the Assistant Director for Administrative Services and the affected Assistant Director or Warden. The findings shall include:
 - 1.1.5.1 Whether the accident was preventable - Good judgement was not used when operating a state vehicle and the driver was cited for the accident or found to be at fault.
 - 1.1.5.2 Whether the accident was Non-preventable - That proper operational judgement was used in trying to avoid the accident, and the operator was not cited for the accident.
 - 1.1.5.3 Any other finding or recommendations regarding the accident or the driver's operating history that will assist the Assistant Director or Warden in determining any corrective and/or disciplinary action and training which may be required.
 - 1.1.5.4 Accident Prevention Training - A vehicle operator who has more than one preventable accident on their ADOT driving record within a three year period, shall complete a Department-approved driver training program. Driving privileges may be suspended and/or restored by the Chief of Staff until reviewed by the appropriate Deputy Director recommending resumption of privileges.
- 1.2 An Institutional Safety and Loss Control Committee shall be established at each institution to review industrial accidents and/or injuries, employee safety recommendations, and vehicle accidents which do not meet the criteria for review by the Vehicular Accident Review Committee.

- 1.2.1 The Institutional Safety and Loss Control Committee members shall:
 - 1.2.1.1 Be appointed by the Warden for a term not to exceed one calendar year.
 - 1.2.1.2 Not serve more than one consecutive annual term.
 - 1.2.1.3 Be representative of the total workforce and all major areas within each area of responsibility.
 - 1.2.1.4 Meet once monthly to review accidents, injuries and the Employee Safety Suggestions (Form 404-1PF), and vehicular accidents not reviewed by the Vehicle Accident Review Committee.
 - 1.2.1.5 Provide a copy of all institutional Safety and Loss Control Committee meeting minutes to the Assistant Director for Administrative Services, as the permanent Chairperson for the Central Office Safety and Loss Control Committee.
 - 1.2.1.6 Review institutional compliance with the state's mandatory Loss Prevention Program using the Department Loss Prevention Checklist, Form 404-2PF.
- 1.2.2 Committee findings and recommendations shall:
 - 1.2.2.1 Be copied and forwarded to the Occupational Health Nurse and the Occupational Safety Consultant, each shall be non-voting members of the committee.
 - 1.2.2.2 Report the status of each safety issue and the successful completion of each activity to the Warden, through the Chairperson. The Chairperson shall ensure that the Warden is aware of all actions to resolve each issue.
- 1.3 Central Office Safety and Loss Control Committee shall be established for the comprehensive semi-annual review of Department property losses, accidents, workplace injuries and disturbances, negligence, or thefts in excess of \$25,000, to include losses from weather events, and to review qualifying incidents forwarded from the Institutional Safety and Loss Control Committee.
 - 1.3.1 Each Deputy Director may appoint one committee member for each area of responsibility, who shall have a term of one calendar year with only one consecutive annual term.
 - 1.3.2 The Assistant Director for Administrative Services is the permanent chairperson and shall be responsible for minutes summary, report distribution, meeting and minutes of the Central Office Safety and Loss Control Committee. Minutes shall be distributed as follows:
 - 1.3.2.1 The Director.
 - 1.3.2.2 The Chief of Staff.

- 1.3.2.3 The Deputy Directors.
- 1.3.2.4 The affected Assistant Director.
- 1.3.2.5 The affected Bureau Administrator.
- 1.3.2.6 Serving members of the Central Office Safety and Loss Control Committee.
- 1.3.3 The Office of Safety and Environmental Services Manager, a representative of the Occupational Health Unit and the Department Occupational Safety Consultant shall act as non-voting members of the committee.
- 1.3.4 The Committee shall review:
 - 1.3.4.1 The minutes from each of the Institution Committees, to include their findings, recommendations and problem resolution from the previous meeting.
 - 1.3.4.2 Incidents or property claims for Divisions, Bureaus, units and for employee personal property losses and recommend corrective action if appropriate.
 - 1.3.4.3 Department compliance with the State's mandated Loss Control Program using information provided by the institutions and the Divisions completed Department Loss Prevention Program checklist.
 - 1.3.4.4 Risk Management's Annual Claim Summary Data for potential trends in losses and higher exposures relating to those trends.

404.07 SELF CONTAINED BREATHING APPARATUS, PARTICULATE RESPIRATORS AND ESCAPE/EVACUATION HOOD PROTOCOLS

- 1.1 General Respirator Protection - Respirators shall only be worn by individuals medically screened and fit tested using the procedures listed in this section. Respirators shall be worn:
 - 1.1.1 Only after the employee or inmate has completed the Department Respirator Medical Questionnaire, and no medical restrictions are determined by the reviewing medical professional. No training shall commence until the employee or inmate is medically cleared.
 - 1.1.2 When operating equipment in a gaseous, dust paint or chemical-filled atmosphere.
 - 1.1.3 When designed for the environment in the area of use, and they meet industry standards and Material Safety Data Sheet (MSDS) warnings. For example, when working in painting, carpentry, cement and planting operations and where volatile organic compounds may be encountered.
 - 1.1.3.1 Hazardous atmospheres shall be avoided at all times unless extreme handling procedures are prepared and approved by the Office of Safety and Environmental Services prior to use.

- 1.1.4 By individuals who have been medically evaluated, fit tested and trained for each make and type of respirator to be used in accordance with OSHA 29 CFR 1910.134, Respiratory Standard. The respirator(s) shall be fit-tested and the individual(s) medically evaluated by the responsible medical professional and the Occupational Health Nurse.
- 1.2 Only Self-Contained Breathing Apparatus (SCBA) certified personnel shall perform fire fighting or rescues from a building involving fire and/or smoke. Fire/rescue personnel shall be personally equipped and fit tested for a SCBA face mask. Only those trained personnel, medically-screened by a health professional and fit tested by a qualified tester shall wear a SCBA.
 - 1.2.1 Only certified staff shall assist in evacuating occupants from a structure in fire emergencies.
 - 1.2.2 Only personnel trained in the rescue of trapped or injured occupants shall attempt rescue operations from structures or areas involving fire, smoke or gaseous environments.
 - 1.2.3 Evacuations from oxygen deficient or smoke-filled environments shall occur without performing rescue operations, unless SCBA certified and trained rescue personnel are at least four persons in number to effectuate the "two-in two-out rule".
 - 1.2.4 At first contact, fire response personnel shall be immediately notified that rescue activities are necessary.
 - 1.2.5 Fire and tactical personnel shall wear only fire resistive clothing and personal protective equipment, using applicable NFPA standards.
 - 1.2.6 Flame resistive protective clothing shall be provided to all essential rescue personnel. (NFPA 1971, 1972, 1973, 1974 and 1975)
- 1.3 All employee Escape/Evacuation Hoods shall be marked with a National Institute for Occupational Safety and Health (NIOSH) approval and shall:
 - 1.3.1 Meet the NFPA standards for emergency escape hoods.
 - 1.3.2 Be used only for the purpose of escape, moving away from the source of the smoke or fire.
 - 1.3.3 Provide for minimal respiratory protection.
 - 1.3.4 Allow for the safe and orderly evacuation of occupied areas from hazardous fire and toxic gas atmospheres for up to a minimum of a 15 minute duration.
 - 1.3.5 Be purchased from state contracts for use by Department personnel.
- 1.4 Only Rescue/Designated Tactical Personnel shall be:
 - 1.4.1 Required to wear a SCBA in rescue or tactical emergency operations.
 - 1.4.2 Trained in the proper use of a SCBA in accordance with OSHA standards, 29 CFR 1910. Personal Protective Equipment shall meet minimum NFPA and OSHA requirements for worker protection and shall be:

- 1.4.2.1 Medically evaluated through the Occupational Health Unit Nurse, in accordance with OSHA standards using the Department Respiratory Medical Questionnaire, Form 116-9P, in 29 CFR 1910.134, Subpart I.
- 1.4.2.2 Fit tested in accordance with OSHA standards, 29 CFR 1910.134, Fit testing Procedures.

1.5 Respirators used by staff or inmates for water/wastewater operations, painters, or for any other functions where a mask covers the nose and mouth, other than medical professionals, shall be evaluated using the respirator Medical Evaluation Procedure.

1.6 Respirator Medical Evaluation Procedure - Each person performing a task that requires the use of a respirator, for example; SCBA, water/wastewater chlorine canister respirator, painter's canister respirator, gas mask, etc., shall complete and file with the Occupational Health Nurse a completed Respiratory Medical Questionnaire, as required by OSHA 29 CFR 1910.134, Subpart I, Appendix C. This form shall be considered confidential employee medical information and shall only be given to the Occupational Health Nurse or the attending Medical Professional performing the review.

- 1.6.1 An Occupational Health Nurse shall evaluate each employee's medical ability to wear respirators based on the employee's written responses to the questions posed in the Respiratory Medical Questionnaire.
- 1.6.2 Employees identified by the Occupational Health Nurse as needing further medical evaluation shall be afforded a Pulmonary Function Test, and based on the results, the employee's medical ability to use a respirator.
- 1.6.3 Staff shall **not** wear a respirator or perform work which requires the use of a respirator until they are medically cleared by the Occupational Health Nurse, properly fit tested by a qualified fit tester as able to wear a respirator, and are trained in the proper use of a respirator by the Occupational Safety Consultant.
- 1.6.4 Inmates using a respirator shall be evaluated by Health Services using the criteria outlined in this section. The completed Respiratory Medical Questionnaire shall be kept in the inmate's medical file.
- 1.6.5 Inmates shall not perform work that requires a respirator until they are medically cleared by the attending medical staff, properly fit tested to wear a respirator, and trained in the proper use of a respirator by the user's supervisor and/or the Occupational Safety Consultant.

404.08 **CONFINED SPACE PROTOCOLS** - Confined space meeting OSHA Protocols 29 CFR 1910.146, shall be designated with a sign "DANGER - PERMIT REQUIRED CONFINED SPACE, DO NOT ENTER" and shall be locked or otherwise secured to prevent unauthorized entries.

- 1.1 Only persons trained in confined space extractions shall be permitted entrance to an area designed as a 'confined space'. Any entries into these areas shall require:
 - 1.1.1 The presence of a person trained in confined space extractions.
 - 1.1.2 An attendant to be present with all the required extraction equipment necessary to perform a rescue.

- 1.1.3 The Occupational Safety Consultant and Physical Plant offices shall be notified at least 24 hours prior to the required entry or work.
- 1.2 In emergencies, prior to entry of a confined space:
 - 1.2.1 The immediate notification of the Occupational Safety Consultant and Physical Plant Offices shall be required.
 - 1.2.2 Interior confined space rescue shall not commence until another extraction team is present as a backup. The Occupational Safety Consultant and/or a trained confined space extraction fire crewman shall act as the backup whenever possible.
 - 1.2.3 Hazardous or toxic atmospheres shall be verified using OSHA approved oxygen content meters that determine oxygen levels.
 - 1.2.4 Other space hazards shall be evaluated, for example: electrical shock hazards, chemical burn potential, etc.

404.09 INMATE WORKERS

- 1.1 Skills/knowledge determination – Prior to hiring an inmate to perform work, the Project Supervisor shall attempt to determine the inmate’s skill/knowledge level by:
 - 1.1.1 Reviewing the inmate’s Department work history.
 - 1.1.2 Interviewing the inmate to determine the inmate’s knowledge of and/or skill in the work to be performed.
 - 1.1.3 Observing and/or verifying the inmate’s ability to perform claimed skills before allowing the inmate to perform work.
- 1.2 Training requirements for inmate workers – Project Supervisor shall:
 - 1.2.1 Ensure that qualified staff train inmates in the safe handling of construction vehicles and other equipment.
 - 1.2.2 Document training provided to the inmate workers.
 - 1.2.3 Ensure that inmate workers use safe working practices in the performance of their work.
- 1.3 Supervision of inmate workers – Project Supervisors shall:
 - 1.3.1 Ensure that the proper tools/equipment are provided to complete the task and that all tools/equipment are in good working condition. Inmates shall have previously demonstrated their ability to use the tools/equipment before issuance.
 - 1.3.2 Supervise all aspects of the project from implementation through completion, ensuring that all workers comply with OSHA standards for general and construction industries.
 - 1.3.3 Ensure that inmates never supervise the training of other inmates.

1.3.4 Remove an inmate from the job and notify institutional classification staff if it is determined that an inmate does not possess the necessary skill, knowledge or ability to properly or safely perform the work. The institutional classification staff shall enter this information into the inmate's file to prevent assignment to similar jobs in the future.

1.4 Reporting requirements for incidents involving inmate workers – Project Supervisors shall:

1.4.1 Identify and report all projects that involve hazardous environments to the Occupational Safety Consultant.

1.4.2 Report all injuries to the Occupational Safety Consultant.

1.4.3 Report any incident involving unsafe work practices to the chief Maintenance Officer, who shall take appropriate corrective action. Staff who knowingly observe and do not report a safety procedure violation or condone unsafe practices may be subject to disciplinary action.

1.4.4 Vicarious Liability laws also apply. A person observing but not reporting violations may be held personally liable when an unqualified inmate worker performs tasks that result in the injury of the inmate or another person.

{Original Signature on File}

Charles L. Ryan
Acting Director

ATTACHMENTS

Attachment A, Danger, Tag-Out/Lock-Out, tag

IMPLEMENTATION

Within 90 days of the effective date of this Department Order, the Assistant Director for Administrative Services shall adopt the ADOSH Standards for General Industry, Construction Industry and the National Fire Code which include:

- Plans and procedures to comply with the Arizona State Fire Code and Loss Control Standards, which are:
 - Developed and maintained at each prison, institution, office building and/or other Department facilities.
 - Reviewed at least annually and revised as necessary.
- Fire safety plans and procedures for facilities, which provide for:
 - The use of fire alarms.
 - Transmission of an alarm to the fire department.
 - Response to alarms.

- Isolation of a fire.
- Evacuation of an area.
- Preparing a building for evacuation.
- Fire extinguishment.
- Fire drills.
- Scheduled inspections of fire protection equipment.
- Periodic equipment maintenance.
- Use of an Employee Safety Suggestion form to notify the Department's Occupational Safety Consultant and the Occupational Safety Consultant and Safety Committee of fire safety problems.
- Other fire safety, general safety and sanitation issues.

Within 120 days, the Deputy Director for Health Services shall ensure that:

- CRN Technical Manual procedures define medically evaluating inmate requiring use of a respirator in their assigned work.
- OHU Technical Manual procedures implement testing employees for use of respirators following 29 CFR 1910.134, requirements.
- Ensure training of all CRN and OHU personnel on these procedures.

Within 90 days of the effective date of this order, Wardens shall develop and implement Institution and Post Orders which address the procedure for fire agencies with jurisdictions, who are responding to fire or life safety emergencies, an expeditious and orderly transition into and out of the institutions. These procedures shall require that the time of the call for assistance be documented/recorded as well as the response arrival time for each responding emergency agency.

AUTHORITY

A.R.S. 34-461, Applicability of Local Codes; Exception; Definition

A.A.C. R8-2-41, Arizona State Fire Code

A.A.C. R2-10-108, et. seq., Loss Control Program Standards for State Agencies

A.A.C. R2-10-102, Reporting Procedures

A.A.C. R2-10-207.1.5, Loss Prevention

29 CFR Part 1910 - OSHA Standards for General Industry

29 CFR Part 1926 - OSHA Standards for the Construction Industry

29 CFR Part 1910.134 - OSHA Standards for Medical Evaluations

29 CFR Part 1910.134, Subpart I, Appendix C - OSHA Standards for Medical Evaluations

