



Division of Correction

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Title: General Safety	Directive Number: DOC.080.0004 Revised
Related MD Statute/Regulations: Inapplicable	Supersedes: DOC.080.0004 dated January 15, 1980
Related ACA Standards: 4-4214 and 4-4215	Authorized By: Deputy Commissioner
Related MCCS Standards: .04A (1) through A (5)	Issue Date: January 11, 2011
Related DOC Directives: DOC.020.0014; DOC.080.0001 and DOC.110.0011	Effective Date: January 11, 2011
Related DOC Code of Maryland Regulations: 12.02.08.03, 12.14.03.02, 12.14.04.02, 12.14.05.02 and OSHA 29 CFR Section 1910	Number of Pages: 5

Division of Correction Directive

.01 Purpose.

This directive establishes operational policy and procedures of general safety under Federal OSHA and State MOSH regulations.

.02 Scope.

This directive applies to the staff, inmates, and detainees.

.03 Policy.

The policy of the Division is to protect staff, inmates, and detainees and to apply standards to control hazardous materials.

.04 Definitions.

A. In this directive, the following terms have the meanings indicated.

B. Terms defined.

- (1) "CIL" means Chemical Inventory List.
- (2) "ECSO" means Environmental Compliance and Safety Officer.
- (3) "Haz Com Plans" means Hazardous Communications Plans.
- (4) "MSDS" means Material Safety Data Sheet.
- (5) "MDE" means Maryland Department of Environment.
- (6) "PPE" means Personal Protection Equipment.

(7) “ See definitions in Appendix D”.

.05 Responsibility.

A. Power Equipment Training.

(1) A managing official or designee shall appoint an individual to:

- (a) Maintain a training file for qualified and trained operators, who are specialized in operating power equipment;
- (b) Retain a training file of qualified and trained operators in accordance with DOC.020.0014, *Records Retention and Disposal*;
- (c) Ensure any equipment or construction of a DOC facility, comply with OSHA standards of 29 CFR §1910.

(2) An ECSO is responsible for overseeing general safety of each facility to include contractual services.

B. Personal Protection Equipment.

An ECSO or designee shall oversee use of PPE for the facility.

C. Safety Equipment.

An ECSO or designee shall oversee safety for each facility to include oversight of first aid kits.

D. Flammable, Toxic, and Caustic Substances.

(1) An ECSO shall develop:

- (a) Procedures, policies, and practices governing inventory, control, use and record keeping of all flammable, toxic, and caustic substances to include anything labeled MSDS (4-4215); and
- (b) Procedural guidelines in accordance with Appendix D of the ACA Manual.

(2) An ECSO shall store:

- (a) Toxic, flammable, and caustic substances separately in a secure area inaccessible to an inmate or a detainee by implementing an inventory control system for distribution (4-4215); and
- (b) Hazardous chemicals in original containers with labels intact;

(3) An ECSO shall review procedures annually and update procedures when necessary;

(4) An ECSO shall oversee delivery, storage, and disposal of hazardous materials;

- (5) An ECSO shall ensure:
 - (a) Inmates or detainees may not possess toxic, flammable, or caustic substances (4-4215);
 - (b) Flammable, toxic, and caustic substances are discarded in approved storage containers;
 - (c) Trash receptacles are made of approved plastics with lids; and
 - (d) Trash receptacles and containers are emptied daily (4-4214).
- (6) An ECSO shall identify toxic or hazards listed in Z-1, Z-2, or Z-3 of OSHA Regulations;
- (7) An ECSO shall maintain:
 - (a) An MSDS on that substance listing requirements for its storage, use, and disposal (MCCS .04A(1)(3) and (5));
 - (b) Records of issue and disposal; and
 - (c) A chemical inventory list of:
 - (i) All toxic, caustic, or flammable materials; and
 - (ii) Submit inventory list bi-annually to:
 - (a) MDE;
 - (b) The local emergency management; and
 - (c) The local fire department.
- (8) An ECSO shall handle keys of storage rooms in accordance with DOC.110.0011, *Key Control and Use*.
- (9) An ECSO is responsible for:
 - (a) Maintaining:
 - (i) Hazardous communications plan; and
 - (ii) A perpetual inventory of toxic, flammable, and caustic substances when used in the facility.
 - (b) Inspecting toxic, flammable, and caustic substances maintained in the facility quarterly (MCCS .04A (2)).
 - (c) Inventorying toxic, flammable, and caustic substances to determine the condition and accountability (MCCS .04A (2)).

- (d) Examining all existing data regarding disposal of wastes (hazardous, universal, used oil, etc.) and the organizing into a complete history of past disposal practices.
 - (e) Organizing, scheduling, and maintaining future records applicable to wastes and to hazardous chemicals used and stored for reporting to agency authorities on an annual basis as well as, for examination by authorities during routine or compliance inspections.
 - (f) Gathering data that relates to existing tanks to ensure proper testing, inspecting, registering, and other related activities required by OSHA and MOSH regulations.
 - (g) Developing, maintaining, or ensuring such is done, for CIL, MSDSs, Haz Com Plans, or other related activities required under MOSH.
 - (h) Meeting with and escorting agency inspectors during facility regulatory inspections, follow up coordination regarding inspections, and holding periodic meetings with agency officials for clarifications and notifications.
 - (i) Reviewing:
 - (i) Wastewater treatment facilities and notifying the managing official or designee of spills and overflows; and.
 - (ii) Construction plans to ensure environmental protective measures are included.
 - (j) Sampling and monitoring periodically, various areas and equipment and coordinating the results with appropriate authorities and the Executive Director of Environmental Compliance, Safety and Emergency Operations.
 - (k) Briefings and primary trainings periodically, for safety and environmental compliance at construction projects within the facility compound.
- (10) An ECSO may:
- (a) Provide technical assistance to project managers or supervisors at construction activities at their facilities on the elimination of environmental, safety and health hazards;
 - (b) Conduct on-site environmental occupational, safety and health classes, seminars and workshops; and
 - (c) Attend various specialized schools, seminars and workshops at local, State and national levels in order to develop and maintain the knowledge, skills and abilities necessary for fulfilling duties.

F. First Report of Injury.

- (1) An officer shall report a disabling accident to an ECSO on an *Employee's First Report of Injury* Form, Appendix 1.

(2) An ECSO shall:

(a) Forward a copy of the report to a managing official; and

(b) Forward one copy to Central Office, Attention: O.S.H.A. Representative.

(3) A shift commander or security chief shall report a serious injury or death to a managing official via telephone in accordance with DOC.020.0003, *Reporting Serious Incidents*.

.06 Attachment(s).

(1) *Guidelines for the Control and Use of Flammable, Toxic and Caustic Substances*, Appendix D of the ACA Manual.

(2) *Employee's First Report of Injury Form*, Appendix 1.

.07 History.

Revision: DOC.080.0004 dated January 15, 1980; and DOC.080.0004 dated September 15, 1977.

.08 Distribution.

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S – Safety Officers