
 <p>NEW YORK STATE Corrections and Community Supervision</p> <p>DIRECTIVE</p>	TITLE		NO. 4064
	Facility Safety		DATE 02/09/2021
SUPERSEDES DIR. #4064 Dtd. 03/21/19	DISTRIBUTION A	PAGES PAGE 1 OF 6	DATE LAST REVISED
REFERENCES (Include but are not limited to) OSHA 1910.23; ACA Expected Practices 5-ACI-5C-10, 5-ACI-6E-05, 2-CO-3B-01, 2-CO-3C-01, 2-CI-1A-1, 2-CI-1A-2, 2-CI-1A-3, 1-ABC-4C-09-1; Directives #2121, #2122, #2123, #3090, #4066, #4067, #4068, #4930; The Work Crew Site Safety Program Manual	APPROVING AUTHORITY 		

- I. **DESCRIPTION:** This directive sets forth health and safety precautions to be followed by staff and inmates in various areas of the facility.
- II. **SAFETY PRECAUTIONS**
- A. Housing Units (See Directive #3090, "General Housekeeping Manual," for additional guidance.)
1. Proper floor care aids in the prevention of slips and falls, particularly in emergency situations. Use Corcraft Green Line Floor Finish, which can be used on concrete flooring.
 2. Do not leave housekeeping or other portable equipment in the center of corridors. Do not obstruct the front of offices, intersections, stairways, landings, and entryways. Each entryway should have appropriate step-off mats to prevent slips and falls due to wet floors.
 3. Unplug electrical equipment and housekeeping floor machines when not in use. Do not allow machines to overheat through abuse or inadequate electrical service. When in doubt, have outlet checked by maintenance. Use grounded plugs where possible. Check cords for breaks in insulation and if any are found, remove equipment from service. Extension cords shall not be used on a permanent basis. Outlet adapters that increase the capacity of an outlet without built-in circuit breaker protection are prohibited from use.
 4. Store housekeeping equipment and supplies in areas provided. Catwalks/pipe chases, mechanical rooms, and electrical rooms are not to be used for storage. Hang mops and brooms, and store supplies in an orderly manner.
 5. Read and understand the labels before using any housekeeping supplies.
 6. When operating floor machines (buffer, burnisher, etc.), appropriate Personal Protective Equipment (PPE) must be worn, such as work boots, sneakers, and eye and hand protection as required, depending on the application.
- B. Laundry Units
1. Dryers, washers, and other electrically operated equipment shall be regularly inspected and cleaned to avoid the accumulation of lint. For household-type (non-commercial) dryers, the transition ducts shall be limited to single lengths, not to exceed 8', and shall be listed and labeled for the application. Dryer vents must be inspected monthly, entered into the MP2 system, and cleaned as needed.

2. When employees and inmates are required to handle caustic or dangerous compounds, appropriate hand, eye, and body protection shall be provided by the Laundry Supervisor and/or Senior Launderer.
 3. To avoid laundry fires, no linens or clothing will be left in dryers to cool down. Dryers are not to be used if the cool down cycle is not functioning properly. All items should be cooled down using the appropriate cool down cycle. "Hot" or "damp" laundry items must not be placed in laundry hampers, carts, or cloth bags because fire by spontaneous combustion can occur.
 4. Safety signs warning individuals of the need for protective equipment shall be prominently displayed in appropriate areas.
 5. Drying rack guides will be yellow or a color which will identify hazards to individuals in the area. A 2" or 3" wide yellow stripe will be painted on the floor surrounding the drying rack area. The area enclosed by this stripe shall have 4" wide diagonal stripes placed 12" apart and colored yellow or a color contrasting to the floor color.
 6. Provisions for safe operating zones and safe pathways outlined in paragraphs II-D-2 and 3 will also apply to laundry areas.
 7. Rags used to clean up oil and grease shall not be laundered due to the chance of spontaneous combustion.
 8. Housing unit dryer lint traps should be cleaned out after every use.
 9. Central Laundry Facility dryer lint traps must be cleaned out at the completion of processing on a daily basis.
- C. Bath Houses/Shower Areas
1. Floors or stalls shall be regularly cleaned to prevent the buildup of soap and film.
 2. Anti-slip strips may be installed to prevent slipping.
 3. Hot water temperatures should be regulated between 100° and 120° Fahrenheit.
- D. Industrial Areas, Vocation, and Maintenance Shops
1. Warning signs shall be displayed at all work locations where machinery and power tools are in operation or where protective equipment is required.
 2. A safe operating zone of sufficient width to ensure protection of the operator from jostling and safety to individuals passing by will be outlined by painting the floor around the machinery with a 2" or 3" wide yellow stripe. When the machine is in operation, only the operator and instructors shall be permitted inside the safe zone.
 3. All workshops, warehouses, and storage areas where mechanical handling equipment (e.g., forklifts, pallet jacks, etc.) is used shall have a pathway of sufficient width to allow free, safe passage of individuals and equipment to all parts of the area. At no time shall the pathway be used for storage. Where the pathway is not clearly marked by permanent fixtures (e.g., walls, shelving, etc.), it shall be outlined by a 2" or 3" yellow line painted on the floor.
 4. Upon assignment to a work area/shop, each inmate will receive a safety orientation including but not limited to general shop safety, equipment shutoffs, first aid kits, eyewash stations, and PPE. This training shall be documented on [Form #1574](#), "Record of Training," which shall be signed by each inmate to acknowledge being properly instructed in safety for the work area/shop.

- No inmate will be assigned to operate a machine or power tool without first being instructed in its use by a Shop Foreman, Vocational Instructor, or employee of the area. This training shall be documented on [Form #1574](#), which shall be signed by each inmate and indicate that they have been properly instructed in the safe use of the machine or power tool (see also Section III, "Safety Training"). Inmates injured while operating equipment improperly shall be retrained on that piece of equipment before using it again and a [Form #1574](#) will be completed, documenting the retraining.
5. Shop Foremen, Vocational Instructors, and Maintenance Supervisors shall inspect all machinery in their areas on a daily basis to ensure that all machinery and safety equipment are in working order, and record it on [Form #2095](#), "Daily Safety Checklist" (see Directive #4066, "Facility Safety and Environmental Services Inspections"). [Form #2095](#) shall be retained for three years. A weekly inspection shall be conducted in all areas by qualified supervisory staff members* (e.g., Vocational Supervisor, Food Service Administrator, Sergeant, etc.) of the facility and recorded on [Form #2097](#), "Weekly Health & Safety Inspection Report" (see Directive #4066). [Form #2097](#) shall be retained for three years.

*Qualified supervisory staff member is defined as an individual who has received training in the safety and environmental services requirements of the jurisdiction. Applicable regulations, as well as the use of checklists and documentation techniques, should be covered in this training.
 6. Loose fitting clothing shall not be worn in areas where machinery or power tools are in operation. State-issued work boots for inmates and appropriate work boots/shoes for staff will be worn in all Vocational, Maintenance, and Industrial areas. Local exceptions may be granted for business programs, drafting, commercial arts, and barber/cosmetology shops by a variance, agreed upon by the area supervisor and facility Fire/Safety Officer.
 7. Long hair shall be fastened, or a hair net or covering shall be worn, in areas where machinery or power tools are in operation.

NOTE: Inmates required to wear respirators other than dust masks will be required to be medically cleared and fit tested for the respirator. Refer to Directive #4068, "Respiratory Protection Program," for additional guidance.

E. Storehouse and Storage Areas

1. A clearance of 18" shall be maintained between stored items and sprinkler heads if the area is protected by sprinklers. Clearance in non-sprinklered areas shall be 24" from the ceiling for combustible storage.
2. Clear aisles and walkways must be maintained between rows of stock and to exits.
3. Boxes and stored materials shall only be stacked to levels where they may be handled in a safe manner.

F. Food Service Areas

1. All powered equipment such as slicers, peelers, mixers, etc. shall only be operated by trained staff and inmates. Inmates' training shall be documented on [Form #1574](#) (see also Section III, "Safety Training").
2. Tools, knives, and other utensils shall be stored and issued in accordance with the provisions of Directive #4930, "Tool Control."

- G. Work Crews: All community service crews, outside crews, and other inmate crews used for projects at the facility or in the community shall utilize the Work Crew Site Safety Program Manual for each project. The Work Crew Site Safety Program Manual is issued by the Deputy Commissioner for Correctional Facilities. Local adaptations to, exceptions to, or departures from the provisions of this manual shall only be made with the written permission of the Deputy Commissioner for Correctional Facilities. Requests for such should be submitted to the Fire/Safety Coordinator.
- H. Forklift Inspection and Maintenance
1. The Occupational Safety and Health Administration (OSHA) requires that all forklifts used on a daily basis be inspected at least daily before being placed in service. Forklifts used occasionally will be inspected prior to their use.
 2. Forklifts used in any area of the facility shall be properly equipped for driver protection and with backup warning devices. All persons operating forklifts shall be properly trained on the specific model, including electric pallet jacks (class III forklift), in accordance with the OSHA standard and the training documented in KHRT. This training must be completed by anyone using forklifts initially and again once every three years.
 3. The operator should conduct a pre-start visual check with the key turned off and then perform an operational check with the engine running. The forklift should not be placed in service if the examinations show that the vehicle may not be safe to operate. A forklift in need of repair, defective, or in any way unsafe, should not be driven and should be taken out of service immediately. Any problems should be recorded and reported to a supervisor.
 4. Inspection will be recorded using [Form #4064A](#), "NYSDOCCS Forklift Pre-Use Inspection Checklist."
- I. Miscellaneous
1. Pressurized gas cylinders containing oxygen, acetylene, chlorine, etc., shall only be kept in mobile racks designed for their use or stored by chaining or strapping (with an approved device) them to secure uprights, whether they are full or empty. Flammable gases shall not be stored inside of buildings in which any part of the building is used for housing.
Exception: gases used for patient care (e.g., medical) are permitted.
 2. All machine safety guards will be used and maintained in operating condition at all times. Machines without proper guards shall be locked out and tagged out until the guards are repaired or replaced in accordance with Directive #2123, "Lockout/Tagout - Control of Hazardous Energy." If, due to the age of the equipment, an approved safety guard cannot be obtained from the manufacturer, the piece of equipment will be removed from service.
 3. Any pipe, doorway, or projection hanging or protruding below normal head height (72") in areas regularly traveled shall be marked by alternating stripes of yellow (or alternate contrasting color) and a color contrasting with the area background.
 4. Supervisors, when making routine rounds in their areas, shall observe that proper safety equipment and practices are being followed by both staff and inmates (see Directive #4066). They shall also ensure that proper training has been conducted and documented for both staff and inmates in accordance with this directive.

- Staff and inmates should be questioned routinely to determine their knowledge of all appropriate safety practices and procedures.
5. All housekeeping equipment, such as buffers, vacuums, mop pails, etc., will be maintained in proper operating condition and cleaned after each use.
 6. All permit-required confined spaces shall be labeled, and procedures followed per Directive #2122, "Permit-Required Confined Space Entry Procedures."
 7. Snow and ice should be removed from exits, hydrants, traffic lanes, and walkways as soon as possible to prevent slipping and falling accidents.
 8. Items stored on top of filing cabinets or storage cabinets shall be limited to levels where they can be handled in a safe manner. Storage of combustible material shall maintain a clearance of 18" in sprinklered areas and 24" in non-sprinklered areas.
 9. Utility rooms containing electrical service, gas valves, water mains, etc., shall not be used for storage.
 10. Electrical panels shall be secured. All breakers/fuses shall be labeled, openings in panel boxes will be covered using metal cover plates, and the panels shall remain accessible at all times.
 11. Wet floors cause accidents. Do not allow water to accumulate on floors. Use "wet floor" signs where procedures require damp mopping or wherever a wet floor condition exists.
 12. All facility trash receptacles are required to have lids in place when not in use. Pick up litter from the floors. This is everyone's responsibility to reduce slipping/tripping accidents.
 13. All loading docks shall be marked with a 4" wide yellow stripe painted on the top flat surface of the loading side. All other open sides of the loading dock, 30" or more above ground level, shall be guarded by a standard railing (except on the loading side of loading docks and piers) and a toe board at least 1 1/2" in height.
 14. All floor openings, holes, and platforms shall have appropriate protection including guardrails and toe boards. Refer to OSHA 1910.23 for specific requirements.
 15. All caustic, toxic, and hazardous chemicals shall be stored and issued in accordance with the provisions of Directive #4067, "Hazardous Materials Program."
 16. When employees or inmates are required to handle caustic or toxic compounds, proper protective equipment shall be used per Directive #2121, "Personal Protective Equipment."
 17. Persons servicing single-piece and/or multi-piece rim wheels used on large vehicles such as trucks, trailers, buses, and off-road machines shall be properly trained, and the training documented.

III. SAFETY TRAINING

- A. No inmate will be assigned:
 1. To operate any mechanical or motorized equipment (e.g., tractors, skid steers, forklifts, etc.);
 2. To handle dangerous or caustic materials;
 3. To use powered food service equipment such as slicers, peelers, mixers, etc.; or

4. To use any other potentially dangerous tool or piece of equipment; without first being instructed in the safe operation or use by a trained staff member (e.g., Shop Foreman, Vocational Instructor, security staff, etc.). The manufacturer's operating manual or other established safety practices should be followed for this training.
- B. The employee who trains the inmate shall complete [Form #1574](#), and shall sign the form in the designated area, and have it signed by the inmate. If instruction occurs on different dates, these dates shall be added to the original form and the inmate and instructor must sign after each date indicating receipt of proper instruction. The completed form shall be distributed as follows:
1. Original to Inmate Guidance and Classification File; and
 2. Copy to Shop/Unit File - copies for community service crews will be kept in a central location as designated by the Superintendent in a folder or binder for each crew. The folder or binder for each crew containing the "Record of Training" copies will be picked up by each Crew Officer and taken to the work location on a daily basis.
- C. Inmates assigned to work areas shall be familiarized with and, when appropriate, trained in all safety procedures as outlined in this directive.
- D. Staff members who operate specialized equipment (e.g., bucket trucks, man lifts, backhoes, etc.) shall receive appropriate training on proper operation. The manufacturer's operating manual or other established safety practices shall be followed for this training. The training shall be documented on Form RTF-SLMS, "Training Reporting Form."

RECORD OF TRAINING

(If training provided on different dates, record each date and training separately, use more than one form if needed.)

INMATE NAME: _____ DIN: _____

SHOP/WORK AREA: _____

The above named inmate was trained/instructed in the safe and proper use of the below listed caustic materials, tools and equipment:

EMPLOYEE TRAINER (NAME AND TITLE): _____

SIGNATURE: _____ DATE: _____

I, the above named inmate, was trained/instructed in the safe and proper use of the above listed caustic materials, tools and equipment.

INMATE'S SIGNATURE: _____ DATE: _____

The above named inmate was trained/instructed in the safe and proper use of the below listed caustic materials, tools and equipment:

EMPLOYEE TRAINER (NAME AND TITLE): _____

SIGNATURE: _____ DATE: _____

I, the above named inmate, was trained/instructed in the safe and proper use of the above listed caustic materials, tools and equipment.

INMATE'S SIGNATURE: _____ DATE: _____

The above named inmate was trained/instructed in the safe and proper use of the below listed caustic materials, tools and equipment:

EMPLOYEE TRAINER (NAME AND TITLE): _____

SIGNATURE: _____ DATE: _____

I, the above named inmate, was trained/instructed in the safe and proper use of the above listed caustic materials, tools and equipment.

INMATE'S SIGNATURE: _____ DATE: _____

DAILY SAFETY CHECKLIST

LOCATION AND BUILDING: _____

DATE: _____

# OF ITEMS	DESCRIPTION OF ITEM	VISUAL CONDITION OF ITEMS			PROBLEMS NOTED FOR EACH ITEM
		SHIFTS			
		1	2	3	
	Extinguisher				
	Nozzle and Valve				
	Standpipe and Hose				
	SCBA				
	Fire Alarm System				
	Exit Signs				
	Posted Evacuation Signs				
	Dryer Lint Trap				
	First Aid Kit/BVM/Narcan Kit				
	Stretcher				
	AED				
	Kiosk Tablet Sync Cable Present and Intact				

FOR EACH OF THE FOLLOWING, CHECK THE APPROPRIATE ANSWER. IF "N/A" PLEASE NOTE.

	SHIFT #1	SHIFT #2	SHIFT #3
Exits and Passageways	SAT ___ UNSAT ___	SAT ___ UNSAT ___	SAT ___ UNSAT ___
Emergency Lights	SAT ___ UNSAT ___	SAT ___ UNSAT ___	SAT ___ UNSAT ___
Storage Spaces	SAT ___ UNSAT ___	SAT ___ UNSAT ___	SAT ___ UNSAT ___
Waste Receptacles	SAT ___ UNSAT ___	SAT ___ UNSAT ___	SAT ___ UNSAT ___
Rodent Pest Control	SAT ___ UNSAT ___	SAT ___ UNSAT ___	SAT ___ UNSAT ___
Storage/Handling of Flammables	SAT ___ UNSAT ___	SAT ___ UNSAT ___	SAT ___ UNSAT ___
Combustibles	SAT ___ UNSAT ___	SAT ___ UNSAT ___	SAT ___ UNSAT ___
Toxics	SAT ___ UNSAT ___	SAT ___ UNSAT ___	SAT ___ UNSAT ___
Caustics	SAT ___ UNSAT ___	SAT ___ UNSAT ___	SAT ___ UNSAT ___
Safety Devices have been inspected and are operational	SAT ___ UNSAT ___	SAT ___ UNSAT ___	SAT ___ UNSAT ___

Report the presence of any machinery hazards, repairs to be made to same, and/or recommendations for correction of same. Use back of this form if more space is needed. _____

Was a Maintenance Repair Request prepared for any of these deficiencies? Yes ___ No ___

SIGNATURE AND TITLE OF INSPECTORS: _____ 1ST Shift

_____ 2nd Shift

_____ 3rd Shift*

*3rd SHIFT GOING OFF WILL FORWARD TO FIRE/SAFTEY OFFICER

WEEKLY HEALTH & SAFETY INSPECTION REPORT

INSPECTED BY: _____ TITLE: _____

BUILDING # / AREA: _____ DATE: _____

Complete this form each week and return it to the Office of Fire Safety. Enter appropriate # as follows:
 (0) Unsatisfactory (1) Satisfactory (2) N/A.

- | | |
|---|--|
| <p>1. FIRE PROTECTION</p> <p>Extinguishing equipment _____</p> <p>Stand-pipe; hose; sprinkler _____</p> <p>Head and valves _____</p> <p>Exits; Stairs; Signs _____</p> <p>Storage of Flammables _____</p> <p>Evacuation Plans _____</p> | <p>7. MACHINERY</p> <p>Point-of-operation guards _____</p> <p>Belts; pulleys; gears; shafts; etc. _____</p> <p>Oiling; Cleaning; Adjusting _____</p> <p>Maintenance & Oil Leakage _____</p> <p>Proper Maintenance _____</p> |
| <p>2. HOUSEKEEPING</p> <p>Aisles; Stairs; Floors _____</p> <p>Storage and Piling _____</p> <p>Wash & Locker Room _____</p> <p>Light & Ventilation _____</p> <p>Disposal of Waste _____</p> | <p>8. PRESSURE EQUIPMENT</p> <p>Steam equipment _____</p> <p>Air receivers _____</p> <p>Compressors _____</p> <p>Gas cylinders; Hose _____</p> <p>Gas regulators _____</p> |
| <p>3. TOOLS</p> <p>Power tools; Wiring _____</p> <p>Hand tools _____</p> <p>Use and storage of tools _____</p> | <p>9. UNSAFE PRACTICES</p> <p>Excessive speed of vehicles _____</p> <p>Improper lifting _____</p> <p>Smoking in Danger areas _____</p> <p>Horseplay _____</p> <p>Running _____</p> <p>Improper user of air hose _____</p> <p>Removing guards _____</p> <p>Working unguarded machinery _____</p> |
| <p>4. PERSONAL PROTECTIVE EQUIP.</p> <p>Goggles or face shields _____</p> <p>Ear protectors _____</p> <p>Gloves _____</p> <p>Protective clothing _____</p> | <p>10. FIRST AID</p> <p>First Aid Kits/BVMs _____</p> <p>Stretchers _____</p> <p>AEDs _____</p> |
| <p>5. MATERIAL HANDLING EQUIP.</p> <p>Power trucks; Hand trucks _____</p> <p>Elevators _____</p> <p>Cranes; Hoists _____</p> <p>Conveyors _____</p> <p>Cable; ropes; chains _____</p> | <p>11. MISCELLANEOUS</p> <p>Storage, acids & caustics _____</p> <p>Storage, chemicals & solvents _____</p> <p>Storage, combustibles _____</p> <p>Dust; Vapors; Fumes _____</p> <p>Ladders; Scaffolds _____</p> <p>Eye wash stations operating _____</p> <p>Safety signs/rules posted _____</p> |
| <p>6. ELECTRICAL</p> <p>Bare or inadequate wiring _____</p> <p>Damaged wire _____</p> <p>Master Control Lock _____</p> <p>Extension cords _____</p> <p>Connections & plugs _____</p> <p>Lighting _____</p> | |

GENERAL COMMENTS: _____

Forklift ID:	
Week of:	

NYSDOCCS Forklift Pre-Use Inspection Checklist														
	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
Inspectors Initials														
Item Inspected:	Ok	Repair	Ok	Repair	Ok	Repair	Ok	Repair	Ok	Repair	Ok	Repair	Ok	Repair
Forks, backrest, carriage														
Mast, chain, hydraulic lines														
Tires, Axles														
Overhead guard														
Fuel tank & connections														
Engine oil level														
Radiator water level (cold)														
Fuel level														
Leaks under lift														
Seat and seat belt														
Horn and backup alarm														
Lights														
Gauges and instruments														
Brakes														
Hydraulic controls & lift														
Steering														

- 1 The checklist must be completed either before use or daily and retained for documentation for one year.
- 2 If the forklift is found to be unsafe, the condition must be reported immediately to the supervisor.
- 3 No forklift shall be operated with a leak in the fuel system.