

 Corrections and Community Supervision DIRECTIVE	TITLE Facility Safety and Environmental Services Inspections		NO. 4066
			DATE 02/22/2021
SUPERSEDES DIR# 4066 Dtd. 10/03/18	DISTRIBUTION A	PAGES PAGE 1 OF 10	DATE LAST REVISED
REFERENCES (Include but are not limited to) See Section II	APPROVING AUTHORITY 		

- I. **POLICY:** Each facility operated by the Department shall conduct regularly scheduled inspections to ensure that all safety, health, and environmental standards are being met. When deficiencies are identified, steps will be taken to ensure that appropriate corrective action is taken as soon as possible.

Inspections shall be conducted on a daily, weekly, monthly, annual, and three-year basis. Any deficiencies noted by facility staff, whether members of the Safety and Environmental Services Committee or not, shall be referred to the Committee for corrective action.

All employees are responsible for ensuring that all rules for safety and health are being followed within their assigned areas.

II. REFERENCES

- Directive #2121, "Personal Protective Equipment"
- Directive #2123, "Lockout/Tagout – Control of Hazardous Energy"
- Directive #2124, "Automatic External Defibrillators"
- Directive #3051, "Energy Conservation"
- Directive #3090, "General Housekeeping Manual"
- Directive #3093, "Pest Management"
- Directive #3096, "Housekeeping: Health Care Areas"
- Directive #4055, "Hazardous Waste Management"
- Directive #4060, "Facility Fire Prevention"
- Directive #4064, "Facility Safety"
- Directive #4067, "Hazardous Materials Program"
- Directive #4069, "First Aid Kits"
- Directive #4960, "Workplace Violence Prevention Program"
- Occupational Safety and Health Act/Public Employee Safety and Health Act
- Building Codes of New York State
- Applicable Departmental Manuals

- Applicable American Correctional Association Expected Practices:
 - 5-ACI-2A-02, 5-ACI-2B-03, 5-ACI-3A-10, 5-ACI-3B-01, 5-ACI-3B-02, 5-ACI-3B-09, 5-ACI-3B-11, 5-ACI-5D-01, 5-ACI-6A-12, 5-ACI-6E-05, 5-ACI-7A-07
 - 2-CO-2A-01, 2-CO-2A-02, 2-CO-3B-01, 2-CO-4D-01
 - 2-CI-1A-4, 2-CI-1A-5, 2-CI-1B-1
 - 1-ABC-2A-03, 1-ABC-3A-10, 1-ABC-3B-01, 1-ABC-3B-02, 1-ABC-3B-06, 1-ABC-3B-10, 1-ABC-3B-11, 1-ABC-4D-01, 1-ABC-5A-06
- Chapter I, State Sanitary Code, Part 14, Sub-Part 14-1, Food Service Establishments
- National Fire Protection Association

III. PURPOSE

- A. To establish a comprehensive Safety and Environmental Services Program and facility Safety and Environmental Services Committees to address the concerns and responsibilities for fire and safety, pest control, sanitation, review and discussion of communicable diseases and infection control practices and activities, and general appearance of the facility. Additionally, they shall evaluate the facility in an effort to identify potential Workplace Violence Incident factors. Achievement of this will foster an environment that prioritizes the safety of those individuals committed to, working in, or visiting the facility.
- B. To assign responsibilities for the conduct of inspections and the submission of required reports. Reports should list deficiencies and corrective actions to be taken. Major deficiencies requiring assistance from Central Office for correction shall be reported on monthly reports until corrected or a plan of action is approved.

IV. STAFF RESPONSIBILITIES

- A. Central Office: Central Office staff will be made available, upon request, to assist facilities in the functional areas listed below:
 1. *Support Operations*: Departmental Laundry and Housekeeping Supervisor
 - a. Assists in establishing schedules and standards for safety, environmental housekeeping, sanitation, and pest control;
 - b. Provides training, as needed, to facility staff in the latest cleaning, sanitation, and pest control techniques. The training will be recorded on an RTF-SLMS form. (Supervisors conducting weekly Health and Safety Inspections will be included in this training);
 - c. Provides professional guidance and advice on housekeeping problems;
 - d. Reviews Environmental Services Reports submitted by facilities;
 - e. Provides personnel from private industry to assist the Committee with technical and professional expertise; and
 - f. At the request of the facility Superintendent, schedules and coordinates the Annual Sanitation and Hygiene Inspection Audit.
 2. *Facilities Planning*: Director of Facilities Planning
 - a. Reviews Environmental Services Reports submitted by the facilities;

- b. Provides professional guidance and advice on problems arising with the physical plant;
 - c. Schedules work to correct major deficiencies in the physical plant;
 - d. Requests that funding be included in the capital budget to correct deficiencies which the facility, due to lack of resources, is unable to correct; and
 - e. Provides renovations to the physical plant so that it meets established standards.
3. *Facility Operations: Fire/Safety Coordinator*
- a. Provides training to facility staff in areas of fire/safety;
 - b. Reviews Environmental Services Reports submitted by the facilities;
 - c. Provides professional guidance and advice regarding facility fire/safety issues, facility fire code compliance, and Occupational Safety and Health Administration (OSHA)/Public Employee Safety & Health (PESH) regulations;
 - d. Provides personnel from the private sector to assist the Committee with technical and professional expertise; and
 - e. In consultation with the facility Superintendent, schedules and coordinates the Annual Fire/Safety and Code Inspection.

B. Facilities

1. *Superintendent*

- a. The Superintendent shall be responsible to the Deputy Commissioner for Correctional Facilities for the facility's overall Safety and Environmental Services Program.
- b. The Superintendent shall establish a facility Safety and Environmental Services Committee consisting of the following members:
 - (1) The First Deputy Superintendent (in those facilities in which the position exists) or the Deputy Superintendent for Administrative Services (or functional equivalent in facilities not having that title) shall be appointed as Chairperson;
 - (2) The Fire/Safety Officer;
 - (3) A supervisory level representative of Administrative Services;
 - (4) A supervisory level representative of Program Services;
 - (5) A supervisory level representative of Security Services;
 - (6) A supervisory level representative of Health Services;
 - (7) A supervisory level representative of the Maintenance Unit;
 - (8) A supervisory level representative of the Food Services Unit;
 - (9) A supervisory level representative of Industries, in any facility which has an Industries Program;
 - (10) One representative from each employee's bargaining unit, who shall be nominated by that unit; and

(11) The facility Accreditation Manager (to assist the Committee in maintaining accreditation standards and to perform any other duties assigned by the Chairperson).

Each person named above will have a designee who will participate in their absence.

2. *All Deputy Superintendents:* Each Deputy Superintendent, or functional equivalent in facilities not having these titles, is responsible to the Superintendent for the conduct of the Safety and Environmental Services Program in their respective functional area.

C. Committee Members

1. *General Committee Member Responsibilities*
 - a. Each Committee member shall assist the Chairperson in the accomplishment of their overall responsibility for inspection and maintenance of the facility by means of the member's technical expertise in areas of environmental concern.
 - b. Committee members shall be alert to concerns of the Committee each day during the normal course of their duties as the inspection should be ongoing by each individual member.
 - c. Committee members shall report health and safety deficiencies or hazards and any identified Workplace Violence risk factors to the Chairperson, when noted, so corrective action may be taken to minimize danger to individuals.
2. *Chairperson*
 - a. Ensures that all required inspections of the facility are conducted to assure maintenance of a sound Safety and Environmental Services Program;
 - b. Conducts Committee meetings following completion of the monthly inspections and calls special meetings when necessary;
 - c. Coordinates periodic training for Committee members;
 - d. Reviews the Annual Inspection Reports and ensures that appropriate corrective action is taken;
 - e. Ensures that minutes are taken at all meetings and are distributed to appropriate personnel;
 - f. Ensures that any inspections with a Workplace Violence risk factor marked as a "U," unsatisfactory, are forwarded to the Deputy Superintendent for Security or equivalent in facilities not having this title; and
 - g. Ensures that the Committee reviews the recordable injuries that were reported by the Fire/Safety Officer and discusses possible prevention methods and corrective measures.
3. *Fire/Safety Officer*
 - a. Assists in the training for Committee members and supervisors conducting weekly Health and Safety Inspections in the area of fire/safety. Training will be recorded on an RTF-SLMS form and entered into KHRT system under training code 14004, "Environmental Training";

- b. Conducts a thorough monthly inspection of the facility for compliance with safety and fire prevention standards. The results are to be recorded on [Form #4066E](#) "Monthly Fire/Safety Inspection Report." The Fire/Safety Officer shall also sign area logbooks indicating that this monthly inspection has been completed. The logbook entry will read "Monthly Fire/Safety Inspection of area completed." The inspection report shall be submitted to the Superintendent and the Executive Team member supervising the Fire/Safety Officer, as well as the Safety and Environmental Services Committee, for review at the monthly meeting. The report shall be retained on file for three years;
NOTE: The monthly inspection of the facility may also be conducted by qualified Deputy/Assistant Fire/Safety Officers.
 - c. Reviews and maintains files of all inspection reports;
 - d. Maintains a checklist of daily inspections and weekly Health and Safety Inspection Reports, which are completed and submitted to the Fire/Safety Office;
 - e. A record of Daily Fire and Safety Reports not turned in will be recorded on [Form #2096](#), "Deficiency Log-Daily Safety Inspections," which will be distributed on a daily basis per distribution on the bottom of the form;
 - f. On a monthly basis, submits a copy of [Form #4066F](#), "Weekly Health & Safety Inspection Report Check Off," which shows inspections turned in and those not turned in, to the Superintendent at the end of each month; and
 - g. Submits a monthly report on the number of recordable staff and inmate injuries, which identifies causes and prevention or corrective measures. This report will be made a part of the monthly Safety and Environmental Services minutes.
4. *Administrative Services Representative*: Provides the necessary equipment, materials, and supplies to conduct the Safety and Environmental Services Program, and performs any other duties assigned by the Chairperson.
 5. *Program Services Representative*: Ensures that the appropriate number of inmates are assigned to accomplish the Safety and Environmental Services Program tasks in all areas of the facility, and performs any other duties assigned by the Chairperson.
 6. *Security Services Representative*: Ensures that inmate teams, under the supervision of security staff, carry out the tasks required by the facility's Safety and Environmental Services Program, and performs any other duties assigned by the Chairperson.
 7. *Health Services Representative*: Assists in the training program for Committee members in areas of health and sanitation. Conducts appropriate inspections of the Health Services areas and first aid equipment of the facility, and performs any other duties assigned by the Chairperson. Ensures once per quarter that the Regional Infection Control Nurse attends a meeting to review and discuss communicable diseases and infection control practices and activities.

8. *Maintenance Unit Representative*: Coordinates the efforts of the Maintenance Unit in meeting the needs and objectives of the Safety and Environmental Services Program, and performs any other duties assigned by the Chairperson.
9. *Food Service Unit Representative*: Assists in the necessary training program for Committee members with respect to safety, sanitation, and environmental concerns in Food Service areas and operations. Conducts appropriate inspections of the Food Service areas of the facility and performs any other duties assigned by the Chairperson.
10. *Union Representatives*: Serve as members of the Committee. Suggest improvements in the conditions of the workplace and perform any other duties assigned by the Chairperson.

V. STANDARDS DEVELOPMENT AND COMPLIANCE

- A. The Committee shall develop procedures for cleanliness, health, safety, fire prevention, and pest control to ensure the conduct of complete inspections aimed at the maintenance of a sound Safety and Environmental Services Program.
- B. When developing procedures, the Committee shall ensure consistency with the following:
 1. Departmental directives;
 2. Occupational Safety and Health (OSH) Act/Public Employee Safety & Health (PESH) Act;
 3. Building Codes of New York State;
 4. Applicable Departmental manuals (e.g., Health Services Policy Manual, Fire/Safety Officer's Manual, General Housekeeping Manual, Food Service Operations Manual, etc.);
 5. Applicable American Correctional Association Expected Practices;
 6. Chapter I, State Sanitary Code, Part 14, Sub-Part 14-1, Food Service Establishments; and
 7. National Fire Protection Association (NFPA).

VI. INSPECTIONS: A facility may add items to any of the inspection forms. Any item on any form that is not in a particular area or not applicable should be marked "N/A."

A. Daily

1. A daily Safety Inspection shall be conducted in each specific area of the facility by designated employee(s) (e.g., Shop Foremen, Vocational Supervisors, Maintenance Supervisors, recycling operations, Correction Officer, etc.), giving special attention to the fire fighting equipment/appliances, machinery, and safety equipment to ensure they are in proper working order. The results will be recorded on [Form #2095](#), "Daily Safety Checklist," which will be retained for three years (forms cannot be pre-filled out and photocopied, or computer-generated).
2. The designated employees shall certify that the areas were personally inspected and that the fire and safety hazards found have been noted. The employee working the last shift in the area for the day ("third shift" employee) shall submit the report to the Fire/Safety Officer for their review and action.

3. The Fire/Safety Officer shall complete [Form #2096](#), "Deficiency Log-Daily Safety Inspections," and distribute as follows: Original - File F/SO; File Fire/Safety copies for information and corrective action, to each Deputy Superintendent. [Form #2096](#) shall be retained for three years.
- B. Weekly: A weekly inspection shall be conducted in all areas by a qualified supervisory staff member* (e.g., Vocational Supervisor, Food Service Administrator, Sergeant, etc.) of the facility and shall be recorded on [Form #2097](#), "Weekly Health & Safety Inspection Report." [Form #2097](#) shall be retained for three years (forms cannot be pre-filled out and photocopied, or computer-generated).

Copies of the daily and weekly forms shall be maintained on file by the Fire/Safety Officer.

The Fire/Safety Officer will complete a checklist on a monthly basis for [Form #2097](#). A copy of the checklist, [Form #4066F](#), "Weekly Health & Safety Inspection Report Check Off," will be sent to the Superintendent at the end of the month for review. [Form #4066F](#) shall be retained for three years.

*Qualified supervisory staff member, as assigned by the respective Deputy Superintendent is defined as an individual who has received training in the fire/safety and environmental services requirements of the jurisdiction, which has been documented on an RTF-SLMS form and entered into the KHRT system. Applicable regulations, as well as the use of checklists and documentation techniques, should be covered by this training.

C. Monthly

1. The facility Safety and Environmental Services Committee shall be responsible for ensuring that a complete inspection of the facility is conducted once each month. It is recommended that each Committee member inspect a different area each month. No Committee member should inspect any area for which he or she is responsible. The Fire/Safety Officer should accompany a different Committee member on each monthly inspection. These inspections should determine whether:
 - a. The quality of the work meets established standards;
 - b. The areas inspected are safe and clean, and control of pests is evident;
 - c. There are situations which are or may become health, fire, or safety hazards (e.g., toxic chemicals, storage, and waste);
 - d. There are any areas needing improvement of maintenance;
 - e. The housing areas are properly heated and ventilated;
 - f. The exteriors of buildings and grounds are free from safety hazards;
 - g. The environmental controls and standards are satisfactory;
 - h. The safety equipment is being used as required;
 - i. The food service areas are free of imminent health hazards, such as poor sanitary practices;
 - j. The appropriate action to remedy problems and follow-up on corrective action delegated to other persons has been taken, to include submitting [Form #1611](#), "Maintenance Work Order Request," as needed;

- k. The physical plant is in compliance with environmental issues, as outlined in the Environmental Compliance Checklist. The facility Safety and Environmental Services Committee shall complete the monthly Environmental Compliance Checklist and forward the completed checklists (12 per year) via email attached to the monthly committee minutes; and
 - l. Workplace Violence risk factors are present.
2. Upon completion of the inspection, each Committee member shall record the results on [Form #2098](#), "Monthly Safety, Environmental Services and Workplace Violence Inspection Report," for the specified area of the facility by entering the following data:
 - a. Facility name and building identification/area location;
 - b. Checking Satisfactory, Unsatisfactory, or Non-Applicable for each item and entering comments as required;
 - c. Signature of the inspector; and
 - d. Date of the inspection.

NOTE: If during the inspection an area of serious concern is discovered, it shall be reported immediately to the Chairperson, who shall notify the Superintendent. The Superintendent may take appropriate action to remedy the problem or bring it to the attention of the appropriate Central Office Executive.

3. Each Committee member shall submit the completed Inspection Report to the Committee Secretary as appointed by the Chairperson. The Committee Secretary will consolidate the individual reports, identifying only the rated deficiencies, on electronic mail and submit the consolidated deficiency report to the Committee Chairperson.
4. The Committee Chairperson will review the report and transfer it to the Superintendent with their comments within 10 working days of the completion of each monthly inspection.
5. The Superintendent will review the report, make comments, and transfer copies of it (including comments), as well as the monthly meeting minutes, within five working days to:
 - a. Each Deputy Superintendent;
 - b. Facility Health Services Director;
 - c. Facility Fire/Safety Officer;
 - d. Facility Maintenance Supervisor;
 - e. Facility Accreditation Manager;
 - f. Remaining members of the facility Safety and Environmental Services Committee;
 - g. Fire/Safety Coordinator;
 - h. Director of Support Operations; and
 - i. Director of Facilities Planning and Development.

NOTE: Hard copies will only be maintained by the facility Chairperson and Accreditation Manager. [Form #2098](#), "Monthly Safety, Environmental Services and Workplace Violence Inspection Report," shall be retained for three years.

D. Annual Inspections

1. The Annual Sanitation and Hygiene Inspection shall be scheduled and coordinated by the Director of Support Operations, at the request of the facility Superintendent, and conducted by a designated staff member.
2. The Annual Fire/Safety and Code Inspection shall be scheduled and coordinated by the Fire/Safety Coordinator at the request of the facility Superintendent.
3. Within three months of initiation, the facility Superintendent shall prepare and submit the Annual Sanitation and Hygiene Inspection Report to the Director of Support Operations, and the Annual Fire/Safety and Code Inspection Report to the Fire/Safety Coordinator and the Director of Facilities Planning and Development. Each report shall contain:
 - a. The format used in conducting the inspection (i.e., who coordinated and conducted the inspections, etc.);
 - b. A summary description of the deficiencies noted during the inspection;
 - c. A report of the actions taken or plans made to correct the deficiencies;
 - d. A work schedule for correcting those deficiencies still existing, including interim steps being taken to minimize hazards to individuals;
 - e. A report on actions taken to seek relief where facility resources are unable to correct a hazard; and
 - f. A statement whether all emergency plans were reviewed and were found to be still operable, or statements specifying the changes made to the plans.

NOTE: Whenever a condition is identified that constitutes a hazard to the health or safety of any employee, visitor, or inmate, corrective action shall be initiated as soon as possible. When corrective action is beyond the resources of the facility, documentation accompanied by recommendations describing how to abate the hazard shall be forwarded to the appropriate Deputy Commissioner.

E. Three-Year Inspection

1. Every three years, a comprehensive Occupational Safety and Health Inspection (i.e., OSHA/PESH compliance) will be conducted by the Department's Industrial Hygienist.
2. The Occupational Safety and Health Inspection will be scheduled and coordinated by the Fire/Safety Coordinator.
3. A comprehensive report will be completed by the Industrial Hygienist and forwarded to the facility Superintendent and the Fire/Safety Coordinator.
4. The facility Superintendent shall review the report and take action to correct any deficiencies.

5. The facility Superintendent shall prepare and submit a written report to the Fire/Safety Coordinator within three months of the inspection. The report shall contain:
 - a. A summary description of the deficiencies noted during the inspection;
 - b. A report of the actions taken or plans made to correct the deficiencies;
 - c. A work schedule for correcting those deficiencies still existing, including interim steps taken to minimize hazards to individuals; and
 - d. A report on actions taken to seek relief where facility resources are unable to correct a hazard.

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: _____

DEFICIENCY LOG – DAILY SAFETY INSPECTIONS

DATE: _____

PROBLEM NOTED	AREA	CORRECTIVE ACTION	COMPLETED

AREAS NOT SUBMITTING FORM 2095

PREPARED BY _____

DISTRIBUTION: Original: F/SO
 Copy: Each Deputy Superintendent - For Information

**STATE OF NEW YORK - DEPARTMENT OF CORRECTIONS
AND COMMUNITY SUPERVISION
MAINTENANCE WORK ORDER REQUEST**
(PRINT ONLY)

WORK REQUEST NUMBER FOR OFFICIAL USE ONLY

THIS SECTION TO BE FILLED OUT BY REQUESTER ONLY

Date	Name of Requester	Ext#
Location of Request (Bldg.#, Grounds, Gallery, Cell#, Etc.)		
Work Requested		
Department Head's Approval - Title / Signature / Date		

TO BE FILLED OUT BY MAINTENANCE SUPERVISOR

Head Craftsman's Last Name	Craft Code	Date Assigned	Type of Work	Priority Code (1-5)
Instructions to Craftsman				

TO BE FILLED OUT BY CRAFTSMAN

Date	Craftsman(s) Name(s)	Inmate's Names & DINs	Start Time	Stop Time	Reg. Hrs.	OT Hrs.	TL Hrs.
Head Craftsman's Signature		Completion Date	Delay Description (if any)				

TO BE FILLED OUT BY MECHANICAL STORES CLERK

Article	Inventory #	Quantity
Stores Clerk's Signature		

DISTRIBUTION: WHITE - CRAFTSMAN
 YELLOW - STORES CLERK & FILE
 PINK - REQUESTER'S RECORD OR LOG

PHOTOCOPY LOCALLY AS NEEDED

Weekly Health & Safety Inspection Report Check Off

Month _____

	Week #1	Week #2	Week #3	Week #4	Week #5
Area/Bldg.					
Academic School					
Activity Bldg.					
Administration					
Chapel					
Commissary					
Family Reunion					
Farms					
Food Service					
Garage					
Generator Areas					
Gym/Rec./Yards					
Health Services					
Horticulture					
Industrial					
Laundry					
Maintenance					
OMH					
Package Room					
Powerhouse					
QWL's					
Range Areas					
Recycling Areas					
Sewage Treatment					
S-Blocks					
SHU					
Storehouse					
Training Bldg.					
Tower Areas					
Visiting Rooms					
Vocational Programs					
Water Treatment					
Other:					

Housing Areas					

This report shall be sent to the
Superintendent
or designee at the end of each month.
Retention – 3 years

MONTHLY SAFETY, ENVIRONMENTAL SERVICES AND WORKPLACE VIOLENCE INSPECTION REPORT

BUILDING # / AREA: _____ Inspection Date: _____

SAFETY FACTORS

- A. ___ Are Receptacles Overloaded
- B. ___ Emergency Equipment Available
- C. ___ Emergency Lights Working
- D. ___ Emergency Routes Posted
- E. ___ Emergency Exits Unobstructed
- F. ___ Fire Extinguisher Charged/Ready
- G. ___ Fire Hose Cabinets Clean-Hoses Empty
- H. ___ Fire or Safety Hazards Present
- I. ___ First Aid Kits/BVMs complete _____
Tamper Seal #
- J. ___ Narcan Kits complete _____
Tamper Seal # / Expiration Date
- K. ___ Tool Control
- L. ___ Pipe/Duct Insulation
- M. ___ Safety Rules Posted
- N. ___ Safety Practices Observed
- O. ___ Water Leaks
- P. ___ No Smoking Areas Posted/Observed
- Q. ___ Hazardous Materials Present
- R. ___ Cabinets Locked
- S. ___ Form 2092 Maintained and Accurate
- T. ___ Inventory/Contents & Accuracy
- U. ___ AEDs
- V. ___ Eyewash Station
- W. ___ Lockout Tag/Out Program Reviewed
- X. ___ Wet Floor Signs Posted

ENVIRONMENTAL FACTORS

- 1. ___ Baseboards Clean
- 2. ___ Ceilings Clean
- 3. ___ Floors Clean
- 4. ___ Walls Clean
- 5. ___ Windows Clean
- 6. ___ Cells Clean (List Below if Not)
- 7. ___ Shower Area Clean
- 8. ___ Slop Sinks Clean
- 9. ___ Pipe Chases Clean
- 10. ___ Mops Clean and Hung
- 11. ___ Garbage/Trash Cans Covered
- 12. ___ Pests Controlled
- 13. ___ Proper Supplies Used
- 14. ___ Excess Supplies on Hand
- 15. ___ Proper Heat/Ventilation
- 16. ___ Repairs Required
- 17. ___ Posted Housekeeping Plans

WORKPLACE VIOLENCE FACTORS*

- I. ___ Adequate Lighting
- II. ___ Locking Devices
- III. ___ Doors/Gates Operational
- IV. ___ Personal Alarm Device
- V. ___ Visibility/Sight Lines
- VI. ___ Other

ITEM	COMMENT DEFICIENCIES	CORRECTIVE ACTION, DATE, SIGNATURE

INSPECTOR NAME PRINTED

INSPECTOR NAME PRINTED

SIGNATURE OF INSPECTOR

SIGNATURE OF INSPECTOR

NOTE: Deficiencies are to be corrected. How they were corrected is to be noted in the column provided. This completed form is to be returned to the 1st Dep. Supt's (or Dep. for Admin. for facilities without a F.D.S.) office by:

C.O.B. _____.

* If any potential Workplace Violence factors are marked as "U" a copy of this report shall be forwarded to the DSS for evaluation and appropriate action if necessary.

Mark "S" if Satisfactory
"U" if Unsatisfactory
"N/A" if Non-Applicable

Dist: 1st - Original for File
2nd - Retain for Reference in Next Inspection
3rd - Area Supervisor for Corrective Action
4th - Leave in Area Inspected for Corrective Action
3&4 - Return to Chairman when all Deficiencies are corrected

RECEIVED BY

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