

State of Iowa Department of Corrections

Policy and Procedures

Policy Number: IO-SE-03

Applicability: DOC

Policy Code: Public Access

Iowa Code Reference: N/A

Chapter 3: INSTITUTIONAL OPERATIONS

Sub Chapter: SAFETY AND EMERGENCY

Related DOC Policies: IO-SE-01, IO-SE-02, IO-SE-05, IO-SE-08, IO-SE-09, IO-SE-10, IO-SE-11, IO-SE-20, IO-SE-21, IO-SE-22, IO-SE-24, IO-SE-25, IO-SE-26

Administrative Code Reference: N/A

Subject: SAFETY AND HEALTH MANAGEMENT PROGRAM

ACA Standards: N/A

Responsibility: Samantha Tucker, Randy Gibbs

Effective Date: March 2023

Authority:

1. PURPOSE

The Iowa Department of Corrections is committed to maintaining a workplace free of health and safety hazards while utilizing a proactive approach in all safety programs.

2. POLICY

It is the policy of the IDOC to provide a safe institutional environment for all staff, incarcerated individual and visitors in its institutions.

CONTENTS

- A. Management Commitment
- B. Safety Officer
- C. Program Review and Evaluation
- D. Written Programs
- E. Training Requirements
- F. Reporting of Serious Injuries

G. Accident Investigations

3. DEFINITIONS - see Policy AD-GA-16 for Definitions

4. PROCEDURES

A. Management Commitment

1. Managers and Supervisors throughout the Iowa Department of Corrections are committed to the safe operations of our facilities. Leadership shall be actively involved in safety and risk reduction procedures.
2. Each IDOC facility will take a proactive approach to eliminate hazards and reducing injuries.
3. All staff shall have the authority to immediately halt any unsafe work practice and report to the safety officer or a supervisor. The Safety Officer and/or Supervisor shall ensure appropriate corrective action steps are taken to address the hazard.

B. Safety Officer

The Safety Officer shall report to the Warden.

C. Program Review and Evaluation

1. The IDOC will participate in annual safety audits to evaluate progress in implementing the safety and health programs, to address areas of concern, and to set new goals and objectives.
2. Program review will include management participation and staff feedback.
3. Corrective action plans shall be submitted to the IDOC Safety Director within 30 days of receiving the report. The Warden or designee will ensure follow up is provided to deficiencies identified during the audit/inspection.
4. Each facility will identify their process for establishing a Health and Safety Committee in their institutional procedure. The Safety Officer is responsible for documenting meetings and uploading the notes to the Safety Team drive.

D. Written Programs

The IDOC has the following written programs:

1. General Life Safety **(IO-SE-01)**
2. Silica **(IO-SE-02)**
3. Safety and Health Program Management **(IO-SE-03)**
4. Sanitation Procedures **(IO-SE-04)**
5. Hazard Communication **(IO-SE-05)**
6. Personal Protective Equipment **(IO-SE-08)**
7. Opioid and Hazardous Substance Response **(IO-SE-09)**
8. Trenching and Excavations **(IO-SE-10)**
9. Powered Industrial Trucks **(IO-SE-11)**
10. Workplace Violence Prevention and Response **(IO-SE-15)**
11. Respirator Use **(IO-SE-20)**
12. Lock Out/Tag Out **(IO-SE-21)**
13. Confined Space Entry Program **(IO-SE-22)**
14. Fall Protection including Walking Working Surfaces **(IO-SE-24)**
15. Blood Borne Pathogen **(IO-SE-25)**
16. Hearing Conservation **(IO-SE-27)**

E. Training Requirements

1. The Safety Officer shall be responsible for the coordination of all safety related training. All site specific training shall be reviewed and approved by Central Office prior to completion of training.

2. All employee training shall be reported to the institutions Training Specialist and recorded in the Employee Training Database.

a. General Life Safety-Fire Extinguisher

- 1) Where the employer has provided portable fire extinguishers for employee use in the workplace, the employer shall also provide an educational program to familiarize employees with the general principles of fire extinguisher use and the hazards involved with incipient stage firefighting.
- 2) The employer shall provide the education required in paragraph upon initial employment and at least annually thereafter.
- 3) The employer shall provide employees who have been designated to use firefighting equipment as part of an emergency action plan with training in the use of the appropriate equipment.
- 4) Method of Training for New Hires

Classroom instruction in NET that includes hands on training with the use of the Bullex system or other appropriate method of hands on application.

- 5) Frequency

Annual training shall be completed via eLearning.

b. Silica

- 1) The employer shall ensure that each employee covered by this section can demonstrate knowledge and understanding of at least the following:
 - a. The health hazards associated with exposure to respirable crystalline silica;
 - b. Specific tasks in the workplace that could result in exposure to respirable crystalline silica;

- c. Specific measures the employer has implemented to protect employees from exposure to respirable crystalline silica, including engineering controls, work practices, and respirators to be used.

2) Method of Training for New Hires

In person classroom instruction.

3) Frequency

Initially upon hire and every two years through eLearning as a refresher.

c. Hazard Communication

- 1) Employers shall provide employees with effective information and training on hazardous chemicals in their work area at the time of their initial assignment, and whenever a new chemical hazard the employees have not previously been trained about is introduced into their work area. Chemical-specific information must always be available through labels and safety data sheets.

2) Information. Employees shall be informed of:

- a) Any operations in their work area where hazardous chemicals are present; and,
- b) The location and availability of the written hazard communication program, including the required list(s) of hazardous chemicals, and safety data sheets required by this section.

3) Training. Employee training shall include at least:

- a) Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area.
- b) The physical, health, simple asphyxiation, combustible dust, and pyrophoric gas hazards,

as well as hazards not otherwise classified, of the chemicals in the work area;

- c) The measures employees can take to protect themselves from these hazards, including specific procedures the employer has implemented to protect employees from exposure to hazardous chemicals, such as appropriate work practices, emergency procedures, and personal protective equipment to be used; and,
- d) The details of the hazard communication program developed by the employer, including the workplace labeling system used by their employer and the safety data sheet, including the order of information and how employees can obtain and use the appropriate hazard information.

4) Method of Training for New Hires

eLearning NET

5) Hands On Training Requirements:

Institution specific training shall be created and reviewed during New Employee Orientation.

6) Frequency

- a) Annually through eLearning
- b) When a new hazard is presented in the workplace.

d. Personal Protective Equipment

- 1) The Safety Officer shall provide training to each employee who is required by this section to use PPE. Each such employee shall be trained to know at least the following:
 - a) When PPE is necessary.

- b) What PPE is necessary.
 - c) How to properly don, doff, adjust, and wear PPE.
 - d) The limitations of the PPE.
 - e) The proper care, maintenance, useful life and disposal of the PPE.
- 2) Each employee shall demonstrate an understanding of the training received and the ability to use PPE properly, before being allowed to perform work requiring the use of PPE.

e. Trenching and Excavations

- 1) IDOC staff that are responsible for trenching and excavation work must complete attend a competent person training. Incarcerated Individuals shall not be considered the competent person on any work assignments.
- 2) Competent person means one who is capable of identifying existing and predictable hazards in the surroundings, or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.
- 3) Method of Training for New Hires

In person classroom instruction.
- 4) Frequency

Initially and every two years as a refresher on eLearning.

f. Powered Industrial Trucks

- 1) All operator training and evaluation shall be conducted by persons who have the knowledge, training, and

experience to train powered industrial truck operators and evaluate their competence.

2) Training shall consist of a combination of formal instructions (e.g., lecture, discussion, interactive computer learning, video, written material), practical training (demonstrations performed by the trainer and practice exercises performed by the trainee), and evaluation of the operator's performance in the workplace.

3) Training shall include:

a) Operating instructions, warnings, and precautions for the types of truck the operator will be authorized to use.

b) Truck controls and instrumentation; where they are located, what they do, and how they work.

c) Engine and motor operation.

d) Steering and maneuvering.

e) Vehicle capacity and stability including load limits.

f) Inspection and maintenance requirements.

g) Refueling and/or charging and recharging of batteries.

4) Training shall be provided on the specific make and model of powered industrial truck.

5) Method of Training for New Hires

In person classroom instruction, hands on training, and evaluation.

6) Hands On Training Requirements:

Must demonstrate proficiency.

7) Frequency

Initially upon hire or as assigned as an operator and every three years.

8) Additional refresher training shall be conducted when-

- a) The operator has been observed operating in an unsafe manner.
- b) The operator has been involved in an accident or near miss.
- c) The operator has been assigned to drive a different type of truck.

g. Respirator Use

1) This paragraph requires the employer to provide effective training to employees who are required to use respirators. The employer shall ensure that each employee can demonstrate knowledge of at least the following:

- a) Why the respirator is necessary and how improper fit, usage, or maintenance can compromise the protective effect of the respirator.
- b) What the limitations and capabilities of the respirator are.
- c) How to use the respirator effectively in emergency situations, including situations in which the respirator malfunctions.
- d) How to inspect, put on and remove, use, and check the seals of the respirator.
- e) What the procedures are for maintenance and storage of the respirator.

- f) How to recognize medical signs and symptoms that may limit or prevent the effective use of respirators.
- 2) Training shall be conducted in a manner that is understandable to the employee.
- 3) The employer shall provide the training prior to requiring the employee to use a respirator in the workplace.
- 4) Retraining shall be administered annually and when the following situations occur:
 - a) Changes in the workplace or the type of respirator render previous training obsolete;
 - b) Inadequacies in the employee's knowledge or use of the respirator indicate that the employee has not retained the requisite understanding or skill; or
- 5) Method of Training for New Hires
 - eLearning - upon assignment requiring a respirator.
- 6) Hands On Training Requirements:
 - Hands on training that includes requirements of this section including properly donning a respirator and FIT testing.
- 7) Frequency
 - Hands on training - Annually during FIT testing and eLearning annually.

h. The Control of Hazardous Energy- Lockout/Tagout

- 1) The facility shall provide training to ensure that the purpose and function of the energy control program are understood by employees and that the knowledge and skills required for the safe application, usage, and

removal of energy controls are acquired by employees. The training shall include the following:

- a) Each authorized employee shall receive training in the recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the workplace, and the methods and means necessary for energy isolation and control.
- b) Each affected employee shall be instructed in the purpose and use of the energy control procedure.
- c) All other employees whose work operations are or may be in an area where energy control procedures may be utilized, shall be instructed about the procedure, and about the prohibition relating to attempts to restart or reenergize machines or equipment which are locked out or tagged out.
- d) When tagout systems are used, employees shall be trained in the following limitations of tags:

Tags are essentially warning devices affixed to energy isolating devices, and do not provide the physical restraint on those devices that is provided by a lock.

- 2) The employer shall certify that employee training has been accomplished and is being kept up to date. The certification shall contain each employee's name and dates of training.
- 3) Method of Training for New Hires
 - a) Affected: eLearning
 - b) Authorized: Classroom curriculum
- 4) Hands On Training Requirements:

Hands on training that includes properly applying/removing a LOTO device with the trainer.

5) Frequency

- a) Staff-Affected: Initially upon hire and eLearning refresher every two years.
- b) Staff-Authorized: eLearning refresher every two years.

i. Permit Required Confined Spaces

- 1) The facility shall provide training so that all employees acquire the understanding, knowledge, and skills necessary for the safe performance of the duties assigned under this section.
- 2) Training shall be provided to each affected employee:
 - a) Before the employee is first assigned duties.
 - b) Before there is a change in assigned duties.
 - c) Whenever there is a change in permit space operations that presents a hazard about which an employee has not previously been trained.
 - d) Whenever the facility has reason to believe either that there are deviations from the permit space entry procedures of this section or that there are inadequacies in the employee's knowledge or use of these procedures.
 - e) The certification of training shall contain each employee's name, the signatures or initials of the trainers, and the dates of training. The certification shall be available for inspection by employees and their authorized representatives.
- 3) An employer who designates rescue and emergency services shall:

- a) Evaluate a prospective rescuer's ability to respond to a rescue summons in a timely manner, considering the hazard(s) identified.
 - b) Evaluate a prospective rescue service's ability, in terms of proficiency with rescue-related tasks and equipment, to function appropriately while rescuing entrants from the particular permit space or types of permit spaces identified.
 - c) Select a rescue team or service from those evaluated that: (A) Has the capability to reach the victim(s) within a time frame that is appropriate for the permit space hazard(s) identified; (B) Is equipped for and proficient in performing the needed rescue services.
 - d) Inform each rescue team or service of the hazards they may confront when called on to perform rescue at the site.
- 4) Method of Training for New Hires
- Classroom instruction and a review of IDOC Policy.
- 5) Frequency
- Initially and every two years as a refresher through eLearning.

j. Fall Protection

- 1) The facility shall provide a training program for each employee who may be exposed to fall hazards. The program shall enable each employee to recognize the hazards of falling and shall train each employee in the procedures to be followed in order to minimize these hazards.
- 2) The employer shall assure that a competent person qualified in the following areas has trained each employee, as necessary:
 - a) The nature of fall hazards in the work area.

- b) The correct procedures for erecting, maintaining, disassembling, and inspecting the fall protection systems to be used.
 - c) The use and operation of guardrail systems, personal fall arrest systems, warning line systems, controlled access zones, and other protection to be used.
 - d) The limitations on the use of mechanical equipment during the performance of roofing work on low-sloped roofs.
 - e) The correct procedures for the handling and storage of equipment and materials and the erection of overhead protection.
 - f) The role of employees in fall protection plans.
 - g) Rescue Planning.
 - h) Calculating Fall Clearance.
- 3) Documentation of Training: The written training record shall contain the name or other identity of the employee trained, the date(s) of the training, and the signature of the person who conducted the training or the signature of the employer.
- 4) Retraining: When the employer has reason to believe that any affected employee who has already been trained does not have the understanding and skill required, changes in equipment, the employer shall retrain each such employee.
- 5) Method of Training for New Hires
- Classroom training that includes a review of IDOC policy.
- 6) Hands On Training Requirements:

Hands on training that includes properly fitting your harness and pre-inspections.

7) Frequency

Initial training shall be completed prior to exposure to fall hazards. Refresher training shall be completed on eLearning every two years.

k. Blood Borne Pathogens Program

The IDOC shall train each employee with occupational exposure in accordance with the requirements of this section. The training program shall contain at a minimum the following elements:

- 1) An accessible copy of the regulatory text of this standard and an explanation of its contents.
- 2) A general explanation of the epidemiology and symptoms of bloodborne diseases.
- 3) An explanation of the modes of transmission of bloodborne pathogens.
- 4) An explanation of the employer's exposure control plan and the means by which the employee can obtain a copy of the written plan.
- 5) An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials.
- 6) An explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, work practices, and personal protective equipment.
- 7) Information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment.

- a) An explanation of the basis for selection of personal protective equipment.
- b) Information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine and vaccination will be offered free of charge.
- c) Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.
- d) An explanation of the procedures to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available.
- e) Information on the post exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident.
- f) An explanation of the signs and labels and/or color coding required.
- g) An opportunity for interactive questions and answers with the person conducting the training session.

8) Method of Training for New Hires

Classroom instruction in NET.

9) Hands On Training Requirements:

Staff: Hands on training including properly donning and doffing PPE per IDOC BBP curriculum.

10) Frequency

- a) Annually in person.

- b) The person conducting the training shall be trained and knowledgeable in the subject matter.

I. Hearing Conservation

- 1) A program is available to employees who are exposed to noise at or above an 8-hour time weighted average of 85 decibels. Each facility shall ensure employee participation in the program.
- 2) The training program shall be repeated annually for each employee included in the hearing conservation program. Information provided in the training program shall be updated to be consistent with changes in protective equipment and work processes.
- 3) The employer shall ensure that each employee is informed of the following:
 - a) The effects of noise on hearing.
 - b) The purpose of hearing protectors, the advantages, disadvantages, and attenuation of various types, and instructions on selection, fitting, use, and care.

4) Method of Training for New Hires

Affected: eLearning

5) Hands On Training Requirements:

Staff: Hands on training that includes properly utilizing hearing protection.

6) Frequency

Staff: Initially upon hire or assignment of hearing protection and every two years through eLearning.

F. Reporting of Serious Injuries

1. Notification to the IDOC Safety Director shall be made in the event of a fatality, amputation, loss of an eye, or in patient hospitalization.
2. The Safety Director will make the report to Iowa OSHA for any serious injuries that require immediate reporting.
3. The IDOC must report the work related death of an employee to Iowa OSHA within 8 hours.
4. The IDOC must report to Iowa OSHA within 24 hours when an employee suffers one of the following:
 - a. Amputation
 - b. Loss of an eye
 - c. In patient hospitalization, not including observation.

G. Accident Investigations

1. The Safety Officer, or designee, shall be responsible for initiating an accident investigation upon serious injury. **IO-SE-03 F-1** shall be used to document all investigations.
2. Injuries that will require a report to Iowa OSHA shall begin the investigation immediately. This includes:
 - a. Immediately shutting down any equipment that was involved in the injury and placing a lock on the device to prevent further use.
 - b. Taking photographs of the scene including the equipment and injury.
 - c. Utilizing proper clean up procedures for blood borne pathogens or other potential infectious materials.
 - d. Collecting witness statements from individuals who were present at the time of injury, use **IO-SE-03 F-2**.
3. Training records shall be reviewed for each serious injury. Retraining may be assigned in some cases.

4. Other serious injuries, that do not require a direct report to Iowa OSHA, may require an accident investigation. This shall be determined by each facility.