

<p style="text-align: center;">STATE OF IOWA DEPARTMENT OF CORRECTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>		Policy Number	Applicability
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INSTITUTIONAL OPERATIONS	SAFETY AND EMERGENCY	IO-SE-01, IO-SE-02, IO-SE-05, IO-SE-08, IO-SE-10, IO-SE-11, IO-SE-20, IO-SE-21, IO-SE-22, IO-SE-24, IO-SE-25, IO-SE-26	N/A
Subject		ACA Standards	Responsibility
SAFETY AND HEALTH MANAGEMENT PROGRAM		N/A	Samantha Tucker William Sperflage
		Effective Date	Authority
		October 2019	Beth Skinner Director Signature on file at Iowa DOC

I. 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.

II. POLICY

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

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III. DEFINITIONS - see Policy **AD-GA-16** for Definitions

IV. 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 provide to deficiencies identified during the audit/inspection.
4. Each facility will identify their process for establishing a Health and Safety Committee.

D. Hazard Assessments

1. Hazard Assessments shall be completed prior to the implementation of new staff or incarcerated individual work assignment.
2. Hazard Assessments shall be completed every two years by the facilities Safety Officer on all work areas that there are identifiable hazards present.

E. Written Programs

The IDOC has the following written programs:

1. Blood Borne Pathogen **(IO-SE-25)**
2. Permit Required Confined Space **(IO-SE-22)**
3. Fall Protection including Walking Working Surfaces **(IO-SE-24)**
4. General Life Safety **(IO-SE-01)**
5. Hazard Communication **(IO-SE-05)**
6. Hearing Conservation **(IO-SE-26)**
7. Lock Out/Tag Out **(IO-SE-21)**
8. Respirator Use **(IO-SE-20)**
9. Silica **(IO-SE-02)**
10. Personal Protective Equipment **(IO-SE-08)**
11. Powered Industrial Trucks **(IO-SE-11)**

12. Trenching and Excavations **(IO-SE-10)**

F. Training Requirements

The Safety Officer shall be responsible for the coordination of all safety related training.

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

1. 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:

- a. An accessible copy of the regulatory text of this standard and an explanation of its contents;
- b. A general explanation of the epidemiology and symptoms of bloodborne diseases;
- c. An explanation of the modes of transmission of bloodborne pathogens;
- d. An explanation of the employer's exposure control plan and the means by which the employee can obtain a copy of the written plan;
- e. An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials;
- f. 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;
- g. Information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment;
 - 1) An explanation of the basis for selection of personal protective equipment;

- 2) 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;
 - 3) Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials;
 - 4) 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;
 - 5) Information on the post exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident;
 - 6) An explanation of the signs and labels and/or color coding required by paragraph (g)(1); and
 - 7) An opportunity for interactive questions and answers with the person conducting the training session.
- h. Method of Training for New Hires
- 1) Staff: Classroom instruction in NET
 - 2) Incarcerated Individuals: Classroom instruction
- i. Hands On Training Requirements:
- 1) Staff: Hands on training including properly donning and doffing PPE per IDOC BBP curriculum
 - 2) Incarcerated Individuals: Hands on training including properly donning and doffing PPE per IDOC BBP curriculum
- j. Frequency

- 1) Staff: Annually-eLearning/Live Review with Q&A should occur annually after initial in-person classroom training
- 2) Incarcerated Individuals: Annually-eLearning/Live Review with Q&A should occur annually after initial in-person classroom training

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

2. Permit Required Confined Spaces

- a. 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.
- b. Training shall be provided to each affected employee:
 - 1) Before the employee is first assigned duties;
 - 2) Before there is a change in assigned duties;
 - 3) Whenever there is a change in permit space operations that presents a hazard about which an employee has not previously been trained;
 - 4) 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.
 - 5) 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.
- c. An employer who designates rescue and emergency services shall:

- 1) Evaluate a prospective rescuer's ability to respond to a rescue summons in a timely manner, considering the hazard(s) identified;
 - 2) 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;
 - 3) 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;
 - 4) Inform each rescue team or service of the hazards they may confront when called on to perform rescue at the site.
- d. Method of Training for New Hires
- 1) Staff: Classroom instruction and a review of IDOC Policy.
 - 2) Incarcerated Individuals: Classroom instruction and a review of IDOC Policy.
- e. Frequency
- 1) Staff: Initially and every two years as a refresher through eLearning.
 - 2) Incarcerated Individuals: Initially and every two years as a refresher.
3. Fall Protection
- a. 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.

- b. The employer shall assure that a competent person qualified in the following areas has trained each employee, as necessary:
 - 1) The nature of fall hazards in the work area;
 - 2) The correct procedures for erecting, maintaining, disassembling, and inspecting the fall protection systems to be used;
 - 3) The use and operation of guardrail systems, personal fall arrest systems, warning line systems, controlled access zones, and other protection to be used;
 - 4) The limitations on the use of mechanical equipment during the performance of roofing work on low-sloped roofs;
 - 5) The correct procedures for the handling and storage of equipment and materials and the erection of overhead protection;
 - 6) The role of employees in fall protection plans;
 - 7) Rescue Planning;
 - 8) Calculating Fall Clearance
- c. 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.
- d. 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.
- e. Method of Training for New Hires
 - 1) Staff: Classroom training that includes the IDOC Fall Protections Power point.

- 2) Incarcerated Individuals: Classroom training that includes the IDOC Fall Protections Power point.
- f. Hands On Training Requirements:
- 1) Staff: Hands on training that includes properly fitting your harness and pre-inspections.
 - 2) Incarcerated Individuals: Hands on training that includes properly fitting your harness and pre-inspections.
- g. Frequency
- 1) Staff: Initially training shall be completed prior to exposure to fall hazards. Refresher training may be completed on eLearning bi-annually.
 - 2) Incarcerated Individuals: Initially training shall be completed prior to exposure to fall hazards. Refresher training may be completed on eLearning bi-annually.
4. General Life Safety-Fire Extinguisher
- a. 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.
 - b. The employer shall provide the education required in paragraph upon initial employment and at least annually thereafter.
 - c. 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.
 - d. Method of Training for New Hires
 - 1) Staff: Classroom instruction in NET
 - 2) Incarcerated Individuals: N/A

- e. Hands On Training Requirements:
 - 1) Staff: Hands on training with the use of Bullex system or other appropriate method of hands on application
 - 2) Incarcerated Individuals: N/A
- f. Frequency
 - 1) Staff: Annually - eLearning and hands on application
 - 2) Incarcerated Individuals: N/A

5. Hazard Communication

- a. 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.
- b. Information. Employees shall be informed of:
 - 1) Any operations in their work area where hazardous chemicals are present; and,
 - 2) 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.
- c. Training. Employee training shall include at least:
 - 1) Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area.
 - 2) 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;

- 3) 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,
 - 4) 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.
- d. Method of Training for New Hires
- 1) Staff: eLearning NET
 - 2) Incarcerated Individuals: eLearning
- e. Hands On Training Requirements:
- 1) Staff: Institution specific training shall be created and reviewed during New Employee Orientation
 - 2) Incarcerated Individuals: Institution specific training shall be reviewed with employee
- f. Frequency
- 1) Staff: Annually – Hands on training initially and if retraining is identified as a need. eLearning - bi-annually as a refresher.
 - 2) Incarcerated Individuals: Annually
6. Hearing Conservation
- a. 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.

- b. 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.
 - c. The employer shall ensure that each employee is informed of the following:
 - 1) The effects of noise on hearing;
 - 2) The purpose of hearing protectors, the advantages, disadvantages, and attenuation of various types, and instructions on selection, fitting, use, and care; and
 - d. Method of Training for New Hires
 - 1) Staff-Affected: eLearning
 - 2) Incarcerated Individuals: Classroom
 - e. Hands On Training Requirements:
 - 1) Staff: Hands on training that includes properly utilizing hearing protections.
 - 2) Incarcerated Individuals: Hands on training that includes properly utilizing hearing protections.
 - f. Frequency
 - 1) Staff: Annually – eLearning.
 - 2) Incarcerated Individuals: Annually
7. The Control of Hazardous Energy- Lockout/Tagout
- a. 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:

- b. 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.
- c. Each affected employee shall be instructed in the purpose and use of the energy control procedure.
- d. 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.
- e. 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.
- f. 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.
- g. Method of Training for New Hires
 - 1) Staff-Affected: eLearning
 - 2) Staff-Authorized: Classroom curriculum
 - 3) Incarcerated Individuals: Classroom curriculum
- h. Hands On Training Requirements:
 - 1) Staff-Affected: N/A
 - 2) Staff-Authorized: Hands on training that includes properly applying/removing a LOTO device with the trainer.

- 3) Incarcerated Individuals: Hands on training – that includes properly applying/removing a LOTO device with the trainer.

i. Frequency

- 1) Staff-Affected: Initially upon hire.
- 2) Staff-Authorized: eLearning refresher every two years.
- 3) Incarcerated Individuals: refresher every two years.

8. Respirator Use

- a. 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:

- 1) Why the respirator is necessary and how improper fit, usage, or maintenance can compromise the protective effect of the respirator;
- 2) What the limitations and capabilities of the respirator are;
- 3) How to use the respirator effectively in emergency situations, including situations in which the respirator malfunctions;
- 4) How to inspect, put on and remove, use, and check the seals of the respirator;
- 5) What the procedures are for maintenance and storage of the respirator;
- 6) How to recognize medical signs and symptoms that may limit or prevent the effective use of respirators; and
- 7) The general requirements of this section.

- b. Training shall be conducted in a manner that is understandable to the employee.

- c. The employer shall provide the training prior to requiring the employee to use a respirator in the workplace.
- d. Retraining shall be administered annually and when the following situations occur:
 - 1) Changes in the workplace or the type of respirator render previous training obsolete;
 - 2) Inadequacies in the employee's knowledge or use of the respirator indicate that the employee has not retained the requisite understanding or skill; or
- e. Method of Training for New Hires
 - 1) Staff-Affected: eLearning - upon assignment requiring a respirator.
 - 2) Incarcerated Individuals: eLearning - upon assignment requiring a respirator.
- f. Hands On Training Requirements:
 - 1) Staff: Hands on training that includes requirements of this section including properly donning a respirator FIT testing.
 - 2) Incarcerated Individuals: Hands on training that includes requirements of this section including properly donning a respirator FIT testing.
- g. Frequency
 - 1) Staff: Hands on training - Annually during FIT testing eLearning annually as a refresher.
 - 2) Incarcerated Individuals: Hands on training - Annually during FIT testing eLearning annually as a refresher.

9. Silica

a. The employer shall ensure that each employee covered by this section can demonstrate knowledge and understanding of at least the following:

- 1) The health hazards associated with exposure to respirable crystalline silica;
- 2) Specific tasks in the workplace that could result in exposure to respirable crystalline silica;
- 3) 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.

b. Method of Training for New Hires

- 1) Staff-Affected: In person classroom instruction.
- 2) Incarcerated Individuals: In person classroom instruction.

c. Hands On Training Requirements:

- 1) Staff: N/A
- 2) Incarcerated Individuals: N/A

d. Frequency

- 1) Staff: Initially and every two years through eLearning as a refresher.
- 2) Incarcerated Individuals: Initially and every two years through eLearning as a refresher.

10. Personal Protective Equipment

a. 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:

- 1) When PPE is necessary;
 - 2) What PPE is necessary;
 - 3) How to properly don, doff, adjust, and wear PPE;
 - 4) The limitations of the PPE; and,
 - 5) The proper care, maintenance, useful life and disposal of the PPE.
- b. 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.

11. Powered Industrial Trucks

- a. 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.
- b. 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 operators performance in the workplace.
- c. Training shall include:
 - 1) Operating instructions, warnings, and precautions for the types of truck the operator will be authorized to use
 - 2) Truck controls and instrumentation; where they are located, what they do, and how they work
 - 3) Engine and motor operation
 - 4) Steering and maneuvering
 - 5) Vehicle capacity and stability including load limits

- 6) Inspection and maintenance requirements
- 7) Refueling and/or charging and recharging of batteries
- d. Training shall be provided on the specific make and model of powered industrial truck.
- c. Method of Training for New Hires
 - 1) Staff: In person classroom instruction, practical training, and evaluation.
 - 2) Incarcerated Individuals: In person classroom instruction, practical training, and evaluation
- d. Hands On Training Requirements:
 - 1) Staff: Must demonstrate proficiency
 - 2) Incarcerated Individuals: Must demonstrate proficiency
- e. Frequency
 - 1) Staff: Initially and three years
 - 2) Incarcerated Individuals: Initially and every three years
- f. Additional refresher training shall be conducted when-
 - 1) The operator has been observed operating in an unsafe manner
 - 2) The operator has been involved in an accident or near miss
 - 3) The operator has been assigned to drive a different type of truck

12. Trenching and Excavations

- a. 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.

- b. 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.
- c. Method of Training for New Hires
Staff: In person classroom instruction
- d. Frequency
Staff: Initially and every two years as a refresher on eLearning

G. 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. Each institution shall develop a procedure for reporting serious injuries to Iowa OSHA.
- 3. An employer must report the work related death of an employee to Iowa OSHA within 8 hours.
- 4. An employer 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.