

# YOUTH SERVICES POLICY

<b>Title:</b> Tool Control-Cecil J. Picard Education and Recreational Center <b>Next Annual Review Date:</b> 03/08/2017	<b>Type:</b> C. Field Operations <b>Sub Type:</b> 2. Security <b>Number:</b> C.2.14A
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<b>References:</b> ACA Standard 4-JCF-2A-25; (Performance-Based Standards for Juvenile Correctional Facilities); Division of Administration, Office of Risk Management, Loss Prevention Manual; and YS Policy Nos. A.1.14 "Unusual Occurrence Report", A.7.1 "Safety Plan"	
<b>STATUS: Approved</b>	
<b>Approved By:</b> <i>Mary L. Livers, Deputy Secretary</i>	<b>Date of Approval:</b> 03/08/2016

## I. AUTHORITY:

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

## II. PURPOSE:

To establish an effective Tool Control Program which ensures that all tools, stored and used within the Cecil J. Picard Education and Recreational Center are used in a safe, economical and secure manner; to provide necessary supervision over tools; and to establish accountability and responsibility for issue, storage, receipt and disposal of tools.

## III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, Deputy Assistant Secretary, Regional Directors, Food Services Director, and all Picard Education and Recreational Center employees.

## IV. DEFINITIONS:

**Tool** - A hand-held implement, such as hammer, saw or drill used to accomplish work. The cutting parts of a machine, such as a lathe for cutting and shaping mechanical parts.

**Tool Control Officer** - The Regional Director has designated the Safety Officer/Program Director as the Tool Control Officer responsible for auditing tool inventories, marking tools for identification purposes, and monitoring the security of tools. The Safety Officer/Program Director has the responsibility of maintaining, organizing and monitoring the Tool Control Program to increase the effectiveness of accountability.

**Unusual Occurrence Report (UOR)** - A written report submitted by staff prior to the end of duty detailing any unusual circumstances involving tools as outlined by this policy. (Refer to YS Policy No. A.1.14)

**Work Area** - A room inside a building or structure, or an outside area or other defined space in the workplace where tools are stored or used, and where employees are present during the course of their daily work assignments.

**V. POLICY:**

It is the Deputy Secretary's policy that an effective Tool Control Program is established and maintained to ensure all tools are positively controlled during use and storage. This shall be accomplished by maintaining a systematic method of inventory and review.

It is the Regional Director's responsibility to ensure that all the tools are managed and controlled to ensure accountability and prevent misuse, that tools are used for the purpose intended, and that staff are instructed in the proper use of tools, as applicable to the situation.

**VI. PROCEDURES:**

A. The Safety Officer/Program Director shall serve as the Tool Control Officer responsible for the following:

1. Auditing tool inventories;
2. Marking tools for identification purposes;
3. Monitoring the security of tools; and
4. Maintaining, organizing and monitoring the Tool Control Program to increase the effectiveness of accountability.

B. The Tool Control Officer shall establish inventories for each work area, and maintain and account for all tools within the work area.

C. The Tool Control Officer shall maintain a Master Inventory of all tools by work area. The Master Inventory shall be dated and utilized when conducting quarterly reviews. Upon completion of the quarterly review, the Master Inventory shall be updated and/or revised, as needed.

D. Each quarter (July, October, January, and April), a complete review shall be conducted of all tools. The review shall include at a minimum:

1. Verification of all tools according to master inventory;
2. Tool markings;
3. Proper storage of tools;
4. Daily check-in and check-out procedures; and
5. Evaluation of adherence to policy and procedure.

The master tool inventory shall be adjusted as necessary to reflect the quarterly review findings.

A written report shall be provided to the Regional Director detailing the review findings. Corrective action shall be documented and immediately initiated as needed.

**VII. TOOLS:**

**A. Tool Identification**

All tools shall be permanently marked for identification purposes with an etching tool, and labeled or steel stamped with a sequential tool number easily identified on inventories and check-out logs. Each tool shall have its own unique tool identification number.

**B. Tool Storage**

All tools shall be maintained and stored in a locked room within the Maintenance Yard.

Tools shall be stored in drawers, cabinets and/or chests, and secured in a designated tool area as determined by the Tool Control Officer. Ladders over 4 feet tall, and all electric and battery powered tools must be stored in a secure location. The Tool Control Officer shall maintain an inventory in the area where all these tools are stored.

**C. Tool Issue**

The Safety Officer/Program Director and maintenance staff shall be responsible for all tools assigned to their work area.

When a tool is issued from the maintenance yard, the receiving employee shall document in the Tool Control Log Book the following:

1. Date
2. Tool #
3. Tool Description
4. Time Checked Out; and
5. Staff Initials

When the tools are returned, the employee shall document in the Tool Control Log Book the following:

1. Time Returned; and
2. Staff Initials

All tools shall be returned to their assigned storage area at the end of each work day.

**D. Tool Accountability and Inventory**

The Tool Control Officer shall maintain a complete Master Inventory of all tools and their locations. Each tool storage area shall have an inventory of all tools assigned to that area.

The inventory shall be current and readily available for tool inventory, tool accountability, be dated by the Tool Control Officer, and at a minimum contain the following information:

1. Tool Identification Number
2. Description of Tool
3. Serial Number, as applicable, and
4. Tool Location

The Regional Director shall ensure that established procedures for tool control include documented tool inspections as outlined below:

1. Monthly tool inspections shall be conducted and documented on the Monthly Building Inspection Report by the Unit Safety Officer in each tool storage location.
2. Quarterly tool inspections, which include a complete review of all tools as outlined in Section VI. D. above, shall be conducted by the Tool Control Officer.

**E. Lost/Missing or Broken Tools**

An Unusual Occurrence Report (UOR) shall be completed for any tool that is lost, missing or broken before the end of shift with copies being forwarded to the Regional Director and Tool Control Officer. The Tool Control Officer shall maintain on file all UORs detailing the circumstances of any lost, missing or broken tool. (Refer to YS Policy No. A.1.14 for a copy of the UOR form)

**VIII. STAFF DEVELOPMENT**

The Regional Director shall ensure the Safety Officer/Program Director provides all current employees training on the contents of the Tool Control Program.

The Safety Officer/Program Director shall provide all new employees this training within 90 days of hire.

**IX. QUALITY ASSURANCE**

Comprehensive audits are conducted on an annual basis by staff from the Office of Risk Management, in conjunction with the State's Loss Prevention Program. The Program Director and designated CQIS staff shall be present during the exit interview following the review. Corrective action shall be established and submitted if necessary for any negative audit findings.

**Previous Regulation/Policy Number:** C.2.14A

**Previous Effective Date:** 03/13/2015

**Attachments/References:**

