

YOUTH SERVICES POLICY

Title: Control and Use of Flammable, Toxic and Caustic Substances (FTCs) Next Annual Review Date: 08/31/2017	Type: C. Field Operations Sub Type: 2. Security Number: C.2.15
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References: ACA Standards 4-JCF-1B-04, and 4-JCF-1B-05 (Performance-Based Standards for Juvenile Correctional Facilities); Division of Administration, Office of Risk Management, Loss Prevention Manual; YS Policy Nos. A.1.8 "Emergency Operations Plan", A.1.14 "Unusual Occurrence Report", A.7.1 Safety Plan", C.2.10 "Safety and Emergency Management"	
STATUS: Approved	
Approved By: <i>James Bueche, Ph.D., Deputy Secretary</i>	Date of Approval: 08/31/2016

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 a hazard communication program that informs YS employees, volunteers, contractors, and youth about the hazards of chemicals in the work place to enhance their safety and health.

III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Undersecretary, Deputy Undersecretary, Chief of Operations, Deputy Assistant Secretary, Food Services Director, Health Services Administrator, Director of Education, Regional Directors, Facility Directors and the contracted health care provider (CHP).

Facility Directors are responsible for ensuring that all necessary procedures are in place to comply with this policy and for advising all affected persons of its content.

IV. DEFINITIONS:

Authorized/Qualified Staff – Staff who have received training in the proper use of hazardous substances, the hazards of the substance, understand safe handling, and appropriate first aid measures.

Caustic Material – A substance capable of destroying or eating away by chemical reaction. (Examples: lye, muriatic acid, caustic soda, sulfuric acid, and tannic acid).

Combustible Liquid – A substance with a flash point at or above 100 degrees Fahrenheit. Classified by flash point as Class II or Class III liquid.

Corrosive – Capable of producing corrosion or tending to produce corrosion by a corrosive substance as outlined by the Safety Data Sheet. The condition resulting from a corrosive substance.

Flammable Liquid – A substance with a flash point below 100 degrees Fahrenheit (37.8 degrees Centigrade). Classified by flash point as a Class I liquid.

Flash Point – The minimum temperature at which a liquid will give off sufficient vapors to form an ignitable mixture with the air near the surface of the liquid (or in the container used).

Hazardous Material – Any flammable, combustible, toxic, or caustic material as defined in this policy.

Label – A written, printed, or graphic material, displayed on or affixed to containers of hazardous chemicals.

NFPA Flammability Hazard (Red) – The degree of hazard is measured by using the flash point assigned to the product as specified on the Safety Data Sheet (0 - will not burn; 1 - above 200F; 2 - above 100F and below 200F; 3 - below 100F; 4 - below 73F).

NFPA Health Hazard (Blue) – The likelihood of a material to cause, either directly or indirectly, temporary or permanent injury or incapacitation due to an acute exposure by contact, inhalation, or ingestion (0 - normal material; 1 - slightly hazardous; 2 - moderately hazardous; 3 - extreme danger; 4 - deadly).

NFPA Reactivity Hazard (Yellow) – The violent chemical reaction associated with the introduction of water, chemicals also could polymerize, decompose, or condense, become self-reactive, or otherwise undergo a violent chemical change under conditions of shock, pressure, or temperature (0 - stable; 1- unstable if heated; 2 - violent chemical change; 3 - shock and heat detonate; 4 - may detonate).

NFPA Specific Hazard (White) – Other properties of the materials that cause special problems or require special fire-fighting techniques (ACID=acid, ALK=alkali, COR=corrosive, OXY=oxidizer, P=polymerization, Y=radioactive).

Personal Protective Equipment – Equipment intended to be worn by an individual to create a barrier against workplace hazards.

Safety Data Sheets (SDS) – A document, formerly known as the Material Safety Data Sheet, as required by government regulation for all hazardous chemical substances produced and/or sold in the United States. Each SDS sheet shall be in English and shall contain the following information: chemical manufacturer's name, address, and telephone number, pictograms, product identification, hazard identification, composition / information on ingredients, first-aid measures, firefighting measures, accidental

release measures, handling and storage, exposure controls/personal protection, physical and chemical properties, stability and reactivity, toxicological information, ecological information, disposal considerations, transport information, regulatory information, and other information that includes the date of preparation or last revision.

Secondary Container – A portable container into which chemicals are transferred for use.

Toxic Material – A toxic substance (poisonous) through which chemical reaction or mixture can produce possible injury or harm to the body by entry through the skin, digestive tract, or respiratory tract. The toxicity is dependent on the quantity absorbed; the rate, method, site of absorption; and the concentration of the chemical. (Examples: ammonia, chlorine, antifreeze, duplicating fluids, methyl alcohol, defoliants, herbicides, and pesticides).

NOTE: It is possible that a substance may possess more than one of the above properties; therefore, the safety requirements of all applicable properties shall be considered.

Unusual Occurrence Report (UOR) - A document that must be completed by staff to report incidents or observations of events that may have an impact on any aspect of the agency. UOR forms shall be made available to all employees working in all areas at all times. Employees must complete and submit a UOR prior to the end of their tour of duty on the day the incident was observed or when the incident or observation of events comes to the employee's attention in any way. If a UOR form is not available, the employee must use any paper available to report the pertinent information. UORs may also be submitted by email (refer to YS Policy No. A.1.14).

V. POLICY:

It is the Deputy Secretary's policy that YS shall store, issue, control and account for all hazardous materials, including caustic, toxic and flammable, in order to provide protection and safety for all employees and youth. Hazardous materials shall be managed and controlled to ensure accountability and prevent misuse. Staff shall ensure that hazardous materials are used for the purpose intended.

Employees and youth shall receive training regarding hazardous materials, including the use of "Safety Data Sheets" (SDS). Staff shall provide direct supervision when youth use hazardous materials.

VI. PROCEDURES:

The only hazardous materials or cleaning supplies allowed on the grounds of a secure care facility are those purchased through proper channels and received through the Warehouse. Staff is not allowed to bring hazardous materials or cleaning supplies into the facility without the express written approval of the Facility Director.

If approved, the staff must provide SDS on all substances, furnish that information to the Chemical Control Officer and keep the SDS with the substance at all times. All hazardous materials and cleaning supplies shall be subject to the same storage, labeling, use, inventory, and all other requirements as outlined in this policy.

- A. The procedures for managing hazardous materials and cleaning supplies shall include positive controls on inventory, storage, use and disposal. These procedures shall cover flammables, corrosives, caustics, toxins, cleaning supplies and aerosols in pressurized cans.
- B. Facility Directors shall establish strict controls on the issuance, supervision during use, and the storage/disposal of hazardous materials.
- C. Facility Directors shall designate a staff member as the Chemical Control Officer whose responsibility it shall be to:
 - 1. Ensure proper storage;
 - 2. Monitor inventories;
 - 3. Ensure proper use and supervision;
 - 4. Assist in instruction regarding use of hazardous materials; and
 - 5. Maintain required records and documentation.

In addition to the above, the Chemical Control Officer shall also:

- 1. Be the designated contact person for the hazard communication program;
 - 2. Maintain the hazardous chemical list as an attachment to a copy of this policy; Chemical lists and SDS for contractors shall be included as a temporary attachment;
 - 3. Maintain the master SDS binder; and
 - 4. Monitor this program to ensure that procedures are carried out and that the plan is effective, and when necessary, recommend the program be revised to correct any deficiencies.
- D. In order to complete a review of the chemical control system, quarterly reviews (July, October, January, and April), shall be conducted. Facility Directors may assign someone to assist the Chemical Control Officer with this function. A written report of each quarterly review shall be completed and submitted to the Facility Director, Safety Officer, ACA Manager, and Continuous Quality Improvement Services (CQIS) staff.

VII. CLASSIFICATION of FLAMMABLE and COMBUSTIBLE LIQUIDS:

- 1. **Class I** - Liquids with a flash point below 100 degrees Fahrenheit. (Examples: acetone, benzene, turpentine, ethyl, ether, gasoline, and rubbing alcohol).

2. **Class II** - Liquids with a flash point at or above 100 degrees Fahrenheit, but below 140 degrees Fahrenheit. (Examples: solvents, motor oil, diesel fuel, cleaning spirits, mineral spirits, and kerosene).
3. **Class III** – Liquids with a flash point at or above 140 degrees Fahrenheit. (Examples: linseed oil, Neet's foot oil, mineral oil, some sunscreen lotions with high SPF such as, Sunray conditioner and Guardian fluid).
4. All hazardous materials that do not contain one or more of the properties listed in the definitions above, but are labeled "Keep Out of Reach of Children" or "Harmful if Swallowed" shall be properly stored, inventoried, issued and controlled.

VIII. STORAGE:

- A. All flammable, caustic, and toxic materials shall be stored in a secured location inaccessible to youth, and in accordance with applicable State Fire Marshal and Department of Health and Hospitals regulations.
- B. Flammable storage cabinets shall meet the following specifications:
 1. Be of fire resistant construction and properly secured;
 2. Meet local and State Fire Marshal specifications;
 3. Be clearly labeled Flammable; and
 4. Used to store no more than 60 gallons of Class I or Class II liquids or 120 gallons of Class III liquids.
- C. Facility Directors shall determine the main storage and distribution areas for hazardous materials and cleaning supplies. The dining hall, infirmary, maintenance and designated vocational classes shall be allowed to store and dispense small amounts of hazardous materials.
- D. When possible, all hazardous materials shall be stored in their original container with the manufacturer's label intact. Hazardous materials removed from the original container to a secondary container shall be labeled to identify contents. Labeling shall include:
 1. Chemical content;
 2. Appropriate hazard warning; and
 3. The manufacturer's name and address.

Chemicals stored in bulk quantity must meet labeling requirements. Container labels should contain an immediate visual warning about the specific harm that may result from exposure to the chemical. This information must be placed on secondary containers when filled from a larger container with manufacturer's labels.

Portable containers of cleaning supplies shall contain proper container labels. Diluted products with a hazardous rating of (0) for health, flammability and reactivity using the guidelines from the SDS, do not meet the definition of toxic materials.

Cleaning supplies issued in portable containers that meet this requirement shall at a minimum be labeled with the name of the product and/or the chemical being used. SDS must be maintained on these substances and readily available to staff and youth. An inventory of these products shall be maintained in the primary storage area for general control purposes, but is not required at the usable location.

The Chemical Control Officer shall periodically review the container labels and update as needed. The Chemical Control Officer shall be contacted for assistance with the labels and to answer any questions about labeling requirements.

- E. Hazardous materials, excluding chemicals used for routine cleaning, shall be stored outside of the youth housing areas. When possible, storage areas shall be located separate from, and 50 feet away from, buildings housing staff and youth.
- F. Caustics and corrosives shall not be housed or stored together.
- G. No chemicals (flammables, caustics or toxics) shall be stored in a pool house. If applicable, only the minimum amount needed to operate the automated pool dispenser system shall be maintained in the pool house.
- H. Storage areas shall remain locked at all times with access restricted to staff or youth under staff supervision.
- I. Signs shall be posted stating that flammable materials are stored in the building, and that no smoking is allowed.

IX. SAFETY DATA SHEETS (SDS):

- A. The Chemical Control Officer shall be responsible for ensuring that SDS are available for all substances defined as hazardous material outlined in this policy. SDS shall be readily accessible to all staff and youth who may come into contact with hazardous materials. All staff and youth shall be instructed as to the location of the SDS and their right to know about substances utilized or maintained. SDS shall be made available to staff and youth at all times. Staff and youth shall be instructed and made aware of the importance of SDS.
- B. A master SDS binder listing all substances shall be maintained by the Chemical Control Officer, Safety Officer, Warehouse and Infirmary.

To ensure that the most current SDS is maintained, the Chemical Control Officer shall review the master SDS binder as well as each area where SDS is maintained on a quarterly basis. The Chemical Control Officer shall advise the Safety Officer of any required changes.

The Safety Officer shall randomly review SDS at each location, and document findings during the Monthly Building Inspection walk-through.

It is the responsibility of the Chemical Control Officer to ensure that all SDS are updated when revised and then become available.

- C. Each area where hazardous material is stored and/or used shall maintain a copy of the SDS as applicable to each item being stored. The SDS shall be located near all flammable cabinets or in the area of storage. SDS shall be maintained in an organized manner and operational staff shall routinely ensure that the SDS is available for all hazardous materials stored.
- D. The guidelines regarding the safe storage and use of hazardous material found in the SDS shall be followed at all times.
- E. Hazardous materials received through the Warehouse (new or improved replacement products) shall have an SDS on file prior to the product being distributed. The product shall not be used before the SDS is received, and necessary training has been provided to staff and youth as applicable to product classification.

X. HAZARD CHEMICAL LIST:

- A. The Chemical Control Officer shall identify and maintain a "Master Inventory" log [see Attachment C.2.15 (a)] of all hazardous materials used at the facility, by area. This list shall be continuously updated as needed.
- B. There shall be a process in place to introduce new chemicals into the facility that ensures safety and necessary training as hazardous materials are received.
- C. The Chemical Control Officer shall ensure that each storage area, and distribution area, maintains an up to date list of all hazard chemicals, which shall be maintained in the area where hazards are distributed or inside the cabinet where hazards are stored.

XI. DISTRIBUTION of HAZARDOUS MATERIALS and CLEANING SUPPLIES:

- A. Facility Directors shall ensure that procedures are in place to allow for the daily distribution of hazardous materials and cleaning supplies. All FTC's and cleaning supplies shall be issued by authorized staff, and only in approved

labeled containers. Hazardous materials containers shall be properly labeled as to its contents, and inspected for weak seals, leaks, fire hazards, losses and spoilage.

Youth shall not be allowed to draw hazardous materials or cleaning supplies from bulk or large containers for distribution in smaller containers.

- B. A log shall be used to record distribution. The smallest amount necessary for the task to be completed shall be issued.
- C. Staff shall constantly supervise youth performing routine cleaning.
- D. No chemicals are to be mixed together unless recommended by the manufacturer.
- E. Unused chemicals shall be returned to the original container in the storage area or if appropriate, stored in the storage area in a suitable clearly labeled container.

XII. INVENTORY:

- A. A perpetual inventory shall be maintained on all hazardous materials and cleaning supplies used and/or stored at each location, on each substance, to accurately reflect acquisitions, disbursements and the amounts on hand. A separate "Perpetual Inventory" log [see Attachment C.2.15 (b)] shall be maintained for each item and at a minimum document the following:
 - 1. Area/Location;
 - 2. Item Description;
 - 3. Date;
 - 4. Beginning Inventory;
 - 5. Quantity Issued;
 - 6. Issued To;
 - 7. Quantity Received;
 - 8. Received By;
 - 9. Ending Inventory; and
 - 10. Staff Initials.
- B. Inventories shall reflect the following minimum estimated values – Full, $\frac{3}{4}$, $\frac{1}{2}$, $\frac{1}{4}$, Empty.

XIII. GASOLINE/DIESEL:

- A. All flammable and combustible liquids shall be stored in approved containers and locked cabinets. The smallest amount necessary for operation shall be maintained.

Gasoline with additives, and other flammables, shall be strictly controlled in all areas of the facility, and shall be stored or carried only in approved safety cans.

Small quantities of gasoline shall be dispensed, stored and carried only in containers approved for this purpose by the "National Fire Protection Association" (NFPA). Containers will be red and have the word "Gasoline" painted clearly and legibly on both sides of the container.

Youth shall not be allowed to dispense gasoline at any time. When not in use, the containers shall be stored in an approved locked flammable cabinet.

- B. Gasoline/diesel propelled lawn mowers/lawn tractors, and other small engines or equipment used on the facility grounds, shall be stored in a secure location when not in use outside of the living units.

Equipment used on facility owned farm land shall be stored in a secure location when not in use.

Supervisors of small engine repair shops shall issue only the gasoline/diesel needed to operate engines during periods of instruction or repair. Staff must be present anytime gasoline/diesel is used to refuel lawn mowers and small engines.

- C. Gasoline pumps shall remain locked when not in use.

- D. Gasoline/Diesel Deliveries

- 1. Qualified maintenance staff shall monitor bulk gasoline/diesel deliveries to ensure amounts invoiced are accurate. Each work day at a minimum, and on acceptance of all bulk deliveries, stick and/or meter readings shall be taken to verify daily usage and accuracy of flow meters as applicable to each facility. These readings shall be documented on a separate log for each type of fuel maintained for this purpose.

- 2. The "Meter Reading of Gas Tank" form [see Attachment C.2.15 (c)] shall be utilized to record the following:

- a. Date;
- b. Tank beginning gallons;
- c. Number of gallons delivered;
- d. Total gallons on inventory; and
- e. Staff signature.

- 3. The "Meter Reading of Diesel Tank" form [see Attachment C.2.15 (d)] shall be utilized to record the following:

- a. Date;
- b. Tank beginning gallons;

- c. Number of gallons delivered;
- d. Total gallons on inventory; and
- e. Staff signature.

E. Gasoline/Diesel Disbursement

1. When gasoline/diesel is dispensed, a separate log book for each shall be maintained at the pump and documented on a separate log for each type of fuel disbursed.
2. The “Gas Distribution Log” [see Attachment C.2.15 (e)] shall be utilized to record the following:
 - a. Date;
 - b. Vehicle Description;
 - c. Vehicle Plate Number;
 - d. Odometer Reading;
 - e. Beginning Meter Reading;
 - f. Number of Gallons Issued;
 - g. Ending Meter Reading; and
 - h. Staff Signature.
3. The “Diesel Distribution Log” [see Attachment C.2.15 (f)] shall be utilized to record the following:
 - a. Date;
 - b. Vehicle Description;
 - c. Vehicle Plate Number;
 - d. Odometer Reading and/or Hour Meter on Equipment;
 - e. Beginning Meter Reading;
 - f. Number of Gallons Issued;
 - g. Ending Meter Reading; and
 - h. Staff Signature.
4. Drivers of unmarked state vehicles shall provide identification before receiving gasoline at facility pumps.

F. Gasoline shall not be used as a cleaner or solvent.

XIV. PERSONAL PROTECTIVE EQUIPMENT (PPE):

- A. “Personal Protective Equipment” (PPE) is specialized clothing or equipment worn by an employee for protection against a hazard. General work clothes (e.g., uniforms, pants, shirts or blouses) not intended to function as protection against a hazard is not considered to be PPE. All staff and youth shall utilize PPE as instructed by the SDS.

- B. Appropriate PPE shall be utilized when handling FTCs. This also includes all routine and non-routine usage. Appropriate PPE shall be stored in all areas that are required to utilize PPE, and any other required PPE shall be issued from the appropriate area.
- C. It is the responsibility of each person using FTCs to follow all prescribed safety precautions, use PPE when necessary, and report all incidents or spills to the Chemical Control Officer, Safety Officer and Facility Director via an Unusual Occurrence Report (UOR).

XV. SPILLS and EXPOSURE:

- A. Information on the proper course of action for chemical spills is contained in the SDS for each substance.
- B. Any person injured or who becomes ill as a result of exposure to a hazardous material shall be given immediate medical attention.

XVI. DISPOSAL:

- A. Hazardous materials shall be used only for the purpose intended by the manufacturer, and shall be disposed of according to the manufacturer's SDS guidelines or as advised by the Department of Environmental Quality.
- B. Special containers shall be provided for flammable liquids and rags used with flammable liquids. All receptacles and containers shall be emptied and cleaned daily.
- C. Used vehicle batteries shall be stored on pallets in the mechanic shop in a secure, covered area away from flammables until proper disposal.
- D. All fluorescent bulbs shall be returned to the maintenance area, and stored in a secure location until proper disposal.
- E. The Chemical Control Officer shall ensure that used materials, such as cooking oil, motor oil, antifreeze, mineral spirits, paints, etc., are stored appropriately and disposed of in accordance with the manufacturer's guidelines on the SDS.

XVII. CONTRACTORS:

- A. Prior to the start of any job involving contractors, the maintenance manager must brief the contractor on the hazards related to the areas in which they will be working. The maintenance manager's briefing with the contractor shall include at a minimum the following:
 - 1. A listing of hazardous materials used in the work area;
 - 2. Potential hazards from those materials;

3. The need for PPE or measures, if necessary;
 4. An explanation of container labels used in the work area;
 5. The location of applicable SDS; and
 6. Emergency procedures and exit ways.
- B. Contractors shall also be provided with information on any hazardous materials in pipes, and the potential hazards and safety precautions to be taken as applicable to the situation.
- C. Any materials brought on the site by the contractor must be removed by the contractor. SDS shall be obtained from contractors for all hazardous materials brought on site prior to entry or use.

XVIII. REPORTING of DISCREPANCIES:

Any discrepancy noted in the handling, distribution, supervision or accountability of the FTC Program shall be documented by staff prior to the end of their tour of duty, and reported to the Facility Director, Chemical Control Officer and Safety Officer via a UOR.

IX. ANNUAL TIER II REPORT:

A physical inventory of all chemicals shall be conducted in February of each year in order to develop the facility's annual "Community Right-To-Know Report" (Chemical Inventory Report - Tier II Report) which is due on March 1st of every year.

Information in regards to filing the annual Tier II Report can be found on the Louisiana State Police website at <http://www.lsp.org/rtk.html>. If additional information is needed to complete the filing of the report, you may contact 225-925-6113 ext. 232 for instructions.

XX. STAFF/YOUTH DEVELOPMENT:

Facility Directors shall ensure that all current employees, including contract providers, receive training relative to the contents of the FTC Program. All new employees shall receive this training within 30 days of employment. Each facility's FTC Program shall be part of the annual in-service training curriculum.

Facility Directors shall ensure that all youth receive training relative to the contents of the FTC Program. This training may be conducted during Groups in housing units. All new youth shall receive training during orientation. Training shall be documented and forwarded to the Safety Officer.

In addition to the above, training on the Hazard Communication Program shall occur if staff are working in a new area or with new hazardous materials, or whenever a new material or procedure is introduced into the workplace, and whenever the Section Head, Safety Officer, or Supervisor determines that refresher training is in order. This training shall be documented and forwarded to the Safety Officer as well.

At a minimum, training shall include review of YS policy along with the “Globally Harmonized System of Classification with Labeling of Chemicals” PowerPoint which includes the history of Hazard Communication Standards, Pictograms, Safety Data Sheets, Labeling of Chemicals, the Six Parts of the New Chemical Label, and How to Read Hazardous Material Labels. Training is also available on LEO CPTP Hazardous Communication WBT.

XXI. QUALITY ASSURANCE:

- A. CQIS shall conduct a General Safety Program Review to ensure compliance with the Office of Risk Management Standards and the State’s Loss Prevention Program is being met.
- B. Corrective Action Plans shall be submitted to CQIS within ten (10) days following receipt of the General Safety Program Review.
- C. Comprehensive audits are conducted on an annual basis by staff from the ORM, in conjunction with the State’s Loss Prevention Program. The Unit Head/designee and designated CQIS staff shall be present during the exit interview following the review.

Previous Regulation/Policy Number: C.2.15

Previous Effective Date: 08/21/2015

Attachments/References:

- C.2.15 (a) - Hazardous Materials Master Inventory Dec 2014.doc
- C.2.15 (b) - Hazardous Materials Perpetual Inventory Dec 2014.doc
- C.2.15 (c) - Hazardous Materials Meter Reading Gas Tank Dec 2014.doc
- C.2.15 (d) - Hazardous Materials Meter Reading Diesel Tank Dec 2014.doc
- C.2.15 (e) - Hazardous Materials Gas Log Dec 2014.doc
- C.2.15 (f) - Hazardous Materials Diesel Log Dec 2014.doc