YOUTH SERVICES
POLICY

Title: Hazardous Materials Program – Cecil J. Picard Center	**Type:** C. Field Operations **Sub Type:** 2. Security **Number:** C.2.15A
	Page 1 **of** 15
References: ACA Standards 4-JCF-1B04, 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 Reports" A.2.49 "Worker's Compensation", A.7.1 Safety Plan", C.2.10 "Safety and Emergency Management"	
STATUS: Approved	
Approved By: *E. Dustin Bickham, JD, Interim Deputy Secretary*	**Date of Approval:** 09/02/2020

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 and contractors 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, Executive Management Advisor, Food Services Director, Regional Directors and all Cecil J. Picard Center employees.

The Regional Director is 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.

Occupational Health Clinic (OHC) - Any general hospital, or any other medical facility which operates a corporate medicine program or an employee wellness program which includes any of the following: (1) routine commercial activities, such as pre-employment examinations, (2) mandated examinations, such as Federal Occupational Safety and Health Administration examinations, (3) routine workers compensation cases, (4) routine medical evaluations involving establishment of product liability, (5) evaluations consigned to independent medical examiners, (6) employee physical programs, (7) employee wellness programs, or (8) employee drug testing programs.

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 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 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. 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 shall receive training regarding hazardous materials, including the use of "Safety Data Sheets" (SDS).

VI. PROCEDURES:

A. The Regional Director shall designate a staff member as the Unit Safety Officer.

B. The only hazardous materials or cleaning supplies allowed on the grounds are those purchased through proper OJJ channels. Staff is not allowed to bring hazardous materials or cleaning supplies onto the facility without the express written approval of the Regional Director.

C. If approved, a SDS must be provided on all substances with a copy furnished to the Unit Safety Officer and the SDS shall be maintained with the substance at all times.

D. The procedures for managing hazardous materials and cleaning supplies shall include positive controls on inventory, storage, use and disposal.

E. The Unit Safety Officer and Maintenance Staff shall establish strict controls on the issuance, supervision during use, and the storage/disposal of hazardous materials.

F. It shall be the Unit Safety Officer and Maintenance Staff's responsibility 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 Unit Safety 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 ensure individual SDS binders are updated; 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.

G. In order to complete a review of the chemical control system, quarterly reviews (July, October, January, April) shall be conducted by the Unit Safety Officer and documented on the appropriate Building Inspection Report. A written report of each quarterly review shall be completed and submitted to the Regional Director, and Continuous Quality Improvement Services (CQIS) staff outlining any discrepancies noted during the quarterly review. This report is due no later than the 15th of the following month.

VII. CLASSIFICATION of FLAMMABLE and COMBUSTIBLE LIQUIDS:

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

B. **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).

C. **Class III** – Liquids with a flash point at or above 140 degrees Fahrenheit. (Examples: linseed oil, mineral oil, some sunscreen lotions with high SPF such as, Sunray conditioner and Guardian fluid).

D. 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. PROPER HANDLING:

A. All hazardous materials shall be handled and stored in compliance with the manufacturer's recommendations and information provided on the SDS.

B. All hazardous materials removed from the storage location shall be handled with care.

C. Hazardous materials removed from the original container to a secondary container shall not be transported unless properly carried in a labeled secondary container.

D. The necessary PPE shall be used when handling hazardous materials as outlined by the SDS to avoid skin contact, etc.

E. All staff shall treat unknown chemicals as though they are toxic and dangerous.

F. Smoking is not permitted in any area where chemicals are stored and/or used.

IX. STORAGE:

A. All hazardous materials shall be stored in a secured location inaccessible to visitors, 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. The maintenance yard and cafeteria shall be allowed to store and dispense 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.

E. Caustics and corrosives shall not be housed or stored together.

F. No chemicals (flammables, caustics or toxics) shall be stored in a pool house. Only the minimum amount needed to operate the automated pool dispenser system shall be maintained in the pool house.

G. 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.

H. The Unit Safety Officer shall periodically review the container labels and update as needed.

I. Storage areas shall remain locked at all times when not in use.

J. Signs shall be posted stating that flammable materials are stored in the building, and that no smoking is allowed.

X. SAFETY DATA SHEETS (SDS):

A. The Unit Safety Officer shall be responsible for ensuring that SDS are available for all substances defined as hazardous material outlined in this policy.

B. SDS shall be readily accessible to staff who may come into contact with hazardous materials. All staff 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 at all times. Staff shall be instructed and made aware of the importance of SDS.

C. A master SDS binder listing all substances shall be maintained by the Unit Safety Officer.

D. To ensure that the most current SDS is maintained, the Unit Safety Officer shall review the master SDS binder as well as each location where SDS is maintained on a quarterly basis. Discrepancies noted shall be updated during the quarterly building inspection walk-through.

E. It is the responsibility of the Unit Safety Officer to ensure that all SDS are updated when revised and become available.

F. 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 Unit Safety Officer and Maintenance Staff shall routinely ensure that the SDS is available for all hazardous materials stored.

G. The guidelines regarding the safe storage and use of hazardous material found in the SDS shall be followed at all times.

H. Hazardous materials received through the proper channels (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 as applicable to product classification.

XI. HAZARD CHEMICAL LIST:

A. The Unit Safety Officer shall identify and maintain a “Master Inventory” log [see Attachment C.2.15A (1)] of all hazardous materials utilized. This list shall be continuously updated as needed.

B. There shall be a process in place to introduce new chemicals on to the grounds that ensures safety and necessary training upon receipt.

C. The Unit Safety Officer shall ensure that each storage area and distribution area maintains an up to date list of all hazardous chemicals, which shall be maintained in the area where hazards are distributed or inside the cabinet where hazards are stored.

XII. DISTRIBUTION of HAZARDOUS MATERIALS and CLEANING SUPPLIES:

A. The Regional Director 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.

B. A log shall be used to record distribution. The smallest amount necessary for the task to be completed shall be issued.

C. No chemicals are to be mixed together unless recommended by the manufacturer.

D. 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.

XIII. 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.2.15A (2)] 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. Quantity Received;
7. Ending Inventory; and
8. Staff Initials.

B. Inventories shall reflect the following minimum estimated values – Full, ¾, ½, ¼, Empty.

XIV. GASOLINE/DIESEL:

A. All flammable and combustible liquids shall be stored in approved containers and locked cabinets.

Gasoline with additives, and other flammables, shall be strictly controlled at all times, 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). Gasoline containers will be red and have the word "Gasoline" clearly pre-stamped and legibly on both sides of the container. Diesel containers will be yellow and have the word "Diesel" clearly pre-stamped and legible on both sides of the container. When not in use, the containers shall be stored in an approved locked flammable cabinet.

B. Gasoline/diesel propelled lawn mowers/tractors/heavy equipment, etc. and other small engines, shall be stored in a secure location when not in use.

C. Gasoline/diesel 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. On acceptance of all bulk deliveries, stick and/or meter readings shall be taken to verify usage and accuracy of flow meters.

   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.2.15A (3)] 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.2.15A (4)] 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.2.15A (5)] shall be utilized to record the following:

   a. Date;
   b. Vehicle #;
   c. Vehicle Description;
   d. Vehicle Plate Number;
   e. Odometer Reading;

f. Beginning Meter Reading;
g. Number of Gallons Issued;
h. Ending Meter Reading; and
i. Staff Signature.

3. The "Diesel Distribution Log" [see Attachment C.2.15A (6)] shall be utilized to record the following:

a. Date;
b. Vehicle #;
c. Vehicle Description;
d. Vehicle Plate Number;
e. Odometer Reading and/or Hour Meter on Equipment;
f. Beginning Meter Reading;
g. Number of Gallons Issued;
h. Ending Meter Reading; and
i. Staff Signature.

4. Drivers of unmarked state vehicles shall provide identification before receiving gasoline/diesel.

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

XV. 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 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.

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 Unit Safety Officer and Regional Director via an Unusual Occurrence Report (UOR). Refer to YS Policy No. A.1.14.

XVI. 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. The Unit Safety Officer shall instruct the employee to report to the Occupational Health Center (OHC) listed below for evaluation, pursuant to YS Policy No. A.2.49.

Medical and Occupational Clinic
2770 3rd Avenue, Suite 225
Alexandria, LA 71301

Contact Person: Teresa McDaniel
Contact Number: 337-478-2573

XVII. 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 maintenance yard in a secure, covered area away from flammables until proper disposal.

D. All fluorescent bulbs shall be returned to the maintenance yard, and stored in a secure location until proper disposal.

E. The Unit Safety Officer/Maintenance Staff 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.

XVIII. CONTRACTORS:

A. Prior to the start of any job involving contractors, the Unit Safety Officer must brief the contractor on the hazards related to the areas in which they will be working. The Unit Safety Officer 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.

XIX. 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 Unit Safety Officer and Regional Director via a UOR.

XX. 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.

XXI. STAFF DEVELOPMENT:

A. The Unit Safety Officer shall ensure that all current employees receive training relative to the contents of the FTC Program.

All new employees shall receive this training within 30 days of employment.

The facility's FTC Program shall be part of the annual in-service training curriculum.

B. The Unit Safety Officer shall ensure that "When Actually Employed" (WAE) staff is trained relative to the contents of the FTC program. Training shall be documented and maintained on file for auditor review.

C. In addition to the above, training on the Hazard Communication Program shall occur if staff are working in a new area, or if a new hazardous material or procedure is introduced into the workplace, and whenever the Unit Safety Officer/Maintenance Staff determines that refresher training is in order. This training shall be documented and maintained on file for auditor review as well.

D. 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 Hazard Communication WBT.

XXII. QUALITY ASSURANCE:

A. Continuous Quality Improvement Services (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 Regional Director and designated CQIS staff shall be present during the exit interview following the review.

Previous Regulation/Policy Number: C.2.15A
Previous Effective Date: 08/28/2017
Attachments/References:

C.2.15A (1) - Hazardous Materials Master Inventory Dec 2014.doc
C.2.15A (2) - Hazardous Materials Perpetual Inventory Dec 2014.doc
C.2.15A (3) - Hazardous Materials Meter Reading Gas Tank Dec 2014.doc
C.2.15A (4) - Hazardous Materials Meter Reading Diesel Tank Dec 2014.doc
C.2.15A (5) – Hazardous Materials Gas Log Aug 2017.doc
C.2.15A (6) – Hazardous Materials Diesel Log Aug 2017.doc

Office of Juvenile Justice
Hazardous Material Program
Master Inventory

Storage Location: _____

Name of Chemical	Name of Manufacturer & Phone Number	Chemical Abstract Number (CAS)

Office of Juvenile Justice
Hazardous Material Program
Perpetual Inventory

Product Name: _____

Date	Amount Issued	Amount Returned and/or Amount Received	Current Amount	Staff Signature

Office of Juvenile Justice
Hazardous Materials Program
Meter Reading of Gas Tank

Date	Tank Beginning Gallons	Number of Gallons Delivered	Total Gallons on Inventory	Staff Signature

Office of Juvenile Justice
Hazardous Materials Program
Meter Reading of Diesel Tank

Date	Tank Beginning Gallons	Number of Gallons Delivered	Total Gallons on Inventory	Staff Signature

Office of Juvenile Justice
Hazardous Materials Program
Gas Distribution Log

Date	Vehicle #	Vehicle Description	Vehicle Plate Number	Odometer Reading / Hour Meter Reading	Beginning Meter Reading	Number of Gallons Issued	Ending Meter Reading	Staff Signature

Office of Juvenile Justice
Hazardous Materials Program
Diesel Distribution Log

Date	Vehicle #	Vehicle Description	Vehicle Plate Number	Odometer Reading / Hour Meter Reading	Beginning Meter Reading	Number of Gallons Issued	Ending Meter Reading	Staff Signature