



# INTERNAL MANAGEMENT POLICY & PROCEDURE

**Applicability:**  Adult Operation Only  JUVENILE Operations Only  DEPARTMENT-WIDE

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IMPP #: 09-103D

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**SAFETY, SANITATION AND INSPECTIONS: Industrial Safety Inspections and Preventive Maintenance Plans**

Original Date Issued: 02-01-16 Replaces IMPP Issued: 02-01-16 **CURRENT EFFECTIVE DATE: 06-13-23**

Approved By:  , Secretary Next Scheduled Review: 03/2026

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## POLICY

All facility work, industry and vocational education programs shall meet minimum applicable federal, state or local work, health and safety standards. Designated staff shall be trained and assigned monitoring/inspection responsibilities.

To ensure uninterrupted, safe and efficient operations of equipment, each facility shall develop and utilize a written plan for preventive maintenance of the physical plant, to include emergency equipment, heavy equipment, and all operating systems.

## DEFINITIONS

Emergency Equipment: Equipment which can be utilized to support the safe and efficient operation of a facility during emergency conditions or as the result of the failure of primary equipment, to include but not be limited to backup lighting, batteries, power generators, firefighting apparatus, communications systems, and alarms.

Fixed Equipment: Equipment directly related to building systems, supportive of them, and including such items as elevators, mechanical components (heating, cooling, and ventilation), lighting components, etc.

Heavy Equipment: Equipment essential for the safe and efficient operation of a facility, to include but not limited to power generators, lighting systems, air handling systems, kitchen equipment, and medical/dental equipment.

Independent Inspector: An inspector assigned by the Kansas Department of Administration, or, a Kansas Department of Corrections staff member(s), not an employee of the facility being inspected, who has completed the minimum training required in accordance with IMPP 03-118D.

Inspection Coordinator: The person designated by the Deputy Secretary of Facilities Management as responsible for coordinating the inspection activities and reviewing inspection findings.

Operating Systems: Services essential to the safe and efficient operation of a facility, to include but not be limited to utilities, water supply and sewer/waste disposal systems.

Qualified Staff: Any staff member who has completed minimum training requirements in accordance with IMPP 03-118D and is familiar with weekly and monthly inspection documentation procedures.

Safety and Health Specialist: The staff member(s) designated by the warden/superintendent who has completed minimum training requirements in accordance with IMPP 03-118D and is familiar with applicable industrial safety regulations and monthly inspection documentation procedures.

## PROCEDURES

### **I. Weekly/Monthly Industrial Safety Inspections Established by General Orders**

- A. Weekly inspections shall be conducted by qualified staff and shall be documented on the Weekly Inspection Report IMPP 09-101D, Attachment A).
  - 1. Copies of weekly inspection reports shall be immediately forwarded to the warden/superintendent or designee.
    - a. The warden/superintendent shall notify the facility health authority of the availability of such reports for review.
    - b. Following receipt by the warden/superintendent or designee, the report shall be distributed according to local procedures established by each facility.
- B. Monthly inspections shall be conducted by the designated safety and health specialist and shall be documented on the Monthly Industrial Safety Inspection Report (Attachment A) and, when deficiencies are discovered on consecutive inspections, they shall be noted on the Monthly Inspection Deficiency Report (IMPP 09-101D, Attachment C).
  - 1. A copy of the monthly industrial safety inspection report and the monthly inspection deficiency report shall be forwarded to the warden/superintendent or designee within seven (7) working days of its completion.
    - a. The warden/superintendent shall notify the facility health authority of the availability of such report for review.
  - 2. The safety and health specialist shall, during the course of monthly inspection, re-inspect all deficiencies noted in the most recent monthly inspection. Any unresolved deficiencies shall be noted on the current monthly inspection report.
- C. Unresolved deficiencies which are noted on consecutive monthly inspection reports shall require a Corrective Action Status Report, to be prepared within seven (7) working days of the completion of the inspection by the staff member responsible for the maintenance/supervision of the inspected area, for information and review by the warden/superintendent and the facility health authority or designees.

### **II. Preventive Maintenance Plan**

- A. Facility Preventive Maintenance Plans shall:
  - 1. Identify all emergency equipment, heavy equipment, and operating systems within the facility;
  - 2. Include a schedule for the regular inspection, testing, and servicing of such equipment and systems;
    - a. Servicing of equipment and operating systems should, at a minimum, be consistent with manufacturer's specifications and applicable State regulations.
  - 3. Include provisions for emergency repairs or replacement in life threatening situations; and,
  - 4. Include provisions for the annual inspection by a qualified mechanic of vehicles used for the transportation of residents using a checklist of safety features, including but not limited to:
    - a. Steering, all mechanical systems, and brakes;

- b. Tires;
  - c. Mirrors;
  - d. Emergency doors;
  - e. All lights and warning signals; and,
  - f. All windows, glass and protective shields/screens.
- B. The written plan shall designate staff/positions responsible to inspect, test, and service such equipment and include a system for the documentation of such activity.

### **III. Annual Industrial Safety Inspections**

- A. An industrial safety inspection of each facility shall be conducted annually by an independent inspector.
- B. The annual industrial safety inspection shall monitor the facility's compliance with all applicable federal and state laws, regulations, codes, guidelines, and accreditation standards.
- C. Within 45 days after receipt of the independent inspector's report or, as directed by the independent inspector, the warden/superintendent shall submit a corrective action report to the Inspection Coordinator. The corrective action report shall include:
- 1. A summary of corrective action and/or a plan of action for each deficiency noted; and,
  - 2. A description of equipment, funding or other needs with respect to future corrective action.
- D. The Deputy Secretary of Facility Management's designee shall, within 15 working days of receipt of the corrective action report:
- 1. Review the report;
  - 2. Address any questions regarding the report to the warden/superintendent and/or independent inspector;
  - 3. Review the report with the Deputy Secretary and make any necessary comments regarding the report.
- E. The Inspection Coordinator may, during routine facility inspections or as directed by the appropriate Deputy Secretary or warden/superintendent, review facility progress with corrective action measures for deficiencies identified in any previous inspection report.
- 1. The warden/superintendent shall file a Corrective Action Status Report at intervals required by the appropriate Deputy Secretary or designee until the deficiencies identified in the annual inspection report are sufficiently addressed.

### **IV. Designation and Training of Safety and Health Specialist**

- A. Each warden/superintendent shall designate a minimum of one (1) primary and one (1) reserve safety and health specialist.
- B. Training of the facility's primary safety and health specialist(s) and reserve safety and health specialist(s) shall be in accordance with IMPP 03-118D.

### **V. Responsibilities of the Safety and Health Specialists**

- A. Primary safety and health specialists shall:

1. Accompany and participate in all inspections by the independent inspector;
    - a. In the event of a scheduling conflict, or, in the absence of the primary safety and health specialist, the reserve safety and health specialist or another facility staff member designated by the warden/superintendent shall accompany the inspectors.
  2. Ensure training of staff responsible for conducting weekly inspections;
  3. Conduct comprehensive and thorough monthly industrial safety inspections of all facility areas; and,
  4. Review all weekly inspection reports.
- B. In the absence of conflicts, reserve safety and health specialists shall participate in all inspections conducted by independent inspectors and no less than two (2) monthly internal industrial safety inspections annually.

#### **VI. Responsibilities of the Inspection Coordinator**

- A. The Inspection Coordinator shall arrange for and confirm mutually acceptable times and dates for at least an annual inspection for the respective facility by an independent inspector.
1. The inspection schedule for the following calendar year shall be completed and submitted to the appropriate Deputy Secretary no later than November 1 of each year.
  2. Changes in the established schedule shall be conveyed by the Inspection Coordinator.
  3. When directed to do so by the designated contact person, facility staff may initiate the contact with the independent inspectors.
- B. The Inspection Coordinator shall keep the appropriate Deputy Secretary and the respective facility wardens/superintendents advised, either verbally or in writing, of the content of any contacts with the Kansas Department of Administration regarding the respective facilities.

#### **VII. Responsibilities of Designated Staff in the Facility Management Division**

- A. The Deputy Secretary of Facilities Management shall designate a staff member to serve as the contact person with the Kansas Department of Administration on matters pertaining to:
1. Building codes as they affect new construction and renovation projects;
  2. Fixed equipment requirements; and,
  3. Environmental issues such as lighting, ventilation and air tempering, workspace requirements, etc.
- B. All facility inquiries pertaining to the matters specified in Section VII.A. shall be directed to the designated contact person.
1. Questions arising out of such discussions requiring further information from the Kansas Department of Administration shall be resolved through contacts initiated by the designated contact person.
  2. The designated contact person shall keep wardens/superintendent advised, either verbally or in writing, of the content of any contacts with KDOA regarding their respective facilities.
  3. When directed to do so by the designated contact person, facility staff may initiate such contact.

#### **VIII. Work unit leaders (wardens, superintendents, parole directors) shall develop a general order for this**

**IMPP that addresses only the following:**

- A. Each facility shall establish general orders, which identify all areas of the facility to receive inspections and assign responsibility for the weekly and monthly inspection of each area identified.
  - 1. General Orders shall include a mechanism to ensure that deficiencies are addressed according to the degree of their threat to the health, safety, and security of the facility.

**NOTE:** The policy and procedures set forth herein are intended to establish directives and guidelines for staff, residents, and offenders and those entities that are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees, residents, or offenders, or an independent duty owed by the Department of Corrections to employees, residents, offenders, or third parties. Similarly, those references to the standards of various accrediting entities as may be contained within this document are included solely to manifest the commonality of purpose and direction as shared by the content of the document and the content of the referenced standards. Any such references within this document neither imply accredited status by a Departmental facility or organizational unit, nor indicate compliance with the standards so cited. The policy and procedures contained within this document are intended to be compliant with all applicable statutes and/or regulatory requirements of the Federal Government and the state of Kansas. This policy and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

**REPORTS**

| <u>Name/Type of Report</u>                     | <u>By Whom/To Whom</u>  | <u>Due</u>  |
|--|---|---|
| Weekly Inspection Report                       | Qualified staff to warden/<br>superintendent or designee  | Weekly  |
| Monthly Industrial Safety<br>Inspection Report | Safety and health specialist to<br>warden/superintendent or designee  | Monthly   |
| Monthly Inspection<br>Deficiency Report        | Safety and health specialist to<br>to warden/superintendent or designee   | Monthly   |
| Corrective Action Status<br>Report             | Staff member responsible<br>maintenance/supervision of the<br>inspected area to the warden/<br>superintendent or designee | Within 7 working days<br>of completion of a<br>monthly inspection<br>where unresolved<br>deficiencies are noted |
| Warden's Corrective Action<br>Status Report    | Warden/superintendent to<br>Deputy Secretary of Facilities<br>Management or designee                                      | Within 45 days of receipt<br>of annual inspection<br>report or as directed                                      |

**REFERENCES**

Code of Federal Regulations CFR, Title 29, Part 1910, 1926  
IMPP 03-118D, 09-101D

**HISTORY**

02-01-16 Original  
06-13-23 Revision 1

**ATTACHMENTS**

| <b>Attachment</b> | <b>Title of Attachment</b>                  | <b>Page Total</b> |
|-------------------|---|-------------------|
| A                 | Monthly Industrial Safety Inspection Report | 1 page            |

**MONTHLY INDUSTRIAL SAFETY INSPECTION REPORT**  
(Applies to Each Facility Area)

Facility \_\_\_\_\_ Area Inspected \_\_\_\_\_ Building \_\_\_\_\_ Month of \_\_\_\_\_

Current Month \_\_\_\_\_ Previous Month \_\_\_\_\_

**A. WORKPLACE - WIRING, FIXTURES, CONTROLS**

- |       |       |     |  |
|-------|-------|-----|--|
| _____ | _____ | 1.  | Conduits are properly installed.   |
| _____ | _____ | 2.  | Electrical cords are in good condition and properly used.  |
| _____ | _____ | 3.  | Electrical systems, conduits, and equipment are properly grounded.   |
| _____ | _____ | 4.  | Circuits are properly fused and switched.  |
| _____ | _____ | 5.  | Switches, outlets, junction boxes and fuse boxes are mounted in clean, tightly covered and labeled fixtures. |
| _____ | _____ | 6.  | Electrical motors are free of excessive grease, dirt, and oil.   |
| _____ | _____ | 7.  | Lights are properly shielded.  |
| _____ | _____ | 8.  | Fans, belts, pulleys, and chucks are properly guarded.   |
| _____ | _____ | 9.  | There is at least 3' of clear access to breakers and fuse boxes.   |
| _____ | _____ | 10. | Electrical outlets do not have reverse polarity.   |
| _____ | _____ | 11. | Electrical panels and breakers are properly labeled.   |

**B. HOUSEKEEPING AND GENERAL WORK ENVIRONMENT**

- |       |       |    |   |
|-------|-------|----|---|
| _____ | _____ | 1. | Workers are adequately protected during construction and repair activities.   |
| _____ | _____ | 2. | Vents and ducts are free from obstruction.  |
| _____ | _____ | 3. | Floors, hallways and work areas are dry and clean (except during cleaning).   |
| _____ | _____ | 4. | Illumination is adequate for the work being done.   |
| _____ | _____ | 5. | Stairways, steps, railing and ladders are secure and in good condition. (Standard rails and mid-rails are provided where needed.) |
| _____ | _____ | 6. | Storage areas are clear of materials that constitute fire, explosion, tripping, or pest harborage hazards.                        |
| _____ | _____ | 7. | Material stored in tiers is stacked, blocked and interlocked to be stable and secure.   |

**C. MACHINES, EQUIPMENT AND SHOP AREAS**

- |       |       |    |  |
|-------|-------|----|--|
| _____ | _____ | 1. | Hand tools and stationary equipment are in good repair and usable condition; all safety shields and related guards are attached when the tools/equipment are used.                         |
| _____ | _____ | 2. | Compressed gas cylinders are properly stored [either 20 feet or a two hour fire wall is maintained between oxygen and acetylene cylinders], capped and transported.                        |
| _____ | _____ | 3. | Grinders, saws, belts, U-joints, chucks, planers, shapers and drill presses are properly anchored and guarded.   |
| _____ | _____ | 4. | All required personal protective equipment, such as: protective clothing, gloves, face shields, and glasses are in place and used appropriately at work stations.                          |
| _____ | _____ | 5. | Equipment operators are properly trained in equipment use, or supervised by trained instructors.   |
| _____ | _____ | 6. | Grinders have work rests and tongue guards properly adjusted.  |
| _____ | _____ | 7. | On compressors, the safety valve is tested frequently, pressure gauge is visibly located, and the air receiver is drained regularly.   |
| _____ | _____ | 8. | Forklifts are in good repair. Only trained individuals are allowed to operate the forklift. Battery charging is done only in designated areas. Warning horn and back up alarm is operable. |

**D. OVERHEAD STORAGE**

- |       |       |    |  |
|-------|-------|----|--|
| _____ | _____ | 1. | Weight load limits are posted and observed.                                      |
| _____ | _____ | 2. | Where required, stairway access and railings are appropriate and in good repair. |
| _____ | _____ | 3. | Required kick-guards are in place.   |
| _____ | _____ | 4. | Required "low overhead" signs are posted.  |

**E. HAZARDOUS MATERIALS**

- |       |       |    |  |
|-------|-------|----|--|
| _____ | _____ | 1. | Containers for toxics, caustics, and flammables are labeled as to content.                   |
| _____ | _____ | 2. | Toxics, caustics, and flammables are used in accordance with manufacturer's recommendations. |
| _____ | _____ | 3. | A material safety data sheet (MSDS) is available for each hazardous chemical.                |

**F. MISCELLANEOUS**

\_\_\_\_\_

**INSTRUCTIONS:** Each item must be rated Satisfactory (S) or Unsatisfactory (U) unless the item is not applicable. If not applicable, insert N/A for the non-applicable items. Each item found unsatisfactory on the previous monthly inspection shall be identified by inserting "U" in the column marked "Previous Month".

**COMMENTS:**

\_\_\_\_\_  
Signature and Title of Inspector

\_\_\_\_\_  
Date Signed