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<b>Environmental Health, Safety and Sanitation Inspections</b>	<b>ACA Standards: 2-CO-2A-01, 2-CO-2A-02, 4-4124M, 4-4146, 4-4150, 4-4150-1, 4-4151, 4-4152, 4-4211M, 4-4329M, 4-4331M, 4-ACRS-1A-07, 4-ACRS-1A-08, 4-ACRS-1A-06, 4-ACRS-1A-09, 4-ACRS-1C-08M, 4-ACRS-1C-11M, 4-APPFS-3E-01, 4-APPFS-3F-03M</b>		
<b>Joe M. Allbaugh, Director Oklahoma Department of Corrections</b>	<b>Signature on File</b>		

## Environmental Health, Safety and Sanitation Inspections

To ensure a safe environment for employees and inmates, environmental health, safety, and sanitation inspections will be performed at all facilities owned, operated, and contracted by the Oklahoma Department of Corrections (ODOC) as well as Environmental Health and Safety Inspections at all work locations. These inspections may be conducted by federal, state or county agencies having jurisdictional authority and internally by the Safety Administration Unit. (2-CO-2A-01, 4-4124M, 4-4211M, 4-ACRS-1A-09, 4-ACRS-1B-08M, 4-ACRS-1C-10M, 4-APPFS-3F-03M)

### I. Inspections by External Agencies

#### A. Inspection Requests

A copy of all requests for health, safety and sanitation inspections from outside regulatory agencies will be forwarded to the Safety Administration Unit and the appropriate regional director. (4-4329M)

#### B. Frequency of Inspections (2-CO-2A-02)

1. The Office of the Oklahoma State Fire Marshal will conduct annual inspections and as needed. (4-4124, 4-4211M b#3, 4-ACRS-1C-08M, 4-ACRS-1C-11M, 4-APPFS-3F-03M)
2. The state/county health department will conduct quarterly inspections on food service and other areas as needed.
3. The Department of Environmental Quality (DEQ) will conduct required inspections of facility sewage lagoons: (4-4331M)

- a. Bi-annually, if the lagoon discharges; or
  - b. Annually, if the lagoon is total retention.
4. The Oklahoma Department of Labor (ODOL) may conduct inspections as warranted to include boilers, pressure vessels, hot water heaters, and elevators. Inspections and testing of elevators will be conducted:
- a. Annually for tractions/wire rope elevators;
  - b. Biennial for hydraulic elevators; and
  - c. Safety tests will be conducted on all elevators by a licensed elevator company and witnessed by ODOL.
5. Fire system inspections and testing will be at least quarterly or at intervals approved by the authority having jurisdiction following the procedures stated for variances, exceptions, or equivalencies.

II. Safety Administration Inspection Requirements (4-APPFS-3E-01)

To ensure compliance with applicable environmental health, safety and sanitation codes/standards, the Safety Administration Unit will conduct inspections as indicated:

A. Environmental Health, Safety and Sanitation Inspections

1. Bi-annual inspection: Facilities owned/leased and operated by the Oklahoma Department of Corrections (ODOC) with the responsibility of housing inmates.
2. Annual Inspections:
  - a. Facilities contracted by the ODOC for the responsibility of housing inmates.
  - b. Work locations, districts, office buildings (non-residential), etc., will be inspected to ensure compliance with all applicable environmental health and safety standards.

B. Environmental Surveys (4-4146, 4-4150, 4-4150-1, 4-4151, 4-4152, 4-ACRS-1A-07, 4-ACRS-1A-08)

Environmental surveys will be conducted by the Safety Administration Unit to ensure lighting, noise, temperature, and air circulation levels are in accordance with applicable standards as established by the American Correctional Association (ACA). These surveys will be conducted in accordance with [OP-130107](#) entitled "Standards for Inspections."

1. Any deficiencies will require corrective action and a re-evaluation by the Safety Administration Unit to ensure compliance.
2. Copies of these surveys, corrective actions, and re-evaluations (if applicable) will be provided to the facility head.

C. Follow-up Inspections

Follow-up inspections may be conducted on deficiencies affecting life safety issues or as determined by the director of Special Operations, to ensure satisfactory corrective action has been accomplished. (4-4329M)

III. Corrective Action Plans (2-CO-2A-02, 4-4329M)

Within ten days following receipt of an inspection/audit report:

- A. The facility district/unit head will respond in writing to the appropriate senior staff member or designee with a corrective action plan which indicates:
  1. How and when deficiencies cited will be corrected;
  2. Action taken to prevent recurrence of the deficiency; and
  3. Deficiencies noted are compliant within the timeframes indicated on the report.
- B. The corrective action plan will be reviewed by the appropriate senior staff member or designee and forwarded to the Safety Administration Unit within five days unless an extension is granted.
- C. Upon completion of the review, the Safety Administration Unit will submit the required corrective action plan to the appropriate external regulatory agency/unit, as indicated.

IV. Distribution of Inspections

- A. Copies of inspections conducted by the Safety Administration Unit will be forwarded to the appropriate senior staff member or designee..
- B. A copy of all finalized reports and action plans will be sent to the chief of Operations, who will brief the agency director as warranted.

V. References

Policy Statement No. P-130100 entitled "Department of Corrections Annual Inspections and Monitoring"

OP-130107 entitled "Standards for Inspections"

National Fire Protection Association “NFPA 101 22.5.2.2 and 23.5.2.2

63 O.S. § 1-106

74 O.S. § 317

VI. Action

The safety manager of Safety Administration is responsible for compliance with this procedure.

The chief of Operations is responsible for the annual review and revisions.

Any exceptions to this procedure will require written approval of the agency director.

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-130106 entitled “Environmental Health, Safety and Sanitation Inspections” dated April 8, 2014

Distribution: Policy and Operations Manual  
Agency Website