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Environmental Health, Safety and Sanitation Inspections	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		
Robert Patton, Director Oklahoma Department of Corrections	Signature on File		

Environmental Health, Safety and Sanitation Inspections

Environmental health, safety, and sanitation inspections are performed at all facilities owned, operated, and contracted by the Oklahoma Department of Corrections (DOC). 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, the appropriate division manager. (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 shall be conducted:
- a. Annually for tractions/wire rope elevators;
 - b. Biennial for hydraulic elevators; and
 - c. Safety tests shall 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 (Simplex, Firetrol, etc.).

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

A. Bi-Annual Environmental, Health and Safety Inspections

Safety Administration staff shall conduct bi-annual and follow-up inspections of all work locations, office buildings, etc., for 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 as required by the applicable standard.

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

C. Follow-up Inspections

Follow-up inspections may be conducted on deficiencies affecting life safety issues 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 the inspection/audit report:

- A. The facility/district/unit head will respond in writing to the appropriate division manager with a corrective action plan which indicates:
 - 1. How and when deficiencies cited in the inspection will be corrected;
 - 2. Actions the facility/district/unit will take to prevent recurrence of the deficiency; and
 - 3. Ensures deficiencies noted are compliant within the timeframes indicated on the report.
- B. The corrective action plan will be reviewed by the appropriate division manager and forwarded to the Safety Administration Unit within five days unless an extension is granted.
- C. Upon completion of the review, the required corrective action plan will be submitted to the appropriate agency/unit as required.

IV. Distribution of Inspections

- A. Copies of inspections conducted by the Safety Administration Unit will be forwarded to the appropriate division manager. Those inspections conducted at private prisons or contract county jails will be forwarded to the division manager, West Institutions.
- B. Facility/district/unit heads will ensure copies of all audits/inspections from outside agencies, with the appropriate corrective action responses, be provided to the Safety Administration Unit and the affected division manager.
- C. A copy of all finalized reports and action plans will be sent to:
 - 1. Appropriate associate director, who will brief the director.
 - 2. Inspector General.

V. References

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

OP-040108 entitled "Control and Use of Flammable, Toxic and Caustic Substances"

OP-050102 entitled Departmental and Facility Emergency Plans for Riots, Disturbances, Utility Failures and Major Disasters for State Operated Facilities”

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 associate director of Field Operations is responsible for the annual review and revisions.

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

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-130106 entitled “Environmental Health, Safety and Sanitation Inspections” dated August 8, 2012

Distribution: Policy and Operations Manual
Department Website