

POLICY AND PROCEDURES

NUMBER: 703

SUBJECT: Control and Storage of Hazardous,
Flammable, Caustic and Toxic Materials

ACA STANDARDS: 4-ALDF-1C-11

DIRECTOR: Herbert Bernsen

EFFECTIVE DATE: 9/97 REVISION DATE: 3/01, 7/05, 6/13



I. POLICY

The St. Louis County Department of Justice Services, Department of Health and Department of Public Works shall ensure the safe purchase, storage and use of hazardous, flammable, toxic and caustic materials, to provide a level of safety regarding hazardous materials which meets or exceeds those established by applicable federal, state and local codes.

II. RESPONSIBILITIES

All St. Louis County Department of Justice Services', Department of Health's and Department of Public Works' staff are responsible for the following procedures.

III. DEFINITIONS

Hazardous Material: A substance capable of exposing one to risk, loss or harm through misuse or abuse; including but not limited to flammable liquid, toxic materials or caustic material, copy machine toners and developers, gasoline, cleaning fluid, oil, insecticides, pesticides, drain cleaners, caustic acids, anti-freeze, paint, paint thinner, floor stripper, bleach and other materials generally considered hazardous.

Flammable Liquid: A substance emitting sufficient vapors to form an ignitable mixture with the air near the surface of the liquid (or within the vessel used) at a temperature below 100 degrees Fahrenheit.

Toxic: A substance through chemical reaction or mixture that can produce

possible injury or harm to the body entering through the skin, digestive tract, or respiratory tract.

Caustic: Substances that can destroy or eat away by chemical reaction.

Material Safety Data Sheets (MSDS): A detailed information bulletin prepared by the manufacturer or importer of a chemical that describes the physical and chemical properties, physical and health hazards, routes or exposure, precautions for safe handling and use, emergency and first-aid procedures and control measures.

IV. PROCEDURES

A. Procurement of Hazardous Materials

- 1.** Employees responsible for purchasing materials shall:
 - a.** Make every effort to purchase products that are non-hazardous, non-flammable and non-toxic.
 - b.** Ensure material safety data sheets are provided for materials purchased.
 - c.** Upon receipt of chemicals and hazardous materials, the Warehouse Supervisor shall forward the attached MSDS to the Safety Officer and retain a copy for warehouse records. The Safety Officer will ensure a copy of the MSDS is placed in the proper places.
 - d.** The Warehouse Supervisor shall immediately advise the Safety Officer when the MSDS is not attached.
 - e.** The Safety Officer shall request the MSDS from the supplier and advise the Superintendent of Security of the situation if a MSDS is not sent.
 - f.** The Safety Officer shall retain the original MSDS.

B. Storage of Hazardous Materials

- 1.** All flammable, toxic and caustic materials shall be stored in secure

areas that are inaccessible to the inmates, unless under the direct supervision of authorized staff.

2. All flammable material shall be kept in covered containers designed for this specific use only.
3. All hazardous material containers shall be labeled stating contents.
4. All storage rooms and cabinets shall be properly secured and supervised when in use.
5. The Safety Officer shall routinely inspect all storage areas to ensure proper storage practices are maintained.
6. Staff will ensure to keep the correct amount of material in the storage area as directed by the inventory forms located in the storage areas.
7. First shift Housing Unit Supervisors will conduct a review of inventories in each housing unit and unit support area on their floor at least once a week. The Housing Unit Supervisor will place his/her initial next to the officer's initials to document the review was completed.
8. Unit Managers will conduct a review of inventories in each housing unit and unit support area on their floor at least once a month. The Unit Manager will place his/her initial next to the officer's initials to document the review was completed.
9. All hazardous liquids stored in containers other than the original shall be labeled with the same information as the original container.
10. Hazardous materials shall not be stored in the same area as foodstuffs.
11. The Safety Officer will ensure that Material Safety Data Sheets are posted in all storage areas containing hazardous materials, in the Medical Health Care Nurse's Station, warehouse and the Watch Commander's office.
12. If an employee or inmate suffers an injury, which requires medical attention as a result of exposure to hazardous chemicals or materials, a copy of the Material Safety Date Sheet (MSDS) should

be faxed to the treatment facility by the Watch Commander. (See Attachment #1)

13. A list of treatment facility telephone and FAX numbers shall be maintained by the Watch Commander and the Medical Health Care Nurses ' station.

C. Use of Hazardous Materials

1. Inmates shall be permitted to possess or use hazardous materials for cleaning or maintenance purposes and only when under the direct supervision of authorized staff.
2. All unused materials shall be returned to authorized staff only.
3. Hazardous materials shall be used only as specified in the Material Safety Data Sheet.
4. Adequate ventilation shall be provided in areas where flammable and toxic materials are used.
5. When items are removed from a closet/cabinet to be used, the staff member will mark which items were removed from the closet/cabinet on the Items Out sheet located in each closet/cabinet. When the item is returned to the closet/cabinet the item will be marked "0" to indicate all items on the inventory are in the closet/cabinet.

D. Types of Hazardous Materials

1. The Warehouse Supervisor shall maintain an ongoing inventory of the types and amounts of hazardous material ordered by Justice Services.