

GEORGIA DEPARTMENT OF JUVENILE JUSTICE	Transmittal # 18-16	Policy # 7.30
Applicability: <input type="checkbox"/> All DJJ Staff <input type="checkbox"/> Administration <input type="checkbox"/> Community Services <input checked="" type="checkbox"/> Secure Facilities	Related Standards & References: Occupational Safety and Health Administration standard 29 CFR 1910.0000 through 1910.1500 OCGA §45-22-1 through 45-22-12 ACA Standards: 4-JCF-2A-25, 26, 4-JCF-4C-28, 4-JCF-4C-61M, 3-JDF-1A-34, 3-JDF-3A-23, 3-JDF-4C-18 DJJ 7.31	
Chapter 7: PHYSICAL PLANT	Effective Date: 8/31/18 Scheduled Review Date: 8/31/19 Replaces: 8/31/17 Secure Facilities	
Subject: TOOL AND EQUIPMENT CONTROL		
Attachments: A – Daily Tool and Equipment Accountability Log B – Tool and Equipment Audit Form C – Weekly Tool/Equipment Report D – Tool/Equipment Receiving Log E – Lost Tool or Equipment Report F – Spork and Meal Tracking Form	APPROVED:  <hr/> Avery D. Niles, Commissioner	

I. POLICY:

Facility tools/equipment shall be managed and controlled to ensure accountability and prevent misuse. Staff shall ensure that tools/equipment are used for the purpose intended and that the user (including youth) is instructed in the proper use of the tool/equipment. Staff will provide supervision when youth use tools/equipment.

II. DEFINITIONS:

Cleaning Equipment: Items used to clean work areas, including brooms, mops, mop ringers, buckets, dust pans, wet and dry vacuums, floor buffers, wet-floor signs, etc.

Culinary Equipment: Instruments used in the preparation of food, as designated by the Food Service Supervisor and the facility Director, excluding food service trays, pots, pans and other large items.

Medical Equipment: Permanent and disposable instruments used in the performance of medical or dental assessments, exams and treatment.

Tool: An instrument, especially one held in the hand, for performing mechanical operations. Tools include those instruments used for vocational classes.

Work Area: A room inside a building or structure, an outside area or other defined space in the workplace where tools/equipment are stored or used and where employees are present in the course of their employment.

Work Area Supervisor: The staff member responsible for the daily operation and management of the work area, including, but not limited to: Maintenance, Food Service Manager/Supervisor, Lead Nurse, Lead Teacher or Principal, Assistant Director, etc.

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III. GENERAL PROCEDURES:

- A. Each facility will establish check-in/out systems for tools/equipment and will document the presence of all inventoried tools/equipment using the Daily Tool and Equipment Accountability Log (Attachment A).
- B. The facility Director will designate a trained staff member with the necessary knowledge and skills to serve as the Tool Control Officer. Overall responsibility for tools/equipment will rest with the facility Director and the work area supervisors.
- C. The work area supervisors, in cooperation with the Tool Control Officer, will establish inventories for each work area within the facility. Work area supervisors will maintain and account for all tools and equipment in their work areas.
- D. Each work area supervisor will submit a Weekly Tool/Equipment Report (Attachment C) to the Tool Control Officer.
- E. Once per quarter, a complete audit will be conducted of the tool, cleaning equipment, medical equipment, and culinary equipment control systems using the Tool and Equipment Audit Form (Attachment B). The facility Director will appoint another trained staff member with the necessary knowledge and skills, other than the Tool Control Officer or work area supervisor, to perform this function. A report of the audit will be submitted to the Tool Control Officer, work area supervisor, and facility Director.
- F. The Tool Control Officer will maintain all reports and audits related to tools and equipment in their work areas.
- G. The Tool Control Officer must take possession of all tools and equipment received in the facility prior to use and/or placement in the inventory.
- H. The Tool Control Officer will complete a Tool/Equipment Receiving Log (Attachment D) for each work area where the received tools/equipment are to be assigned and maintain a copy of the report in the tool/equipment control file. Copies of the Tool/Equipment Receiving Log will be forwarded to the work area supervisor to be filed in the work area. Tools/equipment will be permanently marked for identification purposes with a work area ID and then a sequential number. Very small or fragile tools/equipment may be exempt from marking.
- I. All tools/equipment require review by the Tool Control Officer. All tools/equipment will be secured when not in use.
 - 1. All ladders will be inventoried by size and type, numbered, and will have work area assignments printed on them. Ladders will be chained in a secure storage area or chained to fencing of the secure perimeter when not in use. Six-foot ladders may be chained onto the tool board or other accessible location for

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frequent use.

2. Emery wheels and portable grinders will be secured under lock when not in use.
 3. The Tool Control Officer will maintain a current inventory of all tools/equipment, including on-site contractor tools/equipment. Inventories of vendor tools/equipment will also be provided to the Tool Control Officer.
 4. Only the required number of tools/equipment will be maintained in each work area.
 5. All adaptable tools/equipment will be displayed on shadow boards. Only one tool or piece of equipment will be displayed on each shadow. The shadow boards will be locked in a secure room or enclosed in a heavy wire enclosure, which will be locked. The Tool Control Officer will maintain an inventory with each shadow board.
 6. Tools/equipment not adaptable to shadow boards will be stored in locked drawers, cabinets, or chests, and secured in a designated tool/equipment area. The Tool Control Officer will maintain an inventory where these tools or pieces of equipment are stored.
 7. When a tool or piece of equipment is removed from permanent inventory and not replaced, the Tool Control Officer will immediately remove the corresponding shadow from the shadow board, if applicable.
 8. All tools/equipment will be securely stored within the assigned work area. Only designated facility staff will have access to tool/equipment areas. Unsupervised youth will not be permitted to work in, or be allowed access to, areas used for the storage of tools/equipment.
 9. Cleaning equipment will be accounted for at all times and secured when not in use.
 10. All tools and equipment in a vehicle will be kept in a secure, locked location when not in use.
- J. All hacksaw blades, files, bolt cutters, come-alongs, cutting tips, welding tips, mixing chambers and other tools/equipment of this nature will be stored in a secure location not accessible to youth. These tools or pieces of equipment should be locked in a secure cabinet or cage that is in a locked room. Cutting and welding devices and attachments are considered one unit and will be stored as a unit in accordance with DJJ 7.31, Control of Hazardous Materials. These tools or pieces of equipment will be accounted for on a perpetual inventory that indicates the name and signature of the employee issuing the items, the name and signature of the employee(s) using the item, date, time of issue, and time of return. Hacksaw blades, cutting tips, and files will be included in the quarterly

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audit of tools/equipment, as well as the daily tool/equipment inspection.

- K. When a tool or piece of equipment is determined to be unserviceable, the work area supervisor may request a replacement. When the replacement tool/equipment is received, the Tool/Equipment Receiving Log (Attachment D) will be prepared and delivered, with the unserviceable tool/equipment, to the Tool Control Officer, who will file the tool/equipment receipt and dispose of the tool/equipment in an area not accessible to youth at any time.
- L. Each work area supervisor will be responsible for the issuing of all tools/equipment in the work area.
1. A chit system will be used for all tools/equipment on a shadow board.
 2. For tools/equipment not on a shadow board, all will be accounted for in a permanent daily log. The log will indicate date, name of employee who is checking out the tool/equipment, description of the tool/equipment, quantity, time checked out, time checked in, and signature of the individual issuing the tool/equipment.
 3. For vocational classes, tools/equipment may be issued to youth without a chit. These tools or pieces of equipment will be inventoried at the end of each class period.
- M. Immediate verbal notification to the facility Director, Tool Control Officer, and work area supervisor is required when any tool/equipment is discovered to be lost/missing. The Lost Tool or Equipment Report (Attachment E) will be submitted to the Tool Control Officer and a Special Incident Report will be completed within two hours or by the end of the shift, whichever occurs first. In the absence of the Tool Control Officer, the report will be submitted to his/her supervisor.
1. The Tool Control Officer will maintain a copy of the Lost Tool or Equipment Report in the tool/equipment control file.
 2. Any youth and/or staff member(s) who had access to the tool/equipment will be held at that location until a thorough search has been done. The Director or designee will make a determination about the security measures to be taken after a tool or piece of equipment is lost.
 3. When a tool or piece of equipment is found, the tool/equipment will be forwarded to the Tool Control Officer, with written notice to the work area supervisor where the tool/equipment was assigned. The Tool Control Officer will check the tool/equipment against the file of Lost Tool or Equipment Reports. If the tool/equipment has already been replaced, the found tool/equipment will be placed in secure storage or, if unserviceable, destroyed. Destruction of a found tool or piece of equipment will be documented on the

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Lost Tool or Equipment Report.

N. Vendors

1. Outside workers or personnel, including contract workers/vendors, who bring tools/equipment into the facility, will submit a written inventory of all tools, toolboxes, and related equipment prior to admittance inside the secure area of the facility.
2. An employee will escort these workers while in the facility and will confirm that no tools are left behind, activities are confined to the authorized area, and work is performed with proper security and safety precautions.
3. Youth will never be allowed to access vendor tools.
4. Security staff will ensure that the written inventory presented by the vendor matches all tools, toolboxes, and related equipment that leave with the vendor. Security staff will ensure that no tools/equipment are left behind and that there are no security risks present before allowing youth to return to the area.

IV. MEDICAL EQUIPMENT CONTROL:

- A. The Tool Control Officer and medical area supervisor will each maintain a current copy of the medical equipment inventory. For disposable one-time use items (e.g., needles), the work area supervisor will maintain a current copy of the inventory.
- B. Only the required amount of medical equipment will be maintained in the work area. Permanent medical equipment in excess of daily needs will be stored in a safe and secure manner prior to disposal or reassignment. For disposable one-time use items (e.g., needles), the medical area supervisor will maintain the excess inventory in a secure location.
- C. Only the minimum number of disposable medical equipment (e.g. syringes and needles) for operation of the health services unit will be maintained for daily use. A daily perpetual inventory of all needles and syringes will be maintained by health care staff. Reserve stocks of needles and syringes will be inventoried and secured in a locked area by health care staff. Documentation of inventories will remain on file for 12 months.
- D. Medical equipment and supplies of a hazardous nature will be maintained in a locked storage area or container.
 1. Used needles will be placed in a secured, biohazard sharps container until properly disposed of in order to keep them out of the possession of youth. The biohazard container will be the type that hands cannot enter the top of the container.

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V. CULINARY EQUIPMENT CONTROL:

- A. Eating utensils (sporks) issued to youth will be accounted for with each meal using the Spork and Meal Tracking Form (Attachment F).
- B. The Tool Control Officer and work area supervisor will each maintain a current copy of the culinary equipment inventory.
 - 1. Only the required amount of culinary equipment will be maintained in the work area.
- C. All cooking utensils (non-sharps) and sharps will be logged in and out separately on the Daily Tool and Equipment Accountability Log (Attachment A). Separate logs should be maintained for each tool storage cabinet.
- D. A complete inventory will be maintained with one copy to be clearly displayed in the storage cabinet, one copy with the Food Service Supervisor, and one copy with the Tool Control officer. The inventory of both sharps and non-sharps will be checked three times per day, at the start of the first shift, at the end of the last shift, and once in between. The employee performing the inventory will document and initial on the Daily Tool and Equipment and Accountability Log (Attachment A) indicating that all culinary tools are present and accounted for. Only authorized employees will have access to the storage cabinet.
- E. Extra slicer blades, knives, etc. will be placed in secure storage elsewhere within the facility where youth do not have access.

VI. LOCAL OPERATING PROCEDURE REQUIRED: YES