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| <p align="center"><b>GEORGIA DEPARTMENT<br/>OF JUVENILE JUSTICE</b></p>   | <p align="center">Transmittal #<br/>18-14</p>  | <p align="center">Policy #<br/>7.31</p> |
| <p>Applicability:<br/> { } All DJJ Staff<br/> { } Administration<br/> { } Community Services<br/> {x} Secure Facilities</p> | <p>Related Standards &amp; References:<br/> Occupational Safety and Health Administration standard<br/> 29 CFR 1910.0000 through 1910.1500<br/> O.C.G.A. 45-22-1 through 45-22-12<br/> ACA Standards: 4-JCF-1B-04, 4-JCF-1B-05,<br/> 3-JDF-3B-04,05<br/> DJJ 8.41, 13.33</p> |   |
| <p>Chapter 7: PHYSICAL PLANT</p>  | <p>Effective Date: 7/25/18<br/> Scheduled Review Date: 7/25/19</p>   |   |
| <p>Subject: CONTROL OF HAZARDOUS MATERIAL</p>   | <p>Replaces: 8/1/17<br/> Secure Facilities Division</p>  |   |
| <p>Attachments:<br/><br/> A – Hazardous Material Audit Form</p>   | <p>APPROVED:<br/> <br/> _____<br/> Avery D. Niles, Commissioner</p>  |   |

**I. POLICY:**

Facility hazardous materials shall be managed and controlled to ensure accountability and to prevent misuse.

**II. DEFINITIONS:**

**Hazardous Materials:** Those substances that fall into one of the following general categories:

- Flammable and combustible substances (e.g., gasoline, flammable/combustible paints, cleaning solvents, kerosene, or motor oil);
- Toxic (poisonous) substances (e.g., ammonia, bleach, pesticides, or antifreeze); or
- Caustic substances (e.g., lye, caustic soda, or tannic acid).

**Safety Data Sheet (SDS):** A document required by government regulation for all hazardous chemical substance produced and/or sold in the US. The document prepared by manufacturers that contains the chemical name and common name of the hazardous material, the hazards or other risk in the use of the hazardous material (e.g. fire, explosion, reactivity, acute/chronic health effects, and primary route of entry and symptoms of overexposure), safety precautions in the use of or exposure to the hazardous material, emergency treatment in the case of over-exposure, emergency procedures for spills, fire, disposal, and first aid, the year and month the information was compiled, and the name, address, and phone number of the manufacturer.

**III. PROCEDURES:**

- A. Hazardous materials will be used only for the purpose intended by the manufacturer and will be disposed of according to the manufacturer's directions.

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- B. Secure facility staff will comply with safety guidelines included in this policy and the SDS.
- C. The facility Director will designate an employee with the necessary knowledge and skills to serve as the Hazardous Materials Control Officer who will:
- Ensure proper storage, issuance, control and disposal;
  - Monitor inventories;
  - Ensure proper labeling;
  - Ensure proper use and supervision by staff and juveniles;
  - Ensure the presence of SDS and signs;
  - Assist in instruction regarding use of hazardous materials; and
  - Maintain required records.
- D. Once per quarter, the facility Director will appoint someone other than the Hazardous Materials Control Officer to perform a complete audit of the hazardous materials system (see Attachment A). A report of the audit will be submitted to the Hazardous Materials Control Officer and facility Director.
1. All facilities will maintain a SDS for all hazardous materials maintained or used. This information will be readily accessible to all personnel and youth who may come into contact with hazardous materials. All personnel will be instructed as to the location of the SDS information and their right to know about substances utilized or maintained.
  2. Guidance regarding the safe storage and use of materials found in the SDS will be followed.
- E. Personal protective equipment, emergency spill kits, and eyewash stations will be available as required by federal, state, and local safety codes.
- F. All flammable and combustible liquids and rags will be stored in approved self-closing metal containers and locked cabinets located at least 50 feet away from any building occupied by staff and youth.
- G. The smallest amount of chemicals necessary daily for operation will be maintained.
1. Storage areas will be locked with access restricted to staff or youth under direct staff supervision.

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2. Signs will be posted stating that flammable materials are stored in the building and that no smoking is allowed.
  3. Flammable liquids will not be used for cleaning, unless designed for cleaning. Gasoline will never be used for cleaning purposes.
  4. Cutting and welding devices and attachments are considered one unit and will be stored as a unit.
- H. Toxic and caustic materials will be stored in secured areas and restricted to staff access. Quantities of such materials will be limited to the smallest amount necessary for daily operation.
- I. Staff will be trained in the proper use and safe handling of toxic and caustic materials.
- J. Youth are not allowed to use antifreeze, lye, poisons, pesticides, undiluted caustic materials, or undiluted toxic materials unless the use is associated with their participation in an educational/vocational program and under supervision by a DJJ staff member. Usage of equipment and supplies directly associated with the program will be permitted only after the youth receives training in the safe handling and only under the direct supervision of the program instructor (e.g., culinary program, cosmetology, etc.) (See DJJ 13.33, CTAE).
- K. Accurate written perpetual inventories will be maintained of all hazardous materials indicating the amount present and the amount drawn. The smallest amount necessary will be issued or drawn. Hazardous materials will be issued by staff.
- L. Staff will constantly supervise youth performing routine cleaning, maintenance, or facility upkeep.
- M. Gasoline-propelled lawn mowers and other small engines will be stored in a secure place at least 50 feet away from any building occupied by staff and youth when not in use. Supervisors of small engine repair shops will issue gasoline needed to operate engines only during periods of instruction or repair.
- N. Gasoline not in bulk storage will be maintained in a secure area at least 50 feet away from any building occupied by staff and youth. Small quantities of gasoline will be dispensed, stored, and carried only in containers approved for this purpose by the National Fire Protection Association. Containers will be red and have the word "gasoline" painted clearly and legibly on the sides. Youth will not dispense gasoline.

#### **IV. LOCAL OPERATING PROCEDURE REQUIRED: YES**

- The LOP will address the documentation process for showing that the control officer has conducted checks of chemicals and other hazardous materials in all

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locations to ensure that all inventories and Safety Data Sheets are current. The supervisors should be reviewing the documentation on a weekly basis.