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Environmental Health, Safety and Sanitation Inspections	ACA Standards: 2-CO-2A-01, 2-CO-2A-02, 5-ACI-2A-01, 5-ACI-2A-02M, 5-ACI-3B-01M, 4-ACRS-1C-08M, 4-ACRS-1C-11M, 4-APPFS-3E-01, 4-APPFS-3F-03M		
Scott Crow, Director Oklahoma Department of Corrections			

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 (EHS) Inspections at all work locations. These inspections may be conducted by federal, state or county agencies having jurisdictional authority and internally by EHS. (2-CO-2A-01, 5-ACI-2A-01, 5-ACI-2A-02M, 5-ACI-3B-01M, 4-ACRS-1B-08M, 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 EHS and the affected chief administrator of Institutions/Community Corrections and Contract Services/division head.

B. Frequency of Inspections (2-CO-2A-02, 5-ACI-2A-01)

1. The Office of the Oklahoma State Fire Marshal will conduct annual inspections at all facilities housing inmates and, as needed. (5-ACI-2A-02M, 5-ACI-3B-01M b#3, 4-ACRS-1C-08M, 4-ACRS-1C-11M, 4-APPFS-3F-03M)
2. The state health department will conduct quarterly inspections on food service and other areas licensed through that agency and, as

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needed.

3. The Department of Environmental Quality (DEQ) will conduct required inspections of facility sewage lagoons:
 - a. Biannual, 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, 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. (5-ACI-3B-01M b#2)

II. Environmental Health and Safety Inspection Requirements (5-ACI-2A-01, 4-APPFS-3E-01)

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

A. Environmental Health, Safety and Sanitation Inspections

1. Biannual Inspections

Facilities owned/leased and operated by the ODOC and jails contracted with 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, regions, office buildings (non-residential), etc., will be inspected to ensure compliance with all applicable environmental health and safety standards.
3. Quarterly Food Service Sanitation Inspections

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Facilities owned/leased and operated by ODOC will receive a quarterly food service inspection, in accordance with “Quarterly Food Service Inspection Report” ([OP-130107](#), [Attachment B](#)).

B. Environmental Surveys

Environmental surveys will be conducted by EHS to ensure lighting, noise, temperature, and air circulation levels are in accordance with applicable standards as established by national correctional standards. These surveys will be conducted in accordance with [OP-130107](#) entitled “Standards for Inspections” at all facilities owned/leased and operated by the ODOC with the responsibility of housing inmates.

1. Any deficiencies will require a corrective action response and a re-evaluation by EHS to ensure compliance.
2. Copies of these surveys, plans of corrective action, and re-evaluations (if applicable) will be provided to the facility head and affected chief administrator of Institutions/Community Corrections and Contract Services or their designees.

C. Follow-up Inspections

Follow-up inspections may be conducted on deficiencies affecting life safety issues or as determined by the administrator of EHS, to ensure satisfactory corrective action has been accomplished. (5-ACI-2A-02M, 5-ACI-3B-01M)

III. Corrective Action Plans (2-CO-2A-02, 5-ACI-2A-02M, 5-ACI-3B-01M)

A. Receipt of an Internal/External Inspection/Audit Report

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

1. The facility/unit head will develop and submit a plan of corrective action to their respective chain of command, which indicates:
 - a. How and when deficiencies cited will be corrected;
 - b. All action taken to prevent recurrence of the deficiency; and
 - c. Identification of staff responsible for monitoring plans of corrective action for compliance within the timeframes indicated on the report.
2. The plan for corrective action will be reviewed by the appropriate division head/supervisor or designee and forwarded to Environmental Health and Safety within five days unless an extension is granted.

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3. Upon completion of the review, EHS will submit the required plan of corrective action to the affected external regulatory agency/unit, as applicable.

IV. Distribution of Inspections

A. Inspections

Copies of inspections conducted by the EHS unit will be forwarded through the appropriate chain of command or designee.

B. Finalized Reports

A copy of all finalized reports, to include plans of corrective action will be submitted to the chief of Operations for any required follow-up action.

V. References

Policy Statement P-130100 entitled "Oklahoma Department of Corrections Annual Inspections and Monitoring"

OP-130107 entitled "Standards for Inspections"

National Fire Protection Association "NFPA 101 22.5.2.2 and NFPA 101 23.5.2.2

63 O.S. § 1-106.

74 O.S. § 317.

VI. Action

The administrator of Environmental Health and Safety unit 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: OP-130106 entitled "Environmental Health, Safety and Sanitation Inspections" dated October 8, 2020

Distribution: Policy and Operations Manual
Agency Website

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<u>Attachments</u>	<u>Title</u>	<u>Location</u>
Attachment B	"Quarterly Food Service Inspection Report"	OP-130107