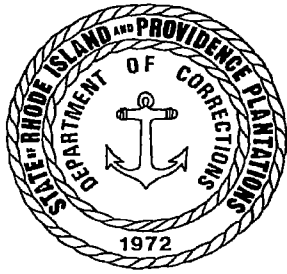


RHODE ISLAND DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE



POLICY NUMBER:
10.19-2 DOC

EFFECTIVE DATE:
10/06/08

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SUPERCEDES:
10.19-1 DOC

DIRECTOR: Please use BLUE ink.
Arthur T. Udell II

SECTION:
SAFETY AND EMERGENCY
PROCEDURES

SUBJECT:
PERSONAL PROTECTIVE
EQUIPMENT

AUTHORITY: Rhode Island General Laws (RIGL) § 42-56-10 (22), Powers of the director

REFERENCES: Code of Federal Regulations (CFR) 29, Parts 1910.133, 1910.134, and 1910.95; American National Standard for Occupational and Education Eye and Face Protection, Z87.1-1989; RIDOC policies #9.26-1 DOC, CONFIDENTIAL Tool and Substance Control Plan; #10.01-5 DOC, Fire Safety Program and #21.01 DOC, Inmate Employment: Selection, Training and Supervision; RIDOC's Respiratory Protection Program - Employees; RIDOC's Respiratory Protection Program - Inmate Workers.

INMATE / PUBLIC ACCESS? YES

AVAILABLE IN SPANISH? NO

I. PURPOSE:

To establish guidelines for the availability, use, and maintenance of personal protective equipment used by the Rhode Island Department of Corrections' (RIDOC's) employees and inmate workers.

II. POLICY:

Protective equipment, including personal protective equipment for ears, eyes, face, head, and extremities; protective clothing; respiratory devices, protective shields, and barriers are provided, used, and maintained in a sanitary and reliable manner, whenever necessary, by reasons of hazards or processes or environment, chemical hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation, and/or physical contact.

III. PROCEDURES:

A. General Information

1. Correctional Industries Instructors and/or supervisors provide safety orientations to inmate workers. As part of these orientations, inmate workers are instructed as to what personal protective equipment is voluntary and available, as well as what equipment is mandatory.

NOTE: For more information specific to respirator training, please see item III.C.4.

2. Unless otherwise specified, employees and inmate workers who do not use personal protective equipment when they are required to do so are subject to discipline.

B. Eye and Face Protection

1. RIDOC employees and inmate workers are required to wear protective eye and face equipment when there is a reasonable probability of preventable injury. (For example, suitable eye protection is worn when machines or operations present hazards such as flying objects, glare, liquids, injurious radiation, or a combination of these hazards.) RIDOC makes available several types of protectors suitable for the work to be performed.

2. Eye and face protectors:
 - a. provide adequate protection against the particular hazard(s) for which they are designed;
 - b. are reasonably comfortable when worn under the designated conditions;
 - c. fit snugly and shall not unduly interfere with the movement of the wearer;
 - d. are durable;
 - e. are disposable or reusable following disinfection;
 - f. are easily cleaned;

- g. are kept clean and in good repair.
3. Persons whose vision requires the use of eyeglasses and who are required by policy to wear eye protection, wear goggles or eyeglasses of one of the following types:
 - a. eyeglasses whose protective lenses provide optical correction;
 - b. goggles that can be worn over corrective eyeglasses without disturbing the adjustment of the eyeglasses;
 - c. goggles that incorporate corrective lenses mounted behind the protective lenses.
 4. When limitations or precautions are indicated by the manufacturer, Correctional Industries Supervisors notify users and ensure that they take care to strictly observe such limitations and precautions.
 5. Design, construction, testing and use of devices for eye and face protection purchased for use by RIDOC employees and inmate workers comply with the American National Standard for Occupational and Education Eye and Face Protection, ANSI Z87.1-1989.

C. Respiratory Protection

1. RIDOC provides respirators, which are applicable and suitable for the purpose intended, when such equipment is recommended or necessary to protect the health of the employee and/or inmate worker.
2. The Respiratory Program Administrator [a function of the Environmental Health Coordinator (EHC)] is responsible for the establishment and maintenance of respiratory protection programs, which include the following requirements:
 - a. Voluntary
 - (1) RIDOC provides disposable dust mist masks to those employees/inmate workers who work in areas where workers may *request* respiratory protection.

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- (2) These masks are distributed in accordance with the affected facility's/unit's/program's tool control procedures (i.e., inmate workers are required to sign out masks, exchange dirty/unusable masks for new ones, etc.).
 - b. Mandatory -- For use in those areas where respiratory protection is *required* as determined by federal regulations.
 3. Medical Evaluation -- No one is assigned to a task requiring use of a respirator unless a physician or licensed health care professional (P/LHCP) provides a prior written recommendation regarding the said person's ability to use a respirator. (RIDOC Health Care Services staff evaluates inmate workers, and a P/LHCP examines employees.)
 - a. Said P/LHCP (RIDOC or personal) determines what health and/or physical conditions are pertinent.
 - b. Qualified medical staff conducts additional medical evaluations if:
 - (1) Employee/inmate workers report medical signs or symptoms that are related to their ability to use a respirator.
 - (2) A P/LHCP, supervisor or the Respirator Program Protection Administrator informs the employer that an employee needs to be re-evaluated.
 - (3) Information from the respiratory protection program, including observations made during fit testing and program evaluation, indicates a need for the physical/medical evaluation of an employee or inmate worker.
 - (4) A change in workplace conditions occurs (e.g., physical work effort, protective clothing, and temperature) that may result in a substantial increase in the physiological burden placed on an employee/inmate worker.
 - c. Employees and/or inmate workers are not fit tested without a written recommendation from the P/LHCP documenting the employees' and/or inmate workers' ability to wear a respirator.

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- d. Inmate workers who refuse medical exams are dismissed.
 - e. An employee who refuses a medical exam must acknowledge (in writing) that he/she is required to wear a respirator but refuses to do so.
4. Classroom Training -- Training Academy staff (for RIDOC employees) or the EHC/designee (for inmate workers) provides the initial and the required annual classroom training for respirator wearers. Training topics include:
- a. why respirators are necessary and how improper fit, use or maintenance can compromise the effectiveness of the respirator;
 - b. limitations and capabilities of the respirator;
 - c. use in emergency situations;
 - d. how to inspect, put on, remove, and check the respirator seals;
 - e. procedures to maintain and store respirators;
 - f. recognition of medical signs and symptoms that may limit or prevent effective use of respirators; and
 - g. the general requirements of the OSHA Respirator Protection Standard.
5. Fit Testing -- Training Academy staff (for RIDOC employees) or the EHC/designee (for inmate workers) conducts fit testing for persons performing tasks that require the use of a respirator in accordance with applicable federal regulations. Fit testing includes:
- a. Training using the manufacturer's instructions, demonstrations and practice in how wear and adjust the respirator.
 - b. Qualitative or quantitative fit testing for respirator wearers to determine if the respirator fits properly.
 - c. The Training Academy and each facility monitor employee status to ensure compliance with annual classroom training and fit testing requirements.

d. The Associate Director of Facilities and Maintenance/designee ensures those Facilities and Maintenance staff who are required to wear respirators to perform their duties receive required physical examinations, and are trained and fit tested in accordance with applicable federal regulations.

6. Respirator Use and Maintenance -- Employees/inmate workers use RIDOC issued respiratory protection in accordance with instructions and training received from Training Academy staff or the EHC/designee.

a. Respirators are not worn when conditions prevent a good face seal. Such conditions may be the growth of beards, sideburns, skull caps or temple pieces on eyeglasses. Also, the absence of one or both dentures can seriously affect the fit of a face piece.

b. Personal issue respirators are cleaned as often as the user deems necessary.

c. Respirators used by more than one person are thoroughly cleaned and disinfected after each use.

d. The wearer inspects the respirators during cleaning and before each use. Worn or deteriorated parts are replaced.

e. Respirators are stored in convenient clean and sanitary locations.

f. Self-Contained Breathing Apparatus (SCBA) may be used *only* by RIDOC staff *and only* in an emergency situation (e.g., a fire/CERT intervention).

g. Employees who use SCBAs to provide escort to Fire Department personnel entering RIDOC facilities work as a "team" of, at minimum, one (1) RIDOC escort for each Fire Department crew.

h. RIDOC employees may use SCBAs for "secondary" sweep purposes only when staffing levels are sufficient to allow implementation of the "2-in-2-out" principle as defined in policy #10.01-5 DOC, Fire Safety, or successive policy without significantly compromising personal safety or facility security.

- i. In the event an emergency situation arises involving an inmate worker who is using a supplied air respirator (e.g., spray paint booth or grit blasting booth), the job-site Correctional Officer makes the appropriate code response.

NOTE: Leave the area **immediately when** the SCBA air pressure alarm sounds or the Personal Alert Safety System (PASS) device activates.

- j. The Fire Safety Technician is responsible for the Grade D air supply compressor that is used to fill air supply bottles for SCBAs. Said compressor receives scheduled service and maintenance bi-annually.
- k. Prison Industries is responsible for the Grade D air supply compressor for use with air line systems utilized by inmate workers. The Correctional Industries supervisor conducts the necessary compressor maintenance checks and documents his/her findings.

7. Correctional Industries Instructors, facility supervisors and/or the Respiratory Protection Program Administrator conduct(s) periodic checks to ensure respiratory protection is being utilized in accordance with the training program.
8. Correctional Industries Instructors and/or facility supervisors and/or the EHC appropriately survey(s) work area conditions and degrees of employee/inmate worker exposure or stress.
9. The Respiratory Protection Program Administrator conducts regular inspections and evaluations to determine the continued effectiveness of the respiratory protection program.

D. Occupational Noise Exposure:

1. Protection against the effects of noise exposure is provided when the sound levels exceed those shown in Table G-16 (excerpt, 29 CFR 1910.95) when measured on the scale of a standard sound level meter at slow response.

TABLE G-16

DURATION PER DAY, HOURS	SOUND LEVEL DBA SLOW RESPONSE
8	90
6	92
4	95
3	97
2	100
1½	102
1	105
½	110
¼ or less	115

2. When employees/inmate workers are subjected to sound levels exceeding those listed in Table G-16, feasible administrative or engineering controls (i.e., other techniques and/or equipment) are utilized. If such controls fail to reduce sound levels within the levels of Table G-16, the EHC issues personal protective equipment (as specified by OSHA regulations) for use by affected employees/inmate workers.
3. The EHC monitors noise levels as part of his/her inspection process.