

	WEST VIRGINIA DIVISION OF JUVENILE SERVICES	<u>POLICY NUMBER:</u> 321.00	<u>PAGES:</u> 3
<u>CHAPTER:</u> Institutional Operations	<u>REFERENCE AND RELATED STANDARDS:</u> WV Code §§ 49-5-16a and 49-5E-1 et seq.; 42 USC 9601 (14) Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA); ACA-3-JTS 3B-05, 4B-04 & Appendix B; ACA 3 JDF 3B-05, 4B-04 & Appendix B; ACA 3-JCRF-3B-03/05		
<u>SUBJECT:</u> Flammable, Toxic and Caustic Materials			
<u>DATE:</u> July 1, 2011			

POLICY

The Division of Juvenile Services is committed to the safe handling of hazardous materials and will provide staff and juveniles handling such materials with access to procedures necessary to deal safely and effectively with hazardous material accidents. Strict control of the procurement, storage, and inventory of all flammable, toxic, and caustic materials shall be maintained.

CANCELLATION

This policy has been reviewed and supersedes Policy #321.00 dated July 1, 2010.

APPLICABILITY

This Policy applies to **ALL** Division of Juvenile Services facilities, centers and offices.

DEFINITIONS

1. **Hazardous Material (Hazmat):** Any element, chemical compound, or mixture of elements or compounds that may constitute a physical hazard, or health hazard, or constitutes a major environmental hazard as defined by law.
2. **Material Safety Data Sheets (MSDS):** Written precaution statements to a hazardous material with provisions for handling, storage, first aid, disposal and documentation.
3. **Perpetual Inventory:** A system of inventory that includes the addition of items received and subtraction of items removed. This is done every time a change occurs.
4. **Point of Storage:** The central location in which items are stored/inventoried before being removed for usage. These are generally unopened or full cases and/or containers.

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PROCEDURE

1. **Material Safety Data Sheets (MSDS).** All staff must be trained to understand MSDS Sheets and this training should be a part of Orientation into a facility. Training in the handling, storage, and disposal of hazardous materials will be documented in each staff members training file. Each Facility Superintendent/Director will assign staff who will be responsible for:
 - a. Reviewing all purchase orders for any new product acquired for the facility that requires an MSDS sheet prior to ordering.
 - b. Ensuring all MSDS sheets are reviewed for any Safety hazards or special equipment required.
 - c. Ensuring products with a high MSDS rating are not put in use until all safety equipment is in place and proper use and storage techniques have been established.
 - d. Maintaining all MSDS sheets in a master log in medical department. Each point of storage must have an MSDS sheet for each item stored at that location.
2. **Inventory, Issue, and Storage of Hazardous Materials.** A perpetual inventory of all hazardous materials shall be kept at the point of storage within the facility. Facilities that have juvenile craft programs must ensure that all hazardous materials related to the hobby craft item are inventoried, controlled, and dispensed to juveniles pursuant to this policy.
3. Each facility will have a hazardous material emergency response plan that includes the following:
 - a. Notification
 - i. All Facility Superintendent/Directors be promptly notified in the event of a hazardous material incident, along with the Facility Safety Officer, maintenance and medical staff.
 - ii. Any incident that may require evacuation of staff and juveniles or require outside notification shall be immediately reported to the Director or designee.
 - b. Containment: Each facility plan shall include procedures for containment of hazardous materials designed to limit the spread of the substance and minimize exposure of staff and juveniles to its effect. This will include restricting access to areas, shutting off ventilation and drain systems, and reducing the potential for further spread or contamination.

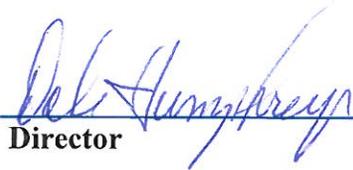
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- c. Evacuation. The decision to evacuate in the case of a hazardous material accident will be made by the Facility Superintendent/Director or the senior staff person on site, in consultation with the Safety Officer and other hazardous material experts. Immediate removal of staff and juveniles from the area may be ordered by the Shift Supervisor or designee in the event that there is a clear evidence that the situation poses a serious threat to the health and safety of those individuals.
4. Each facility/center will have in place an operational policy and procedural plan to ensure the standards and practices of this policy are followed.

RIGHTS RESERVED

The Director reserves the right to modify, suspend or cancel any provision herein in part or entirety, without advance notice, unless prohibited by law.

APPROVED:


Director


Date