



Maryland

DEPARTMENT OF
JUVENILE SERVICES

POLICY

SUBJECT: Control and Use of Flammable, Toxic, & Caustic Materials

NUMBER: RF-802-20

APPLICABLE TO: DJS Residential Employees and Maintenance Staff

APPROVED: _____ /s/ signature on original

Sam Abed, Secretary

DATE: _____ 2/12/2020

I. POLICY

DJS shall maintain control of the usage, storage, inventory and disposal of all flammable, toxic and caustic materials in all residential facilities.

II. AUTHORITY

- A. Md. Code Ann., Human Services, §9-203 and §9-204
- B. Md. Code Ann. Labor & Employment, §5-403 and §5-405
- C. 49 CFR 105
- D. American Correctional Association (ACA) Standards, 4-JCF-1B-04 and 4-JCF-1B-05

III. DIRECTIVES/POLICIES RESCINDED

- A. Control and Use of Flammable, Toxic, & Caustic Materials, RF-801-17

IV. FAILURE TO COMPLY

Failure to comply with the Department's Policy and Procedures shall be grounds for disciplinary action up to and including termination of employment.

V. STANDARD OPERATING PROCEDURES

Standard operating procedures have been developed.

VI. REVISION HISTORY

DESCRIPTION OF REVISION	DATE OF REVISION
New policy issued.	9/28/17
Updated definitions and incorporated the following: <ul style="list-style-type: none"> • Staff will comply with the safety guidelines on the MSDS sheets. • Staff and youth are trained in the proper use and safe handling of toxic and caustic materials. 	4/4/18
Policy rescinded – has same policy number as another policy, <i>Escape and AWOL Apprehension, RF-801-17</i> . A new <i>Control and Use of Flammable, Toxic, & Caustic Materials Policy</i> issued with new number, RF-802-20. No other changes made to policy.	2/12/20
Changed Material Safety Data sheet (MSDS) to Safety Data Sheet (SDS) in compliance with OSHA revisions.	

PROCEDURES

SUBJECT: Control and Use of Flammable, Toxic, & Caustic Materials

NUMBER: RF-802-20

APPLICABLE TO: DJS Residential Employees and Maintenance Staff

APPROVED: _____ /s/ signature on original
Wallis Norman, Deputy Secretary

DATE: _____ 2/10/20

I. PURPOSE

To provide guidelines for the usage, storage, inventory and disposal of all flammable, toxic and caustic materials.

II. DEFINITIONS

Combustible liquid means a substance with a flash point at or above 100 degrees Fahrenheit and is classified by flash point as a Class II or Class III liquid.

Flammable liquid means a substance with a flash point below 100 degrees Fahrenheit (37.8 degrees Centigrade) and is classified by flash point as a Class I liquid.

Flash point means the minimum temperature at which a liquid will give off sufficient vapors to form an ignitable mixture with the air near the surface of the liquid (or in the vessel used).

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

- *Flammable and combustible substances* (e.g., gasoline, flammable/combustible paints, cleaning solvents, kerosene, or motor oil);
- *Toxic (poisonous) substances* means a substance that, through chemical reaction or mixture, can produce possible injury or harm to the body by entry through the skin, digestive tract, or respiratory tract. The toxicity is dependent on the quantity absorbed and the rate, method, and site of absorption. (e.g., zinc, chromed paint, ammonia, bleach, herbicides, pesticides, or antifreeze); or
- *Caustic substances* means substances that can destroy or eat away by chemical reaction (e.g., lye, caustic soda, or sulfuric acid).

Safety Data Sheets (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

III. PROCEDURES

A. General Procedures

1. Hazardous materials will be used only for the purpose intended by the manufacturer and will be disposed of according to the manufacturer's directions. If any hazardous materials possess more than one of the substances, the safety requirements for all applicable substances should be considered.
2. When possible, toxic and caustic materials should be replaced by a nontoxic or non-caustic alternative.
3. Each living unit shall have a first aid kit accessible to staff.
4. Each facility will designate a fire and safety officer who has completed the required training. The fire and safety officer shall monitor the following:
 - a) Ensure proper storage, issuance, control and disposal;
 - b) Monitor inventory and tracking forms;
 - c) Ensure proper labeling;
 - d) Ensure proper use and supervision by staff and youth;
 - e) Ensure the Safety Data Sheets (SDS) are maintained and signs are posted; and
 - f) Assist in instruction regarding use of hazardous materials.

B. Storage of Materials

1. All storage areas outside the facility perimeter for toxic and caustic materials will be secured with access restricted to staff.
2. Quantities of toxic and caustic materials will be limited to the smallest amount necessary for operation.
3. All bottles used to store toxic and caustic materials must be properly labeled with the product name. Staff must ensure all hazardous materials are labeled "Keep Out of Reach of Children" or "May Be Harmful if Swallowed".
4. All facilities must maintain SDS sheets for all hazardous materials stored and used. SDS sheets will be readily accessible to all staff and youth who may come into contact with hazardous materials. Staff must comply with the safety guidelines on the SDS sheets.

C. Use of Materials

1. Staff and youth are trained in the proper use and safe handling of toxic and caustic materials.
2. Youth are not allowed to use toxic and caustic materials unless the use is associated with their participation in an educational/vocational program. When the youth are allowed to use such materials the youth must be under the direct supervision by staff.
3. Each facility shall ensure that personal protective equipment, emergency spill kits and eyewash stations are available for staff and youth who use hazardous materials.

D. Flammable and Combustible Substances

National Fire Protection Association (NFPA) requirements shall be closely observed in storage of flammable liquids.

1. Flammable and combustible substances such as gasoline, flammable/combustible paints, cleaning solvents, kerosene, or motor oil shall be stored outside of the secure perimeter.
2. Under no circumstances shall staff use gasoline for cleaning. Instead, staff shall use commercial solvents, cleaning liquids or kerosene with a flashpoint above 100 degrees Fahrenheit.
3. Staff using flammable liquids with a flashpoint below 100 degrees Fahrenheit, shall ensure ventilation is provided at a rate of not less than one cubic foot per minute per square foot of solid area.
4. Staff shall use a cleaning agitator approved by the NFPA for the cleaning of metal parts (i.e., carburetor parts, etc.) and an approved parts cleaner cabinets (with fusible linked lids).
5. Approved self-closing metal containers are provided for flammable liquids and for rags used with flammable liquids.
6. Poisonous material shall be stored in securely constructed containers inside locked rooms, and available only to staff members authorized by the Superintendent or designee.
7. The Superintendent shall ensure all furnishings and interior finish materials such as mattresses and cushions comply with recognized fire-safety performance requirements.
8. Trash and refuse receptacles made of non-combustible material are provided at accessible locations throughout the facility.

E. Inventory Control

The DJS Director of General Services or designee shall identify and maintain a list of all hazardous materials used at each facility and a SDS for each hazardous material.

1. Each Maintenance Supervisor shall maintain an up-to-date flammable, caustic and toxic materials inventory form (**Appendix 1**).
2. Each Maintenance Supervisor shall maintain a flammable, caustic and toxic materials tracking form (**Appendix 2**) to indicate the type and amount used.
3. A copy of the flammable, caustic and toxic materials inventory form (**Appendix 1**) shall be forwarded to the Superintendent on the first day of each new quarter, beginning January first.
4. A designated fire and safety officer at each facility shall inspect all storage areas and inventories weekly, note any discrepancies and shall report these to the Superintendent for corrective action.
5. Upon request of the Superintendent or designee, Shift Supervisors shall assist in inspections and inventories.

IV. RESPONSIBILITY

Superintendents and Maintenance Supervisors are responsible for implementation and compliance with this procedure.

V. INTERPRETATION

The Deputy Secretary for Operations shall be responsible for interpreting and granting any exceptions to these procedures.

VI. LOCAL OPERATING PROCEDURES REQUIRED

No

VII. DIRECTIVES/POLICIES REFERENCED

No policies referenced.

VIII. APPENDICES

1. DJS Flammable, Caustic, & Toxic Materials Inventory Form
2. DJS Flammable, Caustic, & Toxic Materials Tracking Form



DJS POLICY AND STANDARD OPERATING PROCEDURES

Statement of Receipt and Acknowledgment of Review

SUBJECT: Control and Use of Flammable, Toxic, & Caustic Materials
NUMBER: RF-802-20
APPLICABLE TO: DJS Residential Employees and Maintenance Staff

I have received and reviewed a copy (electronic or paper) of the above titled policy and procedures. I understand the contents of the policy and procedures.

I understand that failure to sign this acknowledgment form within five working days of receipt of the policy shall be grounds for disciplinary action up to and including termination of employment.

I understand that I will be held accountable for implementing this policy even if I fail to sign this acknowledgment form.

SIGNATURE

PRINT FULL NAME

DATE

WORK LOCATION

**SEND THE ORIGINAL, SIGNED COPY TO THE DIRECTOR OF THE DJS OFFICE OF
HUMAN RESOURCES FOR PLACEMENT IN YOUR PERSONNEL FILE.**

