

BUILDING SAFETY

AUTHORITY: CEO/Risk Management Directive of Orange Safety and Loss Prevention
Resource Manual number 402
Administrative Directive

RESCINDS: Procedure Manual Item 1-4-205, dated 11/27/19

FORMS: [First Aid Kit Requirements and Replenishment Form](#)
[Building Safety Officer Safety and Health Inspection Checklist](#)
[Vehicle Safety Checklist](#)

PURPOSE: To maintain safe working conditions in all Probation Department facilities.

I. GENERAL INFORMATION

- A. The Chief Probation Officer has overall responsibility for safe working conditions in all Probation Department facilities.
- B. This procedure is a part of the Department's Injury and Illness Prevention Program (Procedure Manual Item 1-4-113).
- C. **The Administrative and Fiscal Division's (AFD) Facilities and Safety Manager** is the designated Department Safety Representative **he/she** is responsible for managing, administering, and coordinating the Department's Injury and Illness Prevention Program. In addition, the **Facilities and Safety Manager** is responsible for coordinating building safety procedures at all Probation Department facilities.
- D. Each Division Director (DD) is responsible for maintaining safe working conditions at their assigned facility.
- E. Building safety, as referred to in this procedure manual item, covers physical and fire hazards.

II. PROCEDURE

- A. Division Directors shall appoint location Building Safety Officers for facilities as follows:
 - 1. **AFD DD: Facilities and Facilities Manager**
 - 2. Juvenile Supervision DD: WCFSO and YRCs
 - 3. Adult Supervision DD: SAO
 - 4. Adult Court Services DD: SAO

5. Juvenile Court Services DD: MOB, JH Administration Building (Custody and Non-Custody Intake areas on 1st floor and entire 2nd floor), and the Juvenile Justice Center
6. AB 109 Field Supervision DD: NCFSO
7. **AFD Division Director:** PAO
8. JH Director: JH (except for areas in Administration Building listed above) and other community programs
9. DDs of YGC, **YLA, GAO, SCFSO and SJO** are responsible for appointing location Building Safety Officers at their respective facilities

B. The **Facilities and Safety Manager** is responsible for the following:

1. Coordinate all safety issues with each facility's assigned DD and designated location Building Safety Officer.
2. Provide orientation and training to all location Building Safety Officers.
3. Coordinate building and vehicle safety inspections as required at all Probation Department facilities. Issue reminders for building safety inspection and disseminate safety information/updates.
4. Ensure all physical safety hazards noted in building and vehicle safety inspection reports are corrected in a timely manner.
5. Maintain records of all building safety and health inspection reports for a minimum period of five (5) years.
6. Ensure evacuation drills are conducted at each location as required.
7. Maintain a safety and health bulletin board at all department locations. The bulletin board should include current information such as bulletins, posters, and the U-tip Hotline telephone number to report safety hazards in the workplace anonymously.
8. Serve as departmental liaison with the County Safety Office, and attend County Safety Office quarterly safety meetings. Disseminate safety information to all department staff as needed.
9. Review Cal/OSHA citations received by the Department. Recommend and coordinate any necessary corrective action.
10. Ensure all location emergency procedure manuals are maintained and updated as needed.
11. Ensure all emergency supply kits (earthquake supplies), first aid kits, and fire extinguishers are fully stocked and/or maintained.
12. Prepare and submit safety reports to the **AFD** Director as required.

- C. The location Building Safety Officer is responsible for the following:
1. Conduct safety and health inspections, and complete inspection checklists as follows:
 - a. Office buildings: two (2) times per year, in January and July
 - (1) [Building Safety Officer Safety and Health Inspection Checklist](#)
 - b. Facilities: four (4) times per year, in January, April, July, and October
 - (1) [Building Safety Officer Safety and Health Inspection Checklist](#)
 - c. Vehicles: four (4) times per year, in January, April, July, and October
 - (1) [Vehicle Safety Checklist](#)
 2. Check building and vehicle fire extinguishers at the facility monthly and initial tag. Arrange for fire extinguisher service annually.
 3. Check contents of emergency supply and first aid kits on a quarterly basis. Order replacement supplies as needed (Emergency Supply Kit Inventory Checklist and [First Aid Kit Requirements and Replenishment Form](#)). First Aid supplies can be ordered by creating an Expediter requisition.
 4. Check contents of office or facility vehicle safety kits. Order replacement supplies as needed.
 5. Ensure all safety hazards found at that location (and/or noted in the Building Safety Officer Safety and Health Inspection Checklist) are corrected.
 6. Forward copies of all Safety and Health Inspection Checklists and other applicable checklists to the **Facilities and Safety Manager** via the facility DD by the end of the month showing the inspection was completed. Include recommendations and/or action taken to correct noted safety hazards, including the date a work request was submitted to OC Public Works, if applicable.
 7. Disseminate safety information and updates to all staff assigned to their location.
 8. Maintain the safety and health bulletin board at the assigned location (see Section B, **Item.8.** above).
 9. Appoint safety staff at the location to assist in building evacuation. Provide safety and evacuation training.
 10. Conduct evacuation drills, as required:
 - a. Office buildings: minimum of one (1) evacuation drill per year.

- b. Facilities: minimum of one (1) evacuation drill per quarter.

Note the evacuation drill date(s) on the Safety and Health Inspection Checklist.

- 11. Maintain and revise the location emergency procedures manual, as needed.
 - a. Submit draft revisions to the **Facilities and Safety Manager**.
 - b. Distribute copies of the manual to all location safety staff.
 - c. Distribute via email to all location staff after each revision and/or a minimum of once per year.
- 12. Post evacuation plans throughout the facility.
- 13. Provide training to staff, which includes requirements for the use of personal protective equipment to protect staff from potential hazardous substances such as bloodborne/airborne pathogens and other hazards staff may encounter in the workplace.
- 14. Encourage staff to report unsafe conditions in the workplace and submit practical suggestions for corrections.
- 15. Administer the Hazard Communication Program (HCP) to your building location, including **reviewing the MSDSOnline.com list** – add new Safety Data Sheets (SDS) as they are received, disseminating new hazard information, and train staff.
- 16. Attend Safety Training and Building Safety Officers meetings, as directed.

D. **Staff are to assist in maintaining safe working** conditions in their office or work area and utilizing safe work practices. These responsibilities include the following:

- 1. Comply with the Department Injury and Illness Prevention Program (PMI 1-4-113).
- 2. Keep hallways, aisles, corridors, offices, and stairways clear of obstructions. Hallways, corridors, aisles, and stairways must be a minimum of 48" wide. Offices and workstations must have an unobstructed 28" wide means of egress to the door/exit.
- 3. Avoid excess clutter in offices and hallways. Do not place heavy objects such as boxes, binders, or other materials on top of cabinets, bookcases, or shelf units.
- 4. Do not use extension cords or multi-plug adapters. In their place, staff may use multi-plug power strips with surge protectors. Do not connect multi-plug power strips to other multi-plug power strips.
- 5. Plug refrigerators and microwave ovens directly into electrical wall outlets – not to extension cords or power strips.

6. Turn off all computer terminals and other electrical equipment at the end of the workday unless otherwise directed.
7. Portable space heaters must be **Underwriters Laboratories** approved and equipped with an automatic shut-off when tipped over. Portable heaters should have a minimum of one-foot distance from walls, desks, papers, boxes, or any other flammable materials. **Portable space heaters must be approved by the department Safety and Facilities Manager.**
8. Report safety problems or concerns to the Supervisor. If an employee believes a safety hazard or concern is not appropriately resolved, the employee may report the matter to the CEO/Risk Management U-Tip Safety Hotline at (714) 285-5597. **Additionally, employees may notify their respective labor representation unit (Association of Orange County Deputy Sheriff's (AOCDS) at 714-285-2800, OCEA at 714-835-3355, or OCMA at 714-953-6262).**
9. Attend Safety Training, as directed.

REFERENCES:

Procedures:	1-4-113	Injury and Illness Prevention Program
	1-4-115	Hazard Communication Program
	1-4-204	Cal/OSHA Safety Inspections and Notification
	3-1-007	Labeling and Storing Goods and Materials
Policy:	G-3	Building Security and Safety

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APPROVED BY: