


NH DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE DIRECTIVE Pursuant to NH RSA 21-H:8 (III) Internal Practices and Procedures	CHAPTER <u>Enforcement Operations</u> STATEMENT NUMBER <u>750</u>
SUBJECT: QUARTERLY SAFETY AND HEALTH INSPECTIONS PROPONENT: <u>Christopher Kench, Director</u> <div style="text-align: center;"> <u>Commissioner's Office 271-8016</u> <i>Office Phone #</i> </div>	EFFECTIVE DATE <u>2/19/2020</u> REVIEW DATE <u>2/19/2022</u> SUPERSEDES PPD# <u>5.95</u> DATED <u>11/01/13</u>
ISSUING OFFICER:  <u>Helen E. Hanks, Commissioner</u>	DIRECTOR'S INITIALS: _____ DATE: _____ APPENDIX ATTACHED: _____ YES: _____ NO: _____
REFERENCE NO: See reference section on last page of PPD.	

(a) **PURPOSE:**

To provide guidelines for inspections at all Department of Corrections facilities for compliance with all applicable fire, health, sanitation, safety, building codes, and other appropriate relevant published standards.

(b) **APPLICABILITY:**

To all staff.

(c) **POLICY:**

It is the policy of the NH Department of Corrections to ensure safe, clean and healthy institutions by conducting quarterly safety and health inspections. These inspections are to be completed by trained, qualified inspectors.

(d) **PROCEDURE:**

- (1) The wardens and directors are responsible to ensure that each facility has staff trained in performing the required quarterly safety and health inspections (Attachment 1).
- (2) The wardens and directors are responsible for designating staff to perform the required inspections of all areas utilizing approved departmental checklists.
- (3) The warden, director or designee shall visit the living and activity areas on a weekly basis to encourage informal contact with staff and residents and to observe the living and working conditions.
- (4) The administrator of logistical services shall coordinate an annual fire inspection to be conducted by the fire marshal's office, local fire department, or qualified designee. Discrepancies shall be reported to the director of security and training and corrected within 30 days. If discrepancies cannot be corrected within 30 days, an estimated completion date shall be included.
- (5) The administrator of logistical services shall coordinate with the department of public health, or qualified designee, to conduct an annual health and sanitation inspection. Discrepancies shall be corrected and a report sent to the director of security and training within 30 days. If discrepancies cannot be corrected within 30 days, an estimated completion date shall be included.
- (6) The administrator of logistical services shall provide for waste disposal and pest and vermin control for each facility.

- (7) The administrator of logistical services shall ensure that each facility potable water supply and source is tested by an independent agency or individual on a yearly basis.
- (8) The administrator of logistical services shall coordinate a yearly sanitation and health inspection of each facility. Lighting tests shall be done. Lighting must be at least 20 foot candles at desk level and in personal groom areas. Air circulation shall be tested. Air circulation shall be at least 15 cubic feet of outside or recirculated filtered air per minute per person.
- (9) Housekeeping
- a. All work supervisors are responsible for:
 1. Providing and requiring the use of appropriate protective equipment and machine guards in all operations where indicated by the manufacturer or regulations; and
 2. Ensuring that equipment and materials are used in the manner or method for which they were designed.
 - b. All unit/area supervisors shall ensure that there are adequate levels of housekeeping duties assigned for maintaining clean and sanitary conditions. Housekeeping duties shall include the frequent removal of trash and garbage. Individuals shall be assigned specific tasks with specific staff members designated to oversee the tasks. Housekeeping plans shall be developed by local supervisors and posted accordingly.
- (10) Responsibilities shall be as follows:
- a. Wardens/Directors:
 - i. Housing units;
 - ii. Mail rooms;
 - iii. Property rooms;
 - iv. Resident recreation areas; and
 - v. Staff briefing and recreation areas
 - b. Director of Administration:
 - i. Food service areas;
 - ii. Laundry areas;
 - iii. Maintenance areas.
 - iv. Warehouses; and
 - v. Correctional industries areas.
 - c. Director of Medical and Forensics:
 - i. Health services areas
 - ii. Mental health areas
 - d. Director of Community Corrections and Programs:
 - i. Education areas;
 - ii. Program areas;
 - iii. Religious areas; and
 - e. Director of Security and Training:
 - i. Classification office spaces;
 - ii. Client records office spaces;
 - iii. Training areas; and
 - iv. Armories
 - f. Director of Professional Standards:
 - i. Investigations office spaces
 - g. Assistant Commissioner:
 - i. Victim services areas
 - ii. IT Areas

References:

NH LAB-1400 Administrative Rules for Safety and Health