

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Safety - Sanitation Inspections		
Policy Number: 228.01	Effective Date: 3/29/2018	Page Number: 1 of 7
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access

I. Introduction and Summary:

All state facilities and centers will maintain the highest possible standards of cleanliness, sanitation, and safety. The Warden/Superintendent, with the assistance and guidance of the facility or center physician and other necessary aides, shall be responsible for the direction, coordination, and supervision of all activities associated with the maintenance of high standards of sanitation, cleanliness, and safety at their facility or center. Frequent inspections and prompt corrective actions to reduce or eliminate deficiencies noted are required. Each facility and center is required to comply with all state and local sanitary codes and regulations as published by the Department of Public Health or the applicable County Board of Health, as appropriate. This policy is applicable to all state facilities and centers housing Georgia Department of Corrections (GDC) Offenders and all properties located at State Offices South at Tift College (SOSTC or Campus).

II. Authority:

- A. GDC Board Rules: 125-2-3-.01, 125-2-3-.06, and 125-2-3-.07;
- B. GDC SOPs: 228.02 Facility/Center Barber/Cosmetology Shops, 226.01 Searches, Security Inspections, and Use of Permanent Logs, 507.04.71 Environmental Health and Safety, 511.03 Departmental Fire and Life Safety Program, 409.04.10 Sanitation, 409.04.18 Inspection and Storage, and 410.03 Maintenance and Physical Plant Operations; and
- C. ACA Standards: 1-CTA-3D-02, 2-CO-4D-01, 4-4162, 4-4184, 4-4185, 4-4329 (MANDATORY), 4-4331 (MANDATORY), 4-4332 (MANDATORY), 4-4333, 4-4420, and 4-4455 (MANDATORY).

III. Definitions:

- A. **Offender** - An individual that has been found guilty of a crime and as a result is serving a sentence in a facility or center operated by or under the supervision of the Georgia Department of Corrections.
- B. **Regional Safety Inspector** - A qualified safety official located in the regional area of the facility.

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- C. **Safety and Sanitation Officer** - The correctional officer assigned to implement and monitor the safety and sanitation procedures for the facility.
- D. **Sanitation and Safety Program** - Facility program coordinated by the Safety and Sanitation Officer to insure the items listed in Section IV.4. a-f.
- E. **Safety Committee** - Facility committee including department heads and the Safety and Sanitation Officer.

IV. Statement of Policy and Applicable Procedures:

GDC shall provide a safe and healthy environment, as well as working conditions, for both employees and Offenders through safety and sanitation procedures.

A. Facility Safety and Sanitation Duties:

1. Correctional officers: Correctional officers, shall be responsible for conducting daily sanitation inspections of their assigned post(s). This shall include the Offender's housing units and all other areas of the facility. These inspections shall be recorded on Attachment 1, Sanitation Inspection Report, and shall be completed on each shift. It shall be the correctional officer's responsibility to complete the Sanitation Inspection Report, in its entirety, which shall include completing a corrective action for all areas that were unacceptable. Completing a corrective action plan shall include submitting a Maintenance Request(s) Form (Attachment 1 of SOP 410.03), where applicable. Once completed, the Sanitation Inspection Report and Maintenance Request(s) Forms, if applicable, shall be forwarded to the shift supervisor for review. Once reviewed, it shall be the shift supervisor's responsibility to forward the Sanitation Inspection Reports to the Facility Safety and Sanitation Officer, and Maintenance Request Forms to the Maintenance Department.

2. Warden/Superintendent and/or designee:

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- a. There shall be weekly mandatory scheduled and periodic unscheduled safety and sanitation inspections of all areas of the institution's living and activity areas by the Warden/Superintendent, Deputy Wardens/Asst. Superintendent, and designated department heads. The mandatory inspections encourage informal contact with staff and Offenders and provides an opportunity for the inspector(s) to informally observe living and working conditions.
- b. Informal Inspections: The Warden/Superintendent or in their absence, the senior official present (Deputy Warden(s)/Asst. Superintendent), and designated department heads shall informally tour and inspect the facility including living and activity areas every work day including holidays and weekends.
- c. Formal Inspections:
 - i. At a minimum, formal inspections of all areas including the barbershop/cosmetology shop and any unoccupied areas shall be scheduled at least once each week and shall be performed by the Warden/Superintendent or designee of custodial facilities.
 - ii. Formal inspections shall be followed by a Weekly/Monthly Safety/Sanitation Inspection Report (Attachment 2, Weekly/Monthly Safety/Sanitation Inspection Report of this SOP which is a template) noting the deficiencies encountered in the area or department, as well as suggestions and recommendations to be carried out as soon as they have been read and approved by the Warden/ Superintendent or designee. The Warden/Superintendent at each facility shall follow Attachment 2, (Template) when creating a Weekly/Monthly Safety/Sanitation Inspection Report. The report should be made specific to the facility.
 - iii. Departments and areas with an overall unsatisfactory report shall be re-inspected within seven (7) business days. The date and time for this re-

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inspection shall be noted in the initial report to the Warden/Superintendent or designee.

- iv. Life, health, and occupational safety concerns shall be addressed and corrected immediately, with the order of completion being dictated by the seriousness of the situation.

3. Facility Safety and Sanitation Officer:

- a. The Warden/Superintendent at each facility or center shall designate a staff member as the Facility Safety and Sanitation Officer.
- b. The Facility Safety and Sanitation Officer shall be responsible for ensuring that the facility complies with applicable health codes and regulations of the governing jurisdiction. They also have to ensure that all institutional work, industry, and vocational education programs meet minimum applicable federal, state, or local work, health, and safety standards.
- c. The Facility Safety and Sanitation Officer shall be responsible for conducting, coordinating, and overseeing thorough daily, weekly, monthly, and annual sanitation inspections of all areas within the facility. These inspections may be conducted by qualified departmental staff (Regional Safety Inspectors), federal, state, and/or local sanitation and health officials (Central Office Staff, Department of Health, Department of Agriculture, etc.). These inspections shall be documented on Attachment 2, Weekly/Monthly Safety/Sanitation Inspection Report, that shall contain a corrective action plan for all deficiencies found, and a date/time/results of re-inspection of the area, if applicable.
- d. A monthly inspection report shall be completed, utilizing Attachment 2, Weekly/Monthly Safety/Sanitation Inspection Report, by compiling the weekly reports, to include the deficiencies, if any, corrective actions taken, if applicable, and date/time/results of re-inspection, if applicable. This report shall be forwarded to the Warden/Superintendent for

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review/approval and shall be maintained by the Facility Safety and Sanitation Officer, for one (1) year.

- e. The Facility Safety and Sanitation Officer shall be responsible for ensuring the facility has a written plan to address offender and staff injury prevention. The plan shall be based on an analysis of the facilities injury history and include methods for identification of problems and prevention or corrective measures. Refer to Attachment 3, Facility Offender/Staff Injury Prevention Plan (Template.)
4. Potential health problems and occupational health and safety problems shall be communicated to the supervisory staff at the monthly Safety Committee Meeting. The Safety and Sanitation Officer or designated staff member shall serve as coordinator of a Sanitation and Safety Program and insure that:
- a. All areas of the facility are clean and orderly;
 - b. Lighting, ventilation, and heating equipment are functioning properly;
 - c. No fire, safety, or health hazards exist;
 - d. All plumbing equipment (including toilets, sinks, and showers) are operating properly;
 - e. Janitorial closets in living units and activity areas shall be equipped with a sink and cleaning implements; and
 - f. There has been a review of previous reports of deficiencies and a follow-up on corrective action(s) taken for such deficiencies.
5. A housekeeping plan shall be developed at each facility to include the following:
- a. A cleaning schedule for each area of the facility;
 - b. Specific assignments for Offenders assigned as sanitation orderlies;

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- c. A time schedule for duty completion;
- d. Specific instructions for the cleaning of:
 - i. Floors and doors;
 - ii. Offender quarters;
 - iii. Offender personal property;
 - iv. Walls and windows;
 - v. Toilets and shower facilities;
 - vi. Equipment; and
 - vii. Storage areas.
- e. Waste disposal procedures:
 - i. Daily collecting/emptying of liquid/solid waste; and
 - ii. Biohazardous waste.
- f. Instructions for the acquisition, utilization, and storage of cleaning supplies and equipment; and
- g. Vermin control procedures.

B. Campus Safety and Sanitation Duties:

1. Correctional Officers, assigned to State Office South at Tift College (SOSTC or Campus), shall be responsible for conducting daily sanitation inspections of their assigned areas. These inspections shall include all properties located on

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the Campus, both residential and non-residential. These inspections shall be recorded on Attachment 1, Sanitation Inspection Report. It shall be the Correctional Officer's responsibility to complete Attachment 1, Sanitation Inspection Report, in its entirety, which shall include a corrective action for all areas that were unacceptable and submitting a Maintenance Request(s) Form, where applicable. Once completed, the Sanitation Inspection Report and Maintenance Request(s) Forms, if applicable, shall be forwarded to the appropriate supervisor(s) as designated for review. Once reviewed, Attachment 1 and the Maintenance Request(s), if applicable, shall be forwarded to the Campus Safety and Sanitation Officer or designee.

2. The Superintendent or designated staff member shall make scheduled and periodic unscheduled safety and sanitation inspections of all areas within State Office South at Tift College.
3. Properties at SOSTC, shall receive monthly formal inspections by the Campus Superintendent or designee using Attachment 1 and informal weekly inspections by Campus security.

V. Attachments:

- Attachment 1: Sanitation Inspection Report
- Attachment 2: Weekly/Monthly Safety/Sanitation Inspection Report (Template)
- Attachment 3: Facility Offender/Staff Injury Prevention Plan (Template)

VI. Record Retention of Forms Relevant to this Policy:

Upon completion, Attachment 1 and the actual copy of the facility's report (Attachment 2) and plan (Attachment 3) shall be maintained for one (1) year and then shall be destroyed.