

STATE OF OHIO



DEPARTMENT OF REHABILITATION
AND CORRECTION

SUBJECT:	PAGE <u>1</u> OF <u>4</u>
Facility Sanitation and Inspection Practices	NUMBER: 10-SAF-08
RULE/CODE REFERENCE:	SUPERSEDES: 10-SAF-08 dated 06/17/15
RELATED ACA STANDARDS: 4-4211, 4-4212, 4-4321, 4-4324, 4-4329, 4-4332 4-4455; 2-CO-2A-01, 2A-02, 4C-01, 4D-01 2-CI-1A-4; 2-CTA-3C-02, 3D-01, 3D-02, 3E-01, 3E-05; 4-APPFS-3D-13; 1-HC-6A-07M, 6A-12M, 6A-14M, 6A-15M	EFFECTIVE DATE: August 25, 2016
	APPROVED: 

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Ohio Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

II. PURPOSE

The purpose of this policy is to set forth policy and procedure on sanitation and hygiene practices that comply with state and federal rules and regulations and internal management audit standards.

III. APPLICABILITY

This policy applies to all institutions, penal industry operations, the Corrections Training Academy (CTA), and the Operation Support Center (OSC) facilities.

IV. DEFINITIONS

None

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction (DRC) to comply with applicable government regulations in maintaining the safety, sanitation, and hygiene of its facilities, including all institution work, industry, and vocational education programs. To ensure a safe environment for both employees and inmates, facilities shall be proactive by inspecting areas for compliance with health and safety regulations and correcting deficiencies in a timely manner.

VI. PROCEDURES

A. Weekly Inspection Requirements

1. In all institutions, Ohio Penal Industry (OPI) shops, and the CTA, the supervisor of each area shall ensure a weekly fire, safety and sanitation inspection is conducted in all facility areas including all institution work, industry, vocational education, and food services areas, by an employee who has received prior training to conduct such inspections. Documentation of weekly inspections shall be recorded on Fire/Safety/Sanitation Weekly Inspection Report (DRC1396). Copies of the Fire/Safety/Sanitation Weekly Inspection Report (DRC1396) shall be provided to the safety and health coordinator and supervisor(s) of the inspected area.
2. In the food service area, documentation of sanitation inspections shall be recorded on both the Weekly Food Service Sanitation Report (DRC1495) and fire, safety & sanitation inspections on the Fire/Safety/Sanitation Weekly Inspection Report (DRC1396). Only those employees that have completed and are currently certified through ServSafe Manager shall be assigned to complete the Weekly Food Service Sanitation Report (DRC1495).
3. In accordance with the OSC fire/safety/sanitation weekly inspection schedule provided by the Bureau of Operational Compliance (BOC), the supervisor of the assigned area shall ensure a weekly fire, safety and sanitation inspection is conducted at the OSC by an employee who has received prior training to conduct such inspections. Documentation of weekly inspections shall be recorded on the Office Fire/Safety/Sanitation Weekly Inspection Report (DRC1211). Copies of the Office Fire/Safety/Sanitation Weekly Inspection Report (DRC1211) shall be provided to the BOC safety and health program consultant.
4. Area supervisors are responsible for completing any necessary work orders and ensuring hazards and/or deficiencies are corrected in a timely manner.

B. Monthly Inspection Requirements

1. A qualified safety and health coordinator, who has received the appropriate training and is familiar with the safety, sanitation, and fire prevention standards of the jurisdiction, shall complete a comprehensive and thorough monthly safety and sanitation inspection of all facility locations. Documentation of monthly inspections shall be recorded on the Fire/Safety/Sanitation Monthly Inspection Report (DRC1257).
2. In the food service area(s), documentation of sanitation inspections shall also be recorded on the Monthly Food Service Sanitation Report (DRC1256). Completed corrective actions to all noted deficiencies shall be documented on the discrepancy corrective action pages of the Monthly Food Service Sanitation Report (DRC1256) by the food service manager within five (5) days of notification. A copy of the completed corrective action shall be forwarded to the safety and health coordinator.

3. Only those staff who are currently certified through ServSafe Manager shall be assigned to complete the Monthly Food Service Sanitation Report (DRC1256).
4. The safety and health coordinator shall provide copies of the Monthly Fire/Safety/Sanitation Inspection (DRC1257) to his/her supervisor, supervisors of the affected areas, and the maintenance department. The maintenance department shall accept the Monthly Fire/Safety/Sanitation Inspection (DRC1257) as a DRC work order.
5. Area supervisors are responsible for ensuring hazards and/or deficiencies are corrected in a timely manner.
6. Operational compliance managers (OCM) at each facility shall initially obtain ServSafe Manager Certification to properly monitor compliance with DRC policies, ACA standards, and food safety regulations of the Ohio Administrative Code. OCMs will not be required to maintain ServSafe certification after expiration.

C. Annual Inspection Requirements

1. The safety and health coordinator shall coordinate an independent inspection of the institution food service operations by the Department of Health at least annually. Completed corrective actions to all noted deficiencies shall be documented on the DRC Health Department Inspection Corrective Action Report (DRC1135) and copies provided to the Department of Health, the managing officer, food service administrator, safety and health coordinator, and the BOC safety and health program consultant.
2. The safety and health coordinator shall coordinate an annual fire inspection of the facility by local or state officials including all institutional work, industry, and career technical and education programs. Documentation of corrective actions to all noted deficiencies shall be provided to the inspecting authority, the managing officer, and the safety and health coordinator.
3. An annual safety and sanitation inspection of all facility locations shall be conducted during the annual internal management audit of the facility by a person qualified to conduct the inspection. Documentation of corrective action to all noted deficiencies shall be provided to the managing officer and the safety and health coordinator. A follow-up reinspection of any noted deficiencies shall be conducted as a part of the internal management reinspection. The findings for the annual facility safety and sanitation inspection and reinspection shall be documented on the BOC approved inspection and reinspection forms.
4. The safety and health coordinator shall submit all annual inspection reports and reinspection reports conducted by external sources (e.g., State Fire Marshal or local fire authority, Department of Health) to the BOC safety and health program consultant upon receipt of the report. Where the facility does not receive a report within ten (10) business days of the inspection, the safety and health coordinator shall be required to submit a written summary of all noted deficiencies and corrective actions to the BOC safety and health program consultant and then forward the completed inspection report once received.

D. Sanitation

1. Each facility shall develop a written housekeeping plan for all areas of the facility's physical plant that provides for daily housekeeping and regular maintenance by assigning specific duties and responsibilities to staff and inmates.
2. The institution shall provide for the control of vermin and pests.

E. Inspection Reports and Distribution

The safety and health coordinator shall review all inspection reports to include annual inspection reports from external sources, Fire/Safety/Sanitation Monthly Inspection Report (DRC1257), and Fire/Safety/Sanitation Weekly Inspection Report (DRC1396). All inspection reports shall be distributed pursuant to this policy. The safety and health coordinator shall forward copies of the inspection report(s) to the health care administrator when any documented issues are a potential health concern.

Related Department Forms:

DRC - Health Department Inspection Corrective Action Report	DRC1135
Office Fire/Safety/Sanitation Weekly Inspection Report	DRC1211
Monthly Food Services Sanitation Report	DRC1256
Fire/Safety/Sanitation Monthly Inspection Report	DRC1257
Fire/Safety/Sanitation Weekly Inspection	DRC1396
Weekly Food Service Sanitation Report	DRC1495