

POLICY

It is the policy of the Michigan Department of Human Services Bureau of Juvenile Justice (BJJ) to keep potentially harmful tools and hazardous materials inventoried, stored and controlled.

PURPOSE

This policy ensures protection of youths, staff, community, and facility preservation.

DEFINITIONS

See JRG, JJ Residential Glossary.

**RESPONSIBLE
STAFF**

Designated in the facility standard operating procedure.

PROCEDURE

Each facility is required to develop and implement standard operating procedures (SOPs) that govern the control of tools and hazardous materials. At a minimum, these SOPs must contain the following requirements:

**Hazardous
Materials
Identification,
Storage and
Inventory**

Hazardous materials are clearly labeled and identified as a potential hazard.

Hazardous materials are located in a secured storage area inaccessible to youths.

Hazardous materials are inventoried monthly. Discrepancies are:

- Documented on an incident report.
- Brought to the immediate attention of a supervisor.

An inventory is conducted of hazardous materials brought in by outside persons upon entry into secured areas of the facility. This inventory is checked upon departure from secured areas to ensure no hazardous materials have been left behind.

**Staff Access
and Use of
Hazardous
Materials**

Staff are designated to draw, mix or use hazardous materials.

Hazardous materials are only utilized for their intended purposes.

Staff strictly complies with labeled usage instructions for hazardous materials.

**Youth Access to
Hazardous
Materials**

Youths will not draw, mix, dispense or use hazardous materials without direct staff supervision.

Youths are directly supervised when using any type of detergent or cleaning solution.

**Improper
Exposure to
Hazardous
Material**

Material safety data sheets are completed as required by the Occupational Safety and Health Administration and maintained in areas easily accessible to staff. The sheets contain instructions on the appropriate staff response in the event of improper exposure to the hazardous material.

If staff or youths are improperly exposed to a hazardous material, in addition to following the instructions on the material safety data sheets, staff immediately:

- Notifies a supervisor.
- Contacts a poison control center or medical provider as directed by the supervisor.

The incident is documented on an incident report.

**Disposal of
Hazardous
Materials**

A staff member is designated to collect and dispose of hazardous materials in accordance with state and federal regulations.

Disposal of hazardous materials is documented.

**Tool Storage
and Inventories**

Tools are securely stored in a locked cabinet and/or tool storage area with placement on a shadow board.

An updated and current inventory of tools is maintained for every tool storage area or cabinet.

Staff inventory tools used by youths before youths are allowed to leave the work area.

All tools brought in by outside persons into secured areas of the facility are documented upon entry and upon departure to ensure no tools are left behind.

Staff are designated to conduct and document a tool inventory monthly.

Missing or inoperable tools are:

- Documented on an incident report.
- Brought to the immediate attention of the supervisor.
- The last known location of the tool and the youth present will be immediately searched when a tool is missing.

**Youth Use of
Tools**

Staff directly and constantly supervises youths who either use or are in an area containing tools.

The assignment of tools to staff or youths for any reason is documented.

AUTHORITY

Social Welfare Act, MCL 400.115a(1)(l)

Occupational Safety and Health Act, 29 USC 651 et seq.