

ANNE ARUNDEL COUNTY DEPARTMENT OF DETENTION FACILITIES ADMINISTRATIVE DIRECTIVE	AD NO: 04.02 DATE: April 7, 2023 SUBJECT: Safety & Sanitation TITLE: Industrial Safety FOR PUBLIC RELEASE: Yes
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- I. Reference: 29 CFR Part 1904 Subpart D; MOSHA Inspections; Memorandum of Agreements between Anne Arundel County and Fraternal Order of Anne Arundel County Detention Center Officers and Personnel, Inc. (FODCOP); AFSCME Local 582; AFSCME Local 2563; Teamsters Union Local 355 and International Association of Police Associations Local 141, AFL-CIO (IUPA); AD 01.04, 03.17, 04.01; SOD 17.0D
- II. Applicable to: Anne Arundel County Department of Detention Facilities (AACDDF)
- III. Purpose: To establish guidelines concerning industrial safety for employees.
- IV. Policy:
 - A. It shall be the AACDDF's policy to comply with Federal, State and County regulations regarding safety and health standards.
 - B. The Correctional Facility Administrators (CFA) shall institute a Safety Committee that meets at least quarterly to discuss safety concerns.
 - C. The Safety Committee shall, at a minimum, include the Assistant Correctional Facility Administrator (ACFA) or designee and representatives from each Union to discuss and resolve safety issues affecting daily operations. The Committee Chair shall ensure Minutes are recorded and distributed to all Committee members and the Superintendent.
 - D. The Management Assistant II (MAII)-Support Services shall be responsible for ensuring all reported safety hazards are corrected in a timely fashion.
 - E. The Committee Chair shall review the status of the previous meeting's safety issues at the next scheduled meeting.
 - F. Should a Maryland Occupational Safety and Health Agency (MOSHA) inspection be scheduled, the MAII-Support Services shall notify the Safety Committee Chair of the date and time of the inspection.
 - G. Following any MOSHA or Health Department Inspection, the MAII-Support Services shall be provided with a copy of any violations and shall take corrective action within 30 days. Within 30 days, the CFA or designee shall respond to the inspecting agency listing the corrective action taken.

- H. The MAII-Support Services shall ensure that all maintenance staff and inmates assigned to assist maintenance staff are trained in the proper use of power equipment. Additionally, the MAII-Support Services shall ensure that power equipment is not altered in any fashion or used in an inappropriate manner.
- I. Industrial accidents resulting in staff injury shall be reported in accordance with AD 03.17.
- J. Industrial accidents resulting in inmate injury shall be handled in accordance SOD 17.0E.
- K. Each year in January, the Office of Risk Management shall distribute the results of the previous year's Summary of Work-Related Injuries and Illnesses (OSHA Form 300A).
- L. Upon receipt, the Superintendent shall review the Summary of Work-Related Injuries and Illnesses for accuracy.
- M. The MAII-Personnel shall post the Summary of Work-Related Injuries and Illnesses in a conspicuous place or places where notices to employees are usually posted. This form must be posted no later than February 1 of the year following the year covered by the records and remain posted until April 30 of the current year.

This directive shall be reviewed at least annually and revised as necessary.



Christopher Klein
Superintendent

Rescinds: DCR 50-4 dated December 11, 1998
AD 04.02 dated March 28, 2011