

**MONTHLY
HEALTH AND SAFETY INSPECTION REPORT
OKLAHOMA DEPARTMENT OF CORRECTIONS**

Month of _____

Inspected by _____

Facility _____

Safety Consultant/Qualified Designee Date

Building(s) Inspected _____

Submitted report to _____

Assignments have been made to correct deficiencies noted in this report _____

Date

(This form may be used for the entire facility, but note the area of N/C in the "Comment" section along with findings)

This report must be submitted with the "Facility Head/Health Authority Review" form (DOC 130107D)

ITEM	Compliant	Not Applicable	Requires Corrective Action	Comments: Identify location and/or findings of deficiencies and/or if a work order was submitted. Include date of compliance/work completion date.
A. General				
1.				Walking surfaces are kept clean, dry, and free of hazardous substances.
2.				The facility provides for the control of vermin and pests.
3.				Toilets, washbasins, drinking fountains, and showers are secured, operable, and have hot and cold running water.
4.				Toilets, showers, and washbasins are clean, walls are free from soap residue, mold, mildew, floor and walkways are not wet or slippery.
5.				Water temperatures for showers will be thermostatically controlled to temperatures ranging from 100 degrees Fahrenheit to 120 degrees Fahrenheit. Water temperatures (taken at least one time each month): Showers Washbasins
6.				Temperatures are appropriate to season comfort zones. Temperatures are taken in the second and fourth quarters only. Housing area: _____ Work area: _____
7.				General condition of the beds, mattresses, desks, shelves, hooks, chairs, stools, etc. Identify conditions in comment section (i.e., poor, good, etc.).
8.				The floor drain is unplugged and has proper cover.
9.				Food items are stored properly and separated from poisonous and corrosive materials in the storage and canteen area.
10.				The janitor closet has proper locking devices and the mop sink has adequate backflow prevention device.
11.				Moving components of mechanical equipment are shielded or protected from accidental contact.
12.				Exit ways and stairways are not blocked by furniture or stored items.
13.				Landings and stairways are enclosed or have rail barriers.
14.				Stair treads are in good condition and adequately surfaced to prevent slipping. Riser heights are uniformed.
15.				Door closures operate automatically upon release to close doors completely.
16.				Areas are free of unused or abandoned equipment.
17.				Back sides of fixed equipment are kept free of dust or debris accumulation.
18.				Keys are readily available to authorized personnel for all locked doors. Duty personnel, for all shifts, are trained in operation of electrically operated doors.
19.				A first-aid kit is available within the building, with the seal intact.

20.	Chlorine levels will be checked using a digital chlorine tester during monthly BacT sampling of facility's drinking water.			
B General Building or Structure				
1.	No water damage or leakage in the foundation walls and floors (state cause if found).			
2.	No deterioration of wooden columns, beams, joists or no faulty guttering or roof drains			
3.	No leaking or deterioration of steam, condensate, sewer, water, or gas lines and equipment.			
4.	No motion cracks in masonry (causes if found).			
5.	No rusty or deterioration of metal work (doors and framing, windows, grilles, and railings and hardware.			
6.	No deterioration of walls or ceilings (concrete, masonry, tiles, drywall or plaster) or deterioration of paint or finishes			
7.	No evidence of shower leakage into adjacent areas.			
8.	No broken furnishings and fixtures in shower, lavatory, and toilet room.			
9.	No evidence of roof leakage (state cause).			
10.	No faulty or deterioration of roofing metal work (flashing, gravel stops, scuppers, etc.) and no evidence of roof leakage.			
11.	Unit does not exceed authorized capacity with capacity posted.			
C. Electrical				
1.	Electrical outlets and equipment have cover plates.			
2.	There are sufficient receptacles to avoid overload.			
3.	Extension cords and plugs are not excessively worn or damaged, are properly grounded and if used other than temporarily, should have surge protection.			
4.	Electrical power strips are plugged directly into a wall outlet. No electrical power strip shall be plugged into another electrical power strip.			
5.	Lighting fixture wiring or ballast compartments have cover plates. Hot surfaces of fixtures and lamps are separated from combustible materials.			
6.	Lamps of fluorescent lighting fixtures in kitchen, dining, and lunch areas are shielded.			
7.	Wiring is in conduit or wire way enclosure.			
8.	Exit signs and exit ways light fixtures are continuously lit. Alternate power or light sources are provided automatically in the event normal power is lost. Associated lamps are not out or missing and have a test button.			
9.	Broken mercury vapor or metal halide lamps are replaced prior to operation of fixture.			
D. Fire Precautions				
1.	Emergency evacuation plans are posted at designated locations.			
2.	Fire extinguishers are in designated locations as shown on the building's Emergency Evacuation Plan. Units are mounted on wall brackets or in cabinets. Access or visibility to extinguishers is not obstructed.			
3.	Supply, return, and exhaust air grilles are clean and not blocked.			
4.	Extinguisher operating instructions are legible and facing outward. Seals or tamper indicators are intact and documented to show monthly inspections.			
5.	Extinguishers are fully charged. There is no obvious physical damage, corrosion, leakage, or clogged nozzles. Fire extinguishers are inspected annually by a licensed fire service provider.			
6.	Combustible and hobby craft materials are stored and protected in designated areas.			
7.	Flammable, toxic, and caustic materials are stored in designated and protected areas which are accessible only to, and controlled by, authorized personnel.			
8.	Stored items are kept at least twenty-four inches below ceiling in non-sprinkled buildings.			

9.	Stored items are kept at least eighteen inches below fire sprinkler heads.				
10.	Flammable, toxic, and caustic materials are disposed of in accordance with MSDS.				
11.	Special containers are used for flammable, toxic, and caustic materials and for rags used with such materials (emptied and cleaned daily).				
12.	Toxic/Caustic-safety equipment available and used per product MSDS (i.e., gloves, etc)				
13.	Kitchen hood filters and waste containers are cleaned frequently to avoid excessive grease build-up.				
14.	Trash is picked up, placed in noncombustible containers, and removed daily to a designated disposal area.				
15.	Outside dumpsters will be equipped with lids and remain closed at all times.				
16.	Provision for trash service is adequate (trash does not overflow).				
17.	Trash cans in excess of 20-gallons shall be equipped with a non-combustible lid.				
18.	Furnishings for offender living areas indicate fire and safety performance (to include drapes/curtains, furniture, mattresses and bedding, upholstered or cushioned furniture, wastebaskets, decorations and similar items that can burn).				
19.	Portable space heating devices are prohibited in offender living areas and areas attached to offender living areas.				
20.	The use of candle warmers and foot warmers are not permitted in any area.				
E. Roads and Grounds					
1.	No broken surface on concrete or asphalt roads, parking areas, and walkways.				
2.	No need for installation of guard rails or traffic control signs.				
3.	No improper grading or drainage of road bed or walking surfaces or walkways.				
F. Perimeter Security System					
1.	Condition of the fence and the wires.				
2.	Condition of the electronic surveillance system.				
3.	Weed control between the fences.				
4.	Condition of the perimeter lighting and gate.				
5.	Corrective Action/Work orders on all deficiencies will be attached to this document and that status of all work orders will be checked weekly.				
G. Emergency Systems and Devices					
1.	Equipment is available for maintaining essential lights, power and communications. (4-4216), (4-4217)				
2.	Emergency equipment and systems are tested quarterly. (4-4219, 4-ACRS-1C-10)				Specify when last test was conducted:
3.	Power generators are inspected weekly and load tested quarterly or by manufactures recommendations. (4-4219)				Last inspection date and who inspected: Date of load test:
4.	Eye wash stations (operable and free of debris)				Specify locations of stations/condition:
5.	Smoke detection systems are maintained in accordance with manufactures' specifications.				Last test date:
6.	Repair/replacement of emergency equipment is conducted immediately. (4-4218)				If repair/replacement was required, identify the date:

General comments and comments explaining reoccurring deficiencies: _____

Original: Safety Officer
Copy: Facility Head
Copy: Division Manager (if critical and/or reoccurring)