





## San Francisco Juvenile Probation Department

### Juvenile Hall Policy and Procedures Manual

#### Chapter 11 - Safety and Emergency

Policy Number:	11.01
Policy Name:	Control and Use of Flammable, Toxic, and Caustic Material
Authority:	Title 15, 1510
Replaces:	10.1 Control and Use of Flammable, Toxic and Caustic Material (05/01/2000)
Effective Date:	January 1, 2019
Revision Date:	April 16, 2018
Related Policies and Procedures:	7.02 - Waste Disposal and Pest Control
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Chief Probation Officer:	Katherine Weinstein Miller 

## I. POLICY

Strict control of procurement, storage, inventory, and use of all flammables, toxic, and caustic materials shall be maintained. The use of chemicals shall be done in accordance to the product label and Safety Data Sheet which may include the use of Personal Protection Equipment (PPE).

Facilities are equipped with noncombustible receptacles for smoking materials and separate containers for other combustible refuse at accessible locations throughout living quarters in the facility. Special containers are provided for flammable liquids and for rags used with flammable liquids. All receptacles and containers are emptied in addition to the containers being emptied and cleaned daily.

## II. PROCEDURES

Prior to making any purchase, careful attention should be given to a product's label. Seemingly, harmless items have extremely hazardous natures under certain circumstances (e.g., polyurethane foam emits toxic fumes when burned or when ammonia and bleach are mixed a poisonous chlorine gas is produced). Every effort should be made to replace a hazardous substance with one less hazardous.

### A. Hazardous Materials

The following are some of the more common items that require special handling and storage:

- i. gasoline
- ii. insecticides
- iii. lye
- iv. antifreeze
- v. caustic acids
- vi. yeast

- vii. explosives
- viii. cleaning fluids
- ix. pharmaceuticals
- x. paint thinners
- xi. flammable and/or combustible liquids
- xii. other poisonous substances
- xiii. bleach or pesticides

#### B. Use of Flammable Materials

Under no circumstances shall any flammable material be stored in the facility or used for cleaning. Commercial solvents, cleaning liquids, or kerosene with flash points above 106 degrees Fahrenheit shall be used and stored properly.

Youth shall not have direct access to any item listed above or any other material determined hazardous by the Fire Safety Officer unless direct and constant supervision is provided.

#### C. Use of Bleach or Pesticides

Use of bleach or pesticides by Juvenile Probation staff in the facility is not authorized.

- i. Bleach, pesticides, caustic materials, and cleaning agents shall not be stored in the facility.
- ii. Under no circumstances are youth to have direct access to or come into contact with any chemical agents, concentrates, or any other form of cleaning agents which have not been approved.

- iii. Youth may come into contact with approved cleaning agents in a diluted form when normal housecleaning occurs provided they always wear caustic gloves.
- iv. Gloves shall be rinsed in clear water and air dried after each use.
- v. The utility closet is to be always locked except during immediate use by Juvenile Hall staff. Youth are never to be in the area when Juvenile Hall staff are opening or closing the closet door. Never let youth enter the closet.
- vi. Juvenile Hall staff and youth shall receive on-going training in the use of materials and equipment by Senior Counselors and/or the Officer of the Day.
- vii. Annual training shall be conducted by the Director of Juvenile Hall or designee.
- viii. Noncompliance with this policy shall be in violation of OSHA guidelines and may result in liability and discipline.
- ix. Senior Counselors and/or the Officer of the Day are directly responsible for enforcing policy and for taking immediate corrective action when there is a violation.

#### D. Storage Facilities for Flammable and Explosive Items

National Fire Protection Association (NFPA) requirements shall be closely observed in the storage of flammable liquids. Variances in the following may occur due to facility and program codes and regulations. Any variances must be approved in writing by the San Francisco Fire Department and Buildings and Grounds Superintendent.

- i. Flammable liquids shall be kept in covered containers when not in use and shall be limited in quantity when

located outside of a fireproof storage room or cabinet.

- ii. Inside a building, flammable and combustible liquids shall be drawn from or transferred into containers only through a closed piping system i.e., from safety cans with an approved self-closing system.
- iii. Indoor storage rooms for flammable and combustible liquids shall be of fire resistant construction, have self-closing doors (fire doors) at all openings, four-inch sill, four-inch depressed floors, a ventilation system that provides at least six air changes each hour within the room, and electrical wiring approved for use in hazardous locations.
- iv. Outside storage areas shall be protected against tampering or trespassing and shall be kept free of weeds, debris, and other combustible materials not necessary to the storage.
- v. Poisonous material shall be stored in securely constructed containers inside locked rooms and available only to staff members authorized by the Director of Juvenile Hall.

#### E. Inventory Control

No caustic, poisonous, flammable, or hazardous fluids, substances, or chemicals shall be stored in the living units. (Note: R&C Spray is the only such material allowed in the living units). No caustic, poisonous, flammable, or hazardous fluids, substances or chemicals shall be purchased without the written authorization of the Buildings and Grounds Superintendent.

- i. Senior Counselors and/or the Officer of the Day shall keep an inventory of all types and amounts of these materials.
- ii. Material Safety Data Sheets (MSDS) are available for staff

review at the loading dock or in the Buildings and Grounds Superintendent's Office.

- iii. Senior Counselors and/or the Officer of the Day shall inspect all storage areas and inventories weekly, note any discrepancies, and report to the Director of Juvenile Hall for appropriate action.

#### F. Annual Review

This policy shall be reviewed at least annually and revised as needed.