



OREGON YOUTH AUTHORITY
Policy Statement
Part II – Youth Services (Facilities)



Subject:

Control of Tools, Hazardous Materials, and Sharps in OYA Facilities

Section – Policy Number:

A: Security – 2.1

Supersedes:

II-A-2.1 (05/12)

II-A-2.1 (03/07)

II-A-2.1 (08/96)

Effective Date:

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Date of Last

Revision/Review:

None

**Related
Standards
and
References:**

- Performance-based Standards (PbS), *Juvenile Correction and Detention Facilities*; Security
- American Correctional Association, *Standards for Juvenile Correctional Facilities*; 5-JCF-2A-28 (Tools Control); 5-JCF-5C-62 (Medical and Dental Instrument Control)
- [OYA policies](#): II-A-1.0 (Facility Access)
II-A-2.0 (Searches of Youth and Youth Property in OYA Facilities)
I-C-7.3 (Hazard Communications Program)
II-D-1.4 (Medication Management in OYA Facilities)
- OYA forms: [YA 4008 Facility Youth Prohibited Items](#)
- [Attachment A](#): Dangerous Tools, Hazardous Materials, and Sharps

**Related
Procedures:**

- [Facility local protocols](#)

Policy Owner:

Facility Services Assistant Director

Approved:

Mike Tessean, Director

I. PURPOSE:

The purpose of this policy is to establish an effective agency plan to ensure control of tools, hazardous materials, and sharps and promote safe operations in all areas of OYA close-custody facilities.

II. POLICY DEFINITIONS:

Dangerous Tools: Tools that when used inappropriately may cause death, injury, or be used as an escape device or weapon.

Hazardous Materials: Solvents and other chemicals or products that may cause death or serious injury if used inappropriately.

Sharps: Medical or dental instruments, kitchen items, and hygiene items that can penetrate the skin (e.g., needles, scalpel blades, kitchen knives, and razor blades).

III. POLICY:

OYA provides a safe and secure environment in all OYA facilities. Proper guidelines for control, storage, and accountability of tools, hazardous materials and sharps must be followed by all staff and youth to avoid potential risk of death, injury, weapons manufacture, or escape.

Medication control is delineated in OYA policy II-D-1.4 Medication Management in OYA Facilities.

IV. GENERAL STANDARDS:

- A. All facility staff members must verify by signature that they have read and understood this policy.
- B. All facility staff are responsible for controlling tools, hazardous materials, and sharps in their facility. Each staff member is directly responsible for controlling these items in the staff member's work area.
- C. Staff must account for tools that are not classified as "dangerous tools" due to the potential risk of youth misusing or altering any tool.
- D. Staff must directly supervise youth who are using dangerous tools, hazardous materials, or sharps.
- E. Staff who use tools, hazardous materials or sharps or supervise youth who use these items must ensure the item is used properly and account for each item prior to the end of any work period (meal breaks, workday).
- F. Staff must search a youth when a youth is exiting a vocational training program, work assignment, or other secure area to ensure the youth does not possess a tool, sharp, or hazardous material. The search must comply with OYA policy II-A-2.0 Searches of Youth and Youth Property in OYA Facilities.
- G. Staff must maintain dangerous tools, sharps, and hazardous materials in a secure location when not in use.

See [Attachment A](#) for a list of dangerous tools, hazardous materials, and sharps that must be secured when not in use.
- H. When possible, staff must mark, etch, color-code, or tag tools and sharps with an identifier to denote its proper location on site.
- I. Sharps cabinets on living units will be inventoried at the beginning and end of every shift.

V. STORAGE AND INVENTORY:

- A. Each facility will designate a staff member as the facility's tool control coordinator. This staff member will ensure storage of dangerous tools, hazardous materials, and sharps is appropriate.
- B. A shadow board is considered the best method of storing all tools which can be mounted. Staff must use shadow boards when storing dangerous tools when possible.
 - 1. Only one tool may be kept on each shadow.
 - 2. The shadow must be identical in size and shape of the tool.
- C. Staff must store dangerous tools not adaptable to a shadow board in a locked drawer, cabinet, or other locked container.
- D. Staff must maintain individual toolboxes containing tools used on a daily basis secured with a lock. The staff member responsible for the toolbox must keep an inventory sheet in the toolbox.
- E. Staff may store large quantities of maintenance tools and landscape tools in locked tool cages.
- F. Excess/surplus tools/sharps must ideally be stored outside the secure perimeter of the facility.

When these excess items are stored within the secure perimeter, staff must inventory and account for them.

- 1. The storage area must be secured with a lock with a restricted core different from cores used for operational secured items.
 - 2. The storage area must not be accessible by keys carried by staff in the course of daily operations.
 - 3. Staff must never allow youth into the storage area.
- G. Sharps containers must be strategically located in areas of use for the storage and disposal of sharps and contraband sharps requiring secure storage.
- H. Routine monthly facility inspections will include area inspections of dangerous tools, hazardous materials, and sharps.
- I. Staff responsible for tools, hazardous materials, or sharps in their work areas must maintain a tool or material inventory posted conspicuously where the items are stored.
- J. The tool control coordinator must review inventories of tools, hazardous materials, and sharps monthly.

- K. Tool control audits must be conducted by the tool control coordinator every six months with written reports submitted to the facility superintendent or camp director.
- L. Each facility must build and sustain a master inventory of all tools and sharps that is maintained and retained by the facility's tool control coordinator.

VI. MAINTENANCE CONTRACTORS

Staff must subject all people who enter an OYA facility's grounds or perimeter for official business with non-OYA equipment or tools to the safety and security requirements outlined in OYA policy [II-A-1.0 \(Facility Access\)](#) regarding tools and equipment.

VII. FOOD SERVICE TOOLS and HIGH RISK FOOD PRODUCTS

- A. Staff must ensure all knives in the food service area are attached to a workstation or table (tethered) when youth are present in kitchen areas.
- B. Staff must maintain an inventory for high-risk food products youth are prohibited from possessing. These products include yeast, cayenne pepper, hot peppers, and poppy seeds. (See OYA form [YA 4008 Facility Youth Prohibited Items](#) for the entire list of prohibited items).
- C. Staff must account for all reusable eating utensils after each meal.
- D. Staff must secure tin can lids from youth access.

VIII. ONSITE SCHOOL TOOL CONTROL

The OYA Facility Education Administrator must ensure facility school policies and procedures adhere to the standards set in this policy.

IX. HAZARDOUS MATERIALS CONTROL

- A. Staff must handle and store hazardous materials as described in OYA policy I-C-7.3 Hazard Communications Program.
- B. Staff may be issued hazardous materials for work purposes.
- C. Staff must use hazardous materials consistent with the provisions and precautions listed on the material's Safety Data Sheet (SDS).
- D. Staff may issue a youth a diluted chemical, cleaning agent, or caustic material only in the quantity required to accomplish an immediate task. Unused and undiluted materials may not be stored in areas accessible to youth.
- E. Staff must ensure containers containing hazardous materials are labeled to identify the contents. This includes diluted hazardous materials issued

to youth or drawn by staff from a point of supply and put into canisters or dispensers.

- F. Staff must ensure flammable materials are managed and controlled as hazardous materials and stored in flammable materials lockers in accordance with state and local fire codes.

X. MISSING TOOLS, HAZARDOUS MATERIALS, AND SHARPS

- A. When a dangerous tool, hazardous material, or sharp is missing, the staff member using or supervising the use of the tool, material or sharp must immediately verbally notify the staff member's supervisor/OD and security staff (if available).

The staff member must also complete a written notification of the event to the facility superintendent or camp director prior to the end of the staff member's work shift.

- B. If the staff member becomes aware of the missing dangerous tool, hazardous material, or sharp while youth who had access to the item are still on site, the staff member must keep the youth on site until a thorough search of the site is conducted.

- C. If the missing dangerous tool, hazardous material, or sharp is not found during the search, staff must verbally update the staff member's supervisor/OD and security staff (if available) of the continued missing item.

Facility management must ensure security measures are taken according to the risk involved.

- D. Whenever a missing dangerous tool, hazardous material, or sharp is found during any search, staff must follow the confiscation process described in OYA policy II-A-2.0 Searches of Youth and Youth Property in OYA Facilities.

1. The tool control coordinator must check the confiscated item against inventories to determine whether it is a missing facility tool, material, or sharp or an unaccounted for contraband item.
2. The tool control coordinator must follow up with staff as needed.

XI. DISPOSAL AND REPLACEMENT

- A. Staff must ensure tools, hazardous material containers, and sharps, and sharps containers are in good repair to ensure safety.
- B. Staff must document when tools or equipment is sent out for repair on the inventory log.
- C. Staff must document when a tool or sharp is broken or worn-out on the inventory log. The staff member must ensure the item is destroyed or

disposed of in a secure area and removed from the written inventory. If the item was stored on a shadow board, the shadow must be eliminated unless an identical replacement is put into use.

- D. Staff must ensure replacement tools are identified and stored appropriately and the inventory or shadow board adjusted accordingly.

XII. LOCAL OPERATING PROTOCOL REQUIRED: YES

Each facility must develop a local protocol to address:

- A. Storage of tools, hazardous materials and sharps in a manner that would make any loss or removal immediately apparent.

Each facility must develop a system to account for all tools, hazardous materials and sharps in the facility (e.g., shadow boards, color code tools by work area, check out tools before and after each class period in school).

- B. Inventory of tools, hazardous materials, and sharps.
- C. Lost or missing tools, hazardous materials, and sharps.
- D. Supervision of youth using tools, hazardous materials, and sharps.

Attachment A: Dangerous Tools, Hazardous Materials, and Sharps

The below-listed items are considered dangerous tools, hazardous materials, or sharps as described in this policy.

Each OYA facility may add to the list below when deemed appropriate by the facility's administration.

1. Metal cutting tools including hacksaws, blades, chisels, files, drills and drill bits, bolt cutters, pipe cutters, wire cutters.
2. Power tools, portable jacks and hoists.
3. Hand tools readily usable or adaptable as a weapon, escape device, or to defeat locking or security systems such as screwdrivers, pliers, wrenches, saws, mop handles, broom handles, hoes, and rakes.
4. Acetylene torches, cutting tips, arc welders, plasma cutting equipment.
5. Grinders, emery wheels, abrasive discs, and etching or engraving tools; hones, and sharpening tools.
6. Tubing, pipe, and conduit benders; rope, chain, wire, cable and electrical cords.
7. Surgical instruments, hypodermic needles, syringes, medical and dental instruments.
8. Utility and carpet knives, kitchen knives.
9. Cleavers, ice picks, meat cutters, and glass containers or sheet glass.
10. Paper cutters, x-acto knives, scissors; electric, fiberglass, medical, or masking tape.
11. Ladders, garden hoses, gasoline powered or electric lawn care equipment, snow removal equipment, pitchforks, fertilizer.
12. Axes, hatchets, sledgehammers.
13. Barber tools, scissors, nail clippers, loose razor blades, straight razors, sewing or knitting needles.
14. Flammable, corrosive, or toxic material, including cleaning supplies and fire extinguishers; paint, glue, or other items that cause hallucinatory effects when inhaled or ingested.
15. Duplicating and printing equipment, fluids, and powders; photographic equipment.