


Chapter: **Workplace Safety**

Classification: **Public Document**

Subject: **Precautionary Measures**

For: **All Custody**


Authorized by the Executive Director

Policy

- 1 This Policy has been created to comply with the Nova Scotia Occupational Safety General Regulations.

Training and Education

- 2 Correctional Services will provide all employees with Occupational Health & Safety Training as follows
 - (a) Personal Protective Equipment including donning, wearing, doffing and disposal
 - (b) Infection Prevention Control
 - (c) Handling Biohazards Spills
 - (d) Internal responsibility system
 - (e) Joint Occupational Health & Safety Committees
 - (f) Hazards and Corrective Action
 - (g) Employee Precautions
 - (h) Right to Refuse
 - (i) Hierarchy of Controls
 - (j) Correctional Services Incident Reporting System
 - (k) Public Service Commission (PSC) Introduction to Occupational Health & Safety

Personal Protective Equipment (PPE) Program


- 3 Staff will use and maintain PPE provided to them in accordance with OH&S training and the manufacturer's instructions. These items will vary by employee classification grouping.
- 4 The Strategic Advisor, Occupational Health & Safety (SAOHS) or designate will maintain PPE Program documents broken down by Adult, Community and Youth Custody. Each document will detail PPE requirements by employee classification group and include direction on proper storage and cleaning requirements.
- 5 All staff will adhere to the applicable Correctional Services PPE program while on duty, and

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when performing specific tasks/ duties as laid out in the program. PPE Programs are as follows

- (a) [Personal Protective Equipment Program Adult Custody](#)
 - (b) [Personal Protective Equipment Program Youth Custody](#)
 - (c) [Personal Protective Equipment Program Community Corrections](#)
- 6 Staff will inspect their PPE prior to use to ensure it is not defective, and
- (a) notify their immediate supervisor if their PPE needs repair or replacement
 - (b) properly dispose of contaminated PPE as per Correctional Services Occupational Health & Safety Training
- 7 Disposable PPE will be managed as follows
- (a) purchased by the Facility Materials Management Technician, or Senior Probation Officer or designate
 - (b) purchased to maintain an adequate stock level for general operational requirements and pandemic situations ([Policy 6.11 Pandemic Situations](#)).
 - (c) if contaminated with blood or bodily substances will be discarded into biohazard bag(s) or bin(s) and not regular garbage.
 - (d) if not contaminated with blood or bodily substances, can be discarded into the regular garbage.
 - (e) facility managers and Senior Probation Officers, in consultation with the Strategic Advisor, Occupational Health & Safety (SAOHS) and Director, Operations and Administration are responsible for ensuring biohazard waste is collected and disposed of by an approved contractor.

Personal Protective Equipment for Handling Contaminated Materials


- 8 All Correctional Services staff performing tasks where they may be exposed to blood, or bodily fluids, will be provided with the following PPE items
- (a) Procedural Mask
 - (b) Disposable Gloves
 - (c) Full Length Face Shield (or PPE Glasses)

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- (d) Isolation Gown or Disposable Coveralls (i.e. Tyvek suit)
- (e) Disposable Boot Covers

Contaminated Linen

- 9 Contaminated linen will be
 - (a) handled only by staff wearing PPE
 - (b) handled as little as possible
 - (c) placed in a water-soluble bag, separate from non-contaminated laundry
 - (d) labelled, identifying the contents as contaminated
 - (e) laundered separate from non-contaminated items or disposed of, by placing it in a biohazard bag(s) and then into a biohazard bin
- 10 Persons in Custody (PIC) assigned to work in the laundry area will not be permitted to handle contaminated laundry.

Contaminated Staff Clothing


- 11 Staff who have their uniform, body armor and/ or personal clothing contaminated due to contact with blood or bodily fluids/ substances will
 - (a) remove the contaminated item(s) carefully to avoid additional contact with the contaminated material
 - (b) place the clothing item(s) in a water-soluble bag and then in a biohazard bag
 - (c) place a label on the biohazard bag(s) indicating the following information
 - i. staff name
 - ii. name of the contaminate (if known)
 - iii. a biohazard sticker
 - iv. special handling requirements (if applicable)
- 12 Staff whose uniform, personal clothing or body armor has been contaminated while on-duty, will be provided with appropriate replacement(s) before resuming work.

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- 13 Uniform and body armor will be replaced in accordance with Policy and Procedures Subject No, 2.06.03 *Staff Uniform and Non-Uniform Guidelines*.

Spill Kits


- 14 Spill kit(s), where applicable, will be maintained and accounted for in accordance with [P&P 37.02.09\(f\) Control Posts](#) to ensure
- (a) disposable equipment has not expired
 - (b) contents that have been removed or missing, are replaced
- 15 Spill kit(s) will be used to clean blood and/ or bodily fluid spills. Each spill kit will contain, at a minimum
- (a) two disposable isolation gowns
 - (b) two Tyvek (or similar) coveralls
 - (c) two pairs of disposable gloves
 - (d) two pairs of PPE goggles or disposable Full-length Face Shields
 - (e) two procedural masks
 - (f) two pairs of disposable boot covers
 - (g) two water-soluble bags
 - (h) two large biohazard bags
 - (i) disposable absorbent towels (i.e. cloths/ socks/ pads)
- 16 Biohazard spills will be contained and cleaned up by
- (a) using spill containment pads or booms to reduce further contamination
 - (b) placing caution/ wet floor signs near the spill
 - (c) using appropriate PPE as detailed in section 11 of this policy
- 17 The associated Safety Data Sheet (SDS) will be consulted prior to using chemical product(s) to clean up spills, in accordance with Policy and Procedure No, 12.03.00 *Chemical Management*.

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Sharps

- 18 Staff will wear gloves when handling razors, needles or other sharps.
- 19 Post-use or once collected, razors, needles and other sharps will be deposited into a sharp's container.
- 20 Sharps will not be bent, recapped, or removed from a sharps bin or container.
- 21 The breaking of sharps is prohibited.

Contamination of a Cell or Area with an Unknown Substance(s) or Contaminate(s)


- 22 If a cell or area is known or suspected of being contaminated with an unknown substance or contaminate in any form, staff will
 - (a) remove all persons in custody housed in the cell/area
 - (b) prevent access by securing the cell/area
 - (c) notify an on-duty manager
- 23 All substance(s) or contaminate(s) will be treated as "unknown" unless the substance(s) or contaminate(s) is easily and definitively identifiable. This determination can only be made by an Security Risk Officer (SRO), Security Risk Intelligence Manager (SRIM) or equivalent in accordance with classification specific training. In the event an SRO, SRIM or equivalent is unavailable, an on-duty manager will contact the Strategic Advisor Occupational Health & Safety (SAOHS) for direction.
- 24 Any staff member who must re-enter a cell/ area known or suspected of being contaminated with an unknown substance or contaminate in any form, will wear PPE as outlined in section 8 of this Policy.
 - (a) If there are large amounts of illicit drugs in liquid or powder form, the SAOHS will be consulted to determine if an adjustment to PPE is required.
- 25 Any handling and removal of substance(s) and/ or contaminate(s) from a cell/area will be in compliance with
 - (a) Policy and Procedures subject, 39.00.00 - [Searches & Contraband](#)
 - (b) the applicable PPE Program

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- 26 Once the unknown substance(s) and/ or contaminate(s) have been removed as much as possible, the cell will be decontaminated.

Decontamination of a Cell or Area with an Unknown Substance(s) or Contaminate(s)

- 27 The decontamination of the cell/area will be overseen by an SRO, SRIM or equivalent.
- 28 The person(s) conducting the cell/area decontamination will be advised by the SRO, SRIM or equivalent of the proper PPE to wear in accordance with the applicable PPE Program.
- 29 Decontamination will include cleaning the cell/ area with bleach (sodium hypochlorite) in accordance with the [Fentanyl & Carfentanil Decontamination Products & Time Restraints Chart](#).
- 30 Once the decontamination process is complete the cell/ area is to remain unoccupied for a 24-hour period.

Standard Operating Procedures

- 31 Superintendents / Youth Custody Manager will develop SOP to identify
- (a) PPE inventory control, reporting and replenishment processes in compliance with the applicable PPE Program.