

POLICY OF STATE OF DELAWARE DEPARTMENT OF CORRECTION	POLICY NUMBER 14.11	PAGE NUMBER 1 of 2
	RELATED STANDARDS:	
CHAPTER: 14 – FOOD SERVICES	SUBJECT: SAFETY AND INSPECTIONS	
APPROVED BY THE COMMISSIONER AND EFFECTIVE THIS DATE:		
 3/14/2016		
APPROVED FOR PUBLIC RELEASE		

- I. **AUTHORITY:** 29 Del. C. §8903 (4)(5)(7)
- II. **PURPOSE:** To establish policy and procedures for Central Supply Warehouse (CSW) safety and inspections.
- III. **APPLICABILITY:** All CSW and security employees working within CSW.
- IV. **POLICY:** The CSW Supervisor will maintain and enforce warehouse safety program and inspection procedures.
- V. **PROCEDURES:**
- A. The CSW Supervisor will be responsible for developing and maintaining safety and inspection procedures which ensure:
- 1) Buildings, worksites and storage areas are maintained to promote a safe working environment for staff, workers and visitors;
 - 2) All materials and moving equipment are inspected, maintained and properly utilized;
 - 3) All trucks are inspected and maintained in a safe operating condition according to standards set by State and Federal transportation authorities; and,
 - 4) A comprehensive Emergency Action Plan for spills, fire, and other events is maintained.
- B. The procedures will be maintained in the CSW Operations Manual, which will be available in the supervisor's office. CSW staff will be required to read and understand the procedures upon assignment and review at least quarterly.

<p style="text-align: center;">POLICY OF</p> <p style="text-align: center;">STATE OF DELAWARE</p> <p style="text-align: center;">DEPARTMENT OF CORRECTION</p>	<p style="text-align: center;">POLICY NUMBER</p> <p style="text-align: center;">14.11</p>	<p style="text-align: center;">PAGE NUMBER</p> <p style="text-align: center;">2 of 2</p>
<p>CHAPTER: 14</p>	<p>RELATED STANDARDS:</p> <p>SUBJECT:</p> <p>SAFETY AND INSPECTIONS</p>	

- C. It will be the CSW Supervisor's responsibility to review and update the procedures as often as necessary to maintain current and applicable procedures. All CSW staff has a responsibility to monitor and enforce safety procedures in all areas of operation, immediately report concerns and take action to correct unsafe activities or situations.

- D. Staff with offender management responsibilities will verify all workers under their direct supervision comply with any safety procedures pertinent to their job functions.