

## **Use/Operation of Equipment and Machinery**

Staff and/or inmates assigned responsibilities of operating or assisting in the operation of any powered industrial equipment/machinery, will be in accordance with the following:

1. Inmates will not operate powered industrial equipment/machinery prior to receiving training in the operation/use of; to include awareness of any safety hazards and/or required safety measures (protective equipment, etc.).
2. Staff and inmates must utilize all protective safety equipment, attachments and/or accessories required by the manufacturer to safely carry out the functions of the powered industrial equipment/machinery.
3. Staff and inmates must wear appropriate attire that is properly fitted prior to using any equipment in which clothing/accessories could become entangled. Crew supervisors will not allow inmates to operate equipment when wearing attire that creates safety concerns.
4. Inmate training will include the proper utilization/operation of each piece of equipment/machinery the inmate may be assigned to operate/use.
5. Training will include overview of any manufacturer's manual and review of all safety features/placards on the equipment.
6. In accordance with OP-100401, entitled "Safety Awareness and Training," inmate training will be documented utilizing the Oklahoma Department of Corrections (ODOC) "Inmate Attendance Roster" (DOC 100401D) and will include identifying training type (equipment/machinery), employee providing the training, and signature and date of inmate(s) in attendance. This information will be retained by the supervisor and available for review.
7. Staff and/or inmates will not operate powered industrial equipment/machinery that has been altered/damaged to the point of affecting the safe operation of said equipment. This includes equipment that is fully functional but with modifications to safety switches, guards, etc. Equipment falling into this category will be taken out of service immediately and made inaccessible to any inmate, until such time a replacement is acquired or repairs made to bring the equipment into compliance with manufacturer specifications. Any exceptions will require inspection and written approval by the ODOC administrator of Environmental Health and Safety.
8. Staff and inmates shall visually inspect powered industrial equipment/machinery prior to operation/use and document any deficiencies as referenced in the aforementioned paragraph. Deficiencies will be documented on an ODOC incident report and submitted to the respective facility/unit head through the appropriate chain of command. Documentation will be completed and submitted immediately upon identification of a problem. Under no circumstances is an inmate to be allowed to use powered industrial equipment/machinery that does not meet manufacturer specifications or they have not been trained to use.

9. Staff, assigned the supervision or oversight of an inmate work crew utilizing powered industrial equipment/machinery, will be trained on each piece of equipment/machinery that will be operated/used during their assignment to the work crew.
10. Facilities will develop and incorporate a process for conducting random checks of training records of inmates assigned the use/operation of powered industrial equipment/machinery, to include job site observation during operation.

**I acknowledge that I have read, understand, and agree to the policies and procedures defined in the information provided.**

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Name / Signature

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Date

(R 04/22)