


2077 TOOL CONTROL	
Chapter: Sununu Youth Services Center	Section: Safety and Security
	New Hampshire Division for Children, Youth and Families Policy Manual Policy Directive: _____ Approved: _____ Effective Date: May 15, 2010 Scheduled Review Date: _____
	William W. Fenniman, DJJS Director
Related Statute(s): RSA 621 and RSA 621-A Related Admin Rule(s): _____ Related Federal Regulation(s): _____	Related Form(s): Incident Report, Tool Shift Inventory Log, Tool Request and Disposal Form, Daily Tool Inventory Form, Purchase Order, List of Tool and Equipment Entering/Exiting the SYSC Form Bridges' Screen(s) and Attachment(s): _____

To establish protocols regarding the issuance and control of chemicals, tools and other implements in order to ensure the safety and security of staff, residents and volunteers

Purpose

An essential component of safety and security is the control of chemicals, tools and other implements that may be used as a weapon. The SYSC will use a combination of supervision, inspection, accountability, and clearly defined policies and procedures on use of security to promote safe and orderly operations.

Policy

- I. The Division has classified tools in three categories: Class A, Class B, and Class C. Each class of tool has a unique level of control and security required to ensure safety.

- II. Class A Tools: Class A Tools are tools and equipment that through their design are deadly weapons. Specifically, Class A Tools are any cutting and/or penetrating tool that is four inches or longer or heavy blunt object that 16" or longer. The following is the Class A Tool Control Plan:
 - A. All Class A Tools shall be inventoried and properly marked.
 - B. All Class A Tools shall be visually inspected and inventoried at the beginning and end of each shift and the results documented in the "Tool Shift Inventory" log.
 - C. Anytime a Class A Tool is used by a resident the resident will be under the direct (performing no other tasks) staff supervision (one staff observing one resident) at all times or the tool will be secured to a fixed object.
 - D. Anytime a Class A Tool is missing a searched shall be initiated immediately. The Supervisor shall be notified to determine the next course of action. An Incident Report shall be completed and submitted to the Supervisor before the end of the staff's shift. No resident will move to or from the area where the Class A Tool went missing until it is cleared through the Supervisor. If the Class A Tool isn't found within an hour then the Supervisor shall notify the Facility Administrator or designee.

- III. Class B Tools: Class B Tools are tools and equipment that if modified or used in a manner not consistent with their design pose a serious risk to facility security or safety of persons. The following is the Class B Tool Control Plan:
- A. All Class B Tools shall be inventoried and properly marked.
 - B. All Class B Tools shall be visually inspected and inventoried at the beginning and end of each shift and the results documented in the "Tool Shift Inventory" log.
 - C. Anytime a Class B Tool is used by a resident the resident will be under the supervision of a staff.
 - D. Anytime a Class B Tool is missing a search shall be initiated immediately. The Supervisor shall be notified to determine the next course of action. An Incident Report shall be completed and submitted to the Supervisor before the end of the staff's shift. No residents will move to or from the area where the Class B Tool went missing until it is cleared through the Supervisor. If the Class B Tool cannot be found within an hour then the Supervisor shall notify the Facility Administrator or designee.
- IV. Class C Tools: Class C Tools are tools that could pose a risk to facility security or safety of persons (i.e., mops, brooms, plastic snow shovels, etc. The following is the Class C Tool Control Plan:
- A. All Class C tools shall be inventoried and properly marked.
 - B. All Class C Tools shall be visually inspected and inventoried at least one per day and documented in the Daily Safety and Security Inspection sheet.
 - C. Anytime a Class C Tool is missing a search shall be initiated immediately. The Unit Manager or senior Youth Counselor shall be notified to determine the next course of action. An Incident Report shall be completed and submitted to the Supervisor before the end of the staff's shift. No residents will move to or from the area where the Class C Tool went missing until it is cleared through the Unit Manager or senior Youth Counselor. If the Class C Tool cannot be found within an hour then the Unit Manager or senior Youth Counselor shall notify the Supervisor.
- V. Controlled Items: Controlled Items are other items that pose a lesser risk to the safe and orderly management of the facility, facility security or safety of persons. Controlled items generally consist of things like pencils, pens, and games, etc., which are issued to residents.
- A. Residential staff are responsible to issue and monitor all Controlled Items. Systematic searches required by policy shall be completed regularly to ensure Controlled Items are properly stored and not being used inappropriately.
- VI. Education Auto Shop: The auto shop shall utilize a screened in tool room to store all tools. All Class A Tools shall be stored in the secure cabinets with shadow boards within the secure tool room. All Class B Tools will be displayed on the shadow board within the secure tool room. All tools will be stored on a shadow board to increase efficiency of the inventory process, which will occur daily. The following procedures will apply:
- A. No students may enter the secure tool room.

- B. The secure tool room shall be shut and locked at all times. The only time it may remain open is when a staff member is in the secure tool room.
 - C. No tools may be stored in any area of the auto shop classroom or garage other than the secure tool room.
 - D. All students shall be subject to a metal detector scan anytime they leave the auto shop class or garage.
 - E. When outside (State or staff owned) vehicles are worked on supervision of residents will be direct.
 - 1. When staff brings personal vehicles in to be worked on by the auto shop classes they are responsible for the contents of their vehicles. All policies apply, especially those related to contraband.
 - 2. The teacher will perform a cursory inspection of the passenger compartment and trunk, if applicable, prior to it entering the auto shop garage.
 - 3. Students shall not enter the passenger compartment or trunk of vehicles being worked on without the teacher or teacher aid directly supervising them.
 - F. All tools shall be returned to their specific assigned location on the shadow board in the secure Auto Tech Shop room and inventoried on a daily basis. The inventory shall be documented on the Tool Shift Inventory.
- VII. Education Wood Shop: The wood shop shall utilize a screened in tool room to store all tools. All Class A Tools shall be stored in the secure cabinets with shadow boards within the secure tool room. All Class B Tools will be displayed on a shadow board within the secure tool room. All tools will be stored on a shadow board to increase efficiency of the inventory process, which will occur daily. The following procedures will apply:
- A. No students may access the secure tool closet.
 - B. The secure tool closet shall be shut and locked at all times. The only time it may remain open is when a staff member is accessing the secure tool closet.
 - C. No tools may be stored in any area of the wood shop classroom other than the secure tool closet.
 - D. All students shall be subject to a metal detector scan anytime they leave the wood shop.
 - E. Nails and screws shall be secure stored in a cabinet that are staff accessible only. Containers of small, itemized amounts of nails and screws may be stored in the secure tool closet.
 - F. All tools shall be returned to their specific assigned location on the shadow board in the secure Wood Shop room and inventoried on a daily basis. The inventory shall be documented on the Tool Shift Inventory.
- VIII. Education Culinary Arts: Culinary arts will store all tools in the tool storage closet across the hall from the culinary arts kitchen/classroom. No tools will be stored in the Culinary Art Kitchen or

office. All tools will be displayed on the shadow board to make the inventory process more efficient. The following procedures will apply:

- A. All Class A and B Tools shall be in one of only three locations at any given time.
 - 1. Secured with padlock in the secure tool storage cage.
 - 2. Secured with a padlock and tether to a workstation.
 - 3. Being cleaned by a staff member.
- B. No residents shall enter the secure culinary arts closet.
 - 1. Any and all tools shall be gathered at the beginning of each day by Culinary Arts staff and will be transported to the culinary arts kitchen in the secure transport cage. This case shall remain locked at all times.
 - 2. Any and all tools shall be collected at the end of each day and will be transported to the culinary arts secure tool closet in the secure transport cage.
 - 3. All tools shall be returned to their specific assigned location on the shadow board in the secure culinary arts closet and inventoried on a daily basis. The inventory shall be documented on the Tool Shift Inventory.
- IX. Food Services Kitchen: No resident will be involved with preparing and/or cooking food in the Food Service's kitchen. Only Food Services staff will handle and clean Class A Tools. Residents may wash Class B Tools with appropriate supervision. No resident will have unattended access to the Food Services shadow board.
- X. Medical Services: Medical and Dental Services shall adhere to the following procedures:
 - A. Medical - All medical tools shall be stored in secure storage area when not in use.
 - B. Dental – All dental tools shall be stored in the secure X-Ray developing room. Dental tools needed for the day will be taken from the secure X-Ray developing room and secured in the portable tables. The Dental workspace shall be secured any time the nurse and/or dentist are not in the workspace.
 - C. All Medical and Dental Tools will be inventoried on a daily basis at a minimum.
- XI. Personal Tools: No personal staff tools will be brought within the secure portion of the SYSC. Staff personal keys and other personal items may be stored in the staff lockers in the Staff Lounge.
- XII. Unserviceable Tools: Anytime a tool is no longer serviceable, it shall be removed and sent to the JFOS with the "Tool Request and Disposal" form. The tool will be replaced through the purchasing process, but shall be delivered to the JFOS for marking prior.
- XIII. Inventories: Staff is responsible for the inventory of all tools within their control on a daily basis. Shadow boards have been installed in the Culinary Arts Store Room, Auto Tech Shop, Wood Shop, and Food Services Kitchen to help make daily inventories more efficient. Moreover, the shadow boards allow a virtual perpetual inventory because of the visual nature of the shadow board. Staff

is responsible to monitor the shadow boards on a continual basis and be aware of all tools at all times.

1. Each tool will be numbered and its location on the shadow board will be designated with red paint and a corresponding numbered tag.
 2. All daily inventories shall be documented on a Daily Tool Inventory Form, which shall be submitted to the Supervisor on a monthly basis. Inventories are verified by periodic reviews by Supervisors.
- XIV. Tool Storage: Tools shall only be stored in approved storage locations, which are designated by the Tool Control Officer. All storage locations shall have an inventory list of all tools stored in that approved storage location.
- XV. Power Tools: No resident shall operate power tools or equipment unless they receive proper training prior to using any powered tools or equipment.
- XVI. Master Tool List: A master inventory will be maintained by the Tool Control Officer. Staff with assigned inventories will have read only and print access.
- XVII. New and/or Replacement Tools: Staff requesting a new, replaced, additional tool will complete a purchase order. Any time a new tool is received pursuant to a purchase order it shall be sent to the Tool Control Officer. The Tool Control Officer will mark the tool appropriately, enter it in the Master Tool List, and issue it to the requesting staff. The requesting staff shall ensure the Daily Tool Inventory form is updated appropriately.
- XVIII. Maintenance Tools: Maintenance tool bags will utilize a shadow board.
- A. Shadow boards will contain only one tool per shadow.
 - B. Anytime a tool is permanently removed, the shadow for the item shall be removed or covered.
 - C. When a tool is removed for repair or replacement, a tag shall be attached to the shadowed area to indicate that the tool, while absent, is accounted for.
 - D. Maintenance staff will sign out tools anytime a tool is removed from the shadow board and is brought inside the secure SYSC.
- XIX. Contractor and/or Vendor Tools: All tools entering the facility by a contractor or vendor shall complete an inventory of tools using the Tool & Equipment Entering Exiting the SYSC form and a copy will be provided to the contractor or vendor to have for work within the secure perimeter. A Maintenance staff member shall ensure an escort a contractor/vendor through the facility.
- A. All tools departing the facility by a contractor or vendor shall complete an inventory of tools using the List of Tool & Equipment Entering/Exiting the SYSC form to ensure all tools are departing.
 - B. The Maintenance staff member escorting the contractor and/or vendor shall submit the completed List of Tool and Equipment Entering/Exiting the SYSC form to the Supervisor by the end of the shift.

- XX. Unit Chemicals: All Unit chemicals will be strictly controlled and the following procedure will be followed:
- A. Each Unit shall be issued nine plastic containers with three different diluted cleaning solutions (MSDS 0). No Unit will have more than nine plastic cleaning solution containers on their Unit.
 - B. Each Unit will be issued ten plastic containers with concentrate (MSDS 1) measured and controlled by the warehouse. These ten plastic concentrate containers shall only be handled and controlled by staff. No resident will possess a concentrate container empty or full. These will be measured so they are the proper percentage to mix with a mop bucket of water. They shall be stored in the secure janitor's closet.
 - C. At least two days per week the Unit staff will have the opportunity to exchange empty plastic cleaning solution containers with full plastic cleaning solution containers.
 - D. At least two days per week the Unit staff will have the opportunity to exchange empty concentrate containers for full concentrate containers.
 - E. Absolutely *no other* cleaning, or other chemical compound, will be allowed in any Residential Unit.
 - F. An inventory of residential janitor closets will be affixed inside each residential janitor's closet.
- XXI. Other Chemical Locations: Absolutely no chemical can be brought into the SYSC building unless approved by the Facility Administrator. Every effort will be made to limit the number of chemicals and the MSDS rating. Once approved the new chemical shall be entered into the SYSC Chemical List and on the SYSC Chemical Diagram. All chemicals, whether flammable, toxic, and/or caustic shall be properly stored in their original containers if possible and monitored by staff. MSDS sheets will be kept with the chemicals at their storage locations. No resident shall handle any chemicals.
- XXII. Audits and Reviews: Regular and periodic reviews of tool control practice and inventories will be conducted by supervisors whose staffs are responsible for tools.
- A. The tool control database will be reviewed at least annually by the Facility Administrator or designee.