

DC-251 (Revised January 2009)

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Account Number 1023☐ New Contract☐ Modified Contract☒ RenewalJob Code H03022 001

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DIV. OF PRISONS
PROGRAM SERVICES

NC DEPARTMENT OF CORRECTION

DIVISION OF PRISONS

INMATE LABOR CONTRACT

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DIV. OF PRISONS
PROGRAM SERVICESFACILITY NAME AND NUMBER Greene Correctional Institution #4140DATE 6/1/09AGENCY NAME AND BILLING ADDRESS City of Greenville, 1500 Beatty St., Greenville, NC 27834Project Beginning Date: 7/1/09Project Ending Date: 6/30/10

PROJECT DESCRIPTION: Duties will include, but are not limited to, janitorial, grounds/building maintenance, cleaning park/recreation area maintenance, public works projects, roadside cleaning, recycling projects and other governmental agency projects.

PROJECT COST**LABOR:**Number of Laborers 10x \$1.00 p/man-day = 10x Projected Number of Days of Project =\$3120 Total Projected Labor Cost**ADMINISTRATIVE:**

Administrative Cost ☒ Waived ☐ Not Waived Danny Lafit 06/17/09
(Region Director Signature) Date

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EASTERN REGION OFFICE

PROJECT TOTAL COST TO BE BILLED \$3,120.00 ("Total Projected Labor COST" plus "Administrative cost"

above)

INVOICE TO BE SUBMITTED: ☒ Monthly ☐ Quarterly ☐ Semi-annually ☐ Annually☐ Other (specify) _____

APPROVED BY:

1 Governmental Agency authority

Date

2 Facility Head

Date

3 Region Director

Date

4 Program Services Manager

Date

Form Distribution by Program Services: Original -Facility Copy -Program Services, Region Office, and Accounting

4. Motor vehicle maintenance, washing and vacuuming which does not require the inmate to be on elevated surfaces more than four feet tall, without appropriate fall protection. Acceptable fall protection would include ladders, standard railings on working surfaces, properly erected scaffolding or a personal fall arrest system. *Inmates are not allowed to operate motor vehicles for any reason and cannot be allowed to have the keys for operating a motor vehicle for any reason.*
5. Grounds care duties including litter pick up, grass mowing, weed eating, pruning, hedge trimming, leaf blowing, raking, applying herbicides and pesticides, setting out and taking up small plants and bushes. *Inmates must be trained by managers and supervisors in the safe operation of any powered equipment. Inmates can be trained to operate riding mowers. All equipment must have manufacturer and OSHA required warning labels, safety guards and devices in good condition. Inmates must receive hazard communication training on all chemicals they work with. They must be provided with all necessary personal protective equipment for the task they are performing.*
6. Minor building maintenance duties including painting, caulking, clearing rain gutters and power washing that can be done from the ground, ladder, properly constructed and erected scaffolding or with an approved personal fall arrest system.
7. Right of way & drainage maintenance using bush axes & shovels.

Inmate labor contract duties and tasks are expected to be for basic manual labor, such as those listed above, and normally utilizing manual tools such as shovels, brooms, mops, bush axes, etc. Inmates can be trained to use basic powered lawn care equipment, including riding mowers. This list of tasks is not exclusive of others but anything outside the scope of these types of work activities should be discussed with, and approved by, the correctional facility's management before assigning the inmate to perform the proposed duties.

- C. Inmates are not allowed to perform hazardous duties such as the following:
1. Work with electric transmission utility line crews in any capacity.
 2. Work within ten feet of any unguarded, energized electrical transmission lines or high voltage equipment, and/or within ten feet of any conductive object involved in a task near unguarded, energized electrical transmission lines or high voltage equipment.
 3. Enter any permit required confined space including but not limited to sewer manholes, lift stations, water tanks, chlorine contact chambers, utility vaults, salt bins, etc.
 4. Disturb any suspected or confirmed asbestos containing materials including but not limited to thermal system insulation, vinyl floor tiles, flooring mastic, roofing, roofing felts, exterior shingle siding, acoustical ceiling tiles, fire proofing materials, solid wallboard (transite), cement water pipes, cement asbestos, sheetrock or fire doors. *Typical work activities which would disturb suspected or confirmed asbestos containing materials are normally part of renovation or demolition projects which require removal or destruction of existing materials, equipment or structures.*

3. The managers and supervisors of the inmates working under labor contract will provide all safety training, appropriate to the hazards and duties of each task to be performed by the inmate, in accordance with OSHA regulations. This training will include the hazards associated with the task, the proper and safe use of any equipment assigned for performing the work, the hazards associated with any chemicals used in the work, the proper safe work methods for performing the task and the correct use of any personal protective equipment needed to perform the task. This training will be ongoing and documented by the managers and supervisors for the duration of the inmate labor contract. These training records will be made available upon request from any DOP or DOC facility, region or state official, and/or safety inspectors. The training documentation must be signed and dated by the inmate and manager/supervisor who conducted the training.
4. Work schedules will be provided by City of Greenville.
5. Project Supervisors will designate break areas and ensure that inmates are supervised during all breaks.
6. Project Supervisors are to receive annual Orientation training.
7. Project Supervisors are to receive briefing in Undue Familiarity as part of Orientation training.

IV. Safety Equipment

- A. The Division of Prisons will provide steel-toed shoes. No inmate will be allowed to work without steel-toed shoes.
- B. The town/county/DOT will furnish all other personal protective equipment needed according to the OSHA standards, other regulatory guidelines and hazard analyses of the task to be performed. All equipment to be used by inmates in the performance of their assigned tasks must meet all safety requirements for guarding, warning labels, condition and operation as required by OSHA and the manufacturer.
- C. The managers and supervisors of the town/county/DOT shall insure that all inmates utilize all required safety equipment and safe work procedures in the performance of their assigned tasks.

V. Waiver and Billing Information

It is agreed that the North Carolina Department of Correction will waive administrative cost, transportation and custody supervision cost.

VI. Medical

Whenever any inmate assigned to the State Department of Correction shall suffer accidental injury or accidental death arising out of and in the course of employment, to which the inmate has been assigned, the provisions of G.S. 97-13, shall apply. The governmental agency shall compensate the Department of Correction.

The following procedures are to be followed when an inmate sustains an injury while on work assignment for an agency: