

## Illness and Injury Prevention

### 1033.1 PURPOSE AND SCOPE

- A. The purpose of this policy is to establish an ongoing and effective plan to reduce the incidents of illness and/or injury for members of the Sahuarita Police Department (SPD) as required by Arizona Division of Occupational Safety and Health (ADOSH) (29 CFR 1910.11 et seq.; AAC R20-5-602).
- B. This policy specifically applies to illness and injury that requires medical treatment beyond first aid or results in a member being unable to perform their regular duty assignment. Although this policy provides the essential guidelines for a plan that reduces illness and/or injury, it may be supplemented by other policies and/or procedures outside the SPD Policy Manual, such as the Town of Sahuarita Personnel Manual.
- C. This policy does not supersede, but supplements any related Town wide safety efforts.

### 1033.2 POLICY

- A. The SPD is committed to providing a safe environment for its members and visitors and to minimizing work-related illness and/or injuries.
- B. The SPD will work with the Town of Sahuarita Safety Committee and the Town of Sahuarita Human Resources Department (HR) to establish and maintain an Illness and Injury Prevention program and will provide tools, training and safeguards designed to reduce the potential for accidents, illness and/or injuries.
- C. It is the intent of the SPD to comply with all laws and regulations related to occupational safety.

### 1033.3 SPECIAL SERVICES DIVISION COMMANDER RESPONSIBILITIES

- A. The responsibilities of the Special Services Division (SSD) Commander include, but are not limited to:
  - 1. Working with the Town's safety committee, HR and the SPD Training Coordinator to maintain a Town Illness and Injury Prevention Plan that shall include:
    - (a) Workplace safety and health training programs.
    - (b) Posted or distributed safety information (AAC R20-5-609).
    - (c) A system for members to anonymously inform management about workplace hazards.
    - (d) Provisions for traumatic event counseling by licensed mental health professionals (ARS 38-673).
  - 2. Appointing a member(s) of the SPD to participate in the Town's Safety Committee.

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3. Managing and implementing a plan to reduce the incidence of member illness and/or injury.
4. Ensuring that a system of communication is in place that facilitates a continuous flow of safety and health information between supervisors and members. This system shall include:
  - (a) New member orientation that includes a discussion of safety and health policies and procedures.
  - (b) Members review of the prevention plan and/or policy as deemed necessary by the Chief of Police.
5. Ensuring that all safety and health policies and procedures are clearly communicated and understood by all members.
6. Taking reasonable steps to ensure that all members comply with safety rules in order to maintain a safe work environment. This includes, but is not limited to:
  - (a) Keeping members informed of the illness and injury prevention guidelines.
  - (b) Recognizing members who perform safe work practices.
  - (c) Ensuring that the member evaluation process includes member safety performance.
  - (d) Ensuring compliance regarding the following standards (AAC R20-5-602):
    - i. Bloodborne pathogens (29 CFR 1910.1030)
    - ii. Personal protective equipment (PPE) (29 CFR 1910.132)
    - iii. Fire Prevention Plan (29 CFR 1910.39)
    - iv. Respiratory protection (29 CFR 1910.134)
    - v. Emergency Action Plan (29 CFR 1910.38(a))
7. Making available a form to document inspections, unsafe conditions or unsafe work practices, and actions taken to correct unsafe conditions and work practices.
8. Ensuring supervisors and superior officers are aware of and follow protocols in place for reporting individual incidents and/or accidents in accordance with the Town's Health and Safety Program manual and procedures established by HR.
9. Reviewing the Illness and Injury Prevention Plan and/or policy at least once every two years.

#### **1033.4 SUPERVISOR RESPONSIBILITIES**

- A. Supervisor responsibilities include, but are not limited to:
  1. Ensuring member compliance with illness and injury prevention guidelines and answering questions from members about this policy.

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2. Training, counseling, instructing or making informal verbal admonishments any time safety performance is deficient. Supervisors may also initiate discipline when it is reasonable and appropriate under the Code of Conduct - Standards Policy (Lexipol 1001).
3. Establishing and maintaining communication with members on health and safety issues. This is essential for an injury-free, productive workplace.
4. Completing required forms and reports relating to illness and injury prevention; such forms and reports shall be submitted to the SSD Commander.
5. Completing required reports and notifications per the Town's Health and Safety Program manual and HR when a workplace/on-duty illness or injury occurs.
6. Notifying the SSD Commander when:
  - (a) New substances, processes, procedures or equipment that present potential new hazards that are introduced into the work environment.
  - (b) New, previously unidentified hazards are recognized.
  - (c) Occupational illnesses and/or injuries occur.
  - (d) New and/or permanent or intermittent members are hired or reassigned to processes, operations or tasks for which a hazard evaluation has not been previously conducted.
  - (e) Workplace conditions warrant an inspection.

#### **1033.5 MEMBER RESPONSIBILITIES WITH HAZARDS**

- A. All members should report and/or take reasonable steps to correct unsafe or unhealthy work conditions, practices or procedures in a timely manner.
- B. Members should report unsafe or unhealthy work conditions, practices or procedures to their supervisor, an on-duty supervisor or a superior officer.
- C. Supervisors and superior officers should make reasonable efforts to correct unsafe or unhealthy work conditions in a timely manner, based on the severity of the hazard. These hazards should be corrected when observed or discovered, when reasonable to do so.
- D. When a hazard exists that cannot be immediately abated without endangering members or property, supervisors and superior officers should protect or remove all exposed members from the area or item, except those necessary to correct the existing condition. Those members who are necessary to correct the existing condition or provide scene security while awaiting the proper resources shall be provided with the necessary protective equipment. The supervisor or superior officer shall then immediately notify a division commander for guidance/resources to properly correct/mitigate the hazard.
- E. All significant actions taken and dates they are completed shall be documented via a SPD memorandum. This memorandum shall be forwarded to the SSD Commander via the chain of command.

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- F. The SSD Commander will take appropriate action to ensure the Illness and Injury Prevention Plan addresses potential hazards brought to their attention.

#### **1033.6 INSPECTIONS**

##### **A. SAFETY INSPECTIONS**

1. Safety inspections are crucial to a safe work environment.
2. These inspections identify and evaluate workplace hazards and permit mitigation of those hazards.
3. The SPD will work in conjunction with the Town's Safety Committee and/or Town Facilities representative in completing any and all safety inspections.
  - (a) The Training Sergeant is responsible for conducting a SPD facility safety inspection once every six months (within a calendar year). Upon completion of this inspection the Training Sergeant shall forward a memorandum to the SSD Commander advising of any safety issues and recommendations to address such issues.
    - i. The Training Sergeant inspection may be done in conjunction with the Town's safety committee or facilities representative; however, the Training Sergeant's memorandum documenting such inspection shall still be forwarded to the SSD Commander.

##### **B. EQUIPMENT INSPECTIONS**

1. Members are charged with conducting inspections of their equipment (vehicles, PPE, riot gear, etc.) as directed by the department and as outlined in other SPD GOs and directives.
2. Members are encouraged to inspect their equipment as needed in order to ensure it is in proper working function.
3. If a member discovers their equipment is not functional, they shall notify their supervisor or a superior officer, and complete any paperwork as required by other SPD GOs and directives.

#### **1033.7 INVESTIGATIONS**

- A. Any member sustaining any work-related illness or injury, as well as any member who is involved in any accident or hazardous substance exposure while on-duty shall report such event as soon as practicable to a supervisor or superior officer.
- B. Members observing or learning of a potentially hazardous condition are to promptly report the condition to their immediate supervisor; however if their immediate supervisor is not on duty or available, then they shall promptly report it to an on-duty supervisor or a superior officer.
- C. A supervisor or superior officer receiving such a report is to promptly investigate the incident or cause the incident to be promptly investigated.

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- D. Investigative procedures for workplace accidents and hazardous substance exposures should include:
  - 1. A visit to the accident scene as soon as possible.
  - 2. An interview of the injured member(s) and witnesses.
  - 3. An examination of the workplace for factors associated with the accident/exposure.
  - 4. Determination of the cause of the accident/exposure if reasonably possible
  - 5. Corrective action to prevent the accident/exposure from reoccurring.
  - 6. Documentation of the findings and corrective actions taken through procedures established by HR.
- E. The supervisor or superior officer should proceed with the steps to report an on-duty injury, as required by the Town Personnel Policy Manual, the Town's Health and Safety Program manual and any other requirements by the SPD or HR.

#### **1033.8 TRAINING**

- A. The SSD Commander should work with the SPD Training Coordinator and HR to provide all members with training on general and job-specific workplace safety and health practices.
- B. Training shall be provided:
  - 1. To supervisors and superior officers to familiarize them with the safety and health hazards to which members under their immediate direction and control may be exposed.
  - 2. To all members with respect to hazards specific to each member's job assignment.
  - 3. To all members given new job assignments for which training has not previously been provided.
  - 4. Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.
  - 5. Whenever the SPD/Town is made aware of a new or previously unrecognized hazard.
- C. The Training Coordinator shall ensure training includes:
  - 1. Reporting unsafe conditions, work practices and injuries, and informing a supervisor or superior officer when additional instruction is needed.
  - 2. Use of appropriate clothing, including gloves and footwear.
  - 3. Use of respiratory equipment.
  - 4. Availability of toilet, hand-washing and drinking-water facilities.
  - 5. Provisions for medical services and first aid.

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6. Handling of bloodborne pathogens and other biological hazards.
7. Prevention of heat and cold stress.
8. Identification and handling of hazardous materials, including chemical hazards to which members could be exposed, and review of resources for identifying and mitigating hazards (e.g., hazard labels, Safety Data Sheets (SDS)).
9. Mitigation of physical hazards, such as heat and cold stress, noise, and ionizing and non-ionizing radiation.
10. Identification and mitigation of ergonomic hazards, including working on ladders or in a stooped posture for prolonged periods.
11. Back exercises/stretchers and proper lifting techniques.
12. Avoidance of slips and falls.
13. Good housekeeping and fire prevention.
14. Other job-specific safety concerns.

#### **1033.9 RECORDS**

- A. Records and training documentation relating to illness and injury prevention will be maintained in accordance with the established records retention schedule.
- B. These training records may be maintained through the SPD Training Coordinator or through an electronic or other training system utilized by HR.

#### **1033.10 POLICY ISSUANCE OR REVIEW**

06/13/2024 - Reviewed by Chief John Noland - SP002