



Approved:
Chief Marcia Harnden

Effective:
September 26, 2017

Subject:

233. Hazardous Materials Response

CALEA Standards: 41.2.4, 46.3.2

Page:
1

233.1: PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for employees to follow in order to ensure the safety of employees and the public.

233.1.1: HAZARDOUS MATERIAL DEFINED

A hazardous material is a substance which by its nature, containment and reactivity, has the capability of inflicting harm during exposure; characterized as being toxic, corrosive, flammable, reactive, an irritant or strong sensitizer and thereby posing a threat to health when improperly managed. See [Oregon Revised Statutes 453.005\(7\)](#) for a complete list.

233.2: POLICY

It is the policy of the Albany Police Department to respond appropriately to scenes of hazardous materials and ensure that proper reporting is completed for any employees who may be exposed.

233.3: HAZARDOUS MATERIALS RESPONSE

When employees come into contact with suspected hazardous materials, the following steps should be considered in order to protect employees and citizens:

- a. Attempt to identify the type of hazardous substance (via placard, driver's manifest, or interviews);
- b. Notify the Fire Department;
- c. Provide first aid for injured parties if it can be done safely and without contamination;
- d. Begin evacuation of immediate area (and surrounding areas, depending on the substance).

233.4: REPORTING EXPOSURES

- a. Department personnel who believe that they have been exposed to a hazardous material shall immediately report the exposure to a supervisor.
- b. Each exposure shall be documented by the employee via the employee section of the City of Albany Safety Incident Report, which shall be forwarded via chain of command to the Division Captain.

- c. Should the affected employee be unable to document the exposure for any reason, it shall be the responsibility of the notified supervisor to complete the Safety Incident Report.
- d. Injury or illness caused or believed to be caused from exposure to hazardous materials shall be reported the same as any other on-duty injury or illness in addition to a crime report or incident report.
- e. [City of Albany Human Resources Policy #HR-SF-03-001](#) provides employees and management staff with the requirements for reporting on-the-job injuries.

233.5: SUPERVISOR RESPONSIBILITIES

- a. When a supervisor has been informed that an employee has been exposed to a hazardous material, the supervisor shall ensure that immediate medical treatment is obtained, and appropriate action is taken to minimize the exposure.
- b. To ensure the safety of employees, safety equipment is available through supervisory personnel.
 - 1) Safety items not maintained by the Department will be obtained through the Fire Department.
- c. The employee or employee's supervisor if the employee is unable, will complete a [Workers Compensation: Form 801](#) if an injury is diagnosed under [Oregon Revised Statutes 656.265](#).
- d. If an injury is not apparent but exposure to a hazardous substance is possible, the employee will complete a [Safety Incident Report](#) indicating the circumstances of the event and the potential of an exposure.