



Subject:

Approved:
Chief Marcia Harnden

860. Illness and Injury Prevention

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CALEA Standards:

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860.1: PURPOSE AND SCOPE

The purpose of this policy is to establish an ongoing and effective plan to reduce the incidence of illness and injury for members of the Albany Police Department, in accordance with the requirements of the Oregon Safe Employment Act ([OAR 437-001-0001 et seq.](#)).

This policy specifically applies to illness and injury that results in lost time or that requires medical treatment beyond first aid. Although this policy provides the essential guidelines for a plan that reduces illness and injury, it may be supplemented by procedures outside the Policy Manual.

This policy does not supersede but supplements any related City-wide safety efforts.

860.2: POLICY

It is the policy of the Albany Police Department to maintain a commitment to providing a safe environment for its members and visitors and to minimizing the incidence of work-related injury. It is the intent of the Department to comply with all laws and regulations related to occupational safety.

860.3: ILLNESS AND INJURY PREVENTION PLAN

The Support Division Captain is responsible for developing an illness and injury prevention plan that shall include:

- a. Workplace safety and health training programs;
- b. Regularly scheduled safety meetings;
- c. Posted or distributed safety information;
- d. A system for members to anonymously inform management about workplace hazards;
- e. Establishment of a safety and health committee that will ([OAR 437-001-0765](#)):
 - 1) Meet monthly;

- 2) Prepare a written record of safety and health committee meetings;
- 3) Establish procedures for conducting workplace safety and health inspections;
- 4) Conduct quarterly workplace inspections;
- 5) Review the results of periodic scheduled inspections;
- 6) Review investigations of accidents and exposures;
- 7) Make suggestions to command staff for the prevention of future incidents;
- 8) Review investigations of alleged hazardous conditions;
- 9) Submit recommendations to assist in the evaluation of member safety suggestions;
- 10) Assess the effectiveness of efforts made by the Department to meet applicable standards (OAR 437-001-0001 et seq.).

f. Establishing a process to ensure work-related fatalities and hospitalizations are reported as required by Oregon Occupational Safety and Health Administration.

- 1) Notification is required within eight hours after the death of any member, and within 24 hours of an inpatient hospitalization of one or more members, an amputation, an avulsion that results in bone loss, or a loss of an eye as a result of a work-related incident (OR-OSHA) ([29 CFR 1904.39](#); [OAR 437-001-0704](#)).

g. Establishing a process that an OR-OSHA annual summary of work-related injuries and illnesses is completed and posted in a conspicuous location where notices to all members are customarily posted in compliance with the Oregon Safe Employment Act ([OAR 437-001-0700\(17\)](#)).

860.3.1: SAFETY COMMITTEE

- a. The Albany Police Department maintains a Safety Committee to communicate and evaluate safety and/or health issues that may affect members and to promote safety and health in the work environment.
 - 1) The Safety Committee should include full-time and volunteer members, as applicable.
- b. Members of the Albany Police Department shall notify the safety committee of unsafe work practices, equipment or environments as soon as practical ([OAR 437-001-0765](#)).
- c. Each time the safety committee meets, the committee chairperson or the authorized designee shall prepare a written record of the meeting that includes (OAR 437-001-0765):
 - 1) The names of all attendees;

- 2) The date of the meeting;
- 3) All safety and health issues discussed at the meeting, including tools, equipment, work environment and work practice hazards;
- 4) The recommendations for corrective action, if made, and a reasonable date by which to comply with the recommendation;
- 5) The individual responsible for follow-up on any recommended corrective actions;
- 6) All reports, evaluations and recommendations made by the committee.

860.4: SUPPORT DIVISION CAPTAIN RESPONSIBILITIES

The responsibilities of the Support Services Division Captain include, but are not limited to:

- a. Managing and implementing a plan to reduce the incidence of member illness and injury, as described in Section 860.3;
- b. 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:
 - 1) New member orientation that includes a discussion of safety and health policies and procedures.
 - 2) Regular member review of the illness and injury prevention plan.
- c. Ensuring that all safety and health policies and procedures are clearly communicated and understood by all members;
- d. 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:
 - 1) Informing members of the illness and injury prevention guidelines;
 - 2) Ensuring that the member evaluation process includes member safety performance.
 - 3) Ensuring department compliance to meet standards regarding the following:
 - A. Communicable diseases ([29 CFR 1910.1030](#); [OAR 437-002-0360](#));
 - B. Personal protective equipment (PPE) ([OAR 437-002-0134](#));
 - C. Fire Prevention Plan ([OAR 437-002-0043](#));
 - D. Respiratory protection ([29 CFR 1910.134](#); [OAR 437-002-0120](#));
 - E. Exits and exit routes ([OAR 437-002-0041](#));

- F. Emergency Action Plan ([OAR 437-002-0042](#));
- e. Making available a form to document inspections, unsafe conditions or work practices, and actions taken to correct unsafe conditions and work practices. ([Safety Hazard Report: Form A33a](#));
- f. Making available [Safety Incident Report](#) forms to document individual incidents or accidents;
- g. The Department of Public Safety Standards and Training (DPSST) training form (F-6), and/or applicable department training record, will be utilized to document the safety and health training of each member. This form will include the member's name or other identifier, training dates, type of training and training providers.

860.5: SUPERVISOR RESPONSIBILITIES

Supervisor responsibilities include, but are not limited to:

- a. Ensuring member compliance with illness and injury prevention guidelines and answering questions from members about this policy;
- b. 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 [Standards of Conduct: Policy 800](#);
- c. Establishing and maintaining communication with members on health and safety issues. This is essential for an injury-free, productive workplace;
- d. Completing required forms and reports relating to illness and injury prevention; such forms and reports shall be submitted to the Support Division Captain;
- e. Notifying the Support Division Captain when:
 - 1) New substances, processes, procedures or equipment that present potential new hazards are introduced into the work environment;
 - 2) New, previously unidentified hazards are recognized;
 - 3) Occupational illnesses and injuries occur;
 - 4) 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;
 - 5) Workplace conditions warrant an inspection.

860.6: 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.
 - 1) Members should make their reports to a supervisor (as a general rule, their own supervisors).
- b. Supervisors should make reasonable efforts to correct unsafe or unhealthy work conditions in a timely manner, based on the severity of the hazard.
 - 1) These hazards should be corrected when observed or discovered, when it is reasonable to do so.
 - 2) When a hazard exists that cannot be immediately abated without endangering members or property, supervisors should protect or remove all exposed members from the area or item, except those necessary to correct the existing condition.
- c. Members who are necessary to correct the hazardous condition shall be provided with the necessary protection.
- d. All significant actions taken and dates they are completed shall be documented on the appropriate form, which should be forwarded to the Support Division Captain via the chain of command.
- e. The Support Division Captain will take appropriate action to ensure the illness and injury prevention plan addresses potential hazards upon such notification.

860.7: INSPECTIONS

- a. Safety inspections should be conducted to identify and evaluate workplace hazards and permit mitigation of those hazards.
- b. A hazard assessment checklist should be used for documentation and to ensure a thorough assessment of the work environment.
- c. The Support Services Division Captain shall ensure that the appropriate documentation is completed for each inspection.

860.7.1: EQUIPMENT

- a. Members should conduct daily inspections of their assigned vehicles and of their PPE prior to working in the field.
- b. Members shall complete the appropriate form if an unsafe condition cannot be immediately corrected and should forward this form to their supervisors.

860.8: 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 practical to a supervisor.
- b. Members observing or learning of a potentially hazardous condition are to promptly report the condition to their immediate supervisor.
- c. A supervisor receiving such a report should personally investigate the incident or ensure that an investigation is conducted. 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 and witnesses;
 - 3) An examination of the workplace for factors associated with the accident/exposure;
 - 4) Determination of the cause of the accident/exposure;
 - 5) Corrective action to prevent the accident/exposure from reoccurring;
 - 6) Documentation of the findings and corrective actions taken.
- d. Additionally, the supervisor should proceed with the steps to report an on-duty injury, as required under the [Occupational Disease and Work-Related Injury Reporting: Policy 870](#), in conjunction with this investigation to avoid duplication and ensure timely reporting.

860.9: TRAINING

The Support Services Division Captain should work with the Administrative Lieutenant to provide all members, including supervisors, with training on general and job-specific workplace safety and health practices. Training shall be provided:

- a. To supervisors to familiarize them with the safety and health hazards to which members under their immediate direction and control may be exposed;
- b. To all members with respect to hazards specific to each member's job assignment;
- c. To all members given new job assignments for which training has not previously been provided;
- d. Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;

- e. Whenever the Department is made aware of a new or previously unrecognized hazard.

860.9.1: TRAINING TOPICS

The Administrative Lieutenant shall ensure that training includes:

- a. Reporting unsafe conditions, work practices and injuries, and informing a supervisor when additional instruction is needed;
- b. Use of appropriate clothing, including gloves and footwear;
- c. Use of respiratory equipment;
- d. Availability of toilet, handwashing and drinking-water facilities;
- e. Provisions for medical services and first aid;
- f. Handling of bloodborne pathogens and other biological hazards;
- g. Prevention of heat and cold stress.