	PARADISE VALLEY POLICE GENERAL ORDER Occupational and Workplace Safety	Order Number
		23.2
		Date
		11-05-19

23.2 Occupational and Workplace Safety

Workplace safety is the responsibility of all *employees*. The *Department* provides personal protective equipment to all *employees*, as appropriate to specific assignments; *employees shall* use the assigned equipment. *Employees shall* report any safety problem or health hazard to a *supervisor*; *supervisors shall* act to resolve the problem or hazard.

The nature of the work done by *employees* necessarily includes the risk of exposure to infection. When aware in advance of a hazard, *employees shall* use assigned equipment to prevent exposure. *Employees shall* document and report all exposures as required. For additional assistance or information, employees should contact their *supervisor*.

The Department has a hearing conservation program that requires the use of hearing protection when exposed to excessive noise levels (i.e. firing range, some sirens for extended periods of times, or at scenes of other loud events as defined by the agency). Officers should contact their supervisor for hearing protection.


23.2.1 Industrial Injuries

An industrial injury is any injury arising out of and in the course of employment. In addition, under *Arizona law*, an injury that occurs to a certified peace *officer* while traveling to and from work as an *on duty* law enforcement *officer*, or to and from secondary work as a peace *officer*, or while *off duty* if injured while taking a police action, is also considered an industrial injury.

23.2.2 Worker's Compensation Program

In Arizona, *employees* or reserve *officers* who have suffered an injury or illness arising from and in the course of their employment with the *Town*, *must* seek compensation and medical payments through the Worker's Compensation Program unless the *employee* has previously waived coverage under the program.

Employees who choose to waive coverage *must* file a waiver prior to the injury occurring. Waivers are available from the Human Resources Department.

	PARADISE VALLEY POLICE GENERAL ORDER Occupational and Workplace Safety	Order Number
		23.2
		Date
		11-05-19

23.2.3 Treatment of Injuries

- A. An *employee* who suffers a minor injury not requiring treatment by a *physician* may be administered first aid. The injury *shall* be documented in the steps located in 23.2.4.
- B. An *employee* who suffers a minor injury requiring medical treatment has the right, if he/she so chooses, to seek treatment with his/her own physician after the first initial visit to a designated medical clinic or hospital.

Refer to the Town of Paradise Valley Workplace Injury and Illness Reporting document for designated industrial medical clinics. PowerDMS keyword search - TriageNow.

- C. *Employees* who are seriously injured *shall* be treated at the nearest hospital. An *on duty supervisor* *shall* be notified immediately; that *supervisor* *shall* respond to the hospital to make any necessary arrangement for the further care of the *employee* and to provide assistance to the *employee* and *employee's* family regarding *employee benefits*. If the *employee* is conscious and alert, the *employee* *will* be permitted to make the decision of whether to contact a friend or family member.

23.2.4 Documenting Industrial Injuries

- A. When an employee sustains an injury or illness arising out of and in the course of employment, it will be reported immediately to the employee's supervisor. Failure of the employee to do so on the day of the alleged incident could result in disciplinary action. Supervisors will ensure the injured employee receives prompt medical treatment. Step by step instructions are below.
 1. Step 1) Injured Employee Notifies Supervisor of Incident.
**If it is a life or limb threatening injury immediately call 911.
 2. Step 2) Injured Employee and Supervisor Immediately Call TriageNow [1-844-282- 7823](tel:1-844-282-7823). When asked, if you work in the Police Department advise TriageNow that you are employed with the Town of Paradise Valley Police Department.



**PARADISE VALLEY POLICE
GENERAL ORDER**

**Occupational and Workplace
Safety**

Order Number

23.2

Date

11-05-19

3. Step 3) TriageNow gathers pertinent information and guides the Injured Employee to appropriate care.
 4. Step 4) TriageNow immediately notifies the Medical Facility if injured employee is arriving and sends Incident Reports to the employer and the Town's insurance company.
 5. Step 5) Notify Human Resources of the injury.
(refer to Town of Paradise Valley Workplace Injury and Illness Reporting document for further information)
- B. *Employees who have been injured as the result of a malicious act by a third person will be photographed, in color, to reflect the injury and/or damage to clothing and equipment.*

