

Injury and Illness Prevention

1031.1 PURPOSE AND SCOPE

The purpose of this policy is to establish an ongoing and effective plan to reduce the incidence of injury and illness for members of the San Francisco Sheriff's Department, in accordance with the requirements of 8 CCR 3203.

This policy specifically applies to injury and illness 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 injury and illness, it may be supplemented by procedures outside the Policy Manual.

This policy does not supersede, but supplements any related City and County safety efforts.

1031.2 POLICY

The San Francisco Sheriff's Department is committed to providing a safe environment for its members and visitors and to minimize the incidence of work-related illness and injuries. The Department will establish, maintain and provide tools, training and safeguards designed to reduce the potential for accidents, illness and injuries. It is the intent of the Department to comply with all laws and regulations related to occupational safety.

1031.3 INJURY AND ILLNESS PREVENTION PLAN

The Administration and Programs Division Commander, working with the department safety officer/analyst, will be responsible for developing an injury and illness 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:
 1. Meet regularly.
 2. Prepare a written record of safety and health committee meetings.
 3. Review the results of periodic scheduled inspections.
 4. Review investigations of accidents and exposures.
 5. Make suggestions to command staff for the prevention of future incidents.
 6. Review investigations of alleged hazardous conditions.
 7. Submit recommendations to assist in the evaluation of member safety suggestions.
 8. Assess the effectiveness of efforts made by the Department to meet relevant standards.

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- (f) Establishment of a process to ensure serious illnesses or injuries and death are reported as required by the Division of Occupational Safety and Health Administration (Cal/OSHA) (8 CCR 342).

1031.4 ADMINISTRATION AND PROGRAMS DIVISION COMMANDER RESPONSIBILITIES

The responsibilities of the Administration and Programs Division Commander include but are not limited to:

- (a) Managing and implementing a plan to reduce the incidence of member injury and illness.
- (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 injury and illness prevention plan.
 - 3. Access to the injury and illness prevention plan to members or their representatives as set forth in 8 CCR 3203.
- (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 injury and illness prevention guidelines.
 - 2. Recognizing members who perform safe work practices.
 - 3. Ensuring that the member evaluation process includes member safety performance.
 - 4. Ensuring department compliance to meet standards regarding the following:
 - (a) Respiratory protection (8 CCR 5144)
 - (b) Bloodborne pathogens (8 CCR 5193)
 - (c) Aerosol transmissible diseases (8 CCR 5199)
 - (d) Heat illness (8 CCR 3395)
 - (e) Emergency Action Plan (8 CCR 3220)
 - (f) Fire Prevention Plan (8 CCR 3221)
 - (g) Hazards associated with wildfire smoke (8 CCR 5141.1)
- (e) Making available the Identified Hazards and Correction Record form to document inspections, unsafe conditions or work practices, and actions taken to correct unsafe conditions and work practices.
- (f) Making available the Investigation/Corrective Action Report to document individual incidents or accidents.

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- (g) Making available a form 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.
- (h) Conducting and documenting a regular review of the injury and illness prevention plan.

1031.5 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.
- (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 injury and illness prevention; such forms and reports shall be submitted to the Administration and Programs Division Chief.
- (e) Notifying the respective supervisor and Administration and Programs Division Chief 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.

1031.6 SAFETY OFFICER/ANALYST

The Safety Officer/Analyst will:

- (a) Set facility safety goals
- (b) Establish qualifications for selection of facility safety team members
- (c) Arrange for safety team members to attend relevant training
- (d) Prepare and present on-going safety training to all department members
- (e) Prepare quarterly safety reports
- (f) Review Cal OSHA violations and ensure current safety and reporting requirements are met
- (g) Ensure new safety rules and laws are provided to all members
- (h) Attend seminars and training related to work safety requirements

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1031.7 HAZARDS

All members should report and/or take reasonable steps to correct unsafe or unhealthy work conditions, practices or procedures in a timely manner. Members should submit their reports to their supervisor.

Supervisors 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, and when it is reasonable to do so. When a hazard exists that cannot be immediately abated without endangering persons or property, supervisors should protect or remove all exposed members from the area or item, except those necessary to correct the existing condition.

Members who are necessary to correct the hazardous condition shall be provided with the necessary protective equipment to accomplish the task safely.

All significant actions taken and dates they are completed shall be documented and forwarded to the Administration and Programs Division Chief via the chain of command.

The Administration and Programs Division Chief will take appropriate action to ensure the injury and illness prevention plan addresses potential hazards upon such notification.

1031.8 INSPECTIONS

Safety inspections are crucial to a safe work environment. These inspections identify and evaluate workplace hazards and permit mitigation of those hazards. A hazard assessment checklist should be used for documentation and to ensure a thorough assessment of the work environment.

The Administration and Programs Division Chief and the safety officer/analyst shall ensure the appropriate documentation is completed for each inspection.

1031.8.1 EQUIPMENT

Members shall complete documentation (in addition to a work order when applicable) if an unsafe condition cannot be immediately corrected. Members should forward the documentation to their supervisors.

1031.9 INVESTIGATIONS

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. Members observing or learning of a potentially hazardous condition are to promptly report the condition to their immediate supervisors.

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:

- (a) A visit to the accident scene as soon as possible.

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- (b) An interview of the injured member and witnesses.
- (c) An examination of the workplace for factors associated with the accident/exposure.
- (d) Determination of the cause of the accident/exposure.
- (e) Corrective action to prevent the accident/exposure from reoccurring.
- (f) Documentation of the findings and corrective actions taken.

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, in conjunction with this investigation to avoid duplication and ensure timely reporting. Contact the department safety officer/analyst as soon as possible and complete all required documentation.

1031.10 TRAINING

The Administration and Programs Division Chief should work with the safety officer/analyst and the Training Unit Commander to provide all members 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 members with respect to hazards specific to each member's job assignment.
- (c) When new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.
- (d) When the Department is made aware of a new or previously unrecognized hazard.

1031.10.1 TRAINING TOPICS

The safety officer/analyst and Training Unit Commander shall ensure 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, hand-washing and drinking-water facilities.
- (e) Provisions for medical services and first aid.
- (f) Handling of blood borne pathogens and other biological hazards.
- (g) 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)).
- (h) Mitigation of physical hazards, such as heat and cold stress, noise, and ionizing and non-ionizing radiation.
- (i) Identification and mitigation of ergonomic hazards, including working on ladders or in a stooped posture for prolonged periods.

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- (j) Back exercises/stretching and proper lifting techniques.
- (k) Avoidance of slips and falls.
- (l) Good housekeeping and fire prevention.
- (m) Other job-specific safety concerns.

1031.11 RECORDS

Records and training documentation relating to injury and illness prevention will be maintained in accordance with the established records retention schedule.

1031.12 SAFETY COMMITTEE

The Sheriff has agreed to a joint Health and Safety Committee consisting of designated representatives from collective bargaining unions and up to an equal number of persons designated by the Department.

- (a) The parties recognize that the Department has the sole and exclusive responsibility to maintain a safe and healthy work environment. The joint Health and Safety Committee does not relieve the Department of those responsibilities. The joint Health and Safety Committee's purpose is to assist in identifying and suggesting solutions to the Department regarding health and safety issues. The parties agree that staffing and staffing issues are not in the purview of this committee.
- (b) Although the joint Health and Safety Committee is a formal mechanism it does not preclude an individual member from bringing such issues directly to the appropriate supervisor, nor does it relieve any supervisor from their obligation to address work-related health and/or safety issues as they arise during the course of employment.
- (c) In a routine situation, an employee will raise a health and safety issue to a Union Health and Safety member or the appropriate supervisor. That Health and Safety Committee may investigate the concern and should document it.
 1. The Health and Safety Committee member presents the issue in writing to the supervisor. That supervisor shall meet with the Health and Safety Committee member and the employee who first raised the issue to discuss the problem and jointly develop a solution. The supervisor shall provide a preliminary verbal response within 2 calendar days and a written response within 7 calendar days of receipt.
 - (a) If the safety issue presents an immediate serious safety issue, the initial notification may be verbal.
 2. If the Health and Safety Committee member believes the problem/issue has not been satisfactorily resolved, they may submit the issue in writing to the Facility/Section/Unit Commander.
 3. The Facility/Section/Unit Commander shall meet with the Health and Safety Committee member and, if necessary, with the Chairperson of the joint Health and Safety Committee to discuss the problem jointly, develop a solution, and respond in writing within 7 calendar days of receipt to the Health and Safety Committee member.

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4. If the problem/issue has not been satisfactorily resolved, the union representative may present the issue to the Undersheriff and/or Sheriff.
 5. The Undersheriff and/or Sheriff's responsibility is to meet with the union representative to discuss the problem, jointly develop a solution, and respond in writing within 10 calendar days of receipt.
- (d) If an employee, committee member or the union member encounters a non-routine health and/or safety situation (i.e. bona fide emergency condition, imminent danger to life, etc.), the procedural steps outlined in 1-4 above, may be ignored and the issue may be presented directly to the Undersheriff and/or Sheriff.
 - (e) The Chairperson of the Committee shall convene a meeting of the Committee not less than quarterly. The Department will order the attendance of all Committee members at the meetings and will release them from their assignments in sufficient time for them to travel to the meeting and arrive by the designated time. The purpose of the meeting will be to discuss issues, concerns, problems, and successes in general. The Chairperson shall establish and distribute the agenda, taking input from all concerned parties not later than 10 calendar days prior to the meetings. These meetings may be scheduled more frequently by mutual agreement between the Department and the union representative.
 - (f) The Secretary of the Committee will take notes at each meeting and deliver copies of those notes to all concerned parties.
 - (g) No employee shall suffer adverse action by raising health and/or safety issues or participation in the Health and Safety Committee, or participation in the health and/or safety procedures.

