DAVIS POLICE DEPARTMENT

ILLNESS AND INJURY PROTECTION PROGRAM/
HEAT PROTECTION PROGRAM
Policy and Procedure 1.39-A

DEPARTMENT MANUAL

Index as:
Illness Program
Heat Protection Program
Protection Program
IIPP
HPP

I. POLICY

Member health and safety is important and critical to the operation of this Department and the delivery of services to the community.

This policy establishes an ongoing and effective Injury and Illness Prevention Program (IIPP) and Heat Protection Program (HPP) for the Davis Police Department, in accordance with the requirements of 8 CCR 3203 and 8 CCR 3395. This policy specifically applies to illnesses and injuries that result in lost time beyond the date of the incident or that require 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.

The IIPP and HPP guidelines are to be followed and adopted by all personnel. Supervisory and management personnel are charged with ensuring that these guidelines and directives are implemented.

The Professional Standards Lieutenant, acting as the Department’s IIPP administrator, has the authority and responsibility for implementing the provisions of this policy and the IIPP.

Supervisors are responsible for implementing and maintaining the IIPP and HPP in their work areas and for answering questions from members about the IIPP and HPP.

This policy supplements any related citywide safety efforts.

II. PROCEDURE

A. Illness and Injury Protection Plan

The Professional Standards Lieutenant is responsible for developing an illness and injury prevention plan that shall include:

1. Workplace safety and health training programs.

2. Regularly scheduled safety meetings.

3. Posted or distributed safety information.
4. A system for members to anonymously inform management about workplace hazards. (This can be done by leaving the information in the Admin mail box in the break room)

5. Establishment of a labor/management safety and health committee (will be scheduled to meet once a month as part of a regularly scheduled Administrative Staff meeting when the DPOA representatives are present - PP 1.08-C), which will:
   - Meet regularly.
   - Prepare a written record of safety and health committee meetings.
   - Review the results of periodic scheduled inspections.
   - Review investigations of accidents and exposures.
   - Make suggestions to command staff for the prevention of future incidents.
   - Review investigations of alleged hazardous conditions.
   - Submit recommendations to assist in the evaluation of member safety suggestions.
   - Assess the effectiveness of efforts made by the Department to meet relevant standards.

6. 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) (Davis PD Policy and Procedure 1.13-B; 8 CCR § 342).

7. The procurement of field-expedient front line personal protective equipment (PPE)

B. Compliance

Professional Standards is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all members. The Professional Standards Lieutenant should take reasonable steps to ensure that all workers comply with safety rules and maintain a safe work environment, including, but not limited to:

1. Managing and implementing a plan to reduce the incidence of member illness and injury.

2. 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. For most members, this takes place as part of the initial training program.
   b. Regular member review of the illness and injury prevention plan.

3. Ensuring that all safety and health policies and procedures are clearly communicated and understood by all members.

4. 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. Informing members of the illness and injury prevention guidelines.
   b. Recognizing members who perform safe work practices.
   c. Ensuring compliance to meet standards regarding the following:
      - Respiratory protection (PP 2.31-A, Respiratory Protection and 8 CCR § 5144)
      - Bloodborne pathogens (PP 1.21-A, Infectious Disease Exposure and 8 CCR § 5193)
      - Aerosol transmissible diseases (PP 1.21-A, Infectious Disease Exposure and 8 CCR § 5199)
      - Heat illness (This policy and 8 CCR § 3395)
5. 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.

6. Making available the Investigation/Corrective Action Report to document individual incidents or accidents.

7. Documenting the safety and health training of each member. This documentation will include the member’s name or other identifier, training dates, type of training and training providers.

8. Conducting and documenting a regular review of the illness and injury prevention plan.

9. Ensuring that the annual member performance evaluation includes the member’s safety performance.

C. Supervisor Responsibility

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.

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.

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 Professional Standards Lieutenant.

5. Notifying the Professional Standards Lieutenant when:
   a. New substances, processes, procedures or equipment that present potential new hazards are introduced into the work environment.
   b. New, previously unidentified hazards are recognized.
   c. Occupational illnesses and 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 that warrant an inspection.

D. Inspections

1. Safety inspections are important in helping create a safe work environment. These inspections identify and evaluate workplace hazards utilizing the applicable sections of the Hazard Assessment Checklist to ensure a thorough inspection. The Professional Standards Lieutenant or their designee shall ensure that a monthly inspection is completed. The checklists can be found at:
2. The Professional Standards Lieutenant shall ensure an Identified Hazard and Correction Record (http://www.dir.ca.gov/DOSH/etools/09-031/IndHazCorRec.pdf) is completed for each inspection and present it to the safety and health committee monthly.

E. Hazard Correction

1. 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 make their reports to a supervisor (as a general rule, to their own supervisor).

2. Supervisors should make reasonable efforts to correct unsafe or unhealthy work conditions in a timely manner based on the severity of the hazards. Hazards should be corrected when observed or discovered, when it is reasonable to do so. When a hazard exists that cannot be immediately abated without endangering members or property, supervisors should protect or remove all exposed workers from the area or item, except those necessary to correct the existing condition.

3. Members who are necessary to correct the hazardous condition shall be provided with the necessary protection.

4. All significant actions taken and dates they are completed shall be documented on an Identified Hazard and Correction Form. This should be forwarded to the Professional Standards Lieutenant via the chain of command.

5. The Professional Standards Lieutenant will take appropriate action to ensure the illness and injury prevention plan addresses potential hazards upon such notification.

F. Personal Protective Equipment and Vehicles Inspections

Members are charged with daily vehicle inspections of their assigned vehicles and of their personal protective equipment (PPE) prior to working in the field. Members shall complete the Identified Hazards and Correction Record form if an unsafe condition cannot be immediately corrected. Members should forward this form to their supervisors.

Members should be issued the following PPE:

- CPR mask
- Needle/sharp-resistant gloves
- PPE Kit to include the following contained within a transparent sealable bag:
  - 1 Tyvex Suit (Disposable)
  - 1 Protective Eyewear
  - 2 Pairs of Ear Protection
  - 2 Hazardous Waste Disposal Bags
  - 2 N-95 Masks
  - 1 Single Use Eye Saline
  - 2 Spit Sock Hoods
  - 1 Pair of shoe covers
- Hand-sanitizing wipes (for use on persons) and germicidal disposable clothes (for use on items).
The Department has the following PPE available:

- Three clearly marked eye-washing stations throughout the police facility (lobby, storage closet in admin-hallway, semi-mobile station in evidence area). The user instructions are printed onto the side of the stations.
- One portable (Speakman GravityFlo 9 Gallon Portable Eyewash) emergency eye and face washing station for expedient use in the field (i.e. command posts, clean-up scenarios etc.). The (filled) portable eyewash-station has a weight of about 85 pounds and can be easily transported by two personnel on foot or in a vehicle.
- Cleaning (Scott) rags, with Bleach-solution in pre-designated bottles and containers near the departmental graffiti washing station. While these items can be used as general cleaning materials, they are also intended for the cleaning and maintenance of vehicle interiors.
- Red-colored (phlebotomy) sharps-containers for the disposal of hazardous/contaminated sharps or needles.
- Extended-Reach Tools / Trash Grapplers for the picking-up of soiled materials.
- Powder-free nitrite examination gloves in four different sizes.
- N-95 face masks.

PPE should be replaced as needed. Replacement PPE can be located in Room #150 (Patrol Storage) inside the police facility.

G. 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 visit to the accident scene as soon as possible.
- An interview of the injured member and witnesses.
- An examination of the workplace for factors associated with the accident/exposure.
- Determination of the cause of the accident/exposure.
- Corrective action to prevent the accident/exposure from reoccurring.
- Documentation of the findings and corrective actions taken.
- Completion of an Investigation/Corrective Action Report in the form of a Memorandum to Professional Standards via the chain-of-command.
- Completion of an Identified Hazards and Correction Record form.

Additionally, the supervisor should proceed with the steps to report an on-duty injury, as required under the City rules in conjunction with this investigation to avoid duplication and ensure timely reporting.

H. Training and Instruction

The Professional Standards Lieutenant shall work with Division Commanders to ensure that all workers, including supervisors, are trained on general and job-specific, workplace safety and health practices and related PPE. Training shall be provided as follows:
1. To supervisors 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 Department is made aware of a new or previously unrecognized hazard.

6. The Professional Standards Lieutenant shall ensure that training includes:

   • Reporting unsafe conditions, work practices and injuries, and informing a supervisor when additional instruction is needed.
   • Use of appropriate clothing, including gloves and footwear.
   • Use of respiratory equipment.
   • Availability of toilet, hand-washing and drinking-water facilities.
   • Provisions for medical services and first aid.
   • Handling of bloodborne pathogens and other biological hazards.
   • Prevention of heat and cold stress.
   • 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)).
   • Mitigation of physical hazards, such as heat and cold stress, noise, and ionizing and non-ionizing radiation.
   • Identification and mitigation of ergonomic hazards, including working on ladders or in a stooped posture for prolonged periods.
   • Back exercises/stretches and proper lifting techniques.
   • Avoidance of slips and falls.
   • Good housekeeping and fire prevention.
   • Other job-specific safety concerns.

I. Hazardous Biological Waste Disposal

The Department has two clearly marked red 30-gallon bio-waste containers. One is located in the sallyport and the other is in evidence/property room. All bio-hazards, including but not limited to, soiled clothing, needles, sharps, phlebotomy sharps containers, soiled/used cleaning materials, should be disposed of using the containers. The disposal of large quantities of such items or dangerous chemicals shall be completed through the Davis Fire Department.

The bio-waste containers are serviced at least once per month by:
J. Recordkeeping

The Professional Standards Lieutenant will do the following to implement and maintain IIPP records:

1. Make available the Identified Hazards and Correction Record Form to document inspections, any unsafe condition or work practice, and actions taken to correct unsafe conditions and work practices.


3. Retain inspection records and training documentation for a minimum of three years within the METR database.

4. Record the issuance of PPE in the METR database.

K. Heat Protection Program

Heat illness is dangerous and potentially fatal. But, by making heat safety part of the job, we should be able reduce or eliminate the potential illness or injury. While these regulations are required for those working in outdoor conditions, the same general principals are applicable in any work environment where heat or fatigue may be a factor.

1. Water- Members shall have access to potable drinking water and are encouraged to consume one quart of water per hour when working in outdoor environments. Water is available in the break room in the Police Department and members are encouraged to take with them sufficient quantities so they may replenish during their regular work shift. In those cases where a member may be subjected to prolonged heat exposure exceeding 80 degrees Fahrenheit where there is no immediate potable water available, a supervisor should take steps to have water delivered to the area. Members should communicate their water needs to their supervisor if they find themselves in a situation where they need it.

2. Access to shade- Unless it is infeasible or unsafe, shade is a required component of the workplace or working conditions to be present when the temperature exceeds 80 degrees Fahrenheit. Having an air conditioned car available meets the shade requirement. Members are allowed and encouraged to take a cool-down rest in the shade for a period of no less than five minutes at a time when they feel the need to do so to protect themselves from overheating. Where shade cannot be provided on a continuous basis, supervisors may utilize alternative procedures for providing access to shade if the alternative procedures provide equivalent protection. For example, members can be rotated through assignments allowing cool down periods or access to shade or their car. When the temperature does not exceed 80 degrees Fahrenheit, and the member does not have shade available, supervisors are to provide timely access to shade upon a member’s request.

3. Supervisory Responsibility and General Safety

a. Supervisors and members need to observe co-workers for alertness and signs or symptoms of heat illness and take action if they suspect a problem. http://firstaid.webmd.com/understanding-heat-related-illness-symptoms

b. Supervisors and members need remind co-workers throughout the work shift to drink plenty of water.
4. Training.

a. Effective training in the following topics shall be provided to each member prior to the member beginning work that should reasonably be anticipated to result in exposure to the risk of heat illness:

1. The environmental and personal risk factors for heat illness, as well as the added burden of heat load on the body caused by exertion, clothing, and personal protective equipment.
   a. Environmental risk factors include; air temperature, relative humidity, radiant heat from the sun and other sources, conductive heat sources such as the ground, air movement, workload severity and duration, protective clothing and personal protective equipment worn by members.
   b. Some of these factors, such as air temperature, radiant heat, air movement and conductive heat sources determine how much a member’s body is heated from external sources. Relative humidity, air movement, protective clothing, and some personal protective equipment affect a member’s ability to cool through the evaporation of sweat and contact with cooler air. Workload intensity and duration, which can be increased by use of personal protective equipment, add to the member’s heat burden by producing metabolic heat.

2. Procedures for complying with the requirements of this standard (see H 1, 2, 3 above).

3. The importance of frequent consumption of small quantities of water, up to 4 cups per hour, when the work environment is hot and members are likely to be sweating more than usual in the performance of their duties.

4. The importance of acclimatization.

5. The different types of heat illness and the common signs and symptoms of heat illness.

6. The importance of immediately reporting, directly or through their supervisor, symptoms or signs of heat illness in themselves, or in co-workers.

7. Procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary. Department members are trained in first aid and when to call for EMS.

8. Procedures for contacting emergency medical services, and if necessary, for transporting members to a point where they can be reached by an emergency medical service provider.

9. Procedures for ensuring that, in the event of an emergency, clear and precise directions to the work site can and will be provided as needed to emergency responders. These procedures shall include designating a person to be available to ensure that emergency procedures are invoked when appropriate.

b. Supervisor training. Prior to supervising members performing work that should reasonably be anticipated to result in exposure to the risk of heat illness effective, training on the following topics shall be provided to the supervisor:

1. The information and procedures the supervisor is to follow to implement the applicable provisions of this policy.

2. The procedures the supervisor is to follow when a member exhibits symptoms consistent with possible heat illness, including emergency response procedures.

3. How to monitor weather reports and how to respond to hot weather advisories.
Darren Pytel
Police Chief
08/12
Revised 3/17 updated policy
8/18 minor revision
1/2020 update to PPE and bio-hazards
Reviewed 8/15, 12/17, 5/19