

## Safety and Health

### 1302.1 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 Montgomery County Sheriff's Office through the implementation of a safety and health program.

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 program that reduces illness and injury, it may be supplemented by procedures outside the Policy Manual.

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

### 1302.2 POLICY

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

### 1302.3 SAFETY AND HEALTH PROGRAM

The Support Services Director is responsible for developing a safety and health program that shall include:

- (a) Workplace safety and health training programs.
- (b) Regularly scheduled safety and health meetings.
- (c) Posted or distributed safety and health information.
- (d) A system for members to anonymously inform management about workplace hazards.
- (e) Convene a safety and health committee if needed to:
  1. Address issues.
  2. Prepare a written record of safety and health.
  3. Review the results of periodic scheduled inspections.
  4. Review investigations of accidents and exposures.
  5. Make suggestions to the Sheriff 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.

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8. Assess the effectiveness of efforts made by the Office to meet standards regarding the following:
  - (a) Communicable diseases
  - (b) Heat and cold stress prevention
  - (c) Member-specific tasks and safety
- (f) Establishment of a process to ensure illnesses and injuries are reported as required.

#### **1302.4 SUPPORT SERVICES DIRECTOR'S RESPONSIBILITIES**

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

- (a) Planning for foreseeable risk.
- (b) Managing and implementing a plan to reduce the incidence of member illness and injury.
- (c) 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 safety and health program.
  3. A process for identifying and correcting hazards.
- (d) Ensuring that all safety and health policies and procedures are clearly communicated and understood by all members
- (e) 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 safety and health guidelines.
  2. Recognizing members who perform safe work practices.
  3. Ensuring that the member evaluation process includes member safety and health performance.
  4. Ensuring office compliance to meet standards regarding the following:
    - (a) Communicable diseases
    - (b) Heat and cold stress
    - (c) Respiratory protection
    - (d) Emergency Operations Plan

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- (f) Making available the workplace inspection forms to document inspections, any unsafe condition or work practice, and actions taken to correct unsafe conditions and work practices.
- (g) Making available the Incident Investigation Report to document individual incidents or accidents.
- (h) Developing 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.
- (i) Ensuring incidents are fully investigated and corrective action taken to prevent hazardous conditions or behaviors from being repeated.

#### **1302.5 SUPERVISOR RESPONSIBILITIES**

Supervisor responsibilities include, but are not limited to:

- (a) Ensuring that each member has received initial orientation on safety and health before beginning work.
- (b) Ensuring member compliance with the safety and health program and answering questions from members about this policy.
- (c) Ensuring that each member receives and maintains required personal protective equipment (PPE).
- (d) Investigating, training, counseling, instructing or making informal verbal admonishments any time safety or health performance is deficient. Supervisors may also initiate discipline when it is reasonable and appropriate under the Standards of Conduct Policy.
- (e) Establishing and maintaining communication with members on safety and health issues. This is essential for an injury-free, productive workplace.
- (f) Completing required forms and reports relating to illness and injury; such forms and reports shall be submitted to the Support Services Director.
- (g) Notifying the Support Services Director 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 and reported.
  3. Occupational injuries and illnesses 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.

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### **1302.6 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 make their reports to a supervisor (as a general rule, their own supervisors).

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, 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 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 protection.

### **1302.7 INSPECTIONS**

Safety inspections are crucial to a safe and healthy 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.

#### **1302.7.1 EQUIPMENT**

Members are charged with regular vehicle inspections of their assigned vehicles and of their PPE prior to working in the field. Members shall complete a workplace inspection form if an unsafe condition cannot be immediately corrected. Members should forward this form to their supervisors.

### **1302.8 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 will personally investigate the incident or ensure that an investigation is conducted. Investigative procedures for workplace accidents and hazardous substance exposures should include:

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- (a) A visit to the accident scene as soon as possible.
- (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 will proceed with the steps to report an on-duty injury, as required under the Work-Related Injury and Illness Reporting Policy, in conjunction with this investigation to avoid duplication and ensure timely reporting.

### **1302.9 TRAINING**

The Support Services Director should work with the Training Officer to provide all members, including supervisors, with training on general and job-specific workplace safety and health practices:

- (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 Office is made aware of a new or previously unrecognized hazard.

#### **1302.9.1 TRAINING TOPICS**

The Training Officer should 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, footwear and PPE.
- (c) Use of respiratory equipment.
- (d) Availability of toilet, hand-washing and drinking-water facilities.
- (e) Provisions for medical services and first aid.
- (f) Bloodborne pathogens and other biological hazards.
- (g) Prevention of heat, cold and humidity stress.

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- (h) Hazardous materials, including chemical hazards to which members could be exposed.
- (i) Physical hazards, such as heat and cold stress, noise, and ionizing and non-ionizing radiation.
- (j) Ergonomic hazards, including working on ladders or in a stooped posture for prolonged periods.
- (k) Material Safety Data Sheets (MSDS) hazards and mitigation.
- (l) Back exercises/stretchers and proper lifting techniques.
- (m) Slips and falls.
- (n) Good housekeeping and fire prevention.
- (o) Workplace violence.
- (p) Other job-specific safety concerns.

#### **1302.10 RECORDS**

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