


## Illness and Injury Prevention

### 1029.1 POLICY HEADER

<b>Original Effective Date:</b>	<b>Revised Date:</b>
September 1, 2021	January 4, 2023
<p>Authorization:</p>  <p>Jason Haberman Chief of Police</p>	

### 1029.2 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 Mt. Lebanon Police Department.

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 Municipalitywide safety efforts.

### 1029.3 POLICY

The Mt. Lebanon Police Department is committed to providing a safe environment for its members and visitors and to minimizing the incidence of work-related illness and injuries. The Department will establish and maintain an illness and injury prevention plan and will provide tools, training and safeguards designed to reduce the potential for accidents, injuries and illness. It is the intent of the Department to comply with all laws and regulations related to occupational safety.

### 1029.4 ILLNESS AND INJURY PREVENTION PLAN

The Chief of Police or the authorized designee is responsible for developing an illness and injury prevention plan that shall include:

- (a) Workplace safety and health training programs.
  - 1. This should include a wellness program designed to maintain members overall physical and mental well-being.
- (b) Regularly scheduled safety meetings.
- (c) Posted or distributed safety information.
- (d) A system for members to anonymously inform management about workplace hazards.

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- (e) Establishment of a safety and health committee that will:
  - (a) Meet regularly.
  - (b) Prepare a written record of safety and health committee meetings.
  - (c) Review the results of periodic scheduled inspections.
  - (d) Review investigations of accidents and exposures.
  - (e) Make suggestions to command staff for the prevention of future incidents.
  - (f) Review investigations of alleged hazardous conditions.
  - (g) Submit recommendations to assist in the evaluation of member safety suggestions.
  - (h) Assess the effectiveness of efforts made by the Department to meet applicable standards.
- (f) Establishing a process to ensure illnesses, injuries and deaths are reported as required under 43 P.S. § 12.

#### **1029.5 CHIEF OF POLICE RESPONSIBILITIES**

The responsibilities of the Chief of Police or the authorized designee include, but are not limited to:

- (a) Managing and implementing a plan to reduce the incidence of member illness and injury.
- (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. Recognizing members who perform safe work practices.
  - 3. Ensuring that the member evaluation process includes member safety performance.
  - 4. Ensuring department compliance to meet applicable standards:
    - (a) Bloodborne pathogen mandates in 35 P.S. § 631.3
    - (b) The Worker and Community Right-to-Know Act (35 P.S. § 7301 et seq.)
    - (c) Personal Protective Equipment (PPE) (see the Personal Protective Equipment Policy)

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- (e) Making available a form to document unsafe conditions or unsafe work practices, and actions taken to correct unsafe conditions and work practices.
- (f) Making available a form to document individual incidents or accidents (e.g., Worker's Compensation forms)
- (g) Conducting and documenting a regular review of the illness and injury prevention plan.

#### **1029.6 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.
- (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 appropriate Deputy Chief of Police.
- (e) Notifying the appropriate Deputy Chief of Police 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.

#### **1029.7 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 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.

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All significant actions taken and dates they are completed shall be documented on the appropriate form. This form should be forwarded to Police Administration via the chain of command.

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

#### **1029.8 EQUIPMENT INSPECTIONS**

Members are charged with daily vehicle inspections of their assigned vehicles and of their PPE prior to working in the field. Members shall complete the [Vehicle/Equipment Work Order Form](#) if an unsafe condition cannot be immediately corrected. Members should forward this form to their supervisors.

#### **1029.9 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.
- (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 Work-Related Injury and Occupational Disease Reporting Policy, in conjunction with this investigation to avoid duplication and ensure timely reporting.

#### **1029.10 TRAINING**

The Chief of Police or the authorized designee should work with the Training 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.

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- (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.

#### **1029.10.1 TRAINING TOPICS**

The Training 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, hand-washing 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.
- (h) 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)).
- (i) Mitigation of physical hazards, such as heat and cold stress, noise, and ionizing and non-ionizing radiation.
- (j) Identification and mitigation of ergonomic hazards, including working on ladders or in a stooped posture for prolonged periods.
- (k) Back exercises/stretchers and proper lifting techniques.
- (l) Avoidance of slips and falls.
- (m) Good housekeeping and fire prevention.
- (n) Other job-specific safety concerns.

#### **1029.11 RECORDS**

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

## Attachments

## **Form 61 - Vehicle - Equipment Work Order.pdf**



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## Vehicle / Equipment Work Order



This form should be placed in the vehicle when it is taken for service.

Vehicle Number		Reporting Officer	
Date		Time	Vehicle Mileage

**NATURE OF TROUBLE (to be completed by reporting officer)**

**Electrical / Lighting / Mechanical**

Head Lights	<input type="checkbox"/>		Battery	<input type="checkbox"/>		Exhaust	<input type="checkbox"/>
Tail Lights	<input type="checkbox"/>		Check Engine Light	<input type="checkbox"/>		Air Conditioning	<input type="checkbox"/>
Brake Lights	<input type="checkbox"/>		AM/FM Radio	<input type="checkbox"/>		Heating	<input type="checkbox"/>
Turn Signal	<input type="checkbox"/>		Electrical – Other	<input type="checkbox"/>		Tires	<input type="checkbox"/>
Interior Lights	<input type="checkbox"/>		Engine	<input type="checkbox"/>		Windows	<input type="checkbox"/>
Dome Light	<input type="checkbox"/>		Power Steering	<input type="checkbox"/>		Doors	<input type="checkbox"/>
Spot Light	<input type="checkbox"/>		Brakes	<input type="checkbox"/>		Coolant/Radiator	<input type="checkbox"/>
Lights - Other	<input type="checkbox"/>		Transmission	<input type="checkbox"/>		Mechanical - Other	<input type="checkbox"/>

**Police / Emergency Equipment**

Emergency Lights	<input type="checkbox"/>		Gun Rack	<input type="checkbox"/>		Patrol Rifle	<input type="checkbox"/>
Siren	<input type="checkbox"/>		In-Car Camera	<input type="checkbox"/>		Helmet	<input type="checkbox"/>
Mobile Radio	<input type="checkbox"/>		Flashlight	<input type="checkbox"/>		Plate Carrier	<input type="checkbox"/>
MDT	<input type="checkbox"/>		Equipment Box	<input type="checkbox"/>		Gas Mask	<input type="checkbox"/>
Printer	<input type="checkbox"/>		Fire Extinguisher	<input type="checkbox"/>		Monocular	<input type="checkbox"/>
Scanner	<input type="checkbox"/>		1 <sup>st</sup> Aid Kit	<input type="checkbox"/>		Narcan Kit	<input type="checkbox"/>
Tracker	<input type="checkbox"/>		Body Worn Camera	<input type="checkbox"/>		AED	<input type="checkbox"/>

**Describe the nature of the problem.**


Watch Commander	Date
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