

**STOCKTON POLICE DEPARTMENT**

**GENERAL ORDER**

**EMPLOYEE SAFETY COMMITTEE'S**  
**SUBJECT**

**DATE:** March 1, 2005

**NO:** K-6

**FROM:** CHIEF ERIC JONES

**TO:** ALL PERSONNEL

**INDEX:** **Safety Committee**  
**Employee Safety Committee**  
**Committee, Safety**

**I. POLICY**

- A. The Stockton Police Department is dedicated to reduce accidents, maintain the safest working conditions, and instill in each employee a sense of individual safety responsibilities.
- B. It is the policy of the Stockton Police Department to provide employee's an opportunity to participate in safety-related procedures through their participation in the Department's Employee-Involvement Safety Committee's.

**II. EMPLOYEE-INVOLVEMENT SAFETY COMMITTEE'S**

A. Personnel Assigned

- 1. Three separate Employee-Involvement Safety Committees will represent each of the Departmental Bureaus' (Investigations, Operations & Services).
- 2. A Division/Section Commander from each of the above Bureau's will be assigned by the Chief of Police, or his designee, to serve as the chairperson for each committee.
- 3. The Committees will be comprised of employees within a particular bureau.
  - a. A minimum of five (5) employee's are required for each committee.
  - b. A representative employee from each of the listed bargaining units will serve on each committee, if the bargaining unit is represented in the Bureau.
    - (1) The employee representative will be appointed by the Chief of Police from a list of three (3) names submitted by each bargaining unit.
      - (a) Stockton Police Management Association (S.P.M.A.)
      - (b) Stockton Police Officers' Association (S.P.O.A.)
      - (c) Mid-Management/Supervisory Level Unit
      - (d) San Joaquin Public Employee's Association (S.J.C.E.A.)
      - (e) Operating Engineers Local #3
  - c. The Chief of Police may also assign any additional employee(s) to each Committee as he/she deems necessary.

## B. Roles and Responsibilities

1. The Department Employee-Involvement Safety Committees will be responsible for reviewing all accidents (including vehicle accidents), injuries, and near misses involving Department employees.
2. The Department Employee-Involvement Safety Committees will also be responsible for conducting inspections of their assigned areas.
  - a. A written report will be forwarded to the Department Safety Officer detailing the results of the inspection. PD Form 1606 will be used for this purpose.
3. In addition, the Department Safety Committee's will discuss safety related concerns which may include, but are not limited to the following:
  - a. Identifying safety training program needs;
  - b. Making recommendations or changes to improve work safety;
  - c. Discussing situations involving significant near misses and making recommendations to prevent reoccurrences.
  - d. Discussing employee questions and complaints regarding safety issues;
  - e. Discussing concerns about workplace safety and protective equipment.

## C. Procedure

1. When an employee is involved in a safety related accident, near miss and/or injured on-duty, the appropriate report will be filed by the employee's immediate supervisor. Refer General Order S-1.
  - a. Near misses will be documented on an S.I.R. \*Attention Department Safety Officer/Personnel & Training.
2. The Department Safety Officer will review all accident and/or injury reports involving Department employees. After review, the Department Safety Officer will forward a copy of the report to the appropriate Bureau Safety Committee for review.
3. Each accident/injury report will be reviewed, and the involved party heard, prior to a ruling by the committee. The appearance of the employee is not mandatory, unless otherwise directed.
  - a. Only two members of the accident committee will take part in the questioning of an employee appearing before the committee and these two will be chosen by the Chairperson.
4. The ruling of the committee will consist of the following:
  - a. Preventable - The accident/injury could have been prevented.
  - b. Unpreventable - The accident/injury could not have been prevented.
  - c. Hazard of the Job - The accident/injury was either preventable or unpreventable, but in view of the facts, the action taken was consistent with the proper procedure.
5. The findings of each committee will be forwarded to the Department Safety Officer.
6. The Department Safety Officer will then submit a packet to the Chief of Police only for those accidents ruled preventable. The packet will include the following information:

- a. a copy of the accident report.
  - b. a copy of the Committee's findings documented on PD Form 1604
  - c. a copy of the employee's previous accident history.
7. After the Chief's review, the packet will be forwarded to the appropriate Division/Section Commander for action.
  8. The appropriate Division/Section Commander will review the material and take the appropriate action.
  9. Immediate formal notification will be forwarded to the employee concerned when action is necessary, in accordance with the Departmental Manual of Rules and Regulations.
  10. After the necessary corrective action has been taken, the packet will be endorsed back through the Office of the Chief of Police to the Department Safety Officer.
  11. The Department Safety Officer will then make the necessary notations in the employee's accident history file.

D. Meetings

1. Each Employee-Involvement Safety Committee will meet monthly.
2. Each committee member will receive copies of the accident/injury reports prior to the scheduled meeting.
3. Every employee having an accident, injury or near miss reviewed by a committee will be notified of the time and place of the meeting. This notification should be made a minimum of five days in advance. PD Form 1603 will be used for this purpose.
4. A copy of the minutes of each meeting will be completed and submitted to the Department Safety Officer (Personnel & Training Lieutenant). The original copy of the minutes will be retained by each committee. PD Form 1605 (Employee-Involvement Safety Committee Meeting Minutes) will be used for this purpose.
5. Documentation must be maintained for three years and must include: employee name, training dates, subject and copy of training materials and trainers name. In addition, documentation for safety and training of toxic substance and/or hazardous exposure must be maintained for thirty (30) years plus employment.