

STOCKTON POLICE DEPARTMENT

GENERAL ORDER

SAFETY & OCCUPATIONAL HEALTH PROGRAM
SUBJECT

DATE: March 1, 2005

NO: S-3

FROM: CHIEF ERIC JONES

TO: ALL PERSONNEL

INDEX: SAFETY PROGRAM
OCCUPATIONAL HEALTH PROGRAM

I. PURPOSE

- A. It is the policy of the Stockton Police Department to set forth policies and procedures for establishing a safe and healthful work environment for employees of the Stockton Police Department and for reducing incidents of loss to the City of Stockton.
- B. It is the policy of the Stockton Police Department to comply with State Labor Code Section 6400, General Industry Safety Order 3203, and City of Stockton City Manager Administrative Procedures Directive (PER-019) which mandates that an employer shall provide safe and healthful employment and shall maintain an accident prevention program, including safety training and periodic inspections.
- C. The objectives of the program are:
 - 1. To encourage a strong management commitment, and involvement in safety.
 - 2. To develop communication and interaction among workers, supervisors, and managers regarding safety matters.
 - 3. To affect training practices that emphasizes early indoctrination and follow-up instruction.
 - 4. To educate and provide proper training in order to minimize the workers compensation claims, loss time and occupational injuries.
 - 5. To promote the concept of accountability for activities related to employee safety and health.
- D. The Stockton Police Department will attempt to achieve a year-by-year reduction in the frequency and severity of all accidents. No correctable potential causes of accidents will be permitted to interfere with this basic objective.

II. POLICY

- A. Every employee has the right to work in an environment that does not imperil the employee's safety and health. Management, which has the authority to make decisions and affect changes, retains the primary responsibility in regard to safety. Managers must manifest their concern by visible actions and participation in safety efforts. This willingness must be developed at all levels of management through training, reasoning, persuasion, disciplinary action and personal actions.
- B. It is the responsibility of employees to comply with management's instructions and procedures designed to ensure safety on the job.

III. ROLES AND RESPONSIBILITIES

A. Chief of Police:

1. It is the responsibility of the Chief of Police to regard establishment of procedure for employees' safety and health as an inherent part of his/her position. This can be accomplished by:
 - a. Establishing employee safety as a regular topic at departmental staff meetings.
 - b. Designating a departmental safety representative, who will be responsible for communicating with the City Safety Officer on behalf of the Department.
 - c. Instruct subordinate managers to hold supervisors accountable for the performance of activities related to employee safety.

B. Department Safety Officer:

1. The Lieutenant in charge of Personnel & Training will serve as the Department Safety Officer.
2. The Department Safety Officer will be responsible for:
 - a. Assigning the designee for the Chief of Police on the City Department Head Safety Committee.
 - b. Communicating with the City Safety Officer on behalf of the Department.
 - c. Ensuring that occupational injury and illness records are properly maintained.
 - d. Providing assistance to the Department Safety committees.

C. Managers:

1. Managers should work with supervisors to develop mutually agreed upon goals for safety-related activities. The Department Safety Officer is available to assist in this area. This can be accomplished by:
 - a. Ascertaining adequate job instructions, including safety training and vehicle training is provided to employees.
 - b. Assuring that written policies, procedures, and codes of safe practices are in effect, where required.
 - c. Ensuring that supervisors inform each employee of any hazardous substances that the employee may be exposed to on the job.
 - d. Providing employees with suitable protection against such hazards.
 - e. Instructing in methods of self-protection.
 - f. Developing mutually agreed upon goals for employees' safety-related activities. These safety-related activities must be reviewed and agreed upon by the City Safety Officer to ensure CAL/OSHA compliance, and also that these activities relate to the type of accidents experienced.
 - g. Providing a means for employee participation in the safety program and should seek to make frequent, informal contacts with both supervisors and employee's on matters involving safety.

D. Supervisors:

1. It is the responsibility of the supervisor to perform those activities related to employee safety and health, which the supervisor has been assigned. This can be accomplished by;
 - a. Providing employees with initial training regarding overall job accomplishment, including safety and health.
 - b. Not knowingly exposing employees to situations, which are hazardous to employee's safety and health.
 - c. Correcting hazardous conditions through discussion with managers and employees.
 - d. Communicating information from suppliers' "Materials Safety Data Sheets" to affected employees.
 - e. Conducting an investigation in situations involving a recordable employee injury, illness, or vehicle accident and completing the necessary forms. Refer General Order S-1 "On the Job Injuries" for details.
 - (1) The purpose of the investigation is to determine the cause of the incident, with the goal of future prevention.
 - f. In situations involving significant injury, illness, damage or loss of property i.e., hospitalization of employees, loss of life or vehicle accidents that involve more than \$500.00 in damages, the City Safety Officer must be notified as soon as practical.
 - (1) This notification will be made by the Department Safety Officer, through the Office of the Chief of Police.

E. Employees

1. Employees are expected to follow departmental rules and the instruction of their supervisors regarding safe job performance.
2. Any employee who observes an unsafe act or condition has the responsibility of either immediately reporting it or correcting it. If it is beyond an employee's ability or authority to correct an unsafe situation, they will report the matter to their immediate supervisor. Corrections of unsafe situations will be done in a timely manner based on the severity of the hazard.
3. Employees are to operate only the equipment and vehicles authorized by their supervisors. Employees shall use those safety devices or items of personal protective equipment designated for use on certain jobs by departmental management.
4. Employees are encouraged to participate in departmental programs for safety involvement.