

COOLIDGE POLICE DEPARTMENT		
	<p style="text-align: center;">CHAPTER 23</p> <p style="text-align: center;">WORKPLACE SAFETY; ACCIDENTS AND INJURIES</p> <p>CALEA Standard(s):</p>	<p>General Orders</p>
Issue Date: 6-24-13 Date: 11-18-14	Review Date:	Revision

23.1 ACCIDENTS INVOLVING POLICE PERSONNEL AND PROPERTY

Any accident (other than one involving a vehicle; see 17.2.3) involving an injury to an on-duty employee or damage to City property shall be immediately reported. A supervisor shall respond to the scene to investigate the accident. The supervisor shall call for assistance in the investigation when appropriate (for example, contacting a Commander to involve Human Resources).

Unless the investigation is turned over to Professional Standards, the supervisor shall complete the investigation, thoroughly document the incident (including photographs) and send a report of the investigation and any recommended disciplinary action to the chain of command. The supervisor shall also complete a COC Incident Report and any necessary worker’s compensation documentation.

23.2 Occupational and Workplace Safety

Workplace safety is the responsibility of all employees. The Department provides personal protective equipment to all employees, as appropriate to specific assignments; employees shall use the assigned equipment. Employees shall report any safety problem or health hazard to a supervisor; supervisors shall act to resolve the problem or hazard.

The nature of the work done by employees necessarily includes the risk of exposure to infection. When aware in advance of a hazard, employees shall use assigned equipment to prevent exposure. Employees shall document and report all exposures as required. For additional assistance or information, contact Human Resources.

23.2.1 Industrial Injuries

An industrial injury is any injury arising out of and in the course of employment. In addition, under Arizona law, an injury that occurs to a certified peace officer

while traveling to and from work as an on-duty law enforcement officer, or to and from secondary work as a peace officer, or while off-duty if injured while taking a police action, is also considered an industrial injury.

23.2.2 Worker's Compensation Program

In Arizona, employees or reserve officers who have suffered an injury or illness arising from and in the course of their employment with the City, must seek compensation and medical payments through the Worker's Compensation Program unless the employee has previously waived coverage under the program.

Employees who choose to waive coverage must file a waiver prior to the injury occurring. Waivers are available from the Human Resources Department.

23.2.3 Treatment of Injuries

A. An employee who suffers a minor injury not requiring treatment by a physician may be administered first aid. The injury shall be documented with a memorandum from the injured employee and a Supervisor's Report of Industrial Injury. The memorandum and Supervisor's Report will be retained for one year in the employee's medical file; if complications from the injury develop, a complete package of industrial injury forms will be completed at that time, using the information contained in the original memo and report.

B. An employee who suffers a minor injury requiring medical treatment may respond either to the City-contracted physician or a private physician to care for the injury.

C. Employees who are seriously injured shall be treated at the nearest hospital. An on-duty supervisor shall be notified immediately; that supervisor shall respond to the hospital to make any necessary arrangement for the further care of the employee and to provide assistance to the employee and employee's family regarding employee benefits.

23.2.4 Documenting Industrial Injuries

A. An employee who suffers any injury must complete a memo to the first line supervisor explaining the incident and providing copies of any documents detailing the need for follow-up treatment, doctor or therapy visits, etc.

B. The first line supervisor shall complete, within 24 hours of the injury, the Supervisor's Report of Industrial Injury. This report requires the employee's signature. If the employee is unable to sign the form, the employee's spouse

may sign the form. If neither is available to sign the form, the form shall be completed and forwarded within the required time frame. This form is time critical, as it must be processed by City Human Resources and filed with the Arizona Industrial Commission within ten days of the injury.

C. Employees who have been injured as the result of a malicious act by a third person will be photographed, in color, to reflect the injury and/or damage to clothing and equipment.

23.5 Exposure to bodily fluids, infectious material or communicable disease

A. Exposure to communicable diseases, including blood borne pathogens (BBP) and diseases transmitted through the air, is a hazard of law enforcement work. This policy is intended to assist employees in minimizing this risk through the use of appropriate work practices, the use of personal protective equipment (PPE) and prompt evaluation and treatment should exposure occur.

B. The following job classifications have been identified as those reasonable anticipated to have some occupational exposure to communicable diseases:

1. All sworn personnel
2. Non-sworn employees assigned to evidence control

23.5.2 Blood Borne Pathogens Exposure Control Plan

A. Blood borne pathogens may include HIV/AIDS, Hepatitis B Virus and Hepatitis C Virus, among others.

B. HIV/AIDS is a virus that attacks a person's immune system, weakening his/her resistance to other diseases. There is no known vaccine or cure for the virus. It is transmitted from one person to another through sexual contact, sharing of drug needles or by contact between infected body fluids or other potentially infectious materials (any body secretion), any bodily orifice, or an open wound or rash. The Hepatitis viruses are viral infections that may result in jaundice, cirrhosis, or cancer of the liver. The incubation period is from six weeks to six months; carriers of the virus may appear well. These viruses may be transmitted by open wounds of mucous membrane coming into contact with contaminated needles, body fluids or other potentially infectious materials. OPIM.

C. Preventative measures which are to be observed by employees include the following.

1. Employees should frequently wash their hands (with soap and warm water or provided cleansing agents). Employees should wash immediately after removing gloves or other potentially infectious materials. Employees should not, following physical contact with any person, eat, drink or smoke until they have washed their hands.

2. Collect, handle, label and transport biological evidence using personal protective equipment and following proper evidence collection, packaging and transportation procedures, including the placement of all body fluids or other potentially infectious materials in properly labeled leak-proof containers. This includes having access to Material Safety Data Sheets.

3. Sharp objects that are evidence shall be placed in marked, puncture resistant biohazard containers.

4. Employees will not apply cosmetics or lip balm, handle contact lenses, eat, drink, or place food or drink on or near any storage device or surface which contains body fluids or other potentially infectious materials or is used for the packaging of body fluids or other potentially infectious materials.

5. Avoid stepping in any body fluids or other potentially infectious materials.

6. If blood or other potentially infectious materials penetrate clothing, the garment shall be removed immediately or as soon as possible. Contaminated laundry will be bagged or placed in a container immediately or as soon as possible.

7. PPE and other regulated waste shall be disposed of in properly labeled biohazard bags and receptacles.

8. Contaminated work surfaces (i.e. evidence processing areas) will be decontaminated with an appropriate disinfectant after contamination.

23.5.3 Personal Protective Equipment (PPE); Universal Precautions

A. Employees shall take universal precautions when dealing with any situation involving the potential for exposure to blood and body fluids, including OPIM. Employees shall use PPE at all times and treat all such substances as if infectious.

B. PPE including gloves, masks, eye protection or face shields, and antiseptic hand cleaner or towelettes and binoculars for viewing hazardous material incidents from a safe distance will be supplied by the Department and readily available in work areas where hazardous and/or biohazard materials may be encountered.

Specific PPE needs are to be determined by the Chief upon the recommendation of the Exposure Control Officer. Depending on the likelihood of exposure, PPE may also include:

1. respirators
2. gowns, aprons or other protective clothing
3. disposable gloves or similar protective items
4. one-way airways for CPR
5. masks, eye protection, face shields

PPE will be replaced or repaired by the Department as needed.

C. Supervisors shall monitor the use of PPE as required by this policy.

23.5.4 Tuberculosis (TB) Exposure Control Plan

A. Tuberculosis is a disease caused by bacteria. Symptoms of TB include a persistent cough, bloody sputum, chest pain, fever, night sweats, weight loss and extreme fatigue. The disease is transmitted when a person who has TB sneezed, coughs or speaks. A person may become infected by inhaling the airborne material released by the infected person. Most people who become infected with the TB bacteria will not develop the disease, but will have a positive reaction to a skin test.

B. **Preventative measures.** If an employee believes a person has or may have infectious TB, the employee should wear an N95 respirator to prevent inhalation of the infection. Close contact should be minimized and the person should be moved outside or the area should be ventilated to the extent possible.

C. If it is necessary to transport a person with TB, the employee should wear an N95 respirator, transport the person directly to the hospital, avoid transporting anyone else at the same time, operate the vehicles air recycling system on at high speed on a non-recirculating cycle and open all windows (weather permitting).

D. An employee who has been exposed to a person known or suspected of having TB shall immediately contact a supervisor. Both the exposed employee and the supervisor must complete the appropriate paperwork, including the report of exposure and chemical/biological contamination exposure form.

1. The employee shall seek a medical evaluation, either with the City physician or with the employee's own physician, and shall receive an initial TB skin test. If the initial test is negative, it will be repeated in three months. Employees who test positive will be evaluated for preventive therapy and retested as required.

2. An employee who has infectious TB shall begin treatment and shall not return to work until cleared to do so by the City physician.

23.5.5 Employee Exposure to Blood Borne Pathogens

A. An employee who is exposed shall immediately contact a supervisor and will be taken to the nearest hospital, where an infection control doctor should be consulted. If hospital treatment is not necessary, or if an infection control doctor is not available, the employee should then go to the City's contracted physician or may choose to be treated by their own physician.

B. Immediate decontamination is recommended. Soap and water, along with a disinfecting agent should be used.

C. Preventative treatments are available for certain types of exposures, but treatment must begin within **two hours** or as soon thereafter as possible. Employees must be aware that waiting more than 48 hours greatly diminishes the effectiveness of treatment.

D. Supervisors are responsible for assisting exposed employees, including contacting employees who are no longer on the scene and may not realize the potential for exposure. All clothing and equipment must be decontaminated (see below).

E. Worker's compensation coverage and OSHA regulations require exposed employees to have a baseline blood draw taken; employees are encouraged to do so immediately. To protect an employee's rights to file a future claim of infection or illness due to a significant occupational exposure, employees must:

1. Within 24 hours of a possible significant exposure that arises out of, and is in the course of employment, file all necessary reports.
2. Complete a baseline blood test within ten days after the possible significant exposure. This test is voluntary and intended to determine that the employee is free of the infection or illness the time of exposure.
3. Test for the HIV infection or Hepatitis A, B, and C within thirty days of a significant exposure.

F. Exposed employees are also entitled to, and are encouraged to make themselves available for, follow-up blood draws and tests as recommended by the treating physician or City physician. Medical evaluation and counseling will be at Department expense. All test results are strictly confidential.

G. Both the exposed employee and the supervisor must complete the appropriate paperwork, including the report of injury and chemical/biological contamination exposure form.

23.5.6 Testing Sources of Significant Exposure

An effort should be made to test the person who is the source of a significant exposure of an employee for communicable diseases. Testing is done by blood draw; most tests are done voluntarily with the consent of the person being tested, or the person's family if the person is deceased. A supervisor should be contacted to discuss the matter with the person who is the source of the exposure and to seek consent.

If consent is not provided, A.R.S. 13-1210 permits an employee or volunteer, or the agency itself, to file a petition with Superior Court for an order authorizing the testing of the person for HIV, common blood borne diseases and other diseases listed in the petition if there are reasonable grounds to believe an exposure occurred in certain specified circumstances. Contact the City Attorney for assistance in getting a court order for the blood draw.

If the person is deceased and the family does not consent to the blood draw, A.R.S. §11-594 provides that a blood sample may be provided by the medical examiner as long as the collection or release will not interfere with the examination.

If there is probable cause to gather the evidence for law enforcement purposes (for example, because the type of assault charged depends on the seriousness of the exposure), the evidence may also be gathered through a search warrant.

23.5.7 Decontamination of public areas or public property

A. When it is necessary to clean up large amounts of bodily fluids from a public area or publicly owned property, officers may contact the City contractor, if none is available, a private contractor who specializes in scene clean up will be contacted, for scene decontamination.

B. For clean-up of small amounts of contamination, the following procedures should be followed:

6. To clean small areas, use gloves and, if necessary, safety goggles and facemask. Use a 1:100 solution of bleach and water, or a similar cleaner. Allow the cleaner to sit for several minutes before wiping.
7. For contaminants directly on the hands, skin or mucous membranes, and following the removal of latex gloves in contact with contaminants, the affected areas should be washed immediately with soap and warm water, scrubbing vigorously for 20 seconds. If either mouth or eyes are involved, flushing with warm water for at least 10-15 minutes is standard.
8. For contaminated vehicles, use a 1:100 solution of bleach and water, scrub all areas, allow the bleach to soak in for 5-10 minutes and then rinse. Contaminated vehicles are not to be used until properly decontaminated; when there is concern about the effectiveness of the decontamination process, the City contractor should be contacted.
9. For equipment (handcuffs, batons, flashlights), wear latex gloves and use a 1:100 solution of bleach and water.

C. Contaminated clothing should either be handled with latex gloves, kept separate from other laundry in marked plastic bags and washed in soap and warm water, or given to the City contractor for cleaning. Shoes and leather gear should be scrubbed with soap and hot water.

23.8 Industrial Leave

A. Employees on industrial leave are assigned to their home and will be considered to have the same duty hours and days off during the first seven days following injury as they had when injured. After the first seven days, the employee may be reassigned to new duty days and days off.

B. Written documentation from a physician is necessary in order for time lost due to an industrial injury or occupational disease to be treated as compensable time. Any on-duty time that is spent for follow-up physician and therapy appointments shall be noted on the employee's time worked record as industrial time.