

	<b>MARICOPA COUNTY SHERIFF'S OFFICE</b> <b>POLICY AND PROCEDURES</b>	
	<b>Subject</b>  <b>OCCUPATIONAL</b> <b>SAFETY PROGRAM</b>	<b>Policy Number</b> <b>CP-9</b>
		<b>Effective Date</b> <b>05-26-23</b>
<b>Related Information</b> EA-2, <i>Patrol Vehicles</i> GD-19, <i>Injury or Death of an Employee or Volunteer</i> GE-4, <i>Use, Assignment, and Operation of Vehicles</i>	<b>Supersedes</b>  CP-9 (10-28-20)	

## PURPOSE

The purpose of this Office Policy is to establish a comprehensive Occupational Safety Program which sets forth standards for occupational practices and defines the accountability of all employees for its effectiveness.

## POLICY

It is the policy of the Office to advocate for a safe work environment where employees share a set of practices, and understand the importance of safety.

Although this Office Policy refers to employee throughout, this Office Policy also applies with equal force to all volunteers. Volunteers include, but are not limited to, reserve deputies and posse members.

## DEFINITIONS

**Accident:** An unforeseen or unplanned event that can result in damage, injury, or death.

**Blue Team:** The Early Identification System (EIS) application that allows employees and supervisors to record information in a database regarding incidents, performance, and conduct. The information from Blue Team is transferred to the IAPro Early Identification case management system.

**Early Identification System (EIS):** A system of electronic databases that captures and stores threshold events to help support and improve employee performance through early intervention and/or to identify problematic operating procedures, improving employee performance, identifying detrimental behavior, recognizing outstanding accomplishments, and to improve the Office's supervisory response. The computerized relational database shall collect, maintain, integrate, and retrieve information gathered in order to highlight tendencies in performance, complaints, and other activities. The database allows the Office to document appropriate identifying information for involved employees, (and members of the public when applicable), and the actions taken to address the tendencies identified. Blue Team, IAPro, and EIPro are applications of the EIS.

**Employee:** A person currently employed by the Office in a classified, unclassified, contract, or temporary status.

**Incident Analysis:** Investigation of a potential safety problem, condition, accident, injury, or near miss in order to identify the root cause and to eliminate or minimize its effect in the future.

**Near Miss:** Any incident where an accident, injury, or other damage was narrowly avoided; a close call.

**Root Cause:** The most basic cause of an incident, that be identified through investigation and when eliminated or altered, will prevent or significantly reduce the likelihood of a reoccurring incident.

**Safety Culture:** An environment where individuals have a shared set of beliefs, practices, and attitudes toward the importance of the welfare of all employees.

**Safety Talks:** Focused discussions where the primary topics may include, but not be limited to, the following:

- Employee Safety
- Use of Force
- Boating and Water Safety
- Critical Incidents
- Investigation Processes
- Public Safety
- Weapons and Laser Safety
- Hazardous Communications
- New Procedures or Tasks that are not performed routinely
- Avoiding Future Incidents
- Vehicle Operations
- Bloodborne and Airborne Pathogens
- First Aid
- Personal Protective Equipment
- Planned Work Event
- Response to Emergency Situations
- Hearing Conservation
- Adverse Weather Conditions

**Supervisor:** An employee to whom subordinates report.

- A. Commander: An employee with the rank of lieutenant or above, or its civilian equivalent and above.
- B. First-Line Supervisor: An employee with the rank of sergeant, or its civilian equivalent.

**PROCEDURES**

- 1. **Occupational Safety Program (OSP):** The OSP shall consist of the following elements:
  - A. Safety Planning and Goals: The Occupational Safety Division (OSD) shall facilitate and manage the planning and implementation of the OSP. Safety goals for the program shall be defined and reviewed annually.
    - 1. Safety Committee: The Safety Committee, when utilized, shall coordinate with the OSD and may assist the command staff in the development and implementation of the OSP. The Safety Committee shall consist of representatives from various bureaus of the Office.
    - 2. Safety Goals: The lowest organizational level defining safety goals is the shift or watch commander's level with input from the first line supervisors. Safety goals at lower levels of supervision usually include specific safety reduction items, such as a reduction in employee slip and falls or vehicle accidents. At higher levels of management, safety-related reduction items tend to be more general and wide ranging in scope, such as a percentile reduction in accidents or injuries.
    - 3. The OSD may meet with division commanders annually to review the safety goals.
  - B. Safety Practices: In addition to complying with the established standards, rules, and regulations, each division of the Office is required to define any need for additional safety practices for their respective areas. Accident prevention measures and incident analysis shall be incorporated throughout the Office.
    - 1. Work Areas and Equipment Inspections: Supervisors shall maintain a written record of any inspection conducted and the findings. Supervisors shall document the inspection and identify any areas of concern, potential issues, and the corrective actions taken. The inspection records shall be kept at the division level for two years.

- a. At the beginning of each shift, inspections shall be conducted by all employees of their respective work areas and work equipment. All safety issues that require immediate attention shall be reported to the immediate supervisor.
  - b. Shift supervisors shall inspect equipment and work environments within their area of command on at least a monthly basis and document the inspection. The inspections shall include documentation of the items, equipment, and facilities inspected. Also noted shall be any problems and the corrective actions taken.
  - c. Shift commanders shall inspect work environments within their area of command on at least a quarterly basis. The inspections shall include documentation of the items, equipment, and facilities inspected. Also noted shall be any problems and the corrective actions taken.
  - d. Division commanders shall inspect their areas of command semi-annually.
  - e. The OSD should meet with bureau chiefs annually to review the inspections of each division under their command.
2. Inspection of Office Vehicles:
- a. Office employees assigned a take home Office vehicle shall be responsible for care and upkeep of the vehicle, for ensuring vehicle fluids are maintained at proper levels, and scheduled preventive maintenance is completed as scheduled.
  - b. The division commander or a designated employee at the direction of a supervisor, shall ensure all vehicles assigned to their division are being inspected quarterly. A quarterly inspection should be completed during January, April, July, and October of each calendar year and document in Blue Team, as a line level inspection, as specified in Office Policy GE-4, *Use, Assignment, and Operation of Vehicles*.
  - c. Inspections of patrol vehicles shall be performed, as specified in Office Policy EA-2, *Patrol Vehicles*.
3. First-line supervisor safety considerations include, but are not limited to, the following:
- a. Facilitating an effective safety program. The supervisor shall take a proactive approach toward maintaining a safety culture by completing the following:
    - (1) Conducting squad safety talks as needed;
    - (2) Providing individual safety instruction as needed, to include individualized talks and reviewing near misses; and
    - (3) Completing injury and risk management forms.
  - b. Providing accurate and timely safety reports. The supervisor shall complete the following:
    - (1) Identify safety goals for employees under their supervision; and

- (2) Report employee injuries and corrective action taken to prevent future occurrences and initiate follow-up actions to ensure corrective action is completed
- 4. Office personnel safety considerations include, but are not limited to, the following:
  - a. Maintaining equipment and a safe workplace.
    - (1) Ensuring vehicles and equipment are kept clean and serviced on time, and inspection forms are completed prior to use.
    - (2) Ensuring work areas are kept clean and materials are stored neatly and safely.
  - b. Identifying and contributing information to assist supervisors in determining factors that contributed to an incident or accident.
    - (1) Promptly reporting injuries or near misses.
    - (2) Promoting positive safety practices.
      - i. Recommending solutions to provide a safer workplace; and
      - ii. Promoting policies and guidelines in good safety practices.
- 5. Safety Talks: Each supervisor or commander shall use safety talks as a venue to review injuries and near misses that have occurred, review or formulate operational procedures which affect employee safety, and evaluate employee safety suggestions. This information should be documented in the Blue Team Supervisor Notes.
- 6. Reporting Safety Incidents: Copies of all incidents under the individual's command that have been reported to the Maricopa County Risk Management Department along with relevant forms and memorandums shall be forwarded to the OSD. The supervisor shall determine the root cause of the incident and work with the OSD to recommend corrective action. Refer to Office Policy GD-19, *Injury or Death of an Employee or Volunteer* for specific reporting requirements.
  - a. Non-supervisory employees may provide recommendations for improvement to assist supervisors in determining factors that contributed to an incident or accident.
  - b. Supervisors shall annotate the recommended corrective actions on the bottom of the required memorandum that accompanies the Risk Management Incident Reporting Online Claim Form.
- C. Training: Safety-related training and instruction shall be provided for all employees. On-going training and the vigilance of employees toward safety are critical to the safety culture of the Office.
  - 1. New Hire Training: All employees shall be provided with instruction concerning safety issues. Sworn and detention personnel shall be instructed on safety issues while in their

respective academies. Supervisors shall ensure appropriate safety training and instruction are provided for newly hired employees who are not required to attend an Office academy.

2. **On-Going Training:** The Training Division shall provide on-going training, as needed, concerning safety issues to Office employees.
  3. **Safety Resources:** The Office provides supervisors with resource materials to use as tools for the implementation of the OSP.
  4. **Safety Publications:** Safety publications provide supervisors with a wide range of safety-related information on topics and issues related to their areas of responsibility. These safety publications may include bulletins, newsletters, or articles regarding safety. Safety publications are available by contacting the OSD.
- D. **Safety Meetings:** Periodic safety meetings shall be conducted at the various command levels throughout the Office. The primary purpose of the safety meetings is to define and review safety goals and activities at the individual command levels. Special emphasis shall be placed on injuries or accidents that occurred during the reporting period, root cause of the injuries or accidents, and corrective actions taken to prevent future incidents.
1. Each employee plays an important role in the OSP. Identifying potential safety concerns and reviewing injuries and accidents is essential at all levels of command.
  2. The information obtained at the safety meetings shall be forwarded through the respective chains of command for analysis and action, as required. The division commanders and bureau chiefs should conduct quarterly reviews of the individual safety meetings being conducted by supervisors under their command and provide feedback to their respective subordinates.
  3. The safety meeting topics shall include, but not be limited to: general overview of safety talks conducted during the reporting period; identifying any incomplete work orders; reporting on the status of injuries or accidents; and reporting corrective actions taken to prevent future incidents.
    - a. Bureau chiefs should meet with their division commanders at least on a quarterly basis to discuss safety issues that have been identified.
    - b. Division commanders shall meet at least on a quarterly basis with the shift or watch commanders under their command to discuss safety issues that have been identified.
    - c. Shift or watch commanders should meet monthly. However, the respective commander shall meet at least once every two months with supervisors under their command, to discuss safety issues that have been identified. The shift or watch commander may have to schedule more than one staff meeting so they can talk to all supervisors without incurring overtime.

- E. Resolution to Safety Concerns: Resolutions to safety concerns may span a wide spectrum of diversity. Some resolutions may be simple allowing a supervisor to correct them immediately. Other resolutions may be very complex and require decisions to be made at higher supervisory levels. Supervisors shall attempt to resolve all safety concerns at the lowest level and in a timely and efficient manner.
  - 1. Safety concerns, which are determined to be beyond the scope of a supervisor's authority, shall be forwarded up the respective chain of command, to the next level of supervision, until the safety concern is at a supervisory level that has the authority and resources to resolve the issue.
  - 2. Supervisors or employees who identify safety concerns or issues shall be advised through their respective chain of command of any resolutions or findings.