97-06 INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)

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COUNTY OF LOS ANGELES

SHERIFF'S DEPARTMENT

"A Tradition of Service"

DATE April 17,2006

OFFICE CORRESPONDENCE FILE NO.

FROM: TODD S. ROGERS, CAPTAIN
CARSON STATION

TO: ALL PERSONNEL
CARSON STATION

SUBJECT: **CARSON STATION MANAGEMENT DIRECTIVE 97-06**

INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)

Purpose of Directive:

Everyone benefits from a safe and healthful work environment. The health and safety of each employee, whether working in an office or in the field, is a critical concern. This directive assigns specific responsibilities for the management of the station's Injury and Illness Prevention Program.

Scope of Directive:

This directive applies to all assigned personnel.

Directive:

Safety Officer and Responsibilities

The Operation Lieutenant is the program administrator (Safety Officer) and has the responsibility of the overall management and administration of the Injury and Illness Prevention Program and shall sit as the Chairperson of the Safety Committee. The

Operation Lieutenant shall designate a Sergeant to assume functional responsibility for the implementation and maintenance of the program and its mandated records. All supervisors are responsible for carrying out the dictates of the IIPP in their respective work areas.

Safety Program Participation

All employees are responsible for using safe work practices; for following all directives, policies and procedures, and for assisting in maintaining a safe work environment. All station personnel shall abide by the standards and procedures set forth in the station's IIPP.

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As part of an employee's annual performance review, the employee shall be evaluated on his/her compliance with safe work practices following the Department's established evaluation guidelines.

Any Depai tnient member who is unaware of correct and proper health and safety procedures will be provided training. Willful violations of safe practices may result in disciplinary action in accordance with Department policy.

Safety Education and Training

This station shall take full advantage of all Departmentally provided training to ensure that all employees use common sense and caution, exercise safe procedures in the work place and establish healthy practices for quality daily living. Training will be conducted during shift briefings and staff meetings. As necessary, sergeants shall debrief significant events that occur. Matters concerning occupational health and safety may also be communicated to employees by documentation and posting.

All training will be documented by the Training staff and all records shall be retained for the period established by policy. All briefing training will be documented in the Watch Commander's daily shift summary log.

Safety Committee

The Safety Committee shall review any problem brought to its attention with the goal of

providing a recommendation for resolution. Committee members shall make every effort to identify problems or safety hazards. They shall review all employees injuries and accidents seeking ways to enhance training to prevent further occurrences. Safety Committee members will also review all reported work-site hazards and make recommendations to the Safety Officer to ensure corrective action is taken.

The Safety Committee shall meet once every quarter. The meeting agenda will be developed and a meeting conducted with the Safety Officer, or designee, as Chairperson. The Chairperson shall document meetings, concerns, recommendations, and distribute meeting notes to all unit personnel. Members may be assigned safety problems to be researched for corrective recommendations. A report on corrective action will be presented at the next scheduled meeting. Critical items that may have warranted immediate action, should also be discussed at the next meeting.

Safety Incidents

All injuries or accidents will be documented, and all records retained as per established Department policy.

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Facility Inspections

Inspections of the facility shall be conducted at least once during each tour of duty by the Watch Commander or his/her designee. The inspection shall be recorded in the Watch Commander's Daily Shift Summary Log.

Hazard Reporting

All station members are encouraged to be alert to conditions, equipment and procedures which present a hazard to persons or property, or which constitute a violation of law. If any of these situations are encountered, they must be dealt with appropriately. If the problem demands it, emergent action must be taken by notifying the appropriate authority, or by taking immediate corrective action.

Hazard Reporting Forms are available to all personnel and shall be maintained in the Watch Sergeant's office. These foiins offer a means of reporting hazards that are non-emergent in

nature. When completed, they should be submitted to the Operation Lieutenant/Safety Officer for follow-up action.

The Safety Officer will assign the report to a supervisor, who shall determine as soon as possible, the best possible solution. In the event a solution is not readily apparent, the hazard shall be addressed by the Safety Committee. The Safety Officer, or their designee, shall ensure that the hazard informant is notified of the corrective action.

All hazard reports and their dispositions shall be retained and filed for a period of two years.

TSR:MAZ:mz