



# City of Manassas Police Department General Duty Manual



Effective Date: 11-08-2002	<b>GENERAL ORDER</b>	Number: 01-17
Subject: Safety Review		
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General Order 1-17 Dated: 07-14-99		
Accreditation Standards: 46.3.4	By Authority Of:  Douglas W. Keen, Chief of Police	Total Pages: 3

## PURPOSE:

To establish procedures that provide a process for accident review and evaluation of workplace accidents and injuries. This review and evaluation process will then enable the development and/or enhancement of accident prevention measures.

## POLICY:

It is the policy of the Department to provide a safe workplace for its members based on the guidelines established by the U.S. Department of Labor Occupational Safety and Health Administration (OSHA) and the Virginia Department of Occupational Safety and Health (VOSH). Accidents are thoroughly investigated and subject to administrative review. The Department participates in the City's Safety Committee monthly meetings, in cooperation with the Department of Human Resources, the City Risk Manager, and the City Safety Manager, in order to inform all City departments of safety issues, and take corrective action immediately. All Department accidents are investigated by a supervisor, normally a Sergeant, then reviewed by a Lieutenant, a Division Commander, and ultimately the Chief of Police.

## DISCUSSION:

The nature of police work inevitably exposes officers of the Department to some level of risk of injury. It is the responsibility of supervisory personnel to ensure that risk to the health and safety of all personnel is minimized to the greatest extent possible. Although it is impossible to anticipate every circumstance that results in injury to a member, there are a few general circumstances that are frequently identified as being responsible for injuries. These include, but are not limited to:

- 1) Failure to use available safety equipment, such as safety belts.
- 2) Equipment failure or equipment in poor condition, such as vehicle defects.
- 3) Failure to follow prescribed procedures designed to protect the member.
- 4) Fatigued, inattentive or otherwise distracted members.

To a great extent, the safety record of any organization is directly related to the extent to which supervisory and other members actively identify these conditions, and take appropriate corrective action.

## PROCEDURE:

### I. Administrative Review

- A. Members are responsible for reporting unsafe practices, procedures or conditions to their supervisor as they become known.
- B. Supervisors should keep safety considerations in the forefront of their daily inspection activities. Unsafe practices, procedures or conditions should be reported to proper authority immediately, and corrective measures taken as soon as possible.
- C. Accidents, injuries and damage to public or private property by members are reported to the member's direct supervisor, in accordance with General Order 3-16: Accident and Injury, and the City Safety Handbook, Chapter 1, Sections 3 and 4. The supervisor takes the following steps:
  1. An investigation of the incident, to include first aid and further medical treatment for the injured member.

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2. A review of the incident, a determination of its cause and any corrective actions that should be taken.
  3. A memorandum may be prepared by the investigating supervisor in some cases.
  4. The City's accident reporting procedure is followed, and the following report forms are completed as required on a case-by-case basis:
    - a. Supervisor Accident / Illness Report.
    - b. Incident Report - Auto & General Liability.
    - c. Worker's Compensation Employee Treatment Authorization.
- D. The Chief of Police ensures cooperation between the Department and the City Risk Manager and Safety Manager. The Commander of Administrative Services provides liaison and follow up for risk management issues. The City Safety Committee provides peer input for the administrative review process as deemed necessary by the appropriate Division Commander.

## II. Accident Prevention and the City Safety Committee

- A. The City Safety Committee is a standing committee composed of members from various City Departments. The Safety Committee is chaired by the Risk Manager, and assisted by the City Safety Manager. See the City Safety Handbook, Chapter 1, Section B.
- B. The Technical Services Sergeant represents the Department on the Safety Committee.
- C. The Safety Committee meets monthly or as scheduled by the City Risk Manager. The goals of the Safety Committee are:
  1. To improve overall safe operating procedures and standards for vehicular operations.
  2. To improve the City's public relations by assuring the public that the City provides internal review regarding safe vehicular operations.
  3. To conserve and protect City personnel, vehicles and equipment through accident prevention.
  5. To reduce the number of motor vehicle accidents, personnel accidents / injuries, and litigious practices and procedures.
- D. General considerations.
  1. The Safety Committee is established to encourage peer evaluation of the causes and methods of prevention of accidents, and to make related recommendations regarding policies, procedures, and safety recommendations in those accidents determined to have been preventable.
  2. The Safety Committee meets as often as necessary as determined by the City Risk Manager, and normally monthly.
  3. The Safety Committee reviews assigned incidents involving members of the Department and other City agencies that occurred while operating a City owned vehicle and other job-related accidents. The Committee determines:
    - a. The probable cause of the incident / accident.
    - b. If the incident / accident was preventable.
    - c. If any policy, procedure or written directive needs revision to prevent future accidents.
    - d. If any mechanical or structural design feature needs to be changed.
  4. The Technical Services Sergeant reports to and advises the Chief of Police of the activities, findings and recommendations of the Safety Committee.
- E. Authority of the Safety Committee.
  1. Reviews factual information for the purpose of analyzing and making recommendations pertaining to matters of safety and accident prevention for the Department and other City agencies.
  2. Develops and recommends safety rules, regulations, policies, procedures and programs considered necessary to prevent and reduce losses due to accidents.
  3. All decisions and recommendations of the Committee are advisory in nature and are directed to the Department of Human Resources through the City Risk Manager.
  4. Recommends corrective action or safety measures other than disciplinary actions, in those incidents / accidents that are found to have been preventable and were caused by abuse, negligence, carelessness, omission or reckless operation.

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**III. Written Hazard Communication Program**

- A. The Written Hazard Communication Program is established in conformance with the Virginia Occupational Health and Safety Standard, 1910.1200 (Hazard Communication Program), and the Federal Written Hazard Communication Program as required under OSHA 1910.1200 (e).
- B. This program is applicable to all Divisions and sections of the Department, and its purpose is to keep members informed of the nature of the hazards associated with chemicals and substances commonly found in the workplace. The program is administered by the City Risk Manager, and managed by the City Safety Manager in the Department of Human Resources.
- C. The Technical Services Sergeant is the Department liaison for the City's Written Hazard Communication Program.
- D. The components of the program include:
  - 1. Program introduction.
  - 2. Program management.
  - 3. Participating personnel.
  - 4. Hazardous locations.
  - 5. Hazardous chemical listing.
  - 6. Hazard labeling.
  - 7. Material Safety Data Sheets (MSDS).
  - 8. Training program.
  - 9. Documentation.
- E. Material Safety Data Sheets (MSDS) are available for anyone's inspection. MSDS information identifies known hazardous chemicals in the workplace. A copy of applicable MSDS information is available at the following locations within the Department:
  - 1. The Emergency Operations Center.
  - 2. The Evidence Room.
  - 3. The Property Room.
  - 4. The Armory.
  - 5. The Office of Professional Standards.
- F. Information on the requirements of the City's Hazard Communication is available but not limited to the following locations:
  - 1. The Department of Human Resources.
  - 2. The Manassas Volunteer Fire Company.
  - 3. The Greater Manassas Volunteer Rescue Squad.
  - 4. The Office of Professional Standards.
- G. The Technical Services Sergeant is responsible for arranging specific training in the use of hazardous materials / chemicals unique to the Department, as may be requested by the City Risk Manager. Such training is coordinated with the City Safety Manager, and presented through the roll call training program.

Attachments: N/A

Index as: Safety Committee.  
Injuries.  
Written Hazard Communication Program.  
Material Safety Data Sheets (MSDS).  
Safety Review.

References: N/A