

Section 5 Injury and Illness Prevention Program

Table of Contents

Injury and Illness Prevention Program	2
1 Responsibility	2
1.1 Department Program Administrator	2
1.2 Divisional Program Administrator	2
1.3 Laboratory Safety Manager	2
1.4 Laboratory Safety Committee Members	3
1.5 Laboratory Supervisor Responsibilities	3
1.6 Contacts	4
2 Communication	5
3 Compliance	5
4 Hazard Assessment	6
4.1 Documenting Safety Hazards	6
5 Accident and Exposure Investigation	6
5.1 Laboratory Safety Committee Response to Reported Unsafe Condition	6
6 Hazard Correction	7
7 Training and Instruction	8
8 Record Keeping	8
8.1 Managers	8
8.2 Supervisors	9
8.3 Recordable Injuries	9
8.4 Non-recordable Injuries	10

Injury and Illness Prevention Program

The Los Angeles Police Department is committed to a successful Injury and Illness Prevention Program (IIPP). This program is designed to lower the rate of injuries, illnesses, and fatalities and reduce worker's compensation costs. This program includes identifying personnel assigned to the Laboratory Safety Committee and encouraging all employees to know the name of at least one committee member. Safety is the responsibility of every employee.

1 Responsibility

Responsible personnel for the Los Angeles Police Department, Forensic Science Division, are detailed in the following sections.

1.1 Department Program Administrator

Chief Michel Moore has the authority and responsibility for implementing the provisions of this program for the Los Angeles Police Department.

1.2 Divisional Program Administrator

Police Administrator Jeff Thompson, Commanding Officer, Forensic Science Division, has the responsibility of ensuring the IIPP is implemented and maintained by the safety committee members. The FSD Administrative Unit is responsible for maintaining an updated OSHA 300 log with copies of the *EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS* (FORM 1.66).

1.3 Laboratory Safety Manager

Chief Forensic Chemist Crystal Wysong, Quality Manager (QM), Forensic Science Division (FSD), is responsible for overseeing the Injury Illness and Prevention Program, and that the IIPP is maintained and implemented by the laboratory.

- Ensure that all employees assigned to the Criminalistics Laboratory have read the IIPP
- Ensure the Cal/OSHA 300 log is posted February 1st through April 30th of every year by the FSD Administrative Unit
- Conduct quarterly audits of occupational injuries (Cal/OSHA 300 log)

Section 5 Injury and Illness Prevention Program

1.4 Laboratory Safety Committee Members

The Laboratory Safety Committee is comprised of the Quality Manager, Safety Officer, and Floor Wardens.

Laboratory Safety Committee members' responsibilities:

- Conduct investigation of accidents and/or alleged hazards to assist in establishing corrective action when deemed necessary by the Laboratory Safety Committee
- Provide safety publications for distribution
- Train and instruct personnel on safety related issues
- Conduct semi-annual safety inspections of the laboratory to identify unsafe conditions
- Ensure that unsafe conditions are reported to their immediate supervisor and the Safety Officer
- Consider risks and opportunities regarding safety related issues
- Submit recommendations to FSD managers for improving working conditions
- Review the results of safety inspections to identify necessary revisions to established safety procedures or programs and to track the status of corrective actions

The Laboratory Safety Committee will meet quarterly. Annually, the committee members will evaluate the current IIPP and make any revisions deemed to be necessary by the committee.

1.5 Laboratory Supervisor Responsibilities

The Commanding Officer, Managers and Supervisors are responsible for implementing and maintaining the IIPP in their work areas and for answering employee questions about the IIPP. A copy of this IIPP shall be available for the Commanding Officer, Managers and Supervisor.

Laboratory Supervisor responsibilities:

- Report, in writing, safety hazards in the workplace to the Laboratory Safety Manager or Safety Officer
- Ensure that subordinates are following general safe work practices and safe work practices related to their specific unit assignment
- Ensure that subordinates have access to and utilize the required personal protective equipment (PPE). Remember that safety is the responsibility of every employee.

1.6 Contacts

Chief Michel Moore.....	(213) 486-8440
Police Administrator Jeff Thompson.....	(323) 415-8110
Quality Manager	
Chief Forensic Chemist Crystal Wysong.....	(323) 415-8124
FSC Floor Wardens (1st Floor) Pwon Chaw.....	
Habib Barye.....	(323) 415-8125
FSC Floor Wardens (2nd Floor) Thanh Doan.....	
Veronica Pate.....	(323) 415-8899
FSC Floor Wardens (3rd Floor) Kathe Canlas.....	
Arthur Antonio.....	(323) 415-8195
FSC Floor Wardens (4 th Floor) Robert Broderick	
Gabe Mueck	(323) 307-4316
FSC Floor Wardens (5 th Floor) Mandel Medina.....	
Kevin Hollomon.....	(323) 415-8854
Safety Officer	
Criminalist III Henry Tuazon.....	(323) 415-8117

Section 5 Injury and Illness Prevention Program

2 Communication

- All employees shall notify their immediate supervisor, any available supervisor, or a Laboratory Safety Committee member in writing or verbally of hazards and safety concerns that may arise within their work site.
- The recipient shall document any verbal notification of a safety hazard.
- Employees can inform their supervisors of workplace hazards.
- A bulletin board shall be maintained and updated in the building to continuously inform and educate all employees of work safety issues and work site hazards.
- Newly assigned employee orientations shall provide safety and health policies and procedures.
- New employees to the laboratory shall read the Criminalistics Laboratory's Safety Manual and sign the Laboratory Safety Manual Awareness form.
- All employees shall review and understand the Criminalistics Laboratory's IIPP.
- Unit supervisors should include a safety and health topic regularly in the agenda for monthly unit meetings.
- Safety hazards may also be reported anonymously to a supervisor or a Laboratory Safety Committee member.

3 Compliance

All Department Employees assigned to the Laboratory shall receive a copy of this IIPP. The employees shall sign an acknowledgement of receipt upon receiving a copy of this IIPP. The signed acknowledgement of receipt shall be placed in the employee's divisional package or Quality Assurance (QA) file. The Department shall provide employees with a safe and healthful place to work, and employees are required to comply with and follow Department rules and regulations.

Failure to comply with the rules and regulations outlined in this guide will result in progressive disciplinary action, which includes verbal and written warnings. The disciplinary policy of the Department is intended to encourage employee compliance

with the Cal/OSHA regulations. If an employee is found to be grossly negligent, the employee could face possible termination.

All related Department Manual Sections should be used as a reference guide.

Safety rules violated by employees shall be reported immediately to a supervisor and the Safety Officer. Safety rules violated by employees shall be documented in an Employee's Report 15.7.

4 Hazard Assessment

The unit supervisor or a designee will conduct semi-annual safety inspections. These inspections consist of identification and evaluation of workplace hazards utilizing the Safety Inspection Checklist provided by the Quality Manager. The unit supervisor or acting supervisor will review the Safety Inspection Checklist prior to submission to the Safety Officer.

4.1 Documenting Safety Hazards

Safety Hazards should be documented on an Employee's Report, Form 15.7 and submitted to the Laboratory Safety Manager, but verbal notifications will also be accepted. Notifications should include the following information:

-Date the hazard or unsafe condition was identified
-Description of the hazard or unsafe condition
-Location including room number
-Person or supervisor notified
-Employee's suggestions for corrective measures, if applicable

5 Accident and Exposure Investigation

5.1 Laboratory Safety Committee Response to Reported Unsafe Condition

Upon identifying a hazard, or being informed by any employee or supervisor that a possible unsafe condition exists, a Laboratory Safety Committee member shall take the following action:

- Immediately inspect the reported hazard.

Section 5 Injury and Illness Prevention Program

- Take appropriate action to ensure that employees are not continuously exposed to the hazard. This may include restricting an area, prohibiting use of equipment, or temporarily moving a workstation.
- Convene with other Laboratory Safety Committee members if needed to identify corrective measures.
- Ensure corrective measures are taken as soon as possible.
- Allow no one, other than repair personnel, to enter the affected area until corrective measures are completed.
- Document the identified hazard, action taken, and feasibility of and completion of corrective measures.
- Notify the Laboratory Safety Manager of the hazard and corrective action taken.
- Provide the employee reporting the hazard feedback and notification of the corrective measures taken.

6 Hazard Correction

Unsafe or unhealthy work conditions shall be corrected in a timely manner based on the severity of the hazards.

Should necessary corrective measures be delayed or lengthy in duration, committee members shall complete a 15.2 to the Commanding Officer, FSD, explaining the reason for the delay, requests for repairs, persons notified, and the date the corrective measures are expected to be completed.

A copy of the correspondence shall be inserted into a file maintained by the Laboratory Safety Manager. Upon completion of the repairs, a subsequent 15.2 shall be generated to inform the Commanding Officer, FSD, of the completed work. A copy of the supplemental 15.2 shall be inserted into the aforementioned file.

For urgent matters requiring immediate attention, the Commanding Officer or appointed designee has the option of initiating and overseeing the corrective action and delegating the documentation of the project.

7 Training and Instruction

All managers and supervisors shall provide job-specific safety and health guidelines to new personnel and personnel performing new jobs for which training has not been previously provided.

Whenever new substances, processes, procedures or equipment are introduced to the workplace and present a new hazard, the unit supervisor shall provide training.

Supervisors shall become familiar with the safety and health hazards to which workers under their immediate direction and control may be exposed to and provide training.

8 Record Keeping ¹

Maintaining documentation is a crucial element for being able to demonstrate the implementation of the IIPP. In addition, the information gathered from investigations, inspections, and corrective actions are vital for identifying problems whose resolution will result in improving the IIPP's effectiveness. Documents for these activities are kept in the QA Unit.

The Commanding Officer, Forensic Science Division or appointed designee is responsible for maintaining a log, summary and supplemental record of all recordable occupational injuries and illnesses (OSHA 300 or equivalent) for FSD. All requests for injury information should be forwarded to the Commanding Officer.

8.1 Managers

- Review safety and training documentation, provide comments and suggestions for improvements, and consider associated risks and opportunities
- Provide the same supervisory function for their direct subordinates as described in the Supervisors section below.

¹ The Laboratory Safety Manual is a comprehensive document that is applicable to all units within the laboratory. Safety issues specific to a given unit within the laboratory are addressed in the Unit's Manual.

Section 5 Injury and Illness Prevention Program

8.2 Supervisors

Ensure that documentation covering the items listed below is completed (Forms can be found in Qualtrax or LAN Applications LAPD Forms):

- Work-related injury or illness requiring medical treatment: Form DWC 1, Cal/OSHA Form 301, FSD Sharps Injury Log, City of LA Personnel Department Employer's Report of Occupational Injury or Illness (Form 5020)
- Inspection of equipment or vehicles that may have been used when the injury occurred (Employee's Report 15.7)
- City Property-Involved (CPI) Traffic Collisions with injuries (TCR = Traffic Collision Report, Narrative/Supplemental CHP Form 556)

8.3 Recordable Injuries

All occupational fatalities, regardless of the time between injury and death or the length of illness, are recordable injuries. It also includes all occupational illnesses, regardless of treatment or severity.

Examples of the occupational injuries:

- Lost workday—a case in which the injury causes absence from work and/or restricted work activity beyond the day of the injury. Time spent obtaining medical treatment is not defined as lost time.
- Injuries without lost workdays involving:
 - Absence from work and/or restricted work activity on the day of the injury only, other than the time spent visiting the doctor or clinic.
 -Loss of consciousness.
 - .Medical treatment; Treatment administered by a physician or registered professional personnel under the standing orders of a physician, but excluding first aid even though provided by a physician or registered professional personnel. It includes:
 - Two or more visits to a physician or nurse for application of the same treatment, except for observation or change of a small dressing.
 - Foreign bodies, removal/embedded in eye.
 - Foreign bodies, if removal from wound requires a physician due to depth of embodiment or

- Antiseptics applied on second or subsequent visit to a doctor or nurse.
- Most treatments for second or third degree burns.
- Butterfly sutures.
- Compresses, hot or cold, on second or subsequent visit to a doctor or nurse.
- Cutting away dead skin (surgical debridement).
- Diathermy treatment.
- location of wound.
- Infection, treatment for.
- Prescription medications.
- Soaking, hot or cold, on second or subsequent visit.
- Sutures (stitches)
- Whirlpool treatment.

8.4 Non-recordable Injuries

The following are defined as first-aid treatment. Injuries involving only these procedures are not recordable if they do not cause loss of consciousness, restriction of work or motion, transfer to another job, or termination.

- Antiseptics, applied on first visit to a doctor or nurse.
- Bandaging on any visit to a doctor or nurse.
- Most treatments for first-degree burns.
- Compresses, hot or cold, on first visit to a doctor or nurse.
- Elastic bandage, applied on first visit to a doctor or nurse.
- Foreign bodies in eyes, not embedded, irrigation for removal.
- Foreign bodies, removal from wound by tweezers or other simple techniques.
- Nonprescription medications.
- Observation of injury on any visit.
- Ointment applied to abrasions to prevent drying or cracking.

Other procedures not considered medical treatment. The following in themselves are not considered as Medical treatment.

- Tetanus shots and other preventive procedures.
- Hospitalization for observation (no treatment other than first aid).
- X-rays and other diagnostic procedures.

Injuries or illnesses that are not work-connected are not reportable to Cal/OSHA.