	ANDOVER POLICE DEPARTMENT GENERAL ORDER	Number: M1117 Page: 1 of 11 Distribution: All
Title: WORKPLACE SAFETY		Section: Administration
Issued: 2/23/2011	Effective: 03/02/2011	Revised: 03/10/2016
Rescinds: All Previous	Amends:	
CALEA References: 41.3.3, 41.3.5, 53.1.1		
Review: Semi-Annual	Authority: Chief Michael A. Keller	

I. Purpose

The purpose of this General Order is to inform all members of the Andover Police Department of their responsibilities concerning safety in workplace.

II. Policy

It is the goal of the Andover Police Department to provide a safe and healthy workplace. In order to accomplish this goal, the cooperation and assistance of all personnel is needed. Therefore, it is the policy of the Andover Police Department for all employees to use safe working practices, and ensure a safe work environment by identifying and correcting safety hazards.

III. Definitions

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IV. Regulations

A. All personnel will have a thorough knowledge of this General Order and the City of Andover's General Safety Manual. Members who fail to follow the safety guidelines outlined in these documents and are injured will be considered neglectful in their duty [A].

B. Employees must convey their knowledge of safety practices outlined herein, as it applies, to all guests, visitors, contractors and others, who are on the premises [A].

V. Procedures

A. Responsibilities-General

1. Supervisors are responsible for the enforcement of safety procedures.
2. It is normal practice for supervisors to be delegated the authority and responsibility to carry out the safety policies in the department but the overall responsibility for meeting objectives and the protection of employees in performance of their assignments remains the responsibility of the Chief of Police.

3. Supervisors are responsible for assisting the Command Staff in establishing and fulfilling departmental safety goals and objectives, as well as, the health and welfare of each employee in their span of control.
4. The main duties of the Chief of Police in discharging responsibilities for safety are as follows:
   a. Use all safety regulations in effect and make employees aware that violations of safety rules are not acceptable and disciplinary action will be taken.
   b. Make sure all safety violations are reported immediately, even if injury does not occur.
   c. Conduct thorough investigations of all accidents and take necessary steps to prevent recurrence through employee safety education, operating procedures or modification of equipment or process.
   d. Provide each employee with complete safety instructions regarding their duties prior to the employee actually starting work.
   e. Ensure that equipment is properly maintained and issue instructions for the elimination of safety hazards.
   f. Continuously inspect for unsafe practices and conditions and promptly undertake any necessary corrective actions.
   g. Develop and administer an effective program of good housekeeping, and maintain high standards of personal and operational cleanliness throughout all operations.
   h. Provide safety equipment and protective devices for each job based on identified hazards.
   i. Conduct safety briefings at department meetings, and encourage the use of employee safety suggestions.
   j. Give full support to all safety procedures, activities and programs.
   k. Establish a safety committee comprised of three members, one from each division, that will meet as directed.
   l. Listen to and consider the recommendations of the safety committee.
5. The main duties of each supervisor in discharging responsibilities for safety are as follows:
   a. Provide direction and leadership.
   b. Ensure that members learn and understand the safe practices for the job they are performing.
   c. Ensure that members comply with safe work practices and follow personal protective requirements for their jobs.
   d. Enforce work rules relating to safety.
   e. Ensure that all employees are aware that safety is an integral part of their responsibility.
   f. Ensure safety committee members are given adequate time to attend safety committee meetings and complete assignments during work hours.

g. Ensure that all accidents and work injuries are immediately reported in compliance with the procedures of this department and the City of Andover.
h. Establishing a program of regular safety discussions at meetings with members of their team and ensure that safety information is transmitted to all employees.
i. Document information regarding safety discussions, including who attended and the topic discussed.
j. Ensuring that prompt preventative and corrective action is taken to remedy unsafe conditions.
k. Enforce disciplinary action if safety rules are violated.
l. Respond to and investigate accidents involving the injury to an employee or damage to property.

6. Members of the Safety Committee are responsible for:
   a. Reviewing, updating, organizing and coordinating safety programs.
   b. Reviewing, updating, organizing and coordinating safety training.
   c. Conducting monthly work site inspections and complete required documentation (53.1.1c).
   d. Monitor hazard reduction or elimination (53.1.1e).
   e. Review incident investigations.
   f. Advise Command Staff, supervisors and employees of unsafe conditions and any other problems related to workplace accident prevention.
   g. Developing departmental safety goals and objectives.
7. The Chief of Police will appoint a member of the Safety Committee to be chairperson of the committee. The chairperson will have the following responsibilities (53.1.1c):
   a. Coordinate and schedule regular Safety Committee meetings and control the activities of the committee.
   b. Serve on the City of Andover Safety Committee.
   c. Investigate, with the Safety Committee, all lost time work injuries.
   d. Assist Command Staff with all safety rules and regulations.
   e. Devise corrective measures to prevent accident and injuries.
   f. Ensure the monthly work site inspections (APD Form 45) are completed and documentation forwarded to the Chief of Police. Quarterly, a current work site inspection report will be submitted to City Hall (53.1.1b, d).
   g. Submit reports to the Chief of Police on status of safety meetings and committee activities.
8. Each member of the department is expected to place safe work practices and identification of unsafe conditions as the highest priority while performing their daily tasks. All employees are required, as a condition of their employment, to adhere to all safety procedures that have been established for the protection of themselves, their fellow employees and the public.
9. Employees have the following rights:

a. To be advised of occupational safety and health hazards and receive training about safe work conditions, practices and the use of personal protective equipment.
b. To provide information to the department about safety hazards or concerns, and to request information or make safety suggestions without fear of reprisal.

10. Each employee's safety commitment must include, but is not limited to the following:
    a. Learn and understand safe practices for their job duties.
    b. Comply with safe work practices and personal protective requirements.
    c. Wear personal protective equipment when required.
    d. Only operate equipment for which training and orientation have been received.
    e. Warn co-workers of unsafe conditions or practices they are engaged in which could lead to or cause an accident.
    f. Inspect equipment before use and report defective equipment immediately to a supervisor.
    g. Report dangerous or unsafe conditions that exist in the work place as well as throughout the premises.
    h. Report all safety violations regardless of severity or injury.
    i. Take care not to abuse equipment and keep equipment in the best possible condition while being used.
    j. Maintain housekeeping to standard.
    k. Avoid horseplay and practical jokes.
    l. If injured, notify your supervisor and report immediately for treatment to a health care facility designated by the City of Andover.
    m. In the event of a work related injury, complete required written reports as designated by the City of Andover Safety Manual within 24 hours. If the employee is unable to complete the report within 24 hours because of injury, the employee's supervisor will complete the report.
    n. Members will promptly cover and bandage all cuts, wounds and abrasions prior to performing work related duties.

B. Office Safety

Many employees are required to work in an office setting; usually at a desk. Although office accidents are infrequent, they can be as bad as an accident in the field. Therefore, employees assigned to office positions will adhere to the following guidelines:

1. Wear clothing appropriate for the job.
2. Watch for sharp corners on desks, cabinets, etc.
3. Sit properly in chairs.
4. Walk at a safe speed and watch where you are going.

5. Do not stop to talk in front of closed doors.
6. Do not try to read and walk at the same time.
7. Watch for tripping hazards such as telephone or computer cords or open file cabinet drawers.
8. Keep paper clips, rubber bands, staples, etc. off floors.
9. Keep sharp objects in safe containers and handle carefully.
10. Clean electrical equipment only when disconnected from the power source.

C. Housekeeping

Members are expected to display good housekeeping practices in every job. Order is the first step of doing a job properly. A work area should not have unnecessary objects about and everything should be put in its place. In addition, members will adhere to the following:

1. Keep floors clean, dry and tidy.
2. Keep aisles and passages clear at all times.
3. Slippery substances such as oil, water or soap should be cleaned off of floors immediately.
4. Whenever hazardous conditions exist, post warning signs until safe conditions can be restored.
5. Do not leave projecting objects on top of boxes, desks, etc.
6. Comply with the City of Andover "No smoking" policy.
7. Do not leave stoves, hot plates, etc. unattended.
8. Store oily rags, flammable liquids, paint, etc., in an appropriate metal container and in approved locations.
9. Know where fire extinguishers are located and know how to use them.
10. Do not block or obstruct fire exits, inside or outside.
11. Ensure fire extinguishers are replaced after use.

D. Building Maintenance Safety

1. Never leave mops, brushes or pails in the halls, in doorways or on stairs where someone can trip over them.
2. Clean floors when traffic is lightest and post caution signs as appropriate.
3. Make sure all cords and extension cords are in good condition. Use a 3-wire extension cord if appliance has three prong plug and use surge protected extension cords only.

E. Lifting

Lifting and straining make up more than 25% of all work related incidents. Easy lifting is based upon two main points, lift in such a way that the load can be safely replaced if a strain is felt, and do not let your back muscles do the work. In addition:

1. Plan your lift.

2. Test the object for weight and size.
3. If object is too heavy or awkward, get assistance.
4. Have secure footing.
5. Bend at the knees.
6. Take a firm grasp.
7. Keep your back as straight as possible.
8. Lift with your leg muscles.
9. Lift gradually by straightening your legs.
10. Watch where you are going.
11. Have a place to put the object down before you start.
12. Do not lift from an awkward position.

F. Vehicle Safety

All members who operate a City of Andover vehicle are governed by the following guidelines:

1. Only persons approved by the Chief of Police may operate a city vehicle.
2. The member must possess the appropriate license for the vehicle being operated.
3. The Chief of Police will conduct an annual driver's license check on all members of the department that are authorized to drive City vehicles to ensure that the member is properly licensed for vehicle(s) that they operate.
4. Drivers are responsible for following all traffic laws (41.3.3).
5. All vehicles should be inspected before each shift to insure that the vehicle is in a safe condition and free of apparent damage by checking tires for proper inflation and wear, brake operations, steering, mirrors, lights, etc. for proper operation. If any item is defective or unsafe, report findings to a supervisor before using the vehicle.
6. The use of cellular phones is not permitted while the vehicle is in motion unless it is for official police business or a hands free device is used. Every attempt should be made to bring the vehicle to a complete stop in a safe area out of the way of moving traffic before using the cellular telephone to send or receive a telephone call.
7. When backing, if possible, a spotter will be used to:
   a. Guide the vehicle back safely.
   b. Ensure the path of travel is clear.
   c. Ensure no vehicles will pass a backing vehicle.
   d. Ensure everyone is kept clear of the path of the vehicle.
8. When backing without a spotter the driver will get out of the vehicle and check the path of travel prior to backing.
9. Employees involved in a motor vehicle accident while driving a City vehicle must:
   a. Assist any injured persons.

b. Request emergency services for injured persons.
c. Promptly notify a supervisor.
d. Obtain names, address and phone numbers from all of those involved in the accident, including witnesses.
e. Obtain license plate numbers of vehicles involved.
f. Complete a City of Andover accident report with a supervisor.
g. Supervisors should request an outside law enforcement agency investigate State reportable accidents involving police department vehicles.

10. Employees will submit to drug and alcohol testing if they are a driver of a City vehicle, or personal vehicle if on City business, and are involved in an accident.
11. All motor vehicle accident involving Andover Police Department motor vehicles will be reviewed by the department's Accident Review Committee.

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a. The accident review committee will be composed of the Investigations Commander, Special Services Section Commander and the Chairperson of the Safety Committee or designee, who will serve as permanent members, and a patrol Lieutenant or Sergeant appointed by the Investigations Commander. The appointed Lieutenant or Sergeant will not be from the involved member's supervisor crew. If one of the permanent members is the member involved in the accident, that member will not be part of the committee for that review.
b. The Investigations Commander will serve as the chairperson for the committee and will schedule committee meetings within one week of a motor vehicle accident involving an Andover Police Officer.
c. The committee will review the accident reports and witness statements, and may summon members to the meeting for further interviews.
d. The member involved in the motor vehicle accident will be notified of the meeting three days prior to it convening, and will be allowed an opportunity to present contributing factors. The opportunity is strictly voluntary.
e. After the committee has met, reviewed reports, and listened to testimony, the Chairperson will submit a report to the Chief of Police stating the committee's opinion on the cause of the accident; recommendations on policy or procedure changes, if any, needed to prevent future accidents; and findings of violations, if any, of department regulations.

G. Traffic Stops and Calls for Service

1. All officers making a car stop or checking suspicious persons or vehicles will immediately notify dispatch of all relevant information.
2. All officers working in a patrol assignment, except officers on specialized assignments where prior approval by a supervisor is given, will notify dispatch when arriving at a location or leaving a location.
3. All officers will immediately notify dispatch when they begin their shift and when they end their shift; when arriving at or leaving police headquarters; and

when leaving or returning to the City. Exceptions to this rule must be approved by a Section Commander, Division Commander or the Chief of Police.

4. Officers shall use backup officers when dispatched information indicates the possibility of a violent situation. Officers may disregard the back-up unit after they arrive and have assessed the situation for the need of a back-up unit.
5. Employees directing traffic, investigating an accident or otherwise in the roadway for an extended period of time are required to wear approved reflective vests.
6. During firearms range training, working in a patrol assignment or participating in the execution of a search warrant or an arrest, employees are required to wear ballistic vests. All other sworn officers, when on duty, will have a ballistic vest readily available (41.3.5).
7. The use of cellular telephones, in any manner, for personal matters is not permitted while on a call for service or traffic stop.

H. Crime Scene Processing

1. Do not eat, smoke, drink or apply makeup at crime scenes to avoid the transfer of contaminants.
2. If there is blood or other bodily fluids at the crime scene, the officer will wear, at a minimum, disposable single use gloves.
3. Seal evidence bags with tape, not staples, to prevent the chance of injury. Ensure all evidence bags and storage containers are clearly and appropriately marked if they contain hazardous or biohazard materials.
4. Officers should immediately wash their hands after processing a crime scene.
5. Before leaving a scene contaminated with bio-hazards or other contaminants, the officer will notify the person to whom the scene is released of the hazards or place warning placards in an easily noticeable location at the scene.

I. Communicable Diseases and Response to Exposure

1. When a member has the potential for exposure to wet or dry blood or other bodily fluid, the employee will wear, at a minimum, single use disposable gloves. If there is a potential for exposure to an airborne pathogens, the employee will wear an appropriate respirator in addition to single use disposable gloves.
2. Members who make the decision not to utilize protective equipment when the exposure to blood or bodily fluids, or airborne pathogens, is probable, will complete a separate report outlining the circumstances and justifying why protective equipment was not utilized and forward the report to the Chief of Police.
3. If an employee is exposed to an airborne pathogen, or has come in contact with bodily fluids resulting in exposure from needle sticks, cuts, and/or splashes to

mucous membranes of the eyes, ears, nose, mouth, or any other open membrane of the body, the employee will:

a. Immediately notify a supervisor.
b. Complete a City of Andover accident report to document the source of exposure.
c. The source of the exposure will then be evaluated to determine risk and infectivity. This evaluation will be based on the source's past and present medical history and available lab data.
d. The source will be requested to submit to testing for evidence of communicable diseases.
e. If the source is positive for a communicable disease, is in an at-risk group and/or refuses to submit to a test, the following will be done:
   -The employee will be counseled regarding the risk of infection and will submit to baseline testing. If the employee refuses a test, the refusal must be documented.
   -If the test is negative the employee will submit to re-testing at 6 weeks, 12 weeks, and six months after exposure.
   -If an illness occurs within 12 weeks following exposure and is accompanied by fever, rash, or swelling of lymph glands, the employee should receive further medical evaluation.
   -During the testing period, the employee will follow precautions for prevention of transmission of communicable diseases.
   -All test results will remain confidential and maintained by the person designated with the Human Resource responsibilities for the City of Andover. The results will be maintained in a file separate from the employee's personnel file.
f. All employees with a reportable exposure will have an opportunity to discuss their medical condition with a physician, as well as necessary counseling provided by the department at no cost to the employee.

4. All officers will be offered Hepatitis A & B vaccinations at no cost. The vaccine consists of a series of three shots for Hepatitis B, and two shots for Hepatitis A administered over a six month period followed by an effectiveness evaluation. All vaccines will be administered on work time by a licensed health care professional. Booster shots will be administered as needed. The vaccine may be accepted at the time of employment or at anytime thereafter while employed. Refusals of the vaccine will be documented and the documentation maintained in the employee's personnel file.
5. The department will provide bio-hazard labeled trash containers for contaminated needles and other contaminated sharps. The approved containers will be closable, puncture resistant, leak proof and contained approved bio-hazard labeling.

6. During use of bio-hazard containers the container will be easily accessible to personnel, maintained in an upright position, and properly disposed of when full.
7. When moving bio-hazard containers the employee will close the container prior to moving, and place the container in a secondary container if leakage is possible.
8. Reusable containers will not be opened, emptied or cleaned manually or in any other manner which would expose employees to the risk of exposure.
9. Members will treat all used needles, syringes and sharps as if they were contaminated and use extreme care to prevent needle sticks to themselves or others.
10. Needles are not to be recapped, bent or broken, and are not to be removed from any syringe or otherwise manipulated by hand.
11. All used needles, syringes or sharps will be carefully placed into sharps containers needle end first. To avoid injury, do not force objects into the container.
12. Employees will not throw used needles, syringes or sharps into any trash can.
13. Employees will wash hands with soap and water as soon as possible following the handling of needles, syringes and/or sharps.
14. Bio-hazard containers and bags will be made available for contaminated materials that are not sharps. Any such container will close automatically and have a foot peddle for opening. Bags in the containers will be removed when ½ to ¾ full and properly disposed.
15. Any spills that are made in an agency vehicle, including vomit and feces, should be thoroughly cleaned with soapy water and then wiped down with a disinfectant.
16. Law enforcement weapons, handcuffs, batons, etc, exposed to bodily fluids will be decontaminated with disinfectant followed by the recommended cleaning procedure for that piece of equipment. Leather gear should be wiped clean and sprayed with disinfectant spray.
17. The department will be responsible for the decontamination of uniforms or clothing exposed to bodily fluids during the course of employment. Disposable single use gloves should be used to remove exposed clothing. Contaminated clothing should be handled as little as possible and only by employees wearing appropriate personal protective equipment. The clothing should be placed in a leak proof container and transported to a facility equipped to decontaminate clothing.

J. Work Hours

1. Members should not work more than 16 straight hours in a single work day. When calculating hours for the purposes of this General Order unscheduled overtime, scheduled overtime and extra-duty time shall be included.

2. Members should not start a shift within four hours of completing the previous shift.
3. A member's total working hours should not exceed 132 hours in any two week consecutive pay period. When calculating hours for the purposes of this General Order unscheduled overtime, scheduled overtime and extra-duty time shall be included.