

Illness and Injury Prevention

1030.1 PURPOSE AND SCOPE

The purpose of this policy is to establish an ongoing and effective plan to reduce the incidence of illness and injury for members of the Colorado State University Police Department.

This policy specifically applies to illness and injury that results in lost time or that requires medical treatment beyond first aid. Although this policy provides the essential guidelines for a plan that reduces illness and injury, it may be supplemented by procedures outside the Policy Manual.

This policy does not supersede, but supplements any related Universitywide safety efforts.

1030.2 POLICY

The Colorado State University Police Department is committed to providing a safe environment for its members and visitors and to minimizing the incidence of work-related illness and injuries. The Department will establish and maintain an Illness and Injury Prevention program and will provide tools, training and safeguards designed to reduce the potential for accidents, illness and injuries. It is the intent of the Department to comply with all laws and regulations related to occupational safety.

1030.3 ILLNESS AND INJURY PREVENTION PLAN

The University is responsible for developing an illness and injury prevention plan that shall include:

- A. Workplace safety and health training programs.
- B. Regularly scheduled safety meetings.
- C. Posted or distributed safety information.
- D. A system for members to anonymously inform management about workplace hazards.

1030.4 SUPERVISOR RESPONSIBILITIES

Supervisor responsibilities include, but are not limited to:

- A. Ensuring member compliance with illness and injury prevention guidelines and answering questions from members about this policy.
- B. Training, counseling, instructing or making informal verbal admonishments any time safety performance is deficient. Supervisors may also initiate discipline when it is reasonable and appropriate under the Standards of Conduct Policy.
- C. Establishing and maintaining communication with members on health and safety issues. This is essential for an injury-free, productive workplace.
- D. Completing required forms and reports relating to illness and injury prevention; such forms and reports shall be submitted to the Administration Division Commander.
- E. Notifying the Administration Division Commander when:

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1. New substances, processes, procedures or equipment that present potential new hazards are introduced into the work environment.
2. New, previously unidentified hazards are recognized.
3. Occupational illnesses and injuries occur.
4. New and/or permanent or intermittent members are hired or reassigned to processes, operations or tasks for which a hazard evaluation has not been previously conducted.
5. Workplace conditions warrant an inspection.

1030.5 HAZARDS

All members should report and/or take reasonable steps to correct unsafe or unhealthy work conditions, practices or procedures in a timely manner. Members should make their reports to a supervisor (as a general rule, their own supervisors).

Supervisors should make reasonable efforts to correct unsafe or unhealthy work conditions in a timely manner, based on the severity of the hazard. These hazards should be corrected when observed or discovered, when it is reasonable to do so. When a hazard exists that cannot be immediately abated without endangering members or property, supervisors should protect or remove all exposed members from the area or item, except those necessary to correct the existing condition.

Members who are necessary to correct the hazardous condition shall be provided with the necessary protection.

1030.6 INVESTIGATIONS

Any member sustaining any work-related illness or injury, as well as any member who is involved in any accident or hazardous substance exposure while on-duty shall report such event as soon as practicable to a supervisor. Members observing or learning of a potentially hazardous condition are to promptly report the condition to their immediate supervisors.

A supervisor receiving such a report should personally investigate the incident or ensure that an review is conducted. Review procedures for workplace accidents and hazardous substance exposures should include:

- (a) A visit to the accident scene as soon as possible.
- (b) An interview of the injured member and witnesses.
- (c) An examination of the workplace for factors associated with the accident/exposure.
- (d) Determination of the cause of the accident/exposure.
- (e) Action's taken to prevent the accident/exposure from reoccurring.

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Additionally, the supervisor should proceed with the steps to report an on-duty injury, as required under the Occupational Disease and Work-Related Injury and Death Reporting Policy, in conjunction with this review to avoid duplication and ensure timely reporting.

1030.7 TRAINING

The Department will provide all members, including supervisors, with training on general and job-specific workplace safety and health practices. Training shall be provided:

- A. To supervisors to familiarize them with the safety and health hazards to which members under their immediate direction and control may be exposed.
- B. To all members with respect to hazards specific to each member's job assignment.
- C. To all members given new job assignments for which training has not previously been provided.
- D. Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.
- E. Whenever the Department is made aware of a new or previously unrecognized hazard.

1030.8 RECORDS

Records and training documentation relating to illness and injury prevention will be maintained in accordance with the established records retention schedule.