



Injury & Illness Prevention Program

SONOMA COUNTY SHERIFF'S OFFICE
DETENTION DIVISION



Introduction

Learning Objectives:

- Program responsibilities
- Compliance methods to ensure safe work practices
- Communication system on health and safety issues
- Hazard assessment and periodic inspections of work areas
- Health and safety training
- Accident investigation
- Recordkeeping
- Program evaluation

Scope

The Detention Division Injury and Illness Prevention Program applies to all Division facilities and services including the *Main Adult Detention Facility* and the *North County Detention Facility*.



Who

Why

When

How

Where

What

Regulations

Title 8, California Code of Regulations Section 3203(T8 CCR 3203)

Injury/Illness Prevention Program (IIPP)

- ◆ Every California Employer must have a written program
- ◆ A copy must be maintained at each worksite
- ◆ Employees must be informed of the IIPP

Department IIPP Administrator/Safety Coordinator

- A designated Law Enforcement Lieutenant will be the IIPP Administrator for the Sheriff's Office. The designated Lieutenant oversees the IIPP for the entire Department
- Lt. Michael Merchen is the Safety Coordinator and IIPP Administrator for the Detention Division. He oversees both the Main and North County Detention Facilities.
- Department Managers and Supervisors are responsible for implementation and compliance with the IIPP.
- Department Employees are responsible for support and compliance with the IIPP.

IIPP and General Health & Safety Training Requirements



- Inform employees of the IIPP requirements during new employee safety orientation training and ongoing IIPP and safety training
- Training will be provided to all Detention Division employees on the IIPP written program, program requirements, the importance of program compliance, as well as applicable health and safety topics
- Annual training requirement

Incident VS. Accident

INCIDENT

Is an unplanned, undesired event that adversely affects completion of a task

ACCIDENT

is an unplanned, undesired event that results in personal injury or property damage

All Accidents are Incidents

Safety Analogy



Examples of Serious Injury & Minor Injury

SERIOUS INJURY

Employee hospitalized when they are injured after falling off of a ladder, which results in broken bones

MINOR INJURY

Employee missteps while descending step ladder and twists ankle

Examples of Non-Injury & Hazard Cont.

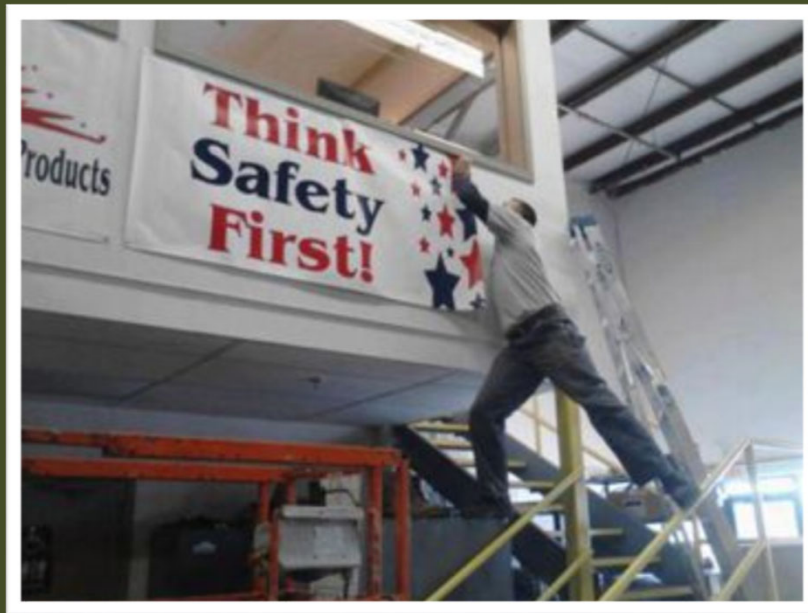
NON-INJURY ACCIDENT

Employee leans to one side of ladder to place item on shelf & it starts to sway.

HAZARDS

Employee not placing ladder close enough to work area

How Does an Injury and Illness Prevention Program Work for You?



NOT A SAFE ACT



Established elements that focus on finding hazards in the workplace

Develop a plan for preventing and controlling those hazards

Management & employees working together are vital in identifying & addressing a safety hazard

You need to be trained about how the program works

8 Program Elements

Responsibility

Compliance

Communication

Hazard Assessment

Accident & Exposure Investigation

Hazard Correction

Training

Record Keeping



Responsibility

Law Enforcement IIPP Administrator

- Overall Responsibility

Detention Division Administrator

- Site Responsibility

Employee

- Follow Safety & Health Codes/Regulations

Safety Office

- Develop & Maintain Program

Employee Compliance

Employee recognition for safe & healthy work practices

- Employees with good safety performance can be recognized at the Annual Sheriff's Office Awards Banquet
- The Sheriff's Office Awards Committee will evaluate nominations for awards

Disciplinary action

- Employees failing to comply with health and safety requirements will be disciplined in compliance with the Sonoma County Civil Service Rules and the Sonoma County Sheriff's Office Rules and Regulations

↓
↓
**WRITTEN
DOCUMENTATION**

↓
↓
**STAFF
MEETINGS**

↓
↓
**FORMAL &
INFORMAL
TRAINING**

↓
↓
POSTINGS

←
**Ways to
communicate
safety**

**You cannot be
retaliated against for
reporting hazards or
potential hazards**

Hazard Assessment

Ways to assess a hazard

- ◆ Site Safety Inspection
- ◆ Safety Data Sheets
- ◆ Employee report of a safety hazard



What is wrong with this picture?

Accident Investigation



If you are in an accident or have an injury the Department is required to fill out the following:

- ◆ Supervisors report of injury/illness
- ◆ Accident/incident investigation report
- ◆ Workers' Compensation Claim Form must be provided within twenty-four (24) hours of knowledge of any work-related injury or illness
- ◆ Witness statements

Correcting a hazard



Minor hazards may be corrected by site staff & some hazards require assistance from:

- ◆ Facilities Development & Maintenance (aka FacOPs)
- ◆ HR/Risk Management
- ◆ Outside Contractors, Vendors or Consultants

How can we apply IIPP at our level?

Keep the principles of IIPP in mind daily

- Maintain a safe environment while you are working

Report hazards to your supervisor ASAP

- Changes can only be made when we work together

Maintain a healthy lifestyle

- Gym – Public or Private (reimbursable) or MADF, NCDF and Patrol (Free, 24/7 Access)
- Social Media: Pinterest - Green Line Fitness
- Monthly emails: health and fitness
- Mental wellness
 - Peer Support – Mentoring, books to borrow, family/friends, etc.

What has already been done?

In-depth investigations of accidents/incidents.

Facility inspections specifically addressing safety issues/concerns.

Additional safety equipment provided to staff:

- Goggles
- Gloves
- Knee, Elbow and upper torso pads
- Outer protective suits
- Improved transport hoods
- Multiple restraint devices
- Tasers

Educational information on living a healthy life style.

Peer support information including books to borrow.

What happens when an employee is injured or is exposed to hazardous material?

- The employee will notify the on-duty supervisor of any injury, work-related illness or exposure (see Accident Reporting – On-Duty Injuries Policy)
- The on-duty supervisor will fill out all necessary paperwork
- Employee will be sent to the hospital or occupational health to treat the injury, illness or exposure.
- Depending on the severity and extent of the injury, an employee may be returned to full duty, placed on modified (light) duty or could be placed off of work (commonly called 4850).
- There are various time limits to modified (light) duty and when an employee is placed off work (4850).

How we can make a difference...

- Train staff on how to properly respond to emergency situations.
 - Fire, Emergency and Medical Response Drills
- Prepare staff for situations where they will come in contact with violent individuals
- Remind staff to be aware of their surrounding and report hazards to a supervisor
- Stress to staff the importance of mental and physical wellness

Research has shown....

- Correctional Officers have the second highest mortality rate of any occupation
- 33.5% of all assaults in jails are committed by inmates against staff
- Correctional Officers have a 39% higher suicide rate than any other occupation
- Correctional Officers have higher divorce and substance abuse rates than the general population
- Corrections has been listed as one of the most dangerous professions due to the stress of the job and job related injuries

Why is this important?

- It is important to take these statistics seriously when considering lifestyle choices
- Understand that these are preventable hazards of the job
- How you cope with the stresses of the job will affect you
- Make good life style choices now to slow the negative effects of the job

Training for you

- ◆ If you are a new employee
- ◆ Prior to new job assignments
- ◆ When new substances, processes, procedures or equipment are introduced to the workplace
- ◆ Whenever the employer is made aware of a new or previously unrecognized hazard
- ◆ All workers on job specific hazards
- ◆ Training annually



What training is required?

- ◆ Injury Illness Prevention Program (IIPP)
- ◆ Hazard Communication (HAZCOM)
- ◆ Bloodborne Pathogen (BBP)
- ◆ Aerosol Transmissible Diseases (ATD) including Respiratory Protection
- ◆ Fire Safety



There are other areas of safety that may be more specific for the area you work in and would be covered as a job specific type training

Recordkeeping

For Supervisors

- **Supervisor's Report of Accident/Injury**
- **Inspection Forms**
- **Training**
- **Accident Investigations**

Employees

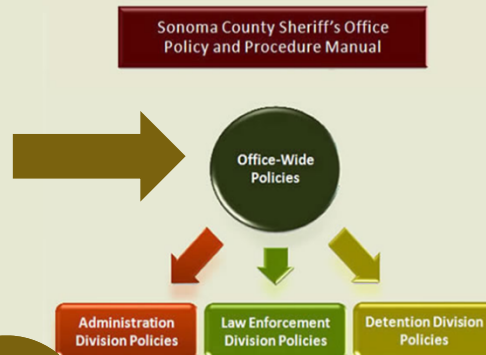
- **Remember you need to sign-in when receiving training**



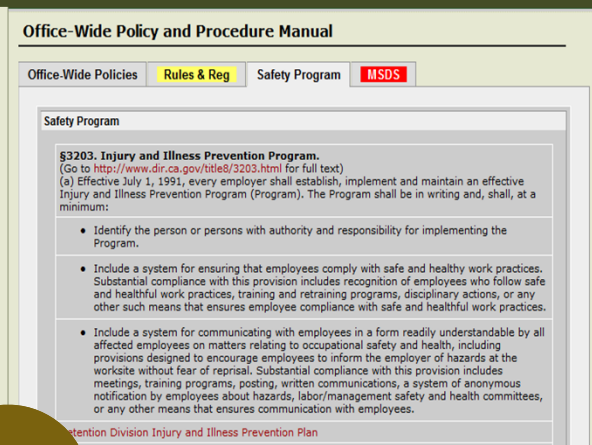
IIPP Location



Step 1



Step 2



Step 3



Questions?

Thank You!