



KERN COUNTY PROBATION DEPARTMENT

Policies And Procedures

TITLE: Safety and Accident Procedures			Article: 1506
APPROVED: William Dickinson, Chief Probation Officer			
EFFECTIVE: October 2016	REVIEWED: August 2018	REVISED: September 2024	UPDATED: August 2018

POLICY

It is the policy of the County of Kern to maintain a county-wide safety and accident prevention program to encompass every county function, wherever located. Accident prevention is, therefore, the direct responsibility of the Chief Probation Officer, the Management Team, and all other employees of the Probation Department. The Chief Probation Officer and members of the Management Team shall be responsible for safety training and the motivation of employees to practice safe working habits. Each employee is responsible for compliance with safety regulations and procedures.

PROCEDURE:

The Chief Probation Officer is responsible for implementing the Departmental Safety Program. The Department's safety and accident prevention program is designed to meet the requirements and needs of the department and shall include the following:

1. The appointment of a permanent safety officer for the department.
2. Establishment of a safety committee generally comprised of the site representatives of the physical and/or geographical locations of the department's offices with the Departmental Safety Officer serving as chairman of regularly scheduled meetings.
3. Employee work area safety meetings will be conducted. Attendance records of all employee safety meetings, along with the safety training conducted or safety subject discussed will be retained by the department for three years. Copies of employees' safety work area meetings shall be submitted to the Departmental Safety Officer. Minutes shall be kept of each meeting and retained in the department's safety file for three years. A copy of the minutes for each month's meeting will be submitted to the County Loss Prevention Specialist and the Chief Probation Officer.

Functions of the Safety and Accident Prevention Committee are as follows:

1. Review and analyze accident experience brought to the committee's attention either through accident reports or memoranda.

2. Evaluate effectiveness of the Probation Department Safety Program.
3. Conduct major accident and/or safety hazard investigations as required.
4. Recommend action to improve the department's safety program.
5. Keep the Chief Probation Officer informed on all safety matters.
6. Review accident investigations to determine causes and recommend corrective action.
7. Assist in conducting accident investigations when requested by the department and/or County Loss Prevention Specialist.
8. Determine if corrective action or removal of accident causes is effective.
9. Utilize the County of Kern safety and health inspection checklist to conduct quarterly inspections of all facilities.

REVIEW OF POTENTIAL SAFETY ISSUES IDENTIFIED BY STAFF:

The Safety Committee is responsible for the review of all potential safety issues identified by staff. Staff is urged to use the safety information memo at the end of this chapter to convey safety concerns. Upon review the committee may agree or disagree with submitted issues. The committee's decision will be recorded on the bottom of the safety information memo and a copy will be routed to the Chief Probation Officer. Upon the final review by the Chief Probation Officer, a copy of the memo will be routed to the originating staff member. If the issue is of general concern the Division Director in charge of the area where the issue originated will disseminate the final decision to staff through unit meetings and other normal channels of communication.

I. GENERAL DUTIES OF THE DEPARTMENT SAFETY OFFICER:

- A. Act as Chairman of the Safety Committee.
- B. The Departmental Safety Officer will review all Inspection Reports, safety issues otherwise identified and classify all hazards noted as serious or non-serious.
- C. Serious hazards are ones which can cause immediate injury and non-serious are equipment/situations that may possibly result in injuries. A serious hazard will be immediately taken "out of service" or temporarily repaired to prevent an accident. A General Services work order will be utilized for completion of the repair and also to correct a non-serious hazard.
- D. Manage the Department Safety Program.

- E. Act as the principal liaison between the Department and the County Loss Prevention Specialist.
- F. Implement safety memorandums approved by the Chief Probation Officer and County Loss Prevention Specialist.
- G. Develop a safety and accident prevention training program.
- H. Review with the Safety Committee accident data statistical reports.
- I. Review with the Safety Committee supervisor's reports of accidents.
- J. Determine if corrective action to remove causes of accident is adequately accomplished.
- K. Coordinate accident investigations with the County Loss Prevention Specialist.
- L. Perform safety inspections with committee member(s).
- M. Develop department self-inspection program.
- N. Prepare reports as required.
- O. Maintain safety and accident records.

Each Division Director shall establish and maintain an accident prevention program within his/her division which shall include, but not be limited to the following:

1. Direct and ensure that a training program is designed to instruct employees in general work and safety practices and those specific instructions are developed with regard to hazards unique to job assignments.
2. Direct and ensure that periodic inspections are conducted to identify and correct any unsafe conditions and work practices which may be found.
3. Direct and ensure that Safety and Accident Prevention meetings are held periodically, and minutes be kept for each meeting. A copy of the minutes for each meeting is to be submitted to the Departmental Safety Officer.

II. DIVISION IDENTIFICATION AND EVALUATION OF WORK PLACE HAZARDS:

- A. In an effort to prevent accidents, employees shall exercise general care, orderliness and "good housekeeping" when performing their work. They shall adhere to the following safety rules:

1. General Safety:

- a. All injuries must be reported to your supervisor immediately.
- b. Alcohol and other drugs are prohibited in the work place.
- c. Slipping, tripping, and falling; special caution is required when using stairs, ladders, wet floors, etc. Aisles and walkways are to be clearly defined and kept free of obstructions and slipping or tripping hazards.
- d. Office safety: Chairs, wastebaskets, cords, and other items shall not be left in the aisles, or where they constitute a tripping hazard. Desk drawers, cabinet doors, metal file cabinet drawers shall not be left open.
- e. If a repetitive task causes you discomfort, or you feel it is unsafe or unhealthy, report it to your supervisor immediately.
- f. Lifting supplies: Take a firm grip and lift with leg muscles. Secure footing; place feet a comfortable distance apart; bend knees; keep back straight. Secure help when needed or in doubt. Use gloves or hand pads when handling rough or heavy materials and never carry a load that is too large and obstructs your vision. Use cranes or hoists for lifting heavy loads. Do not stand or pass under loads which are suspended by ropes, chains or cables.
- g. Personal protective equipment must be worn or used in any area where required.
- h. Handling equipment and hand tools; no one should use equipment or tools unless they are trained in correct and safe usage. Employees shall immediately report to their superior any defective machinery, apparatus, tool or any other condition which may be dangerous to persons or property. Do not remove guards from machines.
- i. Gas leakage or suspicion of such should be immediately reported to the proper utility company or equipment serviceman. Immediate steps should be taken to shut off the gas at its main source and provide ventilation to release gas which might be trapped in a confined space. The gas should not be turned on until all leaks have been repaired.

- j. Live current-carrying parts and wires should be worked on or handled only by a qualified electrician.
- k. Pesticides and toxic substances should be handled or removed only by experts: If necessary outside assistance should be contracted to handle hazardous chemicals.
- l. Established safe job procedures must be followed by all employees. Deviations from established procedures require the approval of your immediate supervisor.

III. DRIVING SAFETY

- A. Seat Belts: Each county owned or leased vehicle, with the exception of buses shall be equipped with seat belts for each driver and passenger. Each county employee whether said employee is the driver or a passenger in any county owned vehicle shall wear the seat belt in the fastened position while the vehicle is in motion. It is the responsibility of each driver to assure that all passengers have seat belts properly fastened.
- B. Rain, wind, and fog present special hazards. The following driving tips are strongly advised:
 - 1. Drive with your lights on low beam; never drive with just your parking or fog lights
 - 2. Reduce your speed
 - 3. Avoid crossing traffic unless absolutely necessary
 - 4. Listen for traffic you cannot see
 - 5. Utilize your wipers and defroster
 - 6. Be Patient! Don't pass lines of traffic
 - 7. Don't stop on the roadways
 - 8. If you are involved in an accident or stalled on the roadway, move away from the vehicle to avoid personal injury
 - 9. Consider postponing your trip

IV. AUTOMOBILE ACCIDENTS:

- A. Any county employee involved in a moving vehicular accident while performing the duties of his/her position will adhere to the following:

1. **Procedure at Scene of Accident:**

- a. **DO NOT** admit any responsibility for the accident to anyone. Immediately notify the County Sheriff's Office, City Police, or California Highway Patrol, to secure an official on scene investigation report.
- b. In accidents resulting in major property damage, serious personal injury, or death, immediately notify the Kern County Loss Prevention Specialist, telephone number 868- 3801.
- c. Accidents involving only minor property damage will not require the immediate notifications as specified above but must be reported.
- d. Record all pertinent information concerning the accident on the form provided for that purpose: The short-form Accident Report should be in the glove compartment of all county vehicles.
- e. Provide the other party(s) with the following information:
 - i. Your name and address.
 - ii. Your driver's license number.
 - iii. The name and address of your employer.
- f. If the county vehicle is disabled contact the Probation Department's currently approved towing company and obtain towing procedure instructions.

2. **Procedure after Accident:**

- a. **IT IS MANDATORY that ALL** accidents involving county owned vehicles be reported to the County Administrative Office within 24 hours of said accident, weekends and legal holidays excepted. Prepare in quintuplicate, the "Motor Vehicle Accident Report," form number Adm. Fm. #15, and submit as instructed. The "Motor Vehicle Accident Report" is to be reviewed, signed and dated by the Chief Probation Officer.

V. CLASSIFICATION OF ACCIDENTS

The County Loss Prevention Specialist will classify all accidents as avoidable or non-avoidable and will inform the Department Head of his determination. Avoidable accidents caused by employee carelessness or negligence may result in revocation of employee's authority to drive a county vehicle.

Avoidable

The preventability of the accident will be based solely on whether or not the driver exercised prudent and reasonable judgment to prevent or avoid the accident. Said judgment must have been exercised regardless of any legal rights to which the driver may have been entitled under the Vehicle Code, or other applicable laws. Accidents caused by mechanical failures will not be classified as avoidable.

The following is a partial list of accident causes which will be considered avoidable under normal conditions:

1. Backing
2. Excessive speed
3. Improper turning
4. Following too closely
5. Inattention
6. Improper operation of controls
7. Failure to yield right-of-way
8. Improper overtaking and passing
9. Incorrect judgment of clearance
10. Exceeding basic speed law
11. Driving under the influence of alcohol or drugs

Unavoidable accidents

The non-preventability of the accident will be based on whether or not the driver exercised good judgment and used every reasonable means available to avoid the

accident. No violation of law, safe driving practices, or improper use of the vehicle must have been involved.

VI. FATAL INJURY:

- A. When an injury or accident results in the death of an employee, the Department Head, or his authorized representative, shall immediately notify the following:
1. The County Coroner, 868-0100
 2. The County Administrative Officer, or in his absence, an Assistant County Administrative Officer, 868-3198
 3. The Kern County Counsel - Risk Management, 868-3801, giving the full name of the deceased, and other such information as required (name of surviving spouse, number and ages of children, if any, etc.)
- B. The Department Head, or his designated representative, shall personally notify the next of kin of the deceased employee as soon as is practicable after the death is confirmed, and positive identification has been made. However, under unusual circumstances when the Coroner's Office has jurisdiction over the body, the Coroner will be responsible for notifying the next of kin. Under no circumstances shall any statement, announcement, or information concerning the employee's death be given to the news media or the general public before the next of kin has been notified.
- C. All fatal injuries must be reported on the Employer's Report of Occupational Injury or Illness, Form 5020.

VII. FIRE SAFETY

- A. Fire prevention and Suppression: Employees shall acquaint themselves with the posted instructions covering escape routes from their work stations and the location of all firefighting equipment in the same area.
- B. All fire apparatus must be periodically inspected and maintained in usable condition. All emergency equipment, such as fire extinguishers, fire alarms, and exit doors, must be kept clear of obstacles.
- C. Employees shall observe all "No Smoking" signs and shall not smoke in proximity to flammable material or gases.

Note: In all cases of fire call 911.

VIII. On the Job Injuries:

- A. Major Injury: A major injury is defined as an injury which requires services of a physician, or immediate hospitalization, or in which an employee suffers loss of any part of the body or any serious degree of permanent disfigurement.

It is mandatory that all injuries requiring hospital emergency room treatment, or the services of a physician, be reported on the Employer's Report of Occupational Injury or Illness, Form 5020, within 48 hours from the time of injury. Submit original and two copies to Risk Management and retain one copy for the employee's file. All reports should be typewritten.

- B. Minor Injury: is an industrial injury which requires first aid treatment only and does not require the services of a physician and/or a hospital emergency room.
- C. Injuries to members of the general public occurring in county buildings, on county grounds, or by county equipment (excepting motor vehicles) must be reported to Risk Management, 868-3801, immediately after the injured person has departed the area.
1. County employees are not, except in extreme emergency, to call a doctor or ambulance, unless requested to do so by the injured person. County employees involved are not to admit responsibility for the accident to anyone.
 2. The Department Head will investigate the accident, or circumstances surrounding the injury, and send a written report to Risk Management containing at least the following information:
 - a. Name, age, and sex of injured
 - b. Home address and telephone number of injured
 - c. Type of injury and explanation of where and how accident or incident occurred
 - d. Disposition of injured
 - e. Names and addresses of witnesses
 - f. Instructions for Reporting Occupational Injury/Illnesses:

When an employee suffers an occupational injury/illness, he/she is to notify his/her immediate supervisor who will implement the following procedures:

- D. If the employee requires and/or obtains medical treatment beyond first aid or is off duty due to the injury/illness:
1. The supervisor must personally notify the Human Resource Specialist immediately.
 2. The supervisor must give the employee, within 24 hours, an Employee's Claim for Workers' Compensation Benefits, the Injured Worker's Pamphlet, and Request for Medical Service form.
 3. The employee must complete the upper portion of the Employee's Claim for Workers' Compensation Benefits form and route it to the Human Resource Specialist, 2005 Ridge Road.
 4. The supervisor must complete the Supervisor's Report of the Accident and the Employer's Report of Occupational Injury or Illness (Form 5020). Both forms are to be routed to the appropriate Division Director.
- E. The employee may be liable for payment of medical treatment unless treatment is obtained at any hospital emergency room, at one of the facilities listed on the Request for Medical Service, or from their private physician providing he/she is listed on an Employee Designated Physician form in the employee's personnel file prior to the accident.
- If the employee seeks medical treatment or is off duty due to the injury/illness at a date subsequent to the injury, it is considered a claim.
1. The same procedure as outlined in Section 1 should be followed.
 2. The date the supervisor provides the claim form should be shown as the date of first knowledge for a work-related injury/illness.
 - a. Example: An employee has an accident on 3-1-17 involving his/her knee. No medical treatment is required, and there is no lost time. A Supervisor's Report is completed but no claim form is filed. On 8-1-17 (five months later), the employee says he/she is having problems with the knee and relates the problem to the 3-1-17 incident. On 8-1-17, a claim form is given to the employee. Question #9 should show 8-1-17 as the date the employer first knew of the injury and question #10 should show 8-1-17 as the date the claim form was provided.
- F. If no more than first aid is required:

1. The supervisor is to complete the Supervisor's Report of the Accident.
2. If first aid is administered, the supervisor must also complete the Departmental Report of Minor Industrial Injury.
3. The completed forms are to be routed to the appropriate Division Director.

Forms are available on CountyNet:
<http://www.co.kern.ca.us/rm/WC/wcs.asp>

IX. POLICY FOR PREVENTION OF CONTAGIOUS DISEASES

- A. Thorough hand washing is the most important factor in preventing the spread of infectious disease and should be practiced conscientiously by all personnel and taught to detainees as routine hygiene practice.
- B. Medical experts also indicate that many diseases may be carried and transmitted by body fluids of persons who have no symptoms of disease. Therefore, in order to prevent or combat the transmission of such disease, one must always be cautious and prepared to handle any potentially infectious material appropriately. Potentially infectious materials are body secretions such as saliva, mucus, fecal matter, urine, vomitus, blood, wound drainage, semen, and any items soiled with the above. The three basic practices to be employed while handling potentially infectious materials are:
 1. Use of disposable gloves to prevent direct exposure. Latex gloves are available to all staff. Please wear them and make sure that any detainee is equally safeguarded when possibly having contact with another's bodily fluid.
 2. Cleaning all soiled surfaces with disinfectant. This means bodily fluids should be sprayed with disinfectant prior to cleaning and the surface shall be cleaned with disinfectant after removal of bodily fluids. Appropriate disinfectants with easily followed directions are available in each "Contagious Disease Prevention Kit" housed in each living unit of the institutions.
 3. Double bagging all secretion and items soiled therewith. Contaminated laundry procedures and items requiring the "autoclave" process are written and available in each institution.
- C. Because blood to blood contact is a real concern for the transmission of AIDS, the following additional equipment will be made available for each

institution and shall be utilized if blood is evident or if additional precautions are felt warranted:

1. Protective goggles for eyes – blood to eye contact. Whenever blood might be splashed in the eyes, goggles shall be worn.
 2. Protective disposable clothing. – In order to protect clothing and yourself if there are cuts or abrasions on your skin, a protective outer garment with booties is available and shall be worn. Protective clothing will provide staff protection if blood is splattered on them.
 3. Face mask – If blood might be splashed in the face, a face mask shall be worn to protect staff.
 4. One-way valve disposable plastic airways to be used for CPR purposes.
- D. The above equipment will be available as described by the Department's Exposure Control Plan and will be located in each living unit and the medical office of each institution. These kits will also be located in each county vehicle, and at each probation office location. The kit shall be marked "Contagious Disease Prevention Kit." Supervisory staff in each area shall request additional items when needed.
- E. This policy provides Probation staff with the same safeguards utilized by hospital staff. Since employees are exposed to a wide variety of individuals, they are asked to always proceed on the side of caution when dealing with bodily fluids.

X. EMERGENCY EQUIPMENT AND FIRST AID KITS:

- A. Emergency equipment is provided and located in sealed containers and kept in the trunk of all Probation county vehicles. Items contained within the emergency equipment container are:
1. Two (2) road flares
 2. One (1) first aid kit
 3. One (1) blood borne pathogen kit
 4. One (1) fire extinguisher
- B. Anytime the seal on a container is broken, the entire container is to be taken to the Safety Officer who will exchange it for a complete and sealed container. For purposes of maintaining appropriate emergency equipment

once a container is unsealed, the exchange should take place as soon as possible.

C. First Aid Kits will be placed throughout the department as follows:

1. Ridge Road Complex:

- a. Main Building – The lobby reception counter
- b. Upstairs clerical pool – east hallway
- c. Downstairs clerical pool – west hallway
- d. Annex – reception counter

2. Truxtun Complex:

- a. Fourth Floor – Main - clerical reception counter
- b. Fifth Floor – Clerical reception counter
- c. Outlying Area Offices – (Reception counters):
- d. Sandstone, Stockdale, Delano, Lamont, Mojave, Ridgecrest, Shafter, and Taft

D. Any time First Aid items are used, they should be replaced. Employees from Field services are responsible for notifying the Department Safety Officer who will in turn coordinate the replenishing of items.

E. NOTE: Camp Erwin Owen/Juvenile Hall – At present, various emergency and first aid equipment is distributed throughout the institutions. Staff will contact their supervisor when equipment has been used so proper measures can be taken to replace the appropriate items. If you have any questions regarding the above procedures, contact your supervisor for clarification.

XI. TRAINING AND EVALUATION

A. All divisions will establish the following training. These programs will be unique and specific to each facility/location.

- 1. Hazardous Substance Communication
- 2. Emergency Action

3. Fire Prevention

4. Officer Safety - Safety Awareness Procedures and Arrest Tactics.

- B. All supervisors will discuss safety awareness and will review individual accident experience with each employee at their annual performance evaluation.
- C. A written comment by the supervisor will be required on all performance evaluations.