

<b>Subject: Personal Safety Standards</b>	<b>Page 1 of 2</b>
<b>Effective Date: July 1997</b>	<b>Revision Date: November 2011</b>
<b>Amends/Supersedes: 1500.30/ July 2007</b>	<b>Approved by: Chief Kevin Higdon</b>
<b>Meets Accreditation Standard:</b>	<b>29.8</b>

## **Section 1600.20 Personal Safety Standards**

### **Policy**

It is the policy of the Shively Police Department to provide and to maintain Infectious Disease Kits (OSHA Kits) to all personnel having direct contact with the public during their normal tour of duty. All personnel required to participate in the mandatory state training of blood borne infectious diseases and responses to hazardous materials shall do so, as prescribed by law.

### **Distribution of Protective Kits**

Distribution, maintenance and inspection of protective kits will be the responsibility of the Platoon Commanders who will establish control of the disbursement, reordering and upkeep of these kits to their subordinates.

As a general rule, OSHA kits should be stored in each police vehicle whether units are assigned or used as a spare. The kits shall contain:

- Biohazard bags.
- Mask for face protection.
- Latex gloves.
- Disinfecting solution.
- Sharps container.
- One way CPR airway.
- Protective shoe coverings.
- Other approved protective devices may be added.

### **Procedures for the Use of OSHA Kits**

- In all cases where blood or bodily fluids are present and personnel are to come in digital (hand) contact with this material, double rubber gloves should be worn on the hands of the examining personnel.
- In cases where there is blood present on the floor and personnel must walk through this material, officers should use surgical shoe covers. Officers should be aware that once leather is contaminated it very difficult, if not impossible, to decontaminate.
- In cases where personnel are required by the scene to crawl or otherwise come in contact with possible contamination other than feet and gloves, disposable barrier jump suits should be worn.
- Eye protective equipment and surgical masks should be worn only when personnel are required examining or removing potentially contaminated material from ceiling or other overhead structures. After use, eyewear should be cleansed thoroughly with alcohol or 10:1 bleach and water solution before storing.
- All personnel who are routinely involved in investigations of homicides, suicides and physical assault scenes should carry in vehicles or have immediate availability of a

<b>Subject: Personal Safety Standards</b>	<b>Page 2 of 2</b>
<b>Effective Date: July 1997</b>	<b>Revision Date: November 2011</b>
<b>Amends/Supersedes: 1500.30/ July 2007</b>	<b>Approved by: Chief Kevin Higdon</b>
<b>Meets Accreditation Standard:</b>	<b>29.8</b>

10% solution of household bleach for disinfecting and decontamination.

- After one time use of the gloves, shoe covers, mask and jump suit, items should be placed into a bio-hazard bag or a proper container and marked as bio-hazardous material. This bag should then be disposed of properly. When in doubt contact Fire, EMS or local hospital facilities for recommendations for proper disposal. If items are property or evidence handles according to, ***Section 900.220 Property Room Procedures.***

### **Portable Fire Extinguishers**

All Police Units will have properly maintained fire extinguishers to be used in case of a fire emergency. All personnel that would have availability of a fire extinguisher shall be properly trained and re-certified as necessary by a competent authority. The Shively Police Department will maintain records of such training.

### **Hearing Conservation Program (29 CFR 1910.95c)**

It is the policy of the Shively Police Department to establish an officer's base line hearing ability when an employee is hired.

All OSHA regulations in regard to PPE for hearing protection are to be followed at times of excessive noise (e.g. firearms qualifications).

Should an employee feel that there has been an incident or incidents that has affected their hearing; the employee will report this to their first line supervisor, who will make arrangements to have the employee's hearing evaluated at no cost to the employee.