



# Apex Police Department General Order



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| <b>Title</b><br>Workplace Risk/Hazard Assessments   |                          | <b>Order Number</b><br>108-20 |
| <b>Effective Date:</b><br>February 26, 2020   | <b>Amends:</b><br>108-15 |                               |
| <b>CALEA Standard:</b>  | <b>Rescinds:</b>         |                               |
| <b>Reference:</b><br>29 CFR 1910.132(d)<br>Town of Apex Policy – Workplace Hazard Assessment<br>Safety Data Sheet (SDS) Book<br>Hazard Communication Standard Pictogram | <b>Pages:</b><br>4       |                               |
| <b>Forms:</b><br>F108- Workplace Risk/Hazard Assessment   |                          |                               |

## Workplace Risk/Hazard Assessments

### Purpose

The purpose of this directive is to establish a process for conducting Workplace Risk/Hazard Assessments.

### Policy

It will be the policy of the Apex Police Department to conduct Workplace Risk/Hazard Assessments in accordance with Town of Apex policies and procedures and other written directives.

### Definition

*Control Measures* - Measures that are put in place to manage and reduce the risk.

*Hazard* - Any actual or realistic potential source of danger to life or health.

*Personal Protective Equipment (PPE)* - Specialized clothing or equipment is worn by employees for protection against health and safety hazards. Personal protective equipment is designed to protect many parts of the body (i.e. eyes, head, face, hands, feet, ears, etc.).

## Workplace Risk/Hazard Assessments

*Risk* - A chance (high, medium or low) that somebody may be harmed by a hazard.

*Safety Data Sheet (SDS)* - A technical document that provides detailed and comprehensive information on a controlled product related to the health effects of exposure to a product; hazard evaluation related to a product's handling, storage or use; measures to protect workers at risk of exposure; and emergency procedures.

*Workplace* - Any location, either permanent or temporary, where an employee performs any work-related duty. This includes, but is not limited to, the buildings and surrounding perimeters, including parking lots, field locations, alternate work, and travel to and from work assignments.

*Workplace Risk/Hazard Assessment* - A careful examination of what, in the workplace, could cause harm to employees so that a decision can be made as to whether there are enough precautions in place or more should be done to prevent harm.

### **Procedure**

#### **Administration**

1. The Apex Police Department seeks to provide a work environment that minimizes workplace risk and/or hazards.
2. It is the responsibility of all employees to minimize risk/hazards within the workplace and work safely.
  - It is the responsibility of all supervisors and command personnel to “Supervise for Safety,” ensure safety practices are being followed and any safety risk is mitigated to the extent possible.
3. A risk/hazard assessment is an important tool in protecting employees and others, by analyzing hazards, deciding on the level of risk and identifying risk reduction measures. The risk/hazard assessment will help the department focus on risks in the workplace. In many instances, straightforward measures can be effective in controlling risks.
4. The Chief of Police has ultimate responsibility for the governance, including risk management, of the department, but delegates the responsibility of risk management to the Administrative Division Commander.
5. The Administrative Division Commander, or designee, is responsible for completing Workplace Risk/Hazard Assessments of all divisions using form F108 - *Workplace Risk/Hazard Assessment*.

### **Workplace Risk/Hazard Assessment**

1. Annually, the Administrative Division Commander, or designee, will complete a Workplace Risk/Hazard Assessment. The assessment will be conducted in accordance with OSHA Standard 1910.132D.
  - The Administrative Division Commander, or designee, is responsible for corrective actions as a result of deficiencies determined during the Workplace Risk/Hazard Assessment.
  - A copy of the Workplace Risk/Hazard Assessment will be posted in common areas accessed by employees.
2. The assessment will be completed and submitted to the Chief of Police no later than January 31st of the year following the period subject to the assessment.
  - This date may be extended with the approval of the Chief of Police.

### **Safety Data Sheets (SDS)**

1. The department will maintain Safety Data Sheets (SDS) for every brand of chemical and cleaning supplies within police facilities.
  - All cleaning supplies, other than those provided by the approved facility cleaning contractor, will be purchased through the Administrative Division.
  - All chemical purchases require prior authorization from the appropriate Division Commander, who is responsible for ensuring a Safety Data Sheet (SDS) is forwarded to the Administrative Division Commander for filing purposes.
2. The Administrative Division Commander or, designee is responsible for ensuring a book of Safety Data Sheets (SDS) is maintained, updated as needed, and in compliance with this written directive and any other applicable rule, regulation and/or the law.
  - The Safety Data Sheet (SDS) book will be maintained in the Communications Center and made readily available to all employees.

### **Issuance of Personal Protective Equipment**

1. The Administrative Division Commander will ensure all employees have access to the required Personal Protective Equipment (PPE), as defined in this policy and can include but is not limited to the following: disposable gloves, eye protection, hearing protection, gas masks, ballistic vests, Tyvek shell suits, or sharps containers.

Text in “Green” notes a significant change to policy.

**BY ORDER OF:**

A handwritten signature in black ink, reading "John W. Letteney". The signature is written in a cursive style with a large initial "J".

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John W. Letteney  
Chief of Police