

**HONOLULU POLICE DEPARTMENT**  
**POLICY**  
**ORGANIZATION, MANAGEMENT, AND ADMINISTRATION**

**June 3, 2016**

**Policy Number 2.04**

**SAFETY PROGRAM**

**POLICY**

The department shall provide a workplace that is free from recognized hazards that can cause or are likely to cause injury.

**PROCEDURE**

The departmental safety program shall comply with the accident prevention program of the City and County of Honolulu as established under the title of Safety Policy in the Personnel Manual.

**I. DEPARTMENTAL ACCIDENT PREVENTION PROGRAM**

The departmental accident prevention program shall operate as spelled out below.

**A. Professional Standards Office (PSO)**

The PSO commander shall:

1. Keep abreast of industry standards for safety practices and procedures; review departmental safety rules, procedures, and equipment; and recommend any necessary changes;
2. Inspect and monitor the department's physical facilities, personnel, equipment, and activities to identify and correct unsafe conditions and work practices and to ensure compliance with departmental policy;
3. Alert the Training Division to any need for safety training;

4. Handle all citations and assist in any subsequent litigation;
  - a. Forward a copy of the occupational safety and health citation and any available reports to the Safety Branch, Department of Human Resources; and
  - b. File reports regarding any subsequent action;
5. Conduct special accident investigations when necessary and submit findings and recommendations to the Administrative Review Board (ARB) for review. After the review, the ARB chairperson shall submit a report to the Chief of Police for final disposition; and
6. Return notice of any action taken to the employee who submits a Health and/or Safety Hazard, HPD-460 form.

B. Training Division

The Training Division commander shall:

1. Disseminate safety information through the directive and training bulletin systems;
2. Develop departmental recruit and recall training program curricula, to include lesson plans on safe job practices and accident prevention; and
3. Keep abreast of the occupational safety and health regulations regarding training and provide the training mandated by the regulations.

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C. Human Resources Division (HRD)

The HRD commander shall maintain records for all work-related injuries and illnesses. The departmental safety specialist or designee shall handle all OSHA reports (Log of Work-Related Injuries and Illness, Form 300, and Summary of Work-Related Injuries and Illnesses, Form 300A). He or she shall oversee the annual OSHA reporting requirements to the Bureau of Labor and Statistics (BLS), Hawaii Occupational Safety and Health Division (HIOSH), and the Industrial Safety Workers Compensation (ISWC) Division.

D. Safety Officers

Each division-level commander shall appoint an element safety officer who shall:

1. Evaluate operational methods and procedures within the element;
2. Recommend appropriate action to the appropriate safety committee (see section VI below); and
3. Provide safety training to all personnel in the element.

E. Commanders

The commander of each departmental reporting establishment (see the attachment) shall:

1. Display posters and post notices on occupational safety and health and maintain the Log of Work-Related Injuries and Illnesses, OSHA 300 forms;
2. Ensure that equipment is properly maintained; and
3. Ensure that safety data sheets are available and that personnel are trained in their use.

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F. Supervisors

Each supervisor shall:

1. Promote a safe job environment and practices;
2. Inspect and evaluate work conditions and procedures to detect and correct any unsafe conditions or procedures;
3. Ensure that employees comply with departmental safety procedures; and
4. Investigate any accidents.

G. Employees

Employees shall:

1. Develop safe work habits;
2. Contribute to their own safety and that of their coworkers;
3. Promptly report all accidents and injuries to their supervisors;
4. Promptly report any unsafe practices or conditions that they observe to their supervisors on a Health and/or Safety Hazard, HPD-460 form; and
5. Cooperate with and assist in investigations of accidents to identify causes and to help prevent reoccurrences.

H. Reporting Suspected Health/Safety Hazards

1. Any suspected health or safety hazard should be reported immediately to the supervisor in charge of the area.
  - a. If possible, the situation should be corrected immediately.

b. If the situation cannot be corrected immediately, the supervisor in charge of the area shall post adequate and conspicuous notices to warn of the hazard.

(1) If imminent danger exists, the hazard should be isolated and neutralized.

(2) If imminent danger does not exist, the situation should be made as safe as possible.

2. The supervisor shall submit a Health and/or Safety Hazard, HPD-460 form, via channels to the appropriate safety committee.

## II. HAZARD ASSESSMENT AND EQUIPMENT SELECTION

A. Each element shall assess its workplace to determine whether hazards that necessitate the use of personal, protective equipment (PPE) are present or are likely to be present. Each assessment shall be recorded and verified by the element's safety officer on the Hazard Assessment Worksheet, HPD-460A form, and submitted to the appropriate safety committee for review and certification.

B. If hazards are present or are likely to be present, the element's safety officer shall:

1. Recommend to the commander the appropriate PPE that will protect affected employees from the hazards identified in the hazard assessment for each job task;
2. Present to the appropriate safety committee the selection of the PPE to be used by employees in the workplace;
3. Communicate the selection decision to each affected employee;
4. Select the PPE that properly fits each affected employee; and

5. Have each affected employee use the appropriate PPE.
- C. The departmental safety specialist shall review each assessment to ensure that the appropriate PPE has been selected.

III. PROCESSING OCCUPATIONAL SAFETY AND HEALTH CITATIONS

A. State Compliance Officer

The State Compliance Officer, Hawaii Department of Labor and Industrial Relations, is authorized to enter any city facility to enforce the occupational safety and health law and issue citations for violations.

B. Element Commander/Supervisor

The element commander/supervisor shall:

1. Inform the compliance officer that the departmental safety specialist will accompany the compliance officer on the inspection of the facility and call the PSO to notify the departmental safety specialist of the compliance officer's arrival;
  - a. If the departmental safety specialist is not available to accompany the compliance officer, the element safety officer or designee shall accompany the compliance officer on the inspection;
  - b. During the inspection, accompanying personnel shall make notes on everything documented by the compliance officer; pictures of violations should be taken if a camera is available;
2. Upon receipt of an occupational safety and health citation, immediately submit the original citation and a written report regarding the alleged violation to the Chief of Police;

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3. Post a copy of the citation or amendment where the alleged violation occurred. It shall be conspicuously posted for the period of time required on the form; and
4. Comply with the recommendations made by the State Compliance Officer to correct the violation by following the steps outlined in section II H above.

#### IV. RECORDING OCCUPATIONAL INJURIES AND ILLNESSES

The department shall maintain records and report all occupational injuries and illnesses as required by the HIOSH regulations.

##### A. Report of Industrial Injury/Illness

1. All occupational injuries and illnesses shall be reported to the HRD commander on the Report of Industrial Injury/Illness, DHR-ISWC-1 form.

NOTE: First aid should be reported on the DHR-ISWC-1 form if the employee received stitches, staples, or medical grade glue to close a wound, or was given an intravenous (IV) line to replenish fluids.

2. The HRD commander shall submit a copy of the report to the Department of Human Resources.

##### B. Log and Summary of Occupational Injuries and Illnesses

1. On January 1 of each calendar year, the commander or designee of each reporting establishment (see the attachment) shall start a new Log of Work-Related Injuries and Illnesses, OSHA 300 forms.
2. Each reporting establishment shall maintain its OSHA 300 logs for five calendar years after the close of each reporting year.

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3. The completed annual summary of work-related injuries and illnesses (the OSHA 300A log) shall be posted at each reporting establishment from February 1 through April 30 of that year.
4. When a reporting establishment includes subordinate facilities in its log, a copy must be posted at each facility during the annual posting period. For example, the log for the Alapai headquarters also covers Districts 1, 6, and 7. Those facilities must post copies of the Alapai log or extracts of it reflecting their own injuries/illnesses for the year.

Subordinate facilities that must post copies of reporting establishment logs are identified in parentheses in the attachment.

#### V. SAFETY COMMITTEES

##### A. State of Hawaii Organization of Police Officers (SHOPO) Safety and Health Committee

1. The committee shall consist of:
  - a. The commanders of the PSO and HRD, and
  - b. Two representatives designated by the SHOPO.
2. The committee's functions, responsibilities, and meetings shall be as set forth in the current collective bargaining agreement.

##### B. United Public Workers (UPW) Safety Committee

1. The committee shall consist of:
  - a. The commanders of the PSO and HRD, and
  - b. Two representatives designated by the UPW.
2. The committee's functions, responsibilities, and meetings shall be as set forth in the current collective bargaining agreement.




C. Ad Hoc Safety Committee

1. The committee shall consist of:
  - a. The commanders of the PSO and HRD, and
  - b. Two representatives of the affected element.
2. The committee shall deal with safety matters outside the scope of responsibility of the SHOPO Safety and Health Committee and the UPW Safety Committee.

- D. The committees shall submit their recommendations to the ARB for review. After the review, the ARB chairperson shall submit a report to the Chief of Police for final disposition.

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ARTHUR J. LOGAN  
Chief of Police

Attachment

Post on bulletin  
board for one week

Policy first issued  
May 8, 1997

REPORTING ESTABLISHMENTS

1. Alapai headquarters (including District 1 - Downtown, District 6 - Waikiki, and District 7 - East Honolulu)
2. District 2: Wahiawa Police Station
3. District 3: Pearl City Police Station
4. District 4: Kaneohe Police Station (including Kahuku Police Substation and Kailua Police Substation)
5. District 5: Kalihi Police Station
6. District 8: Kapolei Police Station (including Waianae Police Station)
7. Telecommunications Systems Section
8. Training Academy (including the Koko Head Shooting Complex)
9. Narcotics/Vice Division
10. Honolulu Police Commission
11. Communications Division/JTMC