



SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



Procedure 919 – Employee Safety Policy

Office with Primary Responsibility:	SSO	Effective Date:	July 31, 2010
		Prior Revision Date:	October 01, 2009
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, FTC, IDC	Number of Pages:	2
Forms Referenced in Procedure:	None	Related Procedures:	916

.01 INTRODUCTION

The purpose of this procedure is to initiate an organized effort, involving the participation of all personnel, to reduce the events of accidental injuries. The program objectives will be accomplished by: training, guiding, and motivating all employees to be safety conscious; disseminating police related safety and accident information; and establishing a departmental system of reporting unsafe incidents.

.02 POLICY

It is policy of the San Antonio Police Department to conduct all operations with minimum hazard to people, vehicles, and other property, and to support comprehensive programs designed to prevent or reduce injuries and property damage.

.03 DEPARTMENT SAFETY COORDINATOR

- A. The Department Safety Coordinator shall be appointed by the Chief of Police.
- B. The Department Safety Coordinator shall be the primary point of contact for safety issues within the Department.
- C. The Department Safety Coordinator shall attend monthly safety coordinators' meetings or send an alternate.

.04 MEMBER RESPONSIBILITIES

- A. All members shall cooperate with Risk Management Division Safety Coordinator and the Department Safety Coordinator on safety related issues.
- B. Members shall read all literature and comply with guidelines promoting safety in the workplace.
- C. Members shall correct or report unsafe conditions to a supervisory officer, who shall take appropriate actions to correct the problem.
- D. Members shall report personal injury incidents in compliance with GM Procedure 916, *Workers' Compensation*.

.05 FIRE SAFETY

- A. Each Unit/Shift shall designate a supervisory officer as the Fire Safety Coordinator.
- B. The Fire Safety Coordinator is responsible for:
 - 1. Posting a fire evacuation plan for the unit that will include:
 - a. The location of fire extinguishers,
 - b. Most direct exit route out of the building, and
 - c. A designated safe assembly point outside the building,



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2. Ensuring all members know where the fire evacuation plan is posted;
3. Ensuring all members know how to properly operate the fire extinguishers;
4. Contacting Facilities Maintenance Office if fire extinguishers need servicing; and
5. Explaining fire evacuation plan to new members.