

Authority and Accountability

I. PURPOSE

This policy outlines accident/incident reporting and safety responsibilities of the different job classifications found in the CMPD Crime Laboratory Division.

II. SCOPE

Applies to all employees of the Charlotte-Mecklenburg Police Department Crime Laboratory Division.

III. ACCIDENT/INCIDENT REPORTING

An accident usually includes physical injury of some type. An incident may not include physical injury but involves safety issues (e.g., chemical spill, discharge of a firearm, etc.). All accidents and/or incidents will be reported to the Section Supervisor and/or the Division Chief and followed up on as directed by the CMPD Rules and Policy Manual.

IV. SAFETY AND CHEMICAL HYGIENE RESPONSIBILITIES

A. Crime Laboratory Director

The Crime Laboratory Director is ultimately responsible for assuring that the CMPD Crime Laboratory Division Safety Program is implemented and maintained. Additional responsibilities are to include:

1. Review semiannual safety inspection worksheets and follow-up on reported recommendations.
2. Administer a yearly review of the Safety Manual.
3. Adopt a plan for disciplinary action as a corrective measure against employees who violate procedures in the safety program.

B. Section Supervisors and Lab Safety and Chemical Hygiene Officer (S&CHO)

1. Conduct accident investigations with assistance from other personnel as deemed necessary.
2. Perform semiannual, formal chemical hygiene and housekeeping inspections including inspections of emergency equipment. Inspections will be documented and the S&CHO will maintain records of the inspection for a period of no less than five (5) years.
3. Work with administrators and other employees to develop and implement appropriate safety policies and practices.
4. Monitor procurement and use of chemicals in the laboratory, including assuring that facilities and training levels are adequate for the chemicals in use.
5. Help Crime Lab Director develop precautions and maintain adequate facilities.
6. Maintain current knowledge concerning the legal requirements of regulated substances in the laboratory.
7. Review and improve the Safety Manual and Safety Program on an annual basis.

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8. Monitor safety for all laboratory operations.
9. Ensure that workers know and follow the safety and chemical hygiene rules.
10. Determine the proper level of personal protective equipment, ensure that such protective equipment is available and in working order.
11. Ensure that appropriate training has been provided to employees.
12. Monitor the waste disposal program.
13. Ensure laboratory maintains an adequate safety program for accreditation.

C. Laboratory Workers

The laboratory workers are individually responsible for:

1. Planning and conducting each laboratory operation in accordance with the CMPD Crime Laboratory Safety Manual.
2. Develop safe work habits.
3. Review the CMPD Crime Laboratory Safety Manual on an annual basis.

V. RECORD KEEPING (These are minimum requirements)

- A. The Laboratory S&CHO will maintain copies of accident reports for 5 years.
- B. The Laboratory S&CHO will maintain records of laboratory inspections for 5 years.
- C. The Laboratory S&CHO will maintain records of employee safety training for 5 years.
- D. The Laboratory S&CHO will maintain Eyewash and Safety Shower checklists for 5 years.
- E. The Laboratory S&CHO will maintain records for employee Respirator Fit Testing for 5 years.
- F. The Laboratory S&CHO will maintain any entry in the Sharps Injury Log for 5 years.
- G. The Laboratory S&CHO will maintain any Initial Monitoring Testing records for 5 years or until monitoring is repeated as required by OSHA regulations.