TOPEKA POLICE DEPARTMENT POLICY AND PROCEDURE MANUAL
3.1 EMPLOYEE INJURY ILLNESS AND EXPOSURE

SUBJECT: Employee Injury Illness and Exposure		
3.1	**EFFECTIVE:** 1/04/2019 **REVISED:** 1/14/2019 **TOTAL PAGES:** 4	*William Cochran* William Cochran, Chief of Police
CALEA:		

3.1.1 PURPOSE

To outline policies and procedures as they relate to employee illnesses, injuries and blood borne pathogens.

3.1.2 POLICY

The Department shall comply with established City Personnel and Workers Compensation procedures for reporting employee injuries and illnesses, and for providing medical assistance to employees.

3.1.3 EMPLOYEE INJURY/EXPOSURE/ILLNESS ON DUTY

The Injury Call Center will direct proper medical care for the injured employee, usually to **Cotton O'Neil Work Care, 1130 N Kansas Ave. Topeka, KS 66606, (785) 270-8605.** Hours of Operation are Monday through Friday, 8 a.m. – 5p.m. If services are needed outside of these hours please use **Stormont-Vail Emergency, 1500 SW 10th Ave, (entrance: 8th & Horne) Topeka, KS 66604.**
Life threatening and serious illness/injuries should seek immediate attention at Stormont-Vail Emergency.

A. Supervisors shall complete and/or compile the following reports when applicable:

1. On duty injury through Blue Team;
2. A phone in report of the accident to Corvell Employee Injury Call Center (877-764-3574);
3. The medical facility's recommended work status report. To include if employee is released to FULL DUTY, LIGHT DUTY or NO DUTY/OFF WORK;
    a. If FULL DUTY: employee should report for duty.
    b. If RESTRICTED/LIGHT DUTY: employee should report to HR with their work status report for approval of LIGHT DUTY. (See City of Topeka ARR115)

c. If NO DUTY: Employee should notify supervisor and Risk Management.

4. The employee's vehicle accident report, if applicable.

3.1.4 Employee Injury and Illness Off-Duty

Injuries and Illnesses Requiring Absence from Duty

1. Supervisors of employees involved in a major incident resulting in injury or death must contact Human Resources to initiate all benefits and support due the employee.

2. HR must release all employees back to duty;

3. Employees will report all injuries and/or illness requiring:

   a. Absence from regular duty; and
   b. Continued treatment or short-term disability.

4. The supervisor shall direct the employee to Human Resources within 24 hours of notification on the injury. Human Resources can then determine / work with the employee if (1) LIGHT DUTY approval is needed; (2) OFF WORK $\geq$ 5 days, then Return to Work process; or (3) OFF WORK $\geq$ 10 days, notification to KPF/KPERS of Disability.

5. Employee's returning after absences of four (4) consecutive days or more will not be allowed to return to work without a "release back to duty" from the treating physician. This form must be taken to Human Resources, where he or she will receive a "return to work permit".

6. The Chief of Police may require a second opinion from a physician or care facility of his or her choosing, in cases of lengthy absence, before allowing an employee to return to duty.

   a. The second opinion will be at the City's expense.
   b. The City will reinstate the employee's time away from work taken as a result of the City's request for a second opinion.

7. All requests for a medical leave of absence shall be directed through HR.

8. The Chief of Police may request an evaluation of the employee's condition during such absence.

9. The employee shall enter into a medical leave of absence agreement with the Chief of Police. The agreement is handled through Human Resources.

3.1.5 Exposure to Dangerous Chemicals, Hazardous Materials, or Blood borne pathogens

1. Exposure to the following must be reported to the supervisor:
   - A contaminated needle stick injury
   - Blood/Other Potentially Infectious Materials (OPIM) in direct contact with the surface of the eye, nose or mouth
   - Blood/OPIM in direct contact with an open area of the skin
   - Cuts with a sharp object covered with blood/OPIM
   - Human bites that draw blood

2. When an employee is exposed to hazardous chemicals, except as noted in Clandestine Lab Procedure 4.28, he or she will do the following:
   a. If there has been no direct contact and no symptoms have occurred, the employee's supervisor will complete the on duty Blue Team Report.
   b. If there was no direct contact, but the officer has exposure symptoms, a supervisor will complete the on duty injury through Blue Team Report and call CorVel.
   c. If direct contact has been made, complete the on duty injury through Blue Team Report and call CorVel as stated in 3.1.3 A1-3.

3. The Chief of Police or designee may require the employee to undergo a medical examination. Such an examination may be immediate or may be at the next regular hours of the City health care provider and shall be at the discretion of the Chief of Police, or designee.

4. The Department shall follow the prescribed protocol as set forth in the City of Topeka's Blood borne Pathogen Exposure Control Plan (which is in accordance with the KS Department of Human Resources and OSHA Guidelines 29CFR 1910.1030).

5. Any employee who may be exposed to blood borne pathogens during the performance of duty shall be provided with Personal Protective Equipment (PPE). A PPE package will include at a minimum latex gloves, mask with attached splash shield, disposable gown and one way resuscitating valve.

6. Communicable disease concerns resulting from exposure to lice, fleas, and etc. while on duty are to be handled the same as any other injury or illness.

All employees shall promptly report duty-related injuries or illnesses to their immediate supervisor. Timely reporting of injuries allows for prompt and appropriate medical care, investigation, reduces the seriousness of impairment, provides for starting managed treatment and initiates regulatory documentation. In turn, supervisors must promptly report work-related injuries or illnesses to CorVel and the chain of command.