



HR EXPERTISE (HR KNOWLEDGE)

TRAINING

HUMAN
RESOURCES

POTENTIAL



Risk Management Medical Liaison Unit

Supervisor's Training 2023

Risk Management



- **Workers' Compensation**
- **COVID - 19**



- **Reasonable Suspicion**
- **Fitness for Duty**
- **Medical Evaluations**
- **Funeral Guidelines**
- **Officer Involved Shooting Procedure**
- **Employee Wellness**



- **Ergonomic Evaluations**
- **Cal/OSHA Compliance**
- **Safety Programs**
- **Facility Safety Officers (FSO)**



HR EXPERTISE (HR KNOWLEDGE)

TRAINING

HUMAN
RESOURCES

POTENTIAL



Workers' Compensation

Work Related Injuries or Illnesses

Benefits Include:

- Medical Treatment
- Mileage Reimbursement
- Compensation for Lost Time
- Permanent Disability
- Death Benefits

Eligibility:

- Paid Employees
- Volunteers



Work-Related Injuries

- **Specific Injury**
- **Cumulative or Repetitive Trauma**



The form should be utilized and included when reporting work related injuries. This is designed to ensure all appropriate forms are completed.

3

FULL WORK COMP CLAIM

Injured employee is seeking **MEDICAL TREATMENT** and/or **LOST TIME** from work.

- MLU-4 Report of Occupational Injury
- RM-3 Supervisor Investigation
- DWC-1 Employee's Claim for Workers' Comp. Benefits
- MLU-6 Proof of Service Form
- MLU-7 Medical Authorization for Release of Information Service
- MLU-8 Non-medical Authorization for Release of Information Service
- MLU-1 Medical Disability Status Report
- MISC-1 Sharps Injury Log (OSHA) *

*To be completed if a "sharps object" was involved and kept on file in the "SHARPS LOG".

1

DOCUMENT ONLY

Employee wants to **DOCUMENT** an injury, no lost time or medical treatment involved.

- MLU-4 Report of Occupational Injury
- RM-3 Supervisor Investigation

2

EXPOSURE

Employee has no injury or illness and wants to seek **preventative care** due to an **EXPOSURE** (Example: blood borne pathogens or a TB exposure)

- MLU-4 Report of Occupational Injury
- RM-3 Supervisor Investigation

Medical Providers

- **Concentra**



- **Kaiser Permanente On-The-Job or KPOJ**



- **Pre-designated Physician Form**

Work Status Reports

Full Duty (FD)

- Employee can perform all job duties

Temporary Limited Duty (LD)

- Employee has work restrictions
- Reasonable Accommodation?
- Release Time for Light Duty Appointments
 - Kronos Timekeeping - Reason Code 803

Temporary Totally Disabled (TTD)

- Injury Leave – Non-Sworn / 4850-Sworn
- Use employee balances

Permanent & Stationary (P&S)

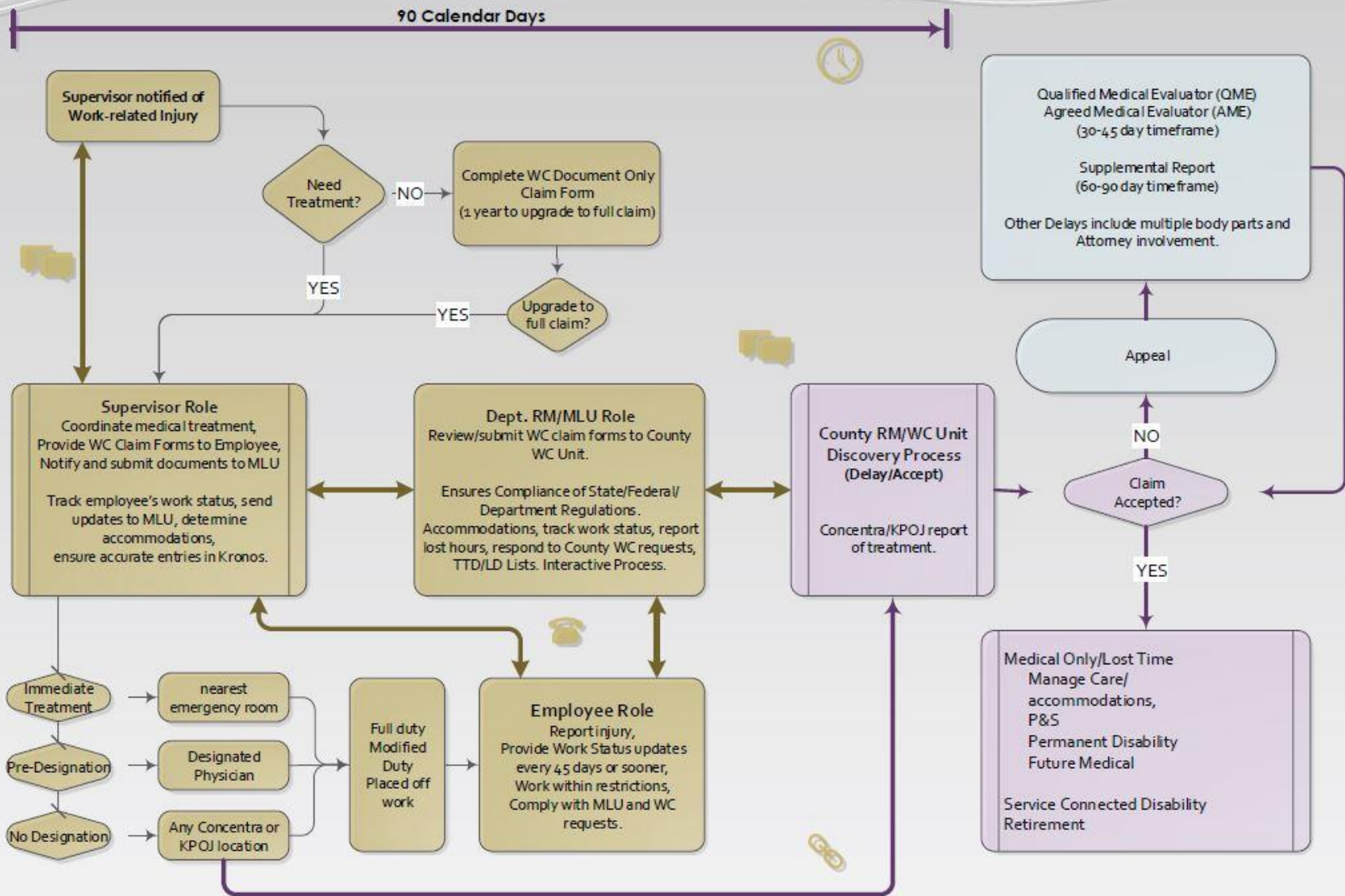
- Sworn: use up remaining 4850
- Non-sworn: no injury leave

Supervisor's Role (con't)

- ❖ Communicate with your employee & MLU
- ❖ Get updated work status notes & forward to MLU
- ❖ Determine reasonable accommodations if necessary
- ❖ Cooperate with WC investigation
- ❖ Make sure timecards are correct



Risk Management (RM)/Medical Liaison Unit (MLU) and County Workers' Compensation (WC) Claims Process



If fraud or abuse is suspected, contact MLU



**Commit Workers'
Comp Fraud,
Get A New Outfit.**

DON'T DO IT. DON'T TOLERATE IT. REPORT IT:

(800) 315-7672

Employees faking injuries or employers illegally denying claims are
examples of workers' comp fraud.

This is a felony punishable by up to five years in prison and a \$150,000 fine.



San Diego County District Attorney



HR EXPERTISE (HR KNOWLEDGE)

TRAINING

HUMAN
RESOURCES

POTENTIAL



COVID-19



HR EXPERTISE (HR KNOWLEDGE)

TRAINING

HUMAN
RESOURCES

POTENTIAL



Risk Management

Risk Management

- **Sworn medical evaluations**
- **Sworn qualification for TTD or light duty employees**
- **Officer Involved Shooting (OIS)**
 - **Critical Incident Procedure**
- **Fitness for duty**
- **Reasonable suspicion**
- **Funeral guidelines**
- **Employee Wellness**



HR EXPERTISE (HR KNOWLEDGE)

TRAINING

HUMAN
RESOURCES



Risk Management Mission Statement

*"To exceed minimum compliance for health, safety, and the well being of our employees **by proactively** managing risk through continuous education, participation, and communication."*

Cal/OSHA Compliance

MLU Responsibilities:


- Establish, implement, and maintain an Injury and Illness Prevention Program (IIPP)
- Keep records of work-related injuries and illnesses - Facility Safety Officer (FSO) Program
- Report work-related serious injuries, accident or death or to Cal/OSHA.

The image features a large, semi-transparent badge of the San Diego County Sheriff's Office. The badge is a seven-pointed star with a blue border. Inside the star, there is a circular seal. The seal is divided into two main sections. The upper section is a blue arc containing the word "SHERIFF" in white, serif, all-caps letters. Below this arc is a smaller blue arc containing the word "EUREKA" in white, serif, all-caps letters, flanked by two small red stars. The lower section of the seal is a circular illustration depicting a landscape with a person on a horse, a person on a boat, and a person on a horse-drawn cart. The words "San Diego County" are written in a blue, serif font around the bottom half of the seal. At the bottom point of the star, there is a small crest featuring a shield with a scale of justice and a sword.

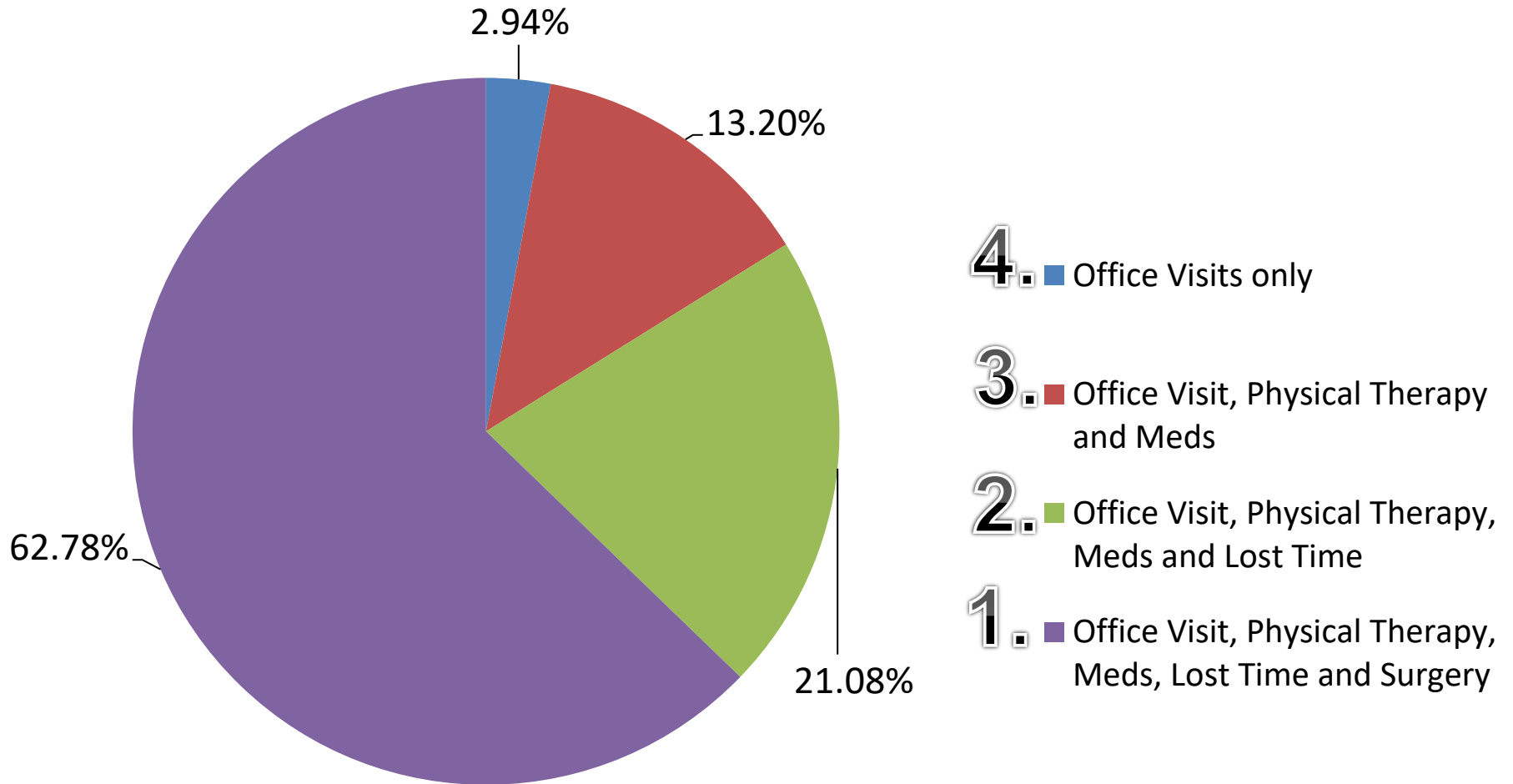
**Average Worker's Comp Cost
for Upper Extremities
Over a 12 Month Period**

Cost of 100 Upper Extremity Claims Over 12 Months

Type of Treatment	% # of Total	Average Cost	Average Totals	Times Average Cost of Office Visits
Office Visits only	43	\$376	\$16,168	
Office Visit, Physical Therapy and Meds	29	\$2,506	\$72,670	6.7
Office Visit, Physical Therapy, Meds and Lost Time	17	\$6,827	\$116,059	18
Office Visit, Physical Therapy, Meds, Lost Time and Surgery	11	\$31,416	\$345,576	84
			\$550,477	


Total Average Cost

% of Total Average Cost (\$550,477)





KEEPING THE PEACE SINCE 1850

*Produced by the Sheriff's
Video Production Unit*



Safety & Health Program

- Cal OSHA compliance is only a minimum standard
- The Sheriff's Department is required by Cal/OSHA regulations and various County policies to have several Safety and Health programs in the workplace including;
 - Injury and Illness Prevention Program,
 - Respiratory Protection Program,
 - Hazard Communication Program,
 - Bloodborne Pathogens Program (ECP),
 - Heat Illness Prevention and
 - Aerosol Transmittable Disease Program.



Risk Management

[Report Work Related Illness/Injury](#) [Employee Leaves](#) [Safety](#) [COVID Resources](#) [DHRO Assigned Divisions](#) [Sheriff's Department Wellness](#) [MLU Internal](#)

Safety procedures are not intended to address principles, values, philosophies, goals and objectives covered in the Department Policies & Procedures (P&P). P&Ps are published and maintained by Division of Inspectional Services. P&Ps do not address the details covered in a safety procedure. Refer to current P&P manual for information on operations within the San Diego Sheriff's Department.



San Diego Sheriff's Department Safety Procedures

- Injury and Illness Prevention Program
- Heat Illness Prevention Program
- Hazard Communication Program
- Respiratory Protection Program
- Hearing Conservation Program
- Workplace Violence Prevention for Detentions/Medical Services
- Class Three Laser Safety
- Bloodborne Pathogens Exposure Control Plan
- Aerosol Transmissible Disease (ATD) Exposure Control Plan (ECP)



Supervisor's Responsibilities to Report Serious Injuries of SDSO Employees to MLU & to CalOSHA

[Sheriff's Department WSSH Monthly Safety Training Bulletins](#)

[Work Safety Fact Sheet](#)

Safety Resources



[ERGONOMICS](#)



[Facility Safety Officer \(FSO\)](#)



[Automated External Defibrillator](#)



[OMNIBUS Information](#)

Safety procedures are not intended to address principles, values, philosophies, goals and objectives covered in the Department Policies & Procedures (P&P).

P&Ps are published and maintained by Division of Inspectional Services. P&Ps do not address the details covered in a safety procedure.

Refer to current P&P manual for information on operations within the San Diego Sheriff's Department.

Facility Safety Officer (FSO) Program

Risk Management Unit's Role:

- Create and maintain the program
- Encourage and promote participation
- Ensure a specific person is appointed as Facility Safety Officer (FSO) for each facility/department where practicable.

**CalOSHA Requires
All Employees
to be
SITE SPECIFIC AWARENESS
Trained**



CalOSHA wants to see documentation to answer their questions, i.e., training, inspections, written programs, etc.

**No documentation
= it didn't happen!**

Sheriff's Department Site Safety Acknowledgement

Print Employee Name _____ Employee ID _____

Date of Site Safety Orientation _____ Name of Supervisor _____

Name of Site/Location _____ Name of Site FSO _____

See
CalOSHA
Tab

I acknowledge that I have received and understand site safety orientation training including the following items:

Employee's Initials	Topic
	Emergency Exits
	Evacuation Assembly Site
	AED Locations
	Identifying Fire Extinguisher Locations
	General Safety Training (Review of 2 most recent Training Bulletins from Departmental Safety Coordinator. Do not attach)

Above site safety training presented by: Print Name _____

Signature _____

I will report unsafe work practices, conditions and defective equipment to my supervisor, or Facility Safety Officer, or Departmental Safety Coordinator.

I will report any occupational injuries to my supervisor, or Facility Safety Officer.

Employee's Signature

Date

I'll do my part to stay safe. Some things I plan to do to stay safe at work include:

1. _____
2. _____
3. _____

Send completed form to MLU/Risk Management Unit (MS O-41)

Page 71

FSO Responsibilities

Conduct inspections and hazard evaluations of their assigned facility and activities.

CalOSHA requires documented periodic Self-Inspections

GENERAL WORK ENVIRONMENT

YES	NO	
		Are all worksites clean and orderly?
		Are all spilled materials or liquids cleaned up immediately?
		Is combustible scrap, debris and waste stored safely and removed from the worksite promptly?
		Are work areas adequately illuminated?

Use this area to list discrepancies and recommendations

HA
See
CalOSHA
Tab

ST

Page 73

			Worksites are clean and orderly.
			Combustible scrap, debris and waste are stored safely and removed from the worksite promptly.
			Work areas are adequately illuminated.
Description of Problem & Resolution:			

Personal Protective Equipment			
Yes	No	N/A	
			Approved safety glasses are required to be worn at all times in areas where there is a risk of eye injuries such as punctures, abrasions, contusions or burns.
			If lunches are eaten on the premises, are they eaten in areas where there is no exposure to toxic materials or other health hazards?
Description of Problem & Resolution:			

Stairs, Stairways and Exits			
Yes	No	N/A	
			If stairs or stairways exit directly into any area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees stepping into the path of traffic?
			All exits are marked with an exit sign and illuminated by a reliable light source.
			Doors, passageways or stairways, which are neither exits nor access to exits are appropriately marked "NOT AN EXIT".
			All exits are free of obstructions.
Description of Problem & Resolution:			



HAZARD ASSESSMENT CHECKLIST

Fire Protection		
Yes	No	
		Fire extinguishers are mounted in readily accessible locations.
		Fire extinguisher inspection tags are current.
		NO SMOKING rules enforced in areas involving storage and use of flammable materials.
Description of Problem & Resolution:		

Originals are reviewed with Management and kept on site. Mail copy to; Steve Workman, Departmental Safety Coordinator MS O-41.

Description of Problem & Resolution:		
--------------------------------------	--	--

Ergonomics		
Yes	No	
		Is anyone polled, having issues due to their workstation?
		Is anyone polled, requesting an ergonomic evaluation of their workstation?
Description of Problem & Resolution:		

Walkways		
Yes	No	
		Aisles and passageways are kept clear.
Description of Problem & Resolution:		

Originals are reviewed with Management and kept on site.
 Mail copy to; Steve Workman, Departmental Safety Coordinator MS O41.

Revised July 2014

**Do you know the FSO at
your current facility/area?**

If you do not...

NEXT FSO Training
August 8 & 10, 2023



When and Why
YOU
Should
Report Injuries to
CalOSHA

Reporting Injuries to Cal-OSHA

Why bother to involve Cal-OSHA?

- In 2015 Cal-OSHA conducted an accident investigation involving SDSO and proposed 5 citations. One of them was for “Failure to report a serious injury within 8 hours”
- Again in 2022 SDSO cited for failure to report.

What’s the worst that can happen?

The proposed penalty for NOT REPORTING A SERIOUS INJURY to the Cal-OSHA hotline within 8 hours is \$5,000.00.

Reporting Injuries to CalOSHA

**Can your
Division afford
\$5,000?**



QUESTIONS

ANSWERS