



HR EXPERTISE (HR KNOWLEDGE)

TRAINING

HUMAN
RESOURCES

POTENTIAL



Risk Management Medical Liaison Unit

Supervisor's Training 2019



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Workers' Compensation

Our Team



Melissa Martinez, HRM



Valerie Villo, Sr.DHRO



Marisa McCarty, DHRO



Michele King, DHRO



Cecilia Martinez, HRS



Steve Workman,
Dept Safety Coordinator



Diana Gomez, HRS

Risk Management Topics



- **Workers' Compensation**

- **Reasonable Suspicion**
- **Fitness for Duty**
- **Physicals**
- **Health and Wellness**

- **OSHA Compliance**
- **Facility Safety Officer (FSO) Program**
- **Safety Programs**

Risk Management Trends

Type	FY 17/1	FY 18/1
Worker's Compensation Claims	571	494
Documentation Only	494	490
Family Medical Leave Requests	529	405
Pregnancy Disability Leave Requests	65	51
Ergonomic Evaluations	85	66
Trained New FSOs	23	70



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



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WC Workers Compensation

Paid Unpaid Leave FMLA, PDL, SDI Paid Family Leave Catastrophic Leave

Safety Departmental Safety Procedures Cal/OSHA WSSH

Who's your DHRO?

QUARTERLY TRAINING REVIEWS

April 2019 (V1,I1): Cal/OSHA Reporting Notification Requirements

CONTACT INFORMATION

Location	John F. Duffy Admin Center 9621 Ridgehaven Court San Diego, CA 92123
Mailing	Risk Management / MLU PO Box 939062

Workers' Comp Process

PDL/FML Flow Process



Edit this page to modify your web part content.



Slips, trips and falls are among the most common causes of workplace injuries, and illnesses are certainly not immune.

Workers' Compensation provides benefits to county paid employees who are injured or become ill during the course of/or due to employment.



The County of San Diego provides medical treatment and compensation for lost time such as Injury Leave for professional employees and 4850 time for swom.



[Concentra Location Map](#)

[County P&P #501](#)

[Guidebook for Injured Workers](#)

[Kaiser On The Job Location Map](#)

[Workers' Compensation in California: A](#)



FORMS

[Predesignation Form](#)



[Hepatitis A Exposure Info Sheet 1](#)

[Hepatitis A Exposure Info Sheet 2](#)

[Hepatitis A Disinfection Guidelines](#)

TYPES OF CLAIMS



DOCUMENT ONLY

Employee wants to document an injury, no lost time/medical treatment involved.

EXPOSURE

Employee has no injury/illness and wants to seek preventative care due to an exposure.



Full Work Comp Claim

Injured employee is seeking medical treatment and/or lost time from work.



WC FLOW CHART

- [Workers Compensation Cheat Sheet](#)
- [Kronos Release Time Cheat Sheet](#)

IMPORTANT LINKS

[new link or edit this list](#)

✓ URL

[CA State Disability Insurance \(SDI\) - EDD](#) ...

[California Law Enforcement Association \(CLEA\)](#) ...

[CDC - Travel Healthy & Safety](#) ...

[Concentra Information](#) ...

[County of San Diego - DHR/Benefits Division](#) ...

[County of San Diego - Risk Management/Workers' Compensation](#) ...

[Dept. of Industrial Relations](#) ...

[Employment Development Department \(EDD\)](#) ...

[Family Medical Leave Act \(FMLA\) - U.S. Dept of Labor](#) ...

[Paid Family Leave \(PFL\) - EDD](#) ...

[San Diego County Employees Retirement Association \(SDCERA\)](#) ...

[The Counseling Team](#) ...

[What is Integration/Buyback?](#) ...

[Workers' Compensation - State of California](#) ...

Worker's Compensation

Department of Human Resources

Risk Management
Workers' Compensation Unit
5530 Overland Avenue, Suite 210
San Diego, CA 92123

Sheriff's Department

Risk Management/Medical Liaison Unit

9621 Ridgeway Court, 3rd Floor
San Diego, CA 92123

(858) 974-2032

Liaison.Medical@sdsheriff.org

Worker's Compensation (WC)

Work Related Injuries or Illness

Benefits Include

- Medical Treatment
- Mileage Reimbursement
- Compensation for Lost Time

Eligibility

- All Paid Employees
- Volunteers

Provides benefits to employees who are injured or become ill during the course of or due to employment once the claim is accepted.

Types of WC Claims

- **Document Only**
- **Exposure**
- **Full Claim**



What's New in WC

- In February 2019, Concentra provided two additional clinics to the San Diego County region that employees can utilize – Mission Valley and San Marcos.
- Kaiser Permanente On-The-Job



**KAISER
PERMANENTE®**

Concentra®

Injured Employee



Can you ask if it is Work or Non-Work Related?

What do you do?

Employee's Role

Report Injury to a Supervisor

Complete Appropriate Forms

- ◉ See Work Related Injury Report Checklist
- ◉ Pre-designation of Personal Physician

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Submit Work Status Updates

Submit Return to Work Clearance

Supervisor' Role

Obtain Correct Forms

(See Work Related Injury Report Checklist)

- Supervisor's Accident Investigation Report – RM3
- Report of Occupational Injury – MLU4
- Workers' Compensation Claim Form – DWC1

Notify MLU and Submit Forms

- Send Forms to Risk Management/Medical Liaison Unit.
MS – O41 or Liaison.Medical@sdsheriff.org
- Corrective measures - preventable?



Supervisor' Role

Stay in touch with Employee and MLU

- **Determine Accommodations**
 - ✓ Contact MLU for assistance
- **Forward Work Status Reports to MLU**
 - ✓ MUST be submitted after each doctors visit or every 45 days
- **Forward 'return to work' - full duty paperwork to MLU**
 - ✓ MUST be approved and authorized by MLU BEFORE they can come back to work

Medical Liaison Unit's Role

Reasonable Accommodations

Interactive Process

- Collaborative effort with employee to determine if the employee can return to work

Limited Duty Status

- Other facilities
- *Temporary Assignment Duty (TAD)*

Limited Duty Policy

- Normal Practice

Work Status

Full Duty (FD)

- Employee is able to perform the job duties

Temporary Limited Duty (LD)

- Accommodations – can we accommodate?
- Work Restrictions
- Release Time (WC Only)
- Kronos Timekeeping - Reason Code 803
- Employees own balances for appointments (Non-work related)

Temporary Totally Disabled (TTD)

- Injury Leave – Non Sworn / 4850-Sworn

P&S

- Injury leave not allowed; use up remaining 4850

Common Oversights

DWC1 Signature

- Did the employee sign?
- Did you complete employer section?

Work Status Updates (45 days)

- Create a reminder.

RM3 Supervisor's Name

- Signature – Immediate Supervisor
- MLU only – Department Head/Designee

Full Duty Notes

- Must get approval from MLU

Supervisor's Need to Review

- Report all injuries and illness promptly
- Ensure forms are complete and accurate
- Maintain contact with workers on leave
- Help make the transition back to work
- Help reduce claims and keep down costs by promoting safety and preventing accidents

Sheriff P&P

3.16 Occupational Injuries, Illness, or Death

- Treatment, DWC1 within 24 hrs, notify MLU, complete forms, medical notes, pre-designation.
- Work Status Report every 45 days or sooner

3.34 Temporary Limited Duty Program for Injured or Ill Employees

- No permanent positions
- 6 month
- Accommodations, TAD, TTD, Peace officer powers and property.

Equal Employment
Opportunity
Commission

Federal agency



California Department of

Fair Employment and Housing

Why is this important?

ADA Regulations and Reasonable Accommodations

- The Americans with Disabilities Act (ADA) prohibits discrimination against employees (and job applicants) who have physical or mental impairments that substantially limit "major life activities."
- California Fair Employment and Housing Act requires employers to provide reasonable accommodations for individuals with a physical or mental disability.

It is essential for all supervisors to know and understand how to comply with these regulations.

Injured Employee



Carol had a work related injury and gives you a doctor's note placing her on Light Duty (LD).

What do you do?

Injured Employee



Ruben had a work related injury and was returned back to work with no restrictions. However, Ruben is now requesting release time for his follow up appointment.

What do you do?

Exposure Claim



Deputy John was placing a suspect under arrest when his hands made contact with the suspect's blood. Deputy John wants to seek preventative care immediately.

What do you do?



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Risk Management

Risk Management

Sworn Qualification Period

- Section 8.7 Firearms: Department Qualification Shoots
- LD status does not excuse employee from qualifying

OIS – Critical Incident Procedure

- Officer Involved Shooting Checklist; MLU ensures the Deputy is in contact with the Counseling Team and cleared to return to full duty. OT is not authorized.

Fitness for Duty

- MLU works with DHR-Risk in determining an Employee's ability to perform his/her job functions

Funeral Guidelines

- Assist family member's with benefit/retirement information

Medical Evaluations

Fourth Year Physicals

- Needs to be completed prior to fifth year of service
- Sworn employees only, 1yr to complete

Omnibus Transportation Act

- Testing prior to starting position
- Monthly random drug testing

Probationary Drug Testing

- Monthly random selection for new sworn employees

Monthly Random Drug Testing

- Sworn (effective July 2014)

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

Reasonable Suspicion of Impairment



Supervisor's Role:

**See
Misc
Tab (2nd
form)**

- Observe Employee
- Obtain a Witness
- Document the Behavior
- Contact/Alert MLU



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Safety Compliance

Safety & Health Program

- Cal OSHA compliance is a minimum.
- The Sheriff's Department is required by Cal/OSHA regulations and various County policies to have a number of Safety and Health programs in the workplace including:

Injury and Illness Prevention Program, Respiratory Protection Program, Hazard Communication Program, Bloodborne Pathogens Program, Heat Illness Prevention and Aerosol Transmittable Disease Program

Cal/OSHA Compliance

Sheriff's Department's responsibilities:

- Establish, implement, and maintain an Injury and Illness Prevention Program (IIPP)
- Keep records of work-related injuries and illnesses - Facility Safety Officer Program
- Report work-related death or serious injuries or accidents to CalOSHA



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Who's your DHRO?

- WC: Workers Compensation
- Paid Unpaid Leave: FMLA, PDL, SDI Paid Family Leave, Catastrophic Leave
- Safety: Departmental Safety Procedures, Cal/OSHA, WSSH**

QUARTERLY TRAINING REVIEWS

April 2019 (V1,I1): Cal/OSHA Reporting Notification Requirements

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Workers' Comp Process

PDL/FML Flow Process



SDSO Departmental
Safety Procedures



Work Safe Stay Healthy Topics

Work Safety Fact Sheet



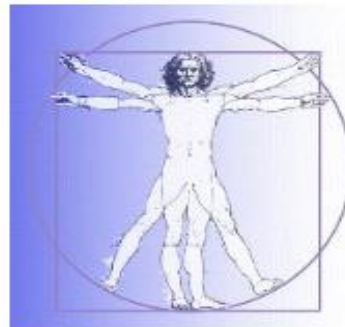
Facility Safety Officer (FSO)



Automated External Defibrillator



OMNIBUS Information



ERGONOMICS

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

Departmental Safety Procedures

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.

[Injury Illness Prevention Program \(IIPP\)](#)

[Heat Illness Program](#)

[Hazard Communication Program](#)

[Respiratory Protection Program](#)

[Hearing Conservation Program](#)

[Workplace Violence Prevention Safety Procedures
For Detentions/Medical Services](#)

[Class Three Laser Safety](#)

[Bloodborne Pathogens Exposure Control Plan
Detention Services Bureau](#)

Facility Safety Officer (FSO) Program

Risk Management Unit's Role:

- Create and maintain the program
- Encourage and promote participation
- Manage records
- Take a proactive approach to the safety and health of our employees

FSO Responsibilities

Conduct safety site orientations for new employees at their assigned work location

- Exits
- AED Locations
- Expected Controls for Known Hazards
- Evacuation Assembly Site
- Hazard Awareness
- General Safety Training
- Issues Unique to Your Site

**CalOSHA Requires
All Employees
to be
SITE SPECIFIC AWARENESS
Trained**
(Injury and Illness Prevention Program)

Supervisors need the help the FSOs to help with
safety awareness

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 _____

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)

See Cal/
OSHA
Tab

FSO Responsibilities

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

**CalOSHA requires
Self-Inspections**
(Injury and Illness Prevention Program)

HA

ST

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

			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:			

See Cal/OSHA Tab

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?**



When and Why YOU Should Report Injuries to MLU

Language from IIPP

- Accident/Exposure Investigations

Sheriff's P&P Manual

- 6.5 Unusual Incident, Death, and Serious Injury Notification



**When and Why
YOU
Should
Report Injuries to
CalOSHA**

Reporting Injuries to CalOSHA

Why bother to involve CalOSHA?

In 2015 CalOSHA conducted an accident investigation involving SDS and proposed 5 citations. One of them was for “Failure to report a serious injury within 8 hours”.

What’s the worst that can happen?

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

Reporting Injuries to CalOSHA

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



IMPORTANT NOTICE

If...you are able to contact us, we will decide, AND report if necessary.

If...you are NOT ABLE to contact us, YOU will decide, AND report if necessary.

Exceptions!

Supervisor's Responsibilities to Report Serious Injuries to MLU & to CalOSHA

Immediately report serious injuries of SDSO employees to MLU. Contacts Available 24/7

MLU Unit Supervisor Melissa Martinez, SDHRO 619-573-7612

Steve Workman, Departmental Safety Coordinator 619-867-1775

Each incident is unique and supervisors should exercise good judgment in determining their course of action.

Section 342 of title 8 of the California Code of Regulations requires employers to report fatalities and serious injuries to CalOSHA within 8 hours. The 8 hour timeframe begins when the employer knows or with "with diligent inquiry" would have known of the serious injury/illness or death. The employer means someone of management or supervisory capacity.

The following are incidents that are required to be reported within 8 hours;

- Fatality
- Serious injury or illness. This is defined as –
 - **Any serious degree of permanent impairment (crushing or serious burns)**
 - **Serious degree of permanent disfigurement (e.g. amputation)**
 - **Employee who is hospitalized for more than 24 hours for other than observation.**

Serious injury or illness means any injury or illness occurring in a place of employment or in connection with any employment which requires inpatient hospitalization for a period in excess of 24 hours for other than medical observation or in which an employee suffers a loss of any member of the body or any serious degree of permanent disfigurement.

This **does not include** any injury or illness or death caused by the commission of a Penal Code violation, except the violation of Section 385 of the Penal Code, **or an accident on a public street or highway.**

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Risk Management Medical Liaison Unit (MLU)

CAL/OSHA REPORTING NOTIFICATION REQUIREMENTS

This language is from the Injury Illness Prevention section Accident/Exposure Investigation.

The Risk Management Unit will coordinate all work related injuries and illnesses in compliance with regulations related to workplace health and safety.

Work related injuries are reported using form MLU Additional Worker's Compensation forms are filled the MLU as appropriate. These forms are available at Department Risk Management MLU SharePoint website.

<http://ssp.sdsheriff.com/HRB/RiskManagement/d>

Employees shall immediately report all injuries to their supervisor unless reporting would cause a delay in medical care or compromise their health (e.g., a serious or life threatening injury in this situation the employee shall report to their supervisor as soon as possible).

- **Serious Injury Accident or Occupational Injury** or serious occupational injury exposure must be reported immediately by phone to the Department / MLU at (858) 974-2032.
- A serious injury or occupational illness is defined as an employee who is hospitalized for more than 24 hours other than observation, any serious degenerative impairment, dismemberment of any

P&P Manual

4.24 RISK MANAGEMENT UNIT Notification of the Risk Management Unit.

The Risk Management Unit shall be informed in accordance with the Communications Center call-out procedure immediately of any of the following incidents:

- Serious injury that results in hospitalization or death of an employee.
- Serious vehicle accident that results in hospitalization or death of an employee.
- When a violation and or a compliance officer from Cal/OSHA, DEH, or any enforcement agency first present themselves.

temporal connections with employment, the Board states:

Requiring reports of illnesses, injuries and deaths occurring at work, or that have a tangible connection to work, even if not ostensibly work-related, provides the Division with the opportunity to acquire data that may allow it to recognize patterns indicating workplace hazards that employers might not have sufficient expertise or experience to recognize on their own (Orange County Fire Authority, supra; Honeybaked Hams, supra). Any doubts about whether a death is related to a workplace must be resolved in favor of a report, in order to allow the Division to quickly respond (Dubug #7, supra).

CC BY-NC-SA



QUESTIONS

ANSWERS

Sheriff's Department

Risk Management/Medical Liaison Unit

9621 Ridgeway Court, 3rd Floor

San Diego, CA 92123

(858) 974-2032

Liaison.Medical@sdsheriff.org

