

Oakland County Sheriff's Office
General Order # 2.8



SUBJECT: Employee Injury/Exposure Reporting and Review		NUMBER: 2.8
EFFECTIVE DATE: 10/11/2024 REVIEW DATE: Annually		MACP Standard Impact: 2.1.5
REPLACES AND RESCINDS: GO 2.8 Issued on 3/3/2024	DISTRIBUTION: All Personnel	NUMBER OF PAGES: 4

This order replaces and rescinds all previously issued orders, procedures, rules and regulations, notices and/or practices in conflict with this General Order.

I. PURPOSE

The purpose of this general order is to establish procedures for the reporting and review of on-the-job injuries and/or exposures of employees of the Oakland County Sheriff's Office.

II. POLICY

Any on-the-job injury, no matter how slight, must be reported by the employee to their immediate supervisor at the time of the injury. Employees shall also comply with procedures set forth in Oakland County Merit System Rule 17 "Work Connected Injury or Illness." All events of injury, illness, or exposure shall be reviewed by the Training Unit to evaluate if corrective prevention measures should be implemented.

III. PROCEDURES

A. In the event of duty related injury, illness, or exposure: (MACP Standard 2.1.5 a)

1. Employees who are injured, suffer a sudden illness or exposure while on duty, or who witness another employee suffer one of these issues while on duty, shall, as soon as practicable:
 - a. Provide, or request, care for the injured party.
 - b. Report the injury to their on-duty supervisor.
2. As soon as practicable, employees and witnesses shall document the circumstances of the injury, illness, or exposure in the report writing system under the offense of C3255 "Occupational Injury." (MACP Standard 2.1.5 c)
3. As soon as practicable, employees shall complete all other required Oakland County forms as outlined in Merit Rule 17.
4. Upon receiving a report of injury, Supervisors shall direct the injured employee to electronically complete the "Report of Injury on the Job" form (link below) as required by Oakland County Merit system Rule 17 and an "Authorization for Medical Treatment" form (Attachment A of this Order).

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- a. "Report of Injury on the Job" – [REDACTED]
5. If needed, supervisors will also provide the employee with the "Officer/Employee Request for HIV, Hepatitis B and/or Hepatitis C Testing of Arrestee, Correctional Facility Inmate, Parolee or Probationer" form from the Michigan Department of Community Health.
6. Supervisors shall ensure appropriate transportation arrangements are made for the employee, based on the nature of the injury/illness.
7. The electronic forms described in this Order shall be completed as soon as practicable and submitted to Oakland County Risk Management. The employee shall report to the appropriate medical facility for care on the same day the injury occurred, if possible. The employee shall not be denied care upon request.
 - a. If the employee is unable to complete the above-described forms, the employee's immediate supervisor should complete the electronic forms to the best of his/her ability with all available information and submit the information to Oakland County Risk Management. **(MACP Standard 2.1.5 b,c)**
8. Supervisors should ensure that the cause of injury or illness is documented in detail so that information can be forwarded to the Training Unit for review.
9. Following treatment, all medical documentation is to be submitted to [REDACTED] and to the Sheriff's Office Central Employee Records Coordinator in Administrative Services by phone or at [REDACTED].
10. Review of all injuries, exposure, and illness
 - a. The Oakland County Sheriff's Office Training Unit will conduct a review of all reported on-the-job injuries, illness and exposures and will make recommendations if remedial or corrective measures, such as a procedure change, training, and/or equipment enhancements, are appropriate. **(MACP Standard 2.1.5 d,f)**
 - b. If the injury, illness or exposure is suspected to have been caused by a violation of an existing order, review of the incident may be investigated pursuant to Sheriff's Office General Orders covering discipline, if warranted. **(MACP Standard 2.1.5 f)**
11. Exposure to blood-borne pathogens
 - a. If an employee of the Oakland County Sheriff's Office is exposed to a blood-borne pathogen or disease, the exposure control plan as described in the "Supervisors Guide to Blood-borne Pathogen Exposures" shall be followed. Specifically:
 - i. Follow this General Order for reporting and reviewing of an exposure of a blood-borne pathogen.
 - ii. The supervisor shall ensure that the exposed employee receives the "Authorization for Medical Treatment Form" and, if requested, the "Officer/Employee Request for HIV, Hepatitis B and/or Hepatitis C Testing of Arrestee, Correctional Facility Inmate, Parolee or Probationer" form. It is the responsibility of the employee and their supervisor to ensure that the exposed employee receives treatment, including follow-up treatment and testing if necessary. **(MACP Standard 2.1.5 e)**

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12. Emergency versus non-emergency care
 - a. In non-emergency events, personnel shall attempt to obtain care from the designated medical care facility contracted with by the Oakland County Sheriff's Office (subject to the provisions of Collective Bargaining Agreements in place).
 - b. In the event emergency care is required, it is understood that an alternate care facility may be requested or utilized. It is also understood that completion of all forms and reports may be delayed or completed by personnel other than the injured party.
 - c. If, in the opinion of the injured employee, the injury is of the type that they do not require immediate medical care or evaluation, the employee may opt out of receiving care. The injury shall still be documented in accordance with this order. A supervisor can require an employee to obtain medical care in accordance with this order.

13. Prevention, Safety Inspections, Reviews
 - a. The training unit will complete a written annual meaningful review of employee injuries and exposures. The report will be forwarded to the Sheriff or his designee. **(MACP Standards 2.1.5g)**
 - b. In addition to equipment inspections required by the Sheriff's Office General Orders and Michigan State Law, the Training Unit shall conduct, or cause to be conducted, periodic safety inspections of all Sheriff's Office facilities. **(MACP Standard 2.1.5 f)**



ISSUED BY: Sheriff Michael J. Bouchard