

**COUNTY OF MONROE
OFFICE OF THE SHERIFF
ROCHESTER, NEW YORK**

GENERAL ORDER MULTI-BUREAU	DATE OF ISSUE October 16, 2024	EFFECTIVE DATE October 16, 2024	NO. 073-24
SUBJECT: GENERAL ORDER Sheriff's Employee Safety and Health Program (SESH)		DISTRIBUTION All Personnel	AMENDS
REFERENCE:			RESCINDS 073-19

Purpose: To establish and maintain a health and safety program for members and employees of the Monroe County Sheriff's Office (MCSO) and to encourage the interaction of members and employees in their efforts to improve the working environment.

Policy: The Staff Services Standards and Compliance Unit (SCU) will be responsible for the development, coordination, and administration of all department health and safety programs, including employee injury and/or workplace accident analysis and record keeping. SCU members will ensure compliance with all state and federal health and safety regulations. Members of the SCU will be the designated officers who will serve as liaison between the Sheriff's Employee Safety and Health Program (SESH) teams and the Sheriff.

I. Objectives

- A. To establish an agency safety and health team which will meet at regular intervals to discuss educating and fostering training among all agency staff members, sworn and civilian, in the multiple aspects of safety and health.
- B. To ensure universal compliance with all Sheriff's Office and governmental safety and health policies, regulations, and guidelines and serve as a resource for agency personnel in accomplishing these tasks.
- C. To serve as the agency's representatives and be a resource for members on safety and health matters, ensure accuracy, consistency, and visibility of the agency's safety and health program.
- D. To assist in the development and dissemination of safety and health communications, hazard alerts, regulatory updates, etc. and to facilitate communication with agency members to identify safety and health-related concerns or problems, as well as recommend resolutions.

II. Supervisory Responsibilities

- A. Supervisors will maintain safe and healthy working conditions and practices in their areas of responsibility, through proactive risk reduction and health hazard exposures for their employees.
- B. Every level of supervision will reflect an interest in agency safety and health and comply with agency rules and regulations. Supervisory interest must be vocal, visible, and continuous, from command staff members to first-line supervisors.

III. Employee Responsibilities

- A. Employees will practice safe working habits, obey rules and regulations, and work in a manner which maintains the high safety and health standards developed and sanctioned by the MCSO.
- B. Employees will provide full support to safety and health protection activities.
- C. Employees will observe established safety and health regulations and practices, including the use of personal protective equipment.

IV. Sheriffs Employee Safety and Health (SESH) Team

- A. A SESH team will be established with representatives from facilities with eight (8) or more employees. The SESH team will:
 - 1. Review safety and health programs established by the Sheriff and ensure a safe and healthy work environment.
 - 2. Increase employee awareness and provide the opportunity for employee participation in safety and health issues through the promotion of programs to improve employee training and education. Will monitor the effectiveness of safety programs and activities, as well as agency policy.
 - 3. Report unsafe working conditions to their supervisor and/or the SCU. Ensure the maintenance and monitoring of injury and work hazard records, monitor and follow-up any hazard reports, and make recommendations for corrective actions.
 - 4. Review incidents involving work-related fatalities, injuries, illness, and complaints by employees regarding safety or health hazards with the SCU.
 - 5. Review (upon the request of the committee or upon the request of the employer representatives or employee representatives of the committee) the employer's work injury and illness records, other than personally identifiable medical issues, and other reports or documents relating to occupational safety and health.
 - 6. Conduct informal inspections of the work site at least once every three (3) months or in response to complaints regarding safety or health hazards by employees or committee members and submit findings to the SCU.
 - 7. Conduct meetings quarterly and maintain written minutes of such meetings.
 - 8. Make recommendations on behalf of the committee. Committee members may submit separate views, or on behalf of the employer or employee representative on such committee, make recommendations to the SCU for improvements in the Sheriff's safety and health program for the correction of hazards to employee safety and health. Such recommendation(s) will be advisory only and the Sheriff will retain full authority to manage the various work sites.
- B. The following areas will be represented on the committee. Members may be sworn or civilian personnel.
 - 1. Sheriff's Administration – 1.
 - 2. Monroe County Jail (MCJ) – 2.
 - 3. Headquarters (Records, Quartermaster, Property and Evidence) – 2.

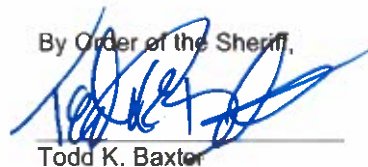
4. Hall of Justice (HOJ) – 2.
5. Appellate Division – 1.
6. Civil Bureau – 1.
7. A-Zone – 1.
8. B-Zone – 1.
9. C-Zone – 1.
10. Special Services Unit – 1.
11. Airport – 1.
12. Staff Services – 3.
13. Fleet - 1

- C. Employee representatives, who have expressed an interest in serving on the team, will be selected by submitting their request on an MB-090 Intra-Departmental Request Form. Employee representatives will not be restricted by rank or pay grade.

V. SESH Committee

At the discretion of SESH members, the committee may be convened to address agency wide safety and health issues.

By Order of the Sheriff,



Todd K. Baxter

- * Indicates changes from the previous General Order.