



BY-LAW NO. 253 - 2003

**A BY-LAW RESPECTING
COMMUNICABLE DISEASES
(AI-004)**

1. PREAMBLE

- 1.1 WHEREAS subsection 31(1) of the *Police Services Act* provides that a Board is responsible for the provision of police services and for law enforcement and crime prevention in the municipality and shall:
- b. generally determine after consultation with the Chief of Police, objectives and priorities with respect to the police service in the municipality;
 - c. establish priorities for the effective management of the police service; and
 - e. direct the Chief of Police and monitor his or her performance;
- 1.2 AND whereas subsection 31(6) of the *Police Services Act* provides that the Board may, by by-law, make rules for the effective management of the police service;
- 1.3 AND whereas O. Reg. 3/99 prescribes standards for adequacy and effectiveness of police services;
- 1.4 AND whereas the Ministry of the Solicitor General Policing Standards requires a police services board to have a policy with respect to communicable diseases for the purpose of workplace safety under the *Police Services Act*;
- 1.5 AND whereas the *Occupational Health and Safety Act*, R.S.O. 1990, c.O.1 as amended, sets out the responsibilities of employers, supervisors and workers for workplace safety, the Board prescribes that the Chief of Police shall establish procedures and processes with respect to communicable diseases;
- 1.6 AND whereas Part AI-004 of the Policing Standards Manual (2000), a copy of which is attached hereto as Appendix A, contains guidelines directing the Board, the Chief and members with respect to communicable diseases;

NOW THEREFORE THE REGIONAL MUNICIPALITY OF NIAGARA POLICE SERVICES BOARD
ENACTS AS FOLLOWS:

2 DEFINITIONS

- 2.1 "Act" means *Police Services Act*, R.S.O. 1990, c.P.15, as amended;
- 2.2 "Board" means the Regional Municipality of Niagara Police Services Board;
- 2.3 "Chief" means the Chief of the Niagara Regional Police Service;
- 2.4 "Member" means a member of the Niagara Regional Police Service;
- 2.5 "Ministry" means the Ministry of Public Safety and Security;
- 2.6 "Service" means the Niagara Regional Police Service;
- 2.7 "Exposure to Communicable Disease" means when a member of the Service has been exposed, during the course of carrying out the member's duties, to a person known to be or suspected to be a vehicle of transmission for either blood borne diseases or diseases spread by the respiratory route, which include but are not limited to HIV, Hepatitis-B, Hepatitis-C, and Tuberculosis, or any other communicable diseases as designated by the Medical Officer of Health for the Region.

3 BOARD POLICY

- 3.1 The Board recognizes that uniform and civilian Police Services members are at risk for exposure to communicable diseases in the workplace, and that the level of risk is related to the individual's role and responsibilities within the Police Service.
- 3.2 The Board is committed to addressing this issue in a responsible and humane way to enhance the safety of members.
- 3.3 The Board believes that the Board and the members share responsibility for following established policy, procedures and protocols to safeguard themselves and others against occupational exposure to communicable diseases.
- 3.4 It is therefore the policy of the Board that the designation and maintenance of a system dealing with these types of matters be conducted professionally and thoroughly and in accordance with the procedures established by the Chief as directed in this by-law.

4 DIRECTION TO THE CHIEF

4.1 PROCEDURES

The Chief shall develop and maintain written procedures that address occupational exposure to communicable diseases that are in accordance with Appendix A.

- 4.1.2 The procedures referred to above shall:
- (a) provide ongoing training in the prevention of communicable diseases;
 - (b) provide necessary equipment and procedures to minimize the risk of occupational exposure;
 - (c) offer a voluntary Hepatitis B vaccination program for all potentially affected members; and
 - (d) enter into a partnership and protocol with the Regional Medical Officer of Health to activate a post-exposure plan regarding communicable diseases.

4.2 CO-ORDINATION – DESIGNATED OFFICER

- 4.2.1 The Chief shall designate a member of the Service with overall responsibilities for developing and maintaining a system for promptly initiating evaluation, medical documentation, counseling and follow-up after a reported occupational exposure to communicable diseases.

4.3 COMMUNITY PARTNERSHIP – LOCAL MEDICAL OFFICER OF HEALTH

- 4.3.1. The Chief, where possible, work with the local medical officer of health, to develop a post-exposure plan that addresses roles and responsibilities, reporting protocols, medical evaluation, intervention, confidentiality, access to treatments and follow-up support for workers who have suffered a high-risk occupational exposure to a communicable disease.

4.4 MANUAL

- 4.4.1 The Chief shall ensure that the Ministry of Health and Long Term Care's *Preventing and Assessing Occupational Exposures to Selected Communicable Diseases* manual is available to each Member providing that service.
- 4.4.2 The Chief shall ensure that the manual referred to in section 4.4.1 above is reviewed on an annual basis and the most recent edition of the manual is on file.

4.5 TRAINING

- 4.5.1 The Chief shall ensure that Members who may be at risk of exposure to communicable diseases receive the appropriate training on communicable diseases and universal precautions to protect against Member exposure to these types of occurrences.
- 4.5.2 The Chief shall ensure that the management and effectiveness of the Service procedures on communicable diseases is regularly monitored and evaluated.

4.6 **EQUIPMENT**

4.6.1 The Chief shall ensure that appropriate equipment, in accordance with the Ministry's designated equipment and facilities list, is used/available to Members who are at risk of occupational exposure to communicable diseases.

4.6.2 The procedures established above shall be in accordance with Appendix A.

5 REPORT TO THE BOARD

5.1 **ANNUAL REPORTING REQUIREMENTS**

5.1.1 The Chief shall make a written report to the Board on or before August 30 of each year. The report shall include:

- a. a summary of the written procedures concerning occupational exposure to communicable diseases;
- b. the status of Service compliance with said procedures; and
- c. a summary of the training given to Members with respect to exposure to communicable diseases and universal precautions to protect against exposure to communicable diseases.

6 IMPLEMENTATION

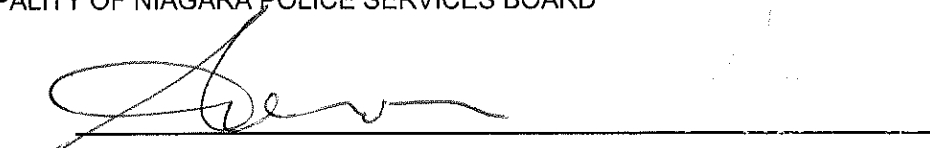
6.1 This By-law shall come into force upon the date of its passage.

6.2 The Chief shall implement this By-law, where applicable, through general order.

ENACTED AND PASSED this 25 day of September, 2003.

THE REGIONAL MUNICIPALITY OF NIAGARA POLICE SERVICES BOARD

Chairperson



Executive Director



Legislative/Regulatory Requirements

The *Occupational Health and Safety Act* sets out the responsibilities of employers, supervisors and workers for workplace safety. Among other obligations the Act requires employers to “take every precaution reasonable in the circumstances for the protection of a worker” and to “acquaint a worker or a person in authority over a worker with any hazard in the workplace and in the handling, storage, use, disposal and transport” of biological agents.

Sample Board Policy

Board Policy # _____

It is the policy of the _____ Police Services Board with respect to communicable diseases that the Chief of Police will:

- a) develop and maintain procedures that are consistent with the most recent edition of the Ministry of Health and Long-Term Care’s *Preventing and Assessing Occupational Exposures to Selected Communicable Diseases – An Information Manual for Designated Officers*;
- b) designate and train one or more members as a Communicable Disease Coordinator(s);
- c) ensure that each Communicable Disease Coordinator is provided with a copy of the most recent edition of the Ministry of Health and Long-Term Care’s *Preventing and Assessing Occupational Exposures to Selected Communicable Diseases – An Information Manual for Designated Officers*; and
- d) work, where possible, with the local medical officer of health, to develop a post-exposure plan that addresses roles and responsibilities, reporting protocols, medical evaluation, intervention, confidentiality, access to treatments and follow-up support for workers who have suffered a high-risk occupational exposure to a communicable disease.

Police Service Guidelines

- Coordination**
1. Every Chief of Police should designate and train one or more members as a Communicable Disease Coordinator(s) who would be responsible for:
 - a) receiving reports from members who believe they may have been exposed to a communicable disease;
 - b) assessing, given the situation and circumstances, whether an exposure could have occurred;
 - c) if an exposure could have occurred, liaising with the local medical officer of health; and



- d) following liaison with the local medical officer of health, providing information and advice to the member about the possible exposure.
2. Every Chief of Police should ensure that each Communicable Disease Coordinator is provided with a copy of the most recent edition of the Ministry of Health and Long-Term Care's *Preventing and Assessing Occupational Exposures to Selected Communicable Diseases – An Information Manual for Designated Officers*.
3. Every Chief of Police should work, where possible, with the local medical officer of health, to develop a post-exposure plan that addresses roles and responsibilities, reporting protocols, medical evaluation, intervention, confidentiality, access to treatments and follow-up support for workers who have suffered a high-risk occupational exposure to a communicable disease.

Procedures

4. Every police service's procedures should:
 - a) be consistent with the most recent edition of the Ministry of Health and Long-Term Care's *Preventing and Assessing Occupational Exposures to Selected Communicable Diseases – An Information Manual for Designated Officers*;
 - b) set out procedures to be followed by a member who believes that he or she may have been exposed to a communicable disease.
 - c) require that all police officers and civilian members who may be exposed to blood/bodily fluids in the workplace are offered a voluntary Hepatitis B vaccination at no cost to the worker;
 - d) set out the workplace controls for minimizing and preventing the risk of occupational exposure, including:
 - i) the handling and storage of contaminated forensic exhibits, in accordance with the police service's procedures on the collection, preservation and control of evidence and property;
 - ii) undertaking search of persons or premises;
 - iii) the custody and transportation of prisoners, in accordance with the police service's procedures on prisoner care and control and prisoner transportation, including the implementation of special precautions for dealing with prisoners with a known or suspected communicable disease;
 - iv) the handling of sharps, including syringes; and
 - v) practices around blood/bodily fluid;
 - e) set out the workplace procedures and controls for post-exposure management, including the requirement that:
 - i) potential exposures are managed promptly, in collaboration with the local medical officer of health;
 - ii) the appropriate first aid measures are delivered immediately;
 - iii) the role of supervisors in managing exposure incidents is clearly defined and communicated to all workers;

- iv) the role of the Communicable Disease Coordinator(s) is clearly defined and communicated to all workers;
- v) the established protocol for assessing and reporting a possible exposure is followed;
- vi) follow-up planning is undertaken for each individual who has experienced a potential exposure, based on a reasonable assessment of their needs; and
- vii) a record keeping procedure is established for the following purposes:
 - training;
 - maintaining confidential records for affected workers; and
 - problem identification, resolution and evaluation; and
- f) set out the workplace procedures and controls that address general infection control, including:
 - i) the cleaning of unprotected skin;
 - ii) hand washing procedures;
 - iii) the removal and disposal of anti-microbial gloves;
 - iv) handling contaminated work clothing;
 - v) disinfection methods for surfaces and police vehicles, both interior and exterior;
 - vi) disinfection of holding facilities;
 - vii) handling and disinfection of non-disposable equipment; and
 - viii) handling and disposal of biological waste and non-reusable equipment.

Training

5. Every Chief of Police should ensure that police officers and civilian members who may be at risk of exposure to communicable diseases receive training on communicable diseases and their prevention, including information on:
- a) bloodborne diseases, including, at minimum, Hepatitis B (HBV), Hepatitis C (HCV) and HIV/Aids, including:
 - i) overview, incidence and prevalence of disease in the population;
 - ii) sero-conversion rates for HBV, HCV and HIV;
 - iii) modes of transmission and incubation period;
 - iv) the risk of infection when exposed to infected blood/bodily fluids;
 - v) assessing and reducing the risks;
 - vi) identification and symptoms; and
 - vii) post-exposure management; and
 - b) airborne infections, including, at minimum, Meningitis, Tuberculosis (TB) including:
 - i) overview, incidence and prevalence of disease in the population;
 - ii) modes of transmission and incubation period;
 - iii) risk of acquiring the disease;
 - iv) differentiation between what is TB infection versus the disease;
 - v) reducing the risks;



- vi) identification and symptoms; and
- vii) post-exposure management.

6. Every Chief of Police should ensure that all police officers and civilian members who may be at risk of exposure to communicable diseases are provided with current information, including information on emerging trends.

7. Every Chief of Police, in cooperation with the local medical officer of health, should ensure that there is a mechanism to share information on a regular basis and to ensure that the staff training being provided is current, accurate and sufficient.

**Monitoring
and
Evaluation**

8. Every Chief of Police should periodically monitor and evaluate the effectiveness of the police service's procedures on communicable diseases.

Equipment

9. Every Chief of Police should ensure that every police officer and civilian members who may be at risk of exposure to communicable diseases have available to them the personal protective equipment set out in the Ministry's designated equipment list on communicable diseases.

10. Every Chief of Police should also ensure that police officers and civilian members who may be at risk of exposure to communicable diseases are trained on the use of the personal protective equipment set out in the Ministry's designated equipment list on communicable diseases, and where appropriate, are properly fitted and sized for the protective equipment.



MINISTRY'S DESIGNATED EQUIPMENT LIST

Communicable Diseases – Equipment and Facilities List

The following minimum equipment should be contained in biohazard kits that are made available to police officers and appropriate civilian members of a police service.

PERSONAL ISSUE
<ul style="list-style-type: none"> • disposable medical grade non-sterile examination gloves, preferably non-latex, usually nitrile, to avoid the problem of latex sensitivity • waterless antiseptic hand wipes • a disposable one-way air valve for cardio-pulmonary resuscitation • a device to secure the items to the officer's person
MOBILE KITS
<ul style="list-style-type: none"> • goggles • disposable moisture-resistant cone masks (NIOSH approved N95 respirator) for tuberculosis protection, and has boomerang nose sealing • heavy gauge gloves • moisture-resistant disposable clothing • biohazardous waste disposal products • spatulas • evidence tubes • biohazard labels • biohazard bags • antiseptic hand wipes • waterless antiseptic hand cleaner • to be in a container designed to hold such items
STATIONARY KITS
<ul style="list-style-type: none"> • disposable medical grade non-sterile examination gloves, preferably non-latex, usually nitrile, to avoid the problem of latex sensitivity • biohazard waste disposal products • heavy gauge gloves • moisture-resistant disposable protective clothing • spatulas • biohazard bags • germicidal cleaner • sharps containers • waterless antiseptic hand cleaner • to be in a container designed to hold such items