



# GUYANA POLICE FORCE ACADEMY OCCUPATIONAL HEALTH AND SAFETY POLICY

## 1. BACKGROUND

**1.1** The Guyana Police Force is committed to ensuring that the Academy is equipped and maintained as a safe and healthy environment. The Force Training Officer has the responsibility to provide and maintain a safe working environment, with minimum risk to individual health and welfare. Further, it is mandated to create and maintain an environment that promotes the highest level of physical, mental, and social well-being for all students and ranks within the Academy.

**1.2** Safety matters are the responsibilities of all students, teachers, and persons entering the Academy. Everyone has the responsibility for ensuring that safety procedures and practices are established and followed. Additionally, it is the responsibility of the Academy to develop a system that encompasses procedures for inspection, monitoring, and evaluation. This system would enable the identification of risk and ensure that acceptable standards of risk management is being achieved at the Academy.

## 2. OBJECTIVE

**2.1** The objective of this policy is to provide guidelines to prevent work-related injuries, illnesses, and fatalities at the Academy.

## 3. POLICY STATEMENT

**3.1** The Guyana Police Force Academy is committed to providing a safe and healthy work and learning environments to everyone, including instructors, students, administrative staff, and visitors. The Academy recognizes that the nature of police training involves inherent risks, and is dedicated to minimizing those risks to the lowest possible level.

## 4. SCOPE

**4.1** This Occupational Health and safety (OSH) policy applies to all students, instructors, and staff within the Guyana Police Force Academy. It complies with all relevant occupational

health and safety laws and regulations in Guyana and covers a wide range of occupational health and safety procedures and guidelines, including:

#### **4.2 Who:**

- **Students:** Trainees attending various police training programs at the Academy.
- **Academy Staff:** Instructors, trainers, administrators, supportstaff, maintenance personnel, security personnel, and all other employees working within the Academy.
- **Contractors and Visitors:** Individuals engaging in work on Academy premises or attending/having authorized visits.

#### **4.3 What:**

- **All workplaces and activities under the control of the Academy, including:**
  - Training facilities (classrooms, shooting ranges, simulation labs, etc.)
  - Accommodation facilities (dorms, mess halls)
  - Administrative offices
  - Maintenance areas
  - Outdoor spaces and training grounds
  - Vehicles and equipment used for training or Academy operations
- **All work-related activities, including:**
  - Physical training and exercises
  - Firearms and tactical training
  - Driving and vehicle operation
  - Use of machinery and equipment
  - Maintenance and repair work
  - Administrative tasks and office work
  - Stress management and mental health support
  - Emergency response procedures
  - Equine training

#### **4.4 Hazards:**

- **Physical hazards:**
  - Noise

- Vibration
- Extreme temperatures
- Chemical exposure
- Dust and fumes
- Slips, trips, and falls
- Electrical hazards
- Radiation
  
- **Psychosocial hazards:**
  - Work stress and burnout
  - Bullying and harassment
  - Violence and aggression
  - Long working hours
  - Sleep deprivation

#### **4.5 The Guyana Police Force Academy Safety Protocols:**

##### **4.5.1 Drill and Musketry**

Safety protocols for drills and musketry are essential to ensure the well-being of individuals participating in military training or ceremonial activities involving firearms. These protocols are designed to prevent accidents, injuries, and fatalities. Below are general safety protocols for drills and musketry:

- **Drill Safety Protocols:**
  - Respect the authority of commanding officers and drill instructors giving commands during drills.
  - Emphasize precision and discipline in movements during drills to prevent accidental collisions or injuries.
  - Maintain the integrity of formations to prevent tripping, falling, or other accidents.
  - Prohibit running during drills to avoid collisions and maintain control.
  - Ensure participants wear appropriate footwear for marching and drill movements.
  - Consider weather conditions, especially in extreme cases, and adjust drill activities accordingly.

- Have designated areas for first aid, and ensure that personnel are trained in basic first aid procedures.
- **Musketry Safety Protocols:**
  - Enforce strict protocols for handling and securing weapons.
  - Conduct regular weapons safety training.
  - Strictly control the use of live ammunition during drills or musketry exercises.
  - Use blanks or dummy rounds when appropriate.
  - Ensure that commands related to musketry are clear and understood by all participants.
  - Establish safety distances between participants when firearms are involved.
  - Designate controlled firing areas to ensure that shots are directed in safe directions.
  - Provide and enforce the use of eye and ear protection during musketry exercises.
  - Prohibit any form of horseplay or unauthorized actions involving firearms.
  - Establish and communicate emergency procedures for unexpected situations or accidents involving firearms.
  - Conduct regular training sessions on musketry safety to ensure that participants are familiar with protocols.
  - Restrict access to musketry activities to authorized personnel only.
  - Ensure that musketry exercises are supervised by qualified and experienced personnel.
  - Regularly inspect and maintain firearms to ensure they are in proper working condition.
  - Emphasize clear communication between all participants and commanders to avoid confusion during musketry activities.

#### **4.5.2 Basic Defense**

A basic defense course for police officers is crucial for enhancing their ability to respond effectively in various situations. The protocols for such a course should encompass both physical and tactical training, emphasizing safety, professionalism, and the application of lawful use of force. Here are protocols for a basic defense course for police:

- **Pre-Course Preparation:**

- Screen Ranks/Recruit for physical fitness and health conditions to ensure they can safely engage in training activities.
- Require Ranks/Recruit to provide medical clearance, especially for any pre-existing health conditions that might impact their participation.
- Conduct a briefing on legal considerations, emphasizing the lawful use of force, SOPs, and other relevant regulations.
- **Safety Protocols:**
  - Ensure that the training environment is controlled and mimics real-life scenarios while prioritizing safety.
  - Have immediate access to emergency medical support during training sessions, including the presence of trained personnel or access to a medical professional.
  - Provide and mandate the use of appropriate protective gear, including helmets, pads, and mouth-guards during certain training exercises.
  - Employ certified and experienced instructors with expertise in police defensive tactics.
- **Tactical Training Guidelines:**
  - Develop a curriculum that progresses from foundational defensive tactics to advanced techniques, considering officers' experience levels.
  - Integrate firearm safety training into the course, emphasizing proper handling, de-escalation, and the use of deadly force in accordance with Laws and SOPs.
  - Conduct scenario-based training to simulate real-life situations, allowing officers to apply defensive tactics in dynamic environments.
- **Use of Force Protocols:**
  - Emphasize de-escalation techniques and conflict resolution strategies before resorting to physical force.
  - Train officers/recruits in clear and effective verbal commands as part of their defensive tactics.
  - Include training on the use of less-lethal options, such as Tasers, Batons, and Pepper spray.

### **4.5.3 Firearms Training**

Firearms training protocols are essential to ensure the safe and effective use of firearms by law enforcement officers. These protocols are designed to instill proper handling techniques,

marksmanship skills, and a thorough understanding of firearm safety. Here are key protocols for firearms training:

- **Pre-Training Considerations:**

- Begin each training session with a comprehensive safety briefing, emphasizing the cardinal rules of firearm safety.
- Conduct a thorough inspection of firearms and related equipment before the start of each training session.
- Require participants to provide medical clearance to ensure they are physically fit for firearms training.

- **Firearm Safety:**

- Mandate the use of appropriate safety gear, including eye and ear protection, during all live-fire exercises.
- Strictly prohibit live ammunition in training areas unless authorized for specific exercises.
- Emphasize strict muzzle discipline, ensuring that firearms are pointed in a safe direction at all times.
- Enforce clearing procedures before and after handling firearms, emphasizing the importance of treating all firearms as if they are loaded.

- **Marksmanship Training:**

- Teach and reinforce basic marksmanship principles, including sight alignment, sight picture, and trigger control.
- Instruct officers/recruits on proper shooting stances and grips to enhance stability and control.
- Train officers/recruits in proper breath control techniques to minimize the impact of breathing on shooting accuracy.

- **Live-Fire Drills:**

- Incorporate scenario-based training to simulate real-life situations, promoting decision-making under stress.
- Integrate drills that involve movement, cover, and shooting to enhance officers' and recruits' ability to engage threats in dynamic environments.
- Include transition drills between firearms and other less-lethal options, fostering versatility in response.

- **Tactical Considerations:**
  - Provide training on firearm retention techniques to ensure officers/recruits can retain control of their firearms during physical confrontations.
  - Include low-light shooting exercises to prepare officers/recruits for situations with reduced visibility.
  - Train officers/recruits to engage multiple threats effectively, emphasizing prioritization and situational awareness.
- **Legal and Ethical Considerations:**
  - Integrate legal and ethical considerations into firearms training, emphasizing the principles of proportionality and reasonableness.
  - Include training on de-escalation techniques and decision-making to avoid unnecessary use of force.
- **Post-Training:**
  - Conduct after-action reviews for each training session to identify areas for improvement and reinforce positive practices.
  - Maintain detailed documentation of officers' firearms training records and issue certifications based on proficiency.

#### **4.5.4 Swimming**

Swimming protocols for police can be essential in various situations, such as water rescues, surveillance, or tactical operations in aquatic environments. The protocols aim to ensure the safety and effectiveness of law enforcement officers when working in or around water. Here are key swimming protocols for police:

##### **Pre-Swimming Preparation:**

- Conduct regular swimming proficiency assessments to determine officers' and recruits' swimming abilities.
- Ensure that officers/recruits undergo medical screening to identify any health conditions that may impact their ability to swim.
- Provide officers/recruits with water safety training, including awareness of currents, potential hazards, and self-rescue techniques.

### **Water Rescue Protocols:**

- Train officers/recruits in swift water rescue techniques, emphasizing teamwork and the use of appropriate equipment.
- Equip officers/recruits with throw bags and other rescue devices for quick deployment during water rescue situations.
- Establish clear communication protocols for officers/recruits engaged in water rescues, ensuring effective coordination.
- Implement specific emergency response procedures for water-related incidents, including drowning or distress calls.

### **Underwater Operations:**

- If applicable, provide specialized training for a dive team, including underwater searches, evidence recovery, and submerged vehicle operations.
- Ensure officers are familiar with and trained in the use of underwater equipment, such as diving masks, fins, and underwater communication devices.
- Train officers in underwater navigation techniques to enhance their ability to conduct searches or navigate in submerged environments.

### **Tactical Swimming:**

- Train officers/recruits in tactical water entry techniques, especially when entering the water covertly during operations.
- Provide training on firearm retention techniques in water to ensure officers/recruits maintain control of their weapons.
- Instruct officers/recruits on tactical movement in water, including staying low to reduce visibility and utilizing cover when available.

### **Waterborne Surveillance:**

- Train officers/recruits in waterborne surveillance techniques, such as using floatation devices or underwater observation methods.
- Instruct officers/recruits on the use of water-appropriate camouflage and concealment techniques during surveillance operations.



## **Equipment and Gear:**

- Require the use of appropriate Personal Floatation Devices (PFDs) when officers/recruits are engaged in water activities, especially if wearing tactical gear.
- Equip officers/recruits with water-resistant communication devices to maintain contact during water operations.

## **Post-Swimming Debrief:**

- Conduct after-action reviews following water-related operations or training exercises to identify lessons learned and areas for improvement.
- Incorporate swimming and water-related fitness training into the regular physical fitness regimen for officers/recruits.
- Maintain documentation of officers'/recruits' water-related training and issue certifications based on proficiency.

### **4.5.5 Fitness Exercise**

Fitness exercise protocols for police officers/recruits are crucial to ensure that law enforcement personnel maintain optimal physical health, endurance, and overall fitness. These protocols aim to improve officers'/recruits' strength, agility, and cardiovascular fitness, which are essential for the demanding nature of police work. Here are key fitness exercise protocols for police:

- **Pre-Exercise Considerations:**

- Require officers/recruits to undergo medical screenings to identify any health conditions that may impact their ability to engage in strenuous physical activity.
- Begin each exercise session with a dynamic warm-up to increase blood flow, flexibility, and prepare the muscles for activity.

- **Comprehensive Fitness Training:**

- Incorporate cardiovascular exercises such as running, cycling, or high-intensity interval training (HIIT) to improve overall endurance.
- Include regular strength training exercises focusing on major muscle groups to enhance overall strength and functional fitness.
- Emphasize core exercises to improve stability, balance, and reduce the risk of back injuries.
- Integrate flexibility and mobility exercises to enhance range of motion and reduce the risk of injuries.

- **Tactical and Functional Training:**
  - Include exercises that simulate tactical movements relevant to police work, such as sprinting, agility drills, and quick changes in direction.
  - Incorporate functional movements that mimic activities performed during duty, such as lifting, carrying, and dragging.
  - Integrate exercises that simulate shooting stances and movements, emphasizing the importance of maintaining accuracy under physical stress.
- **High-Intensity Training:**
  - Include interval training sessions to simulate the burst-and-recover nature of police work, improving both aerobic and anaerobic fitness.
  - Incorporate sprint drills to enhance short-distance speed and agility.
  - Design exercises that simulate emergency response scenarios, incorporating physical exertion and decision-making.
- **Post-Exercise Considerations:**
  - End each exercise session with a cool-down routine, including static stretches, to aid in muscle recovery and flexibility.
  - Emphasize the importance of proper hydration before, during, and after exercise sessions.
  - Provide guidance on nutrition to support officers'/recruits' energy levels and overall health.
- **Injury Prevention and Rehabilitation:**
  - Ensure officers/recruits use proper technique during exercises to minimize the risk of injuries.
  - Develop a plan for responding to and rehabilitating injuries promptly, involving medical professionals as needed.
  - Schedule rest or low-intensity recovery days to prevent overtraining and reduce the risk of burnout.
- **Regular Fitness Assessments:**
  - Conduct regular physical fitness assessments to evaluate officers'/recruits' overall fitness and identify areas for improvement.
  - Establish and communicate fitness standards that officers are expected to meet, with consequences for non-compliance.

#### **4.5.6 Equitation**

Equitation training for police, also known as mounted police training, involves the preparation of officers/recruits and their equine partners for various law enforcement duties. This specialized training ensures that police officers/recruits can effectively and safely perform their duties while on horseback. Here are key considerations and protocols for equitation training for police:

- **Pre-Training Considerations:**
  - Choose suitable horses for police work, considering temperament, size, and adaptability to urban environments.
  - Assess officers/recruits for their riding abilities, experience, and comfort with horses.
  - Conduct a comprehensive safety briefing, covering horse handling, equipment use, and emergency procedures.
- **Basic Riding Skills:**
  - Teach proper mounting and dismounting techniques to ensure officer/recruit safety and horse comfort.
  - Instruct officers/recruits on maintaining proper balance and posture while riding.
  - Teach basic commands for controlling the horse, including cues for turning, stopping, and moving forward.
- **Tactical Riding:**
  - Train officers/recruits and horses to navigate various obstacles encountered in urban environments.
  - Instruct officers/recruits on crowd control techniques while mounted, emphasizing communication and presence.
  - Train officers/recruits to ride in formation and maintain control when riding as a group.
- **Public Relations and Community Policing:**
  - Incorporate training on interacting with the public, conducting demonstrations, and participating in community events.
  - Educate officers/recruits on ensuring public safety during mounted patrols or events.

- **Sensory Training:**
  - Expose horses to various stimuli (e.g., loud noises, crowds, traffic) to desensitize them to potential stressors.
  - Train horses to navigate different surfaces, such as pavement, gravel, and uneven terrain.
- **Emergency Response:**
  - Teach officers/recruits how to perform emergency dismounts safely and efficiently.
  - Provide training on pursuing and apprehending suspects while on horseback.
  - Instruct officers/recruits on basic first aid for horses and how to recognize signs of distress.
- **Maintenance and Care:**
  - Train officers/recruits in proper care and maintenance of saddles, bridles, and other riding equipment.
  - Instruct officers/recruits to conduct regular health checks on their horses and recognize signs of illness or discomfort.
- **Legal and Ethical Considerations:**
  - Educate officers/recruits on the legal and ethical considerations regarding the use of force while mounted.
  - Emphasize the role of mounted patrols in community relations and fostering positive interactions with the public.
- **Regular Assessments:**
  - Conduct regular riding proficiency tests to evaluate officers'/recruits' and horses' performance.
  - Provide ongoing education opportunities for officers/recruits to enhance their equitation skills and knowledge.

#### **4.5.7 Coxswain**

Coxswain training for police involves the preparation of individuals to operate and navigate watercraft, particularly boats used for law enforcement purposes. Coxswains play a crucial role in ensuring the safety and effectiveness of waterborne law enforcement operations. Here are key considerations and protocols for coxswain training for police:

- **Pre-Training Considerations:**
  - Require officers/recruits to obtain water safety certifications, including boating safety courses, before undergoing coxswain training.
  - Assess officers/recruits for their physical fitness and swimming abilities, ensuring they can handle the physical demands of coxswain duties.
  - Conduct a medical examination to ensure that officers/recruits are physically fit for the responsibilities of a coxswain.
- **Basic Seamanship Skills:**
  - Train coxswains on the specific types of boats used for law enforcement, including their features, controls, and safety equipment.
  - Provide instruction on basic navigation principles, including understanding charts, buoy systems, and local waterways.
  - Educate coxswains on interpreting weather conditions and making decisions based on current and forecasted weather.
- **Boat Handling and Maneuvering:**
  - Teach coxswains basic boat maneuvers, including turning, docking, and navigating through narrow channels.
  - Instruct coxswains on emergency maneuvers such as quick stops, emergency turns, and recovery from man-overboard situations.
  - Provide training on proper anchoring and mooring procedures.
- **Tactical and Law Enforcement Operations:**
  - Train coxswains in effective patrol techniques, including maintaining a visible presence and conducting surveillance from the water.
  - Instruct coxswains on tactics for intercepting and pursuing vessels engaged in illegal activities.
  - Provide training on search and rescue techniques, including coordinating with other agencies and responding to distress calls.
- **Communication:**
  - Educate coxswains on proper radio procedures for communicating with other vessels, dispatch, and coordinating with onshore personnel.
  - Instruct coxswains on emergency communication protocols and distress signals.

- **Legal and Ethical Considerations:**
  - Clarify the legal and ethical considerations regarding the use of force during waterborne law enforcement operations.
  - Emphasize the role of coxswains in community relations, fostering positive interactions with the public.
- **Emergency Response:**
  - Develop and practice emergency response protocols, including procedures for capsizing, engine failure, or medical emergencies on board.
  - Ensure coxswains are trained in basic first aid and cardiopulmonary resuscitation (CPR).
- **Regular Assessments:**
  - Conduct regular proficiency tests to evaluate coxswains' navigation skills, decision-making, and overall performance.
  - Provide ongoing education opportunities for coxswains to stay updated on new technologies, regulations, and best practices in marine law enforcement.

#### **4.6 The Guyana Police Force Academy Occupational Health and Safety procedures and guidelines:**

- **Promote a culture of safety within the Academy by:**
  - Encouraging awareness and understanding of occupational health and safety risks.
  - Fostering a positive attitude towards safe work practices.
  - Integrating safety practices into all aspects of Academy operations.
- **Provide a safe and healthy working and learning environment through:**
  - Identifying and assessing potential hazards and implementing effective control measures.
  - Ensuring adequate safety equipment and protective gear are readily available and used properly.
  - Maintaining safe and functional facilities and grounds.
  - Providing ongoing training and education on occupational health and safety best practices.
- **Respond promptly and effectively to incidents and emergencies by:**
  - Having robust emergency response procedures in place.

- Ensuring all personnel are trained in emergency response protocols.
- Investigate incidents thoroughly and implement corrective actions to prevent recurrence.
- **Promote physical and mental well-being by:**
  - Encouraging healthy lifestyle choices and stress management techniques.
  - Providing access to appropriate health and wellness resources.
  - Addressing concerns related to fatigue, burnout, and mental health.
- **Continuously improve the Academy's safety performance by:**
  - Regularly reviewing and updating the Occupational Health and Safety Policy.
  - Conducting periodic safety audits and inspections.
  - Encouraging open communication and reporting of safety concerns.
  - Collaborating with all stakeholders to ensure the effectiveness of the policy.

## **5. COMPLIANCE AND ENFORCEMENT**

**5.1** The Force Training Officer and middle management will ensure strict compliance of this policy in accordance with the Police Standing Order, Laws of Guyana, local and international accreditation standards, and best practices. Further, and the Quality Management Committee will ensure this policy is enforced.

## **6. REPORTING AND COMMUNICATION**

**6.1** The Force Training Officer will report to the Quality Management Committee, Training Board, and the Executive Leadership Team.

## **7. APPROVAL AND EFFECTIVE DATE**

**7.1** This policy was approved and came into effect as of December 11, 2023.

## **8. REVISION DATE**

**8.1.** Revised in February 2024.

## **9. REVIEW PERIOD**

**9.1** A review of this policy will be conducted annually. The review will be conducted by the Training Board. The results of the review will be shared with the relevant stakeholders and necessary changes to the policy will be implemented based on the review.