

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT
DIRECTIVE

No.: 1287
Issued: 6/29/12
Post until: 7/29/12

**SUBJECT: PEST CONTROL AND ANIMAL (WILD & DOMESTIC) RISK
REDUCTION**

This Directive establishes the Probation Department safe practices policy associated with pest control and animal (wild & domestic) risk reduction in the workplace. This policy does not apply to service assistance animals. It is the policy of the Probation Department to provide its employees with a safe and healthful work environment.

PERFORMANCE EXPECTATIONS

All employees share in the responsibility for the safety and security of the work location. Employees are encouraged to inform management of any concern they have regarding the potential hazards of their workplace. Employees are required to follow the guidelines to control pests and reduce the risk associated with both wildlife and domestic animals in the workplace. In addition, employees must adhere to applicable County and Department policies that include, but are not limited to:

- County of Los Angeles Employee Handbook
- COLA Chief Executive Office Risk Management-Safety Bulletins on (See-Attachment #1):
 - Housekeeping Practices and Office Safety
 - Sanitation
 - Preventing Dog Bites
 - Pigeon Related Disease
- Probation Department Policy Manual Section 1100-County Property
- Probation Department Policy Manual Section 2200-Health, Safety and Security
- Probation Department Administrative Services Bureau Safe Practices and Rules for Your Safety
- Probation Department Directive #1111-Dogs in Camp Facilities

Staff may secure information regarding the subject of this policy by accessing the following entities offices and/or websites:

- Los Angeles County Department of Public Health online via <http://publichealth.lacounty.gov/>

This Directive is separated into major sections and includes attachments as outlined below:

- Section A -Definitions and Explanation of Terms
- Section B –Pest Control
- Section C –Animal Risk Reduction
- Section D –How to Report Issues with Pest & Animals in the Workplace

DIRECTIVE: Pest Control and Animal (wild & domestic) Risk Reduction

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SECTION – A: DEFINITIONS AND EXPLANATION OF TERMS

This section has been included to assist employees in their understanding and application of important terms used in this Directive. Key terms used in this Directive are defined as follows:

Pests – An animal (i.e.-cats, turtles, snakes, fish, etc.), insect, cockroaches, mice, pigeons, or similar type of thing that annoys humans and/or potentially creates a health and safety risk in the workplace.

SECTION – B: PEST CONTROL

Probation employees shall make use of the following pest control measures in the workplace setting:

- Remove any food, food wrapper, spilled food, or beverages that is attracting pests indoors.
- Limit food consumption in office settings (make use of break rooms, or similar settings where available).
- Clean up spills and leaks right away.
- Make sure trash containers in office settings are emptied.
- Do not feed pests in the workplace setting.
- Reduce clutter.

SECTION – C: ANIMAL RISK REDUCTION

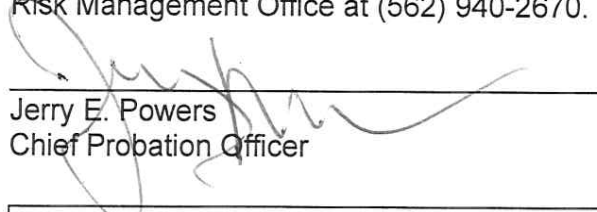
Employees **shall not** bring personal pets into the workplace setting, unless express written pre-approval is provided by the Bureau Chief or higher level executive associated with approved special events or similar events. Probation employees shall make use of the following animal risk reduction measures in the workplace setting:

- Do not feed stray animals.
- Do not litter on county premises.
- Reduce clutter.

SECTION – D: HOW TO REPORT ISSUES WITH PEST & ANIMALS IN THE WORKPLACE

Employees are to report the details of all incidents associated with pest and animals in the workplace to their immediate supervisor at the first opportunity.

Questions or concerns related to this Directive may be addressed by contacting the Risk Management Office at (562) 940-2670.


Jerry E. Powers
Chief Probation Officer

PLEASE POST THIS DIRECTIVE IN A PROMINENT LOCATION FOR EMPLOYEE REVIEW.
