

DEPARTMENT SAFETY AND HEALTH POLICY

FIREFIGHTING IS DANGEROUS WORK. HOWEVER, OUR CULTURE IS STILL ONE OF SAFETY. OUR GOAL IS TO BRING EVERYONE HOME ALIVE AND UNINJURED.



MANAGEMENT RESPONSIBILITY

Our department shall establish, supervise, maintain, and enforce:

A safe and healthful working environment, as it applies to both nonemergency and emergency conditions.

This department's accident prevention program will include, but is not limited to:

- Programs for training employees in the fundamentals of accident prevention.
- Procedures to be used by the department Health and Safety

Officer and Incident Commander to ensure that emergency medical care is provided for members on duty.

- Instructions covering when personnel should commit to work activities within a hot zone.
- Informing every member of the right to notify a commanding officer of potential life-threatening situations during emergency operations and can expect the issue to be addressed.
- Maintaining a safety bulletin board or posting area exclusively for health and safety information and posters shall be provided in each station and include WISHA form F416-081-000, OSHA 300 Logs, Job Safety, Notice to Workers, and Your Rights as a Worker posters.

MEMBER RESPONSIBILITY

Members who are under the influence of alcohol or drugs shall not participate in any fire department operations or other functions. Alcoholic beverages shall not be allowed in stations, except at those times when they are used as community centers, with approval of the Chief.

All members shall cooperate to the fullest extent with this program to ensure the safe return of themselves and their fellow firefighters.

(WFC Sample Policy 12.01.06)

TRAINING AND MEMBER DEVELOPMENT

Our department will provide training, education and ongoing development for all members commensurate with

those duties and functions that members are expected to perform.

Training and education must be provided to members *before they perform emergency activities.*

Our department will provide officers and training instructors with training and education which is more comprehensive than that provided to the general membership of the fire department.

The fire department shall develop an ongoing proficiency cycle with the goal of preventing skill degradation through training evolutions designed to demonstrate the skills of our members.

Other required and recommended training is covered in the following months of this safety program.

(WFC Sample Policy 12.08.01)

ACCIDENT PREVENTION PROGRAM

The Health and Safety Officer will be responsible for ensuring that members/employees are trained, and comply with the Accident Prevention/Health and Safety program including:

- How and when to report injuries, including instruction as to the location of first-aid facilities.
- How to report unsafe conditions and practices.
- Training on specific positions/duties deemed by the fire department critical to the safety of responder operations (such as driver operators or support personnel) shall be provided at least annually.

(WFC Sample Policy 12.05.21)

HOW TO USE THIS DOCUMENT

This was designed as an interactive accident prevention program to meet the some of the requirements of WAC 296-305 for Fire Departments. It can be adopted as the basis of our safety program in this format.

DEPARTMENT:

DATE ADOPTED:

CHIEF'S SIGNATURE:

Departments that adopt individual Standard Operating Procedures or Polices have been provided with samples, where possible, and are noted in the (WFC SAMPLE POLICY 12.____) format.

The Department Safety Committee can review each sample policy and amend your existing district policies or adopt the samples.

In either case, this document is a monthly training plan with required information for departments.

WAC references and links to resources will be available to help training officers build a safety culture.

NOTE: THIS PLAN DOES NOT MEET ALL THE REQUIREMENTS OF WAC 296-305 FOR DEPARTMENTS, BUT WAS DEVELOPED TO UPDATE AND SUPPLEMENT EXISTING PROGRAMS.

- The proper actions to take in event of emergencies in the fire station including the routes of exiting from areas.
- Inspections of fire stations shall be made at least monthly and records maintained to ensure that stations are reasonably free of recognized hazards.

(WFC Sample Policy 12.01.03)

HEALTH AND SAFETY OFFICER

Plan and coordinate safety activities, work closely with the safety committee.

Ensure accidents are investigated.

Devise corrective measures to prevent accidents.

Meet the following requirements for safety training and recordkeeping:

- Ensure safety training for all employees.
- Ensure safety directives are complied with.
- Ensure that records are kept, but not limited to the following: Accidents, Injuries, Inspections, Exposures, Medical monitoring, Safety meetings, Apparatus, Equipment, Protective clothing, Other fire department safety activities.

The fire department Health and Safety Officer, through the Fire Chief, shall have the authority and responsibility to identify and

recommend correction of safety and health hazards.

The fire department Health and Safety Officer shall maintain a liaison with staff officers regarding recommended changes in equipment, procedures, and recommended methods to eliminate unsafe practices and reduce existing hazardous conditions.

Additional Reference: NFPA 1521

(WFC Sample Policy 12.01.04)

HEALTH AND SAFETY COMMITTEE

The department will establish a Health and Safety Committee to serve in an advisory capacity to the fire chief.

The Health and Safety Committee will formalize an accident prevention program that will recognize and eliminate the cause of accidents.

The frequency of Health and Safety meetings shall be at least one hour per calendar quarter.

Minutes shall be taken of all Health and Safety meetings and posted on the safety bulletin board.

The number of employer-selected members shall not exceed the number of employee-elected members.

Employee members shall be elected by their peers.

Employee submitted written suggestions or complaints shall be considered. Action recommendations

by the committee shall be transmitted in writing to the Fire Chief.

The Chief or designee will respond to written suggestions or complaints within 21 days of receipt.

The Health and Safety Committee shall meet to:

- Identify situations that may be a source of danger to members.
- Investigate complaints of violations of the Health and Safety Policy.
- Make recommendations to the Chief of the department on matters reported to the committee and on rules and regulations promulgated by outside regulatory agencies.
- Evaluate health and safety rules and regulations established by the department to comply with State mandates.
- Review the Annual Injury and Illness report for trends.

(WFC Sample Policy 12.01.05)



DEPARTMENT ACTION ITEMS

1) Appoint a Health and Safety Officer who meets the requirements of WAC 296-305 and NFPA 1500.

Health and Safety Officer Appointed:

2) Elect a Safety Committee

Elect a Safety Committee by ballot with representation of at least three Firefighters. Other members may be appointed by the Chief, but appointed members must not exceed elected members.

Elected _____
 Elected _____
 _____ Appointed
 _____ Appointed

3) Conduct at least one safety meeting per quarter, for a minimum of one hour, that:

- Identifies Dangers
 - Investigates Complaints
 - Makes Recommendations to Chief
 - Reviews WFC Sample Policies and update existing SOPs to meet WAC 296-305
 - Reviews Annual Injury/Illness Report
- (Sample Committee Election Meeting and Safety Committee Meeting Minutes are Available at <http://washingtonfirechiefs.com/Sections/FireTrainingSafetyOfficers/Resources.aspx>)*

Customize our program: _____

