

JANUARY IS ACCIDENT PREVENTION MONTH

REPORTING OF INJURIES

Department Members are required to report injuries regardless of severity before the end of his/her shift but not later than 24 hours after the Incident. The Health and Safety Officer shall maintain records of occupational injuries and illnesses. Significant near misses should also be documented with this format. Each report shall relate the following information:

- Location of the incident
- Time of the incident
- Number of fatalities or hospitalized members/employees
- Contact person/Phone number
- A brief description of the incident

Reportable cases include every occupational death, every occupational illness, or each injury that involves one of the following:

- (a) unconsciousness,
- (b) inability to perform all phases of regular duty-related assignment,
- (c) inability to work full time on duty,
- (d) temporary assignment
- (e) medical treatment beyond first-aid.

A copy of the L&I accident report and medical form will be kept in each employees' file.

OSHA 300

Our department shall record occupational injury and illnesses on OSHA 300 Log of Work-related

Injuries and illnesses and OSHA 300A Summary of Work-Related Injuries and Illnesses

Our department shall post an annual summary of occupational injuries and illnesses on each stations Health and Safety bulletin board. This summary shall consist of a copy of the year's totals from the Form OSHA 300A and the following information from that form: Calendar year covered, company name, establishment name, establishment address, certification signature, title, and date. The summary shall be completed by April 30th. Form can be found at (<https://www.osha.gov/recordkeeping/new-osh300form1-1-04.pdf>)

Any safety deficiencies will be noted and corrected. If no injury occurred, this will be noted in the report.

(WFC Sample Policy 12.01.01)

L&I REPORTING FOR INJURIES OR FATALITIES

In the event of a fatality, probable fatality, or one or more employees admitted to a hospital as a result of the accident, L&I must be notified within 8 hours at 800-321-6742 or we can submit a Report of Accident (ROA) online <https://secure.lni.wa.gov/home>.

ACCIDENT INVESTIGATION

After the emergency actions have been taken following incidents that cause serious injuries with immediate symptoms or exposure to occupational disease caused by

chemical or physical agents, or a near miss that would have caused serious injury, a preliminary investigation of the cause of the incident shall be conducted.

Equipment involved in an accident resulting in an immediate or probable fatality shall not be moved until a representative of DOSH investigates the accident and releases such equipment, except where removal is essential to prevent further accidents or when necessary to remove the victim.

The investigation shall be conducted by a person designated, trained and qualified by the Chief or the Department Health and Safety Officer. The findings of the investigation shall be documented for reference at any time following formal investigations based on SOP 12.01.02. The purpose of an investigation is to find the cause of an accident and prevent further occurrences, not to fix blame. An



unbiased approach is necessary to obtain objective findings.

Our department shall:

- Preserve all records, photographic materials, audio, video, recordings, or other documentation concerning an accident for a period of seven years.
- Define corrective actions that should be taken to prevent re-occurrence. Time tables must be established as to when the corrective action must be completed. Every investigation should include an action plan.

(WFC Sample Policy 12.01.02)

SAFEPLACE STANDARD

Our department shall furnish and require the use of appropriate health and safety devices and safeguards for all our members and employees. All work methods, and operations shall be designed so as to promote the health and safety of members and employees. Our department will do everything reasonably necessary to protect the health and safety of members and employees.

No member or department representative shall:

- Remove, displace, damage, destroy or carry off any health and safety device, safeguard, notice or warning.
- Interfere in any way with the use of any health and safety device, method or process adopted for the protection of any member or employee.

(WFC Sample Policy 12.01.07)

FIRE DEPARTMENT FACILITIES

Any new facility, or addition, alteration, or repair to an existing facility shall be in compliance with chapter 19.27 RCW, the State Building Code Act.

Every new fire station shall be equipped with an approved emergency lighting system that will light dormitories, hallways, and apparatus bay areas in case of electrical power failure.

Fire stations that incorporate sliding poles or slides in their design must meet the requirements of WAC 296-305-06503. *(Lots of rules, look them up!)*

Firefighters must follow WAC 296-878 when they are engaged in window washing operations.

All existing fire stations that undergo a major renovation of more than sixty percent of the assessed evaluation or new fire department facilities shall be fully protected with automatic sprinkler systems.

Eye protection shall be worn by qualified personnel when charging, changing or adding fluid to storage batteries.

Stairway tread shall be of a nonskid design.

New and remodeled kitchens shall have an alarm activated service disconnect of fixed cooking appliances.

(WFC Sample Policy 12.10.01)

SANITATION, DISINFECTION, CLEANING, AND STORAGE AREAS

Fire departments shall provide facilities vented to an outside environment for disinfecting, cleaning, and storage under the fire department's exposure control plan for protective equipment, portable equipment, emergency medical equipment and other clothing. Drying areas for protective clothing shall also be well ventilated.

Disinfecting shall not be conducted in fire station kitchen, living, sleeping, or personal hygiene areas. The disinfecting facility shall contain a sink with hot and cold water faucets. All

surfaces shall be nonporous.



Handwashing facilities shall be readily accessible to members.

Protective clothing or equipment that is contaminated or potentially contaminated shall not be allowed in any kitchen, living, sleeping, personal hygiene or other non-work area.

Emergency medical supplies and equipment stored in fire stations, other than that stored on vehicles, shall be stored in a dedicated enclosure and maintained per manufacturer's instructions and shall not be stored in kitchen, living, sleeping, or personal hygiene areas, nor shall it be stored in personal clothing lockers.

(WFC Sample Policy 12.10.02)

JANUARY SUGGESTED TRAINING SCHEDULE

	TRAINING SUGGESTION	DEPARTMENT ACTUAL TRAINING SCHEDULE
WEEK 1 DATE:	FIREFIGHTER SKILL REVIEWS AND NEEDS ASSESSMENT FOR YEAR	
WEEK 2 DATE:	SAFETY COMMITTEE (SC-E1) ELECTION- ACCIDENT PREVENTION INTRO AND JANUARY	
WEEK 3 DATE:	RADIO PROCEDURES - SIZE UP PRACTICE REVIEW EXISTING SOP	
WEEK 4 DATE:	SCBA QUARTERLY - SKILL SHEET	
OPTIONAL FULL DAY:		
OTEP DATE:		

Inspections of fire stations shall be made at least monthly and records maintained to ensure that stations are reasonably free of recognized hazards.

These inspections shall include, but not be limited to, tools, apparatus, extinguishers, protective equipment, and life safety equipment.

(WFC Sample Policy 12.01.03(2.4))

SLEEPING AREAS

All sleeping areas in fire stations shall be separated from vehicle storage

areas by at least one-hour fire resistive assemblies. Sleeping areas shall be protected by smoke and carbon monoxide detectors.

ADDITIONAL STANDARDS

The department will comply with the follow WAC Standards if they utilize any of the following:

- 296-305-06513 Refueling areas.
- 296-305-06515 Hose drying towers.
- 296-305-06517 Drill tower training facilities.

Customize our program: _____

