

Washington Township Fire Department Standard Operating Procedure

Division 300: Occupational Safety & Health
Section 309: Personal
Subject 309.01: Risk Management and Personnel Safety
Supersedes:



Approved By:

Date: May 31, 2005

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PURPOSE:

The purpose of this policy shall be to specify the minimum requirements for the occupational safety and health program for the Washington Township Fire Department. Nothing in this policy shall restrict from exceeding these minimum requirements.

RESPONSIBILITY:

The occupational safety and health program is a line responsibility that starts with each employee and follows up through the chain of command. The Health and Safety Officer will be responsible for administering the program. An appointed Safety, Fitness & Wellness Committee will conduct research, develop recommendations and review matters pertaining to occupational safety and health within the Fire Department.

POLICY:

The Fire Department is committed to providing a work environment in a manner that will ensure the safety of employees, and the community served. It is the policy of the Washington Township Fire Department to conduct all operations in a manner that provides the highest level of safety and health for all members. Activities that are employed to protect life and/or property shall be recognized as inherent risk to the safety of members, and actions shall be taken to reduce or avoid these risk. The prevention of accidents, injuries and occupational illnesses is a primary goal of the WTFD, and all personnel shall conduct their activities accordingly.

PROCEDURES:

Laws, Codes, and Standards

The policy of the Fire Department is to follow such nationally recognized standards, but not limited to the applicable OSHA regulations, Ohio Administrative Codes, ANSI standards and NFPA 1500 Standard.

Health and Safety Officer

The Health and Safety Officer will be responsible for administering the Risk Management and Personnel Safety Program. The Health and Safety Officer will be the chairperson for the Safety, Fitness and Wellness Committee.

Occupational Safety and Health Committee

Safety, Fitness & Wellness Committee is a standing work group that will assist in proposing and writing Safety/Fitness/Wellness policy/procedures. The committee is made up of administrative staff member (chairperson), a representative from each district (including EMS), In House and Union Members.

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Records

Safety and accident records will be maintained for analysis to identify and correct potential safety problems and to support on going Washington Township Fire Department safety program.

Accident Prevention

Fire Department Standard Operating Procedures and Guidelines along with Training Plans have applicable safety and health procedures incorporated into them. Activities that are employed to protect life and/or property shall be recognized as inherent risk to the safety of members, and actions shall be taken to reduce or avoid these risk. Pertinent or stand-a-lone safety procedures could be required for emergency operations.

Members are encourage to report safety & health hazards or suggestions by reporting them to their supervisor or the Safety & Health Suggestion Report Form. Any imminent hazard shall be reported immediately.

Accident Investigation, Procedures and Reviews

All accidents (vehicle, equipment and personnel) are to be reported immediately to the Shift Commander who will pass on the information to the Deputy Chief of Operations and in his absences the Chief. An officer(s) will respond to the scene if none are present to start gathering information about the incident. The Chief and the Deputy Chief of Operations will be notified after the appropriate emergency response is dispatch, if the accident is serious or a fatality.

The Chief and the Deputy Chief of Operations will review all accident reports and send a copy to Safety, Fitness & Wellness Committee for recommendations of prevention and or reoccurrence. The recommendations are sent back through the Health/Safety Officer to the Deputy Chief of Operations and then on to the Chief for his consideration and action.

Apparatus and Equipment

To insure safety standards of apparatus and equipment specifications for purchase are reviewed for compliance with applicable safety standards. The sponsor of the purchase order, Training Officer, Quartermaster, Maintenance Supervisor, does the review as part of the selection process. Purchasing through the joint purchasing cooperatives will have been previously reviewed for compliance with applicable safety and health standards.

Facility Inspection

Station inspections will be done every week by the station Staff Lieutenant and documented on an inspection form. Company Commanders will do an inspection the first two months of the quarter and Battalion Captains will do the inspection the last month of the quarter. The Chief and/or Deputy Chief will do a yearly inspection. All degrading or potential degrading conditions, hazards, or potential hazards are to be reported. The monthly inspections are to be sent to the Health & Safety Officer.

Health and Fitness

The Fire Department provides and supports a wellness program for all employees. This health and fitness program is mandatory for career staff and available and recommended to all part time firefighters and EMS personnel. Workout facilities are available to all employees.

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Infection Control

The Medical Infection Control Officer establishes proper guidelines and procedure in order to prevent contamination of personnel and patients from infectious diseases that employees may encounter in their workplace. The Washington Township Fire Department Exposure Control Plan has been modeled from 29 CFR 1910.1030 Blood Borne Pathogens Standard. All exposures and needle sticks are to be reported to the Infection Control Officer.

Critical Incident Stress Management

Employees that have been part of a significant traumatic event have access to a critical incident stress debriefing team. If needed a Company Officer, Squad Leader or Shift Commander (Battalion 40) would contact the Fire Alarms Operator and request the Southwest Critical Incident Stress Management team. The Fire Alarms Operator will make the contact and the location and time will be set up. The Employee Assistance Program can also be made use of, on a case-by-case basis.

Post-Incident Analysis/Risk Management

To ensure that safety and health issues during an event are addressed and/or corrective actions developed, a critique of incidents will be held. Lessons learned from the critiques will be shared during Officers meetings and training sessions.

Data Analysis/Risk Management

The Health and Safety Officer shall maintain records of all accidents, occupational injuries, illnesses exposures and deaths. The health and safety officer shall analyze safety and health hazards from inspections, injury and incidents reports. The analysis will be presented to the Safety, Fitness & Wellness Committee for development of corrective actions to mitigate the hazards.

References

WTFD Appendix

309.01 – pages 1-3

NFPA Publications

NFPA 1500 Fire Department Occupational Safety and Health Program - 2004

NFPA 1250 Emergency Service Organization Risk Management – 2000

ISFTA Publication

Fire Department Occupational Safety – second edition

Ohio, State of, Bureau of Worker's Compensation, Division of Safety & Hygiene

Ohio Administrative Code, chapter 4123:1-21, Firefighting

Code of Federal Record

29 CFR 1910 Occupational Safety & Health Administration