

# Washington Township Fire Department Standard Operating Procedure

**Division 300:** Occupational Safety & Health  
**Section 309:** Personal  
**Subject 309.02:** Facilities Inspection  
**Supersedes:**



## Approved By:

Date: September 31, 2005

Page: 1 of 2

---

## PURPOSE:

It is the intent of the Washington Township Fire Department to be proactive and reduce injuries and illnesses to members of the department due to unsafe or unhealthy conditions at their facilities. The frequency and severity of unsafe conditions are combined to prioritize hazards for elimination or mitigation.

## RESPONSIBILITY:

It is the responsibility of Staff and Line Officers to follow the policy contained herein. It is also the responsibility of all members to correct and/or report any known hazard to the officer on duty.

## PROCEDURES:

The Safety and Inspection Report WTFD Form 69 shall be used for routine inspection guides, report documentation and tracking of unsafe conditions. The focal point for the mitigation of findings found during inspections is the responsibility of staff station officers. Hazards that can be mitigated immediately shall be done and acknowledged on the inspection report.

The Inspection Report WTFD Form 69 is to be filled out with the date the inspection was done, the name of the facility inspected, and the inspector's name. If the inspection criteria is acceptable a check mark is placed in the box marked "Y". If the inspection criteria are not met, a check mark is placed in the box marked "N" and an explanation of the problem is written in the "Description Box". The priority number is derived from the table at the top of the form and put in the "Priority Box". The location is a room number or area to be written in the "Location Box". The Corrective Action Boxes are to be filled out by the "Inspector" with the person assigned to follow up, their unit number or initials in the "Who Box", projected date when it will be completed in the "When Box", and the completion date in the "Done Box".

Weekly, the Staff Lieutenant will do a inspection of the their facilities using the Safety Inspection Report forms. All unsafe or unhealthy conditions found will be reported on an Speedy Reply Message form to the Health and Safety Officer for recording of the hazard and mitigation. The Safety Inspection Guide shall be filed at the station.

Monthly, the Company Commander will review their station's weekly Safety Inspection Reports and shall perform an inspection using the Safety Inspection Report forms. All unsafe or unhealthy conditions found that have not been previously reported, will be reported on the Safety Inspection Report form and sent to the Health and Safety Officer for recording of the hazard and mitigation. The Health and Safety Officer will copy the report and forward it to the station's Staff Lieutenant for elimination or mitigation of hazards found during that inspection.

## **Subject 309.02: Facilities Inspection**

Date: September 31, 2005

Page: 2 of 2

---

---

Quarterly, Battalion Captains will review their station's weekly Safety Inspection Reports and shall perform an inspection using the Safety Inspection Report forms. All unsafe or unhealthy conditions found that have not been previously reported, will be reported on the Safety Inspection Report form and sent to the Health and Safety Officer for recording of the hazard and mitigation. The Health and Safety Officer will copy the report and forward it to the station's Staff Lieutenant for elimination or mitigation of hazards found during that inspection.

Yearly, the Chief and/or the Deputy Chief will perform inspections using the Safety Inspection Report forms. All unsafe or unhealthy condition found will be reported on the Safety Inspection Report form and sent to the Health and Safety Officer for recording of the hazard and mitigation. The Health and Safety Officer will copy the report and forward it to the station's Staff Lieutenant for elimination or mitigation of hazards found during that inspection.

The status of any health and safety issue will be reported monthly in a staff meeting. The Health and Safety Officer shall maintain records of all safety and health issues, actions taken to correct the safety and health condition. Yearly, a summary of safety findings will be reported along with the accident, occupational injuries, illness, deaths, and exposures.

### **References**

WTFD Appendix  
Form 69

NFPA Publications  
*NFPA 1500 Fire Department Occupational Safety & Health Program - 2004*

Code of Federal Record  
*29 CFR 1910 Occupational Safety & Health Administration*