CARVER FIRE DEPARTMENT

Standard Operating Guidelines

Section 3.01 - Safety & Health Program **June 15, 2013**

1.0 PURPOSE

It is the purpose of the Carver Fire Department Occupational Safety and Health Program to establish occupational safety and health objectives for all department activities and to develop and implement policies and procedures designed to attain the occupational safety and health objectives of the department.

1.1 SCOPE

01. This program is being voluntarily developed and adopted by the Department to manage, to the extent that is reasonably possible consistent with the factual circumstances and resources of a call fire department, the inherent occupational safety and health risks to its members in the performance of fire department activities.

02. This program is intended to establish objectives for the Department to attain, not minimum standards of compliance. All policies and procedures developed in conjunction with this program to attain the Department's occupational and health objectives are also adopted on a voluntary basis. The failure to attain any objective of this program or to adhere to any policy or procedure should not be construed as giving rise to any liability whatsoever by the Department or any member thereof.

03. By the development and adoption of this occupational safety and health program, the Carver Fire Department does not assume and specifically denies the assumption of any liability whatsoever beyond that which existed prior to its development and adoption. The Department further disclaims that the development and adoption of this program constitutes a waiver of any legal defenses, immunities or privileges available to the Department or its members prior to the development and adoption of the program.

1.2 IMPLEMENTATION

Implementation of its policies and procedures shall be phased in based upon the resources and manpower available to the fire department.

1.3 ORGANIZATION

01. Fire Department Organizational Statement

The Carver Fire Department has prepared and will maintain "Organizational Guidelines for the Carver Fire Department" a copy of which will be provided to each member of the department.

02. Occupational Safety and Health Policy

This document shall serve as a written Departmental Occupational Safety and Health Policy, which identifies specific goals and objectives for the prevention of accidents and occupational injuries, illnesses and fatalities.

1.4 ROLES & RESPONSIBILITIES

01. Departmental

It is be the objective of the Carver Fire Department to provide a safe and healthy environment as reasonably possible for its members when performing Fire Department activities. The Department will establish and enforce rules, regulations and standard operating procedures to assist in attaining its occupational safety and health objectives.

02. Member

Each individual member of the Carver Fire Department shall cooperate, participate and be responsible for compliance with the provisions of this Occupational Safety and Health program and all policies and procedures implemented pursuant thereto, to assist in the attainment of the Department's occupational safety and health objectives.

03. Command

Occupational Safety and Health is a command responsibility. The member in command of any departmental activity, as provided in Carver Fire Department Policies and Procedures, shall be responsible for compliance with the provisions of this Occupational Safety and Health Program and all policies and procedures implemented thereto.

04. Safety Officers

Lieutenants in each of the Companies shall serve as Safety Officers. The Safety Officers make up the Department Safety Committee, which is responsible for the development and management of the Department's Occupational Safety and Health program and reports directly to Fire Chief.

In the absence of a Safety Officer, alternate personnel may be assigned to perform the duties and responsibilities of that position, which require immediate attention.

The Safety Officers have the responsibility to identify and cause correction of health and safety hazards in all activities of the Carver Fire Department.

At an emergency incident, when activities are judged by the Safety Officer to be potentially unsafe, he/she shall so advise the Officer in charge of the activity or Command and recommend the alteration, suspension, or termination of those activities.

When any activities present an imminent hazard, the Safety Officer will initiate action to abate the hazard and immediately notify command of the situation and the action taken.

05. Records

The Carver Fire Department will maintain permanent records of all accidents, injuries, illnesses or deaths sustained by members in the performance of Carver Fire Department activities. The records will include any exposure to known or suspected toxic products or contagious diseases.

The Carver Fire Department will maintain training records for each member, which includes dates, subjects covered and certifications achieved.

The Carver Fire Department will establish and maintain inspection, maintenance, repair and service records for all department vehicles and equipment used for emergency operations.

1.5 TRAINING & EDUCATION

01. General Requirements

As part of its Occupational Safety and Health Program, the Carver Fire Department will conduct safety education and training for its members commensurate with the duties and functions that they are expected to perform. Safety awareness will be an integral part of all departmental training to enable members to perform their assigned duties in a safe manner.

All training and education will be provided by individuals deemed qualified by the Department Training Officer to provide instruction in the subject covered.

02. Training Frequency

Training will be provided as necessary in obtaining the fire department's Occupational Safety and Health goals and objectives. Appropriate training and education will be provided for all affected members whenever a new hazard is identified, new equipment is introduced, or there is a change in operating policy and procedure.

03. Training and Education Objectives

All members will be provided with the training and education deemed appropriate by the Training Officer for their duties and responsibilities before being permitted to engage in emergency operations.

The Training Officer will establish the training and education requirements for all Fire Department operations.

1.6 VEHICLES & EQUIPMENT

01. General

The Carver Fire Department will consider health and safety as primary concerns in the specifications, design, construction, acquisition, operation, maintenance, inspection and repair of all vehicles and equipment.

02. Drivers/Operators of Fire Department Vehicles

Drivers of Fire Department vehicles and privately owned vehicles utilized for emergency response shall be directly responsible for safe and prudent vehicle operations under all conditions.

03. Persons Riding on Fire Apparatus

All new fire apparatus will be specified and ordered with a sufficient number of seats for the maximum number of persons who may ride on the vehicle at any time. On and after July 17, 1996, no one shall ride on the rear step of any apparatus.

04. Maintenance and Repair of Vehicles – See SOG 7.01

Maintenance, inspections and repairs will be performed in accordance with manufacturer's instructions.

Any Fire Department vehicle found to be unsafe shall be placed out of service until repaired.

Fire pumps on pumping engines will be service tested annually.

All repairs and maintenance to Carver Fire Department vehicles will be properly documented and logged.

05. Inspection of Portable Equipment

All equipment carried on fire apparatus will be inspected at least monthly.

Inventory records will be maintained for the equipment carried on each vehicle.

All equipment carried on fire apparatus will be used and maintained in accordance with manufacturers' instructions and fire department standard operating procedures.

Firefighting equipment found to be defective or in unserviceable condition will be removed from service or replaced.

1.7 GENERAL SAFETY RULES

01. Whenever you are involved in any accident that results in personal injury or damage to property, no matter how minor, the accident must be reported immediately. First aid treatment must be sought promptly.

02. Report immediately any condition or practice you believe has the potential to cause injury or damage to personnel or equipment.

03. Do not operate any equipment, which is not safe.

04. All prescribed safety and personal protective equipment must be used, when appropriate. All personal protective equipment must be maintained in safe working condition.

05. Obey all department rules, governmental regulations, signs, markings and instructions. Be particularly familiar with those that apply directly to you.

06. When involved in any lifting procedures, use the approved lifting technique, i.e., bend your knees, grasp the load firmly, then raise the load, keeping your back as straight as possible. Obtain help from another member when lifting heavy loads.

07. Do not engage in horseplay. Do not distract others from performing their tasks.

08. Always use the right tools and equipment for the job. Use only those tools with which you are thoroughly familiar and have been trained to use.

09. Good housekeeping should always be practiced. Return all tools, equipment, materials, etc., to their proper places making sure they are ready for the next response.