ACCIDENT PREVENTION PROGRAM

FOR

OAK HARBOR FIRE DEPARTMENT

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REQUIRED WRITTEN PROGRAMS

Oak Harbor Fire Department is required to have written programs, policies, and procedures that address specific hazards to which your members/employees may be exposed. These programs become a functioning part of the department's Accident Prevention Program and explain to members/employees how they will be implemented.

I . A written Accident Prevention Program tailored to the particular operation and hazards is required of every employer in Washington. WAC 296-305-01509(1)(b).

2. A Safety Committee as described in WAC 296-305-01505(4).

3. A written lockout/tagout program to ensure that adequate procedures to prevent unexpected energization, start up, or release of stored energy. WAC 296-24-110. *(Employers who do not have equipment that requires the use of lock-out/tag-out (LO/TO), nor provide emergency services where LO/TO would be necessary, are not required to have a written LO/TO program.)*

4. A written program that addresses emergency responses, notification, evacuation, and training of members/employees. WAC 296-800-310, WAC 296-24-550 and 296-24-567.

5. A written Hazard Communication Program that addresses chemical products used in the work place. WAC 296-305-01505(3)(a)(v).

6. A written program is required when members/employees are required to wear respiratory protection on the job. WAC 296-305-04001(4).

7. A written program to protect members/employees from occupational exposure to bloodborne pathogens. WAC 296-305-02501, WAC 296-62-08001.

8. A written hearing conservation program is required when members/employees are exposed to noise in excess of 85 dba. WAC 296-305-02005, WAC 296-62-09015.

REQUIRED POSTERS FOR EMPLOYERS IN WASHINGTON STATE

DEPARTMENT	PHONE	POSTER NAME
U.S. Department of Labor	Seattle: 553-4482	*Minimum Wage *Polygraph
U.S. EEOC	Seattle: 553-0968	*Equal Opportunity Employment is the law
Washington State Employment Security	Seattle: 545-6629 Olympia: 753-6304 Bellevue: 455-7136	*Notice to Employees
Washington State Labor & Industries	Seattle: 281-5400 Bellevue: 453-3038	*Notice to Employees *Your Rights as a Worker/ Family Leave *Job Safety & Health Protection
Washington State Human Rights Commission (Recommended)	Seattle: 464-6500	*Washington State Law Prohibits Discrimination in Employment

Federal Information 1-800-726-4995

Washington State Information 1-800-321-2808

Washington State Labor & Industries Information 1-800-LISTENS (547-8367)

INTRODUCTION

A. Overview

Industrial injuries create a no-win situation for everyone involved. Members/employees experience pain, suffering, and incapacitation while the fire department suffers from the loss of the injured person's contributions. This document is designed to assist all personnel in assuring that such an undesirable situation will not develop in this fire department. It provides information and guidance for the establishment and maintenance of an injury-free work environment.

B. Procedures

This document contains guidance for safety procedures to be followed and forms to be used. Management is expected to integrate the procedures into the appropriate work activity and members/employees are expected to apply them on the job. The sample forms are to be used if they apply to the job concerned.

C. Dissemination

A copy of this statement will be issued to all management personnel. A copy of the policy statement (next page) will be posted:

1. Department Safety & Health Bulletin Board

2. Public Drive: "\\ohfd\PUBLIC\FD POLICIES_PROCEDURES"

D. Regulations

A copy of the following documents will be maintained at the fire station:

1. WAC 296-305, Safety Standards Fire Fighters from the Division of Industrial Safety and Health, Washington State Department of Labor and Industries.

2. WAC 296-800, Washington Safety and Health Core Rules

3. WAC 296-24, General Safety and Health Standards (Applicable Sections)

4. WAC 296-62, General Occupational Health Standards (Applicable Sections)

5. WAC 296-155, Construction Work (Applicable Sections)

6. Oak Harbor Fire Department’s Accident Prevention Program

7. The WISHA Poster, form F416-081-000, which tells employees and employers their rights under the Washington Industrial Safety and Health Act.

OAK HARBOR FIRE DEPARTMENT
SAFETY AND HEALTH POLICY

The purpose of this policy is to develop a high standard of safety throughout all operations of Oak Harbor Fire Department and to ensure that no member/employee is required to work under any conditions which are hazardous or unsanitary.

We believe that each member/employee has the right to derive personal satisfaction from his/her job, and the prevention of occupational injury or illness is of such consequence to this belief that it will be given top priority at all times.

At Oak Harbor Fire Department we intend to initiate and maintain complete accident prevention and safety training programs. Each member/employee is responsible for the safety and health of those persons in their charge and co-workers around them. By accepting mutual responsibility to operate safely, we will all contribute to the wellbeing of our members/ employees.

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Ray Merrill, Fire Chief

ACCIDENT PREVENTION PROGRAM

ACCIDENT PREVENTION PROGRAM

1.0 REFERENCE

WAC 296-305-01505
WAC 296-800-140

2.0 POLICY

2.1 This Accident Prevention Program is developed by Oak Harbor Fire Department to ensure the protection of members/employees by providing information and training regarding the hazards and identities of the chemicals they may be potentially exposed to in the course of their work in the fire station, as well as the measures they can take to protect themselves. Each member/employee will receive information regarding the agency's Hazard Communication Program. The content of the Oak Harbor Fire Department Accident Prevention Program is listed in Appendix A.

2.2 Members/employees will be trained in these procedures and are required to strictly adhere to them:

a. How and when to report injuries, including instruction as to the location of first-aid facilities. For this department's policies and operating guidelines, see policy number 2101.

b. How to report unsafe conditions and practices. For this department's policies and operating guidelines, see policy number 1403.

c. The use, care, selection and maintenance of required personal protective equipment. For this department's policies and operating guidelines, see policy number 4401**.**

d. Description of the Department's total Accident Prevention/Safety program. For this department's policies and operating guidelines, see policy number 1401.

2.3 A Safety Officer will be assigned. The duties and responsibilities of the Safety Officer are defined in Policy 1401.

2.4 The Department hereby establishes a Safety Committee to serve in an advisory capacity to the Fire Chief. The number of employer-selected members will not exceed the number of employee-elected members. The department Safety Committee will consist of four (4) members, which will meet quarterly at a time designated by the Safety Officer.

a. Safety Committee meetings will not be less than one hour per calendar quarter and special meetings may be held at the request of any member of the Committee, the Fire Chief, or the Safety Officer. Minutes will be taken of all safety meetings, and after review by the Safety Officer, the minutes will be conspicuously posted at all stations. (See Appendix for sample meeting minute form.)

b. All suggestions or complaints submitted by members will be considered by the

Safety Committee. All action recommendations from the Committee will be transmitted in writing to the Fire Chief. The Chief or his/her delegate will reply to the submitter and the Committee.

2.5 The Safety Committee will:

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

2.6 Inspection of fire stations will be made at least quarterly and records maintained to ensure that stations are reasonably free of recognized hazards. These inspections will include, but not be limited to, tools, apparatus, extinguishers, protective equipment, and life safety equipment. ***(See the Appendix, pages F1-11, for guidance on fire station inspections and a sample inspection checklist.)***

2.7 Management will include in annual positional and program performance review, an evaluation on conformance with safety and health policies.

a. Agendas of meetings with subordinates will include safety and health issues and allow opportunity for discussion of new safety or health matters.
b. Consideration of complaints, concerns or reports over safety and health issues, incidents or near misses as potential opportunities to improve the Department's safety and health program.
c. Injury trends are studied and preventative measures prescribed.

2.8 Training. All members/employees will be informed on both the Oak Harbor Fire Department Hazard Communication Program and the requirements of this policy. Those members/employees who may be directly exposed (or potentially exposed) to hazardous chemicals in the fire station will receive additional information and training on the particular hazards of the chemicals to which they are exposed or potentially exposed.

2.8.1.1 Exposed (or potentially exposed) member/employee training will include:

a. Methods and observations that may be used to detect the presence or release of hazardous chemicals.
b. Physical and health hazards of chemicals in the work area.
c. Measures members/employees can take to protect themselves from the hazards.
d. The details of this policy and written hazard communication program.

2.8.1.2 All members/employees will be informed of:

a. The hazard communication standard requirements.
b. Any operations in their work areas where hazardous chemicals are present.

2.8.1.3 Members/employees will follow the practices, procedures, and policies

applicable to their work duties along with other practices or procedures which constitute good safety and health practice. Members/employees will:

a. Attend all assigned training;
b. Properly maintain, use, and request replacement or repair as necessary, all assigned personal protective (PPE);
c. Participate in safety meetings as assigned;
d. File incident or injury reports as prescribed in this Policy.

2.9 Any member/employee who fails to comply with the requirement of the Health and Safety Program may be counseled by his/her supervisor and a letter documenting the failure to comply and the counseling may be placed in his/her personnel file or result in corrective action.

3.0 DEFINITIONS

NA

4.0 RESPONSIBILITY

4.1 Each and every members/employee has a share in and is responsible for the health and safety within the Oak Harbor Fire Department.

4.2 The Safety officer, through the fire chief, shall have the authority and responsibility to identify and recommend correction of safety and health hazards, and 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. (WAC 296-305-01507)

4.3 The Health and Safety Officer will administration of the Department's Accident Prevention Program.

5.0 GUIDELINES

5.1 The Health and Safety-Accident Prevention Program is outlined in Appendix A

6.0 ADDITIONAL REFERENCES

NA

7.0 APPENDIX

Appendix A: Topical Outline of Policies covering the Health and Safety-Accident Prevention Program

APPENDIX A: GENERAL HEALTH & SAFETY PROGRAM

Oak Harbor Fire Department follows Safety Standards for Firefighting as outlined in Washington Administrative Code (WAC) chapter 296-305.

WAC 296-305 chapter listing:

01501	Injury and illness reports for members/employees
01503	Incident investigation
01505	Accident prevention program
01507	Fire department safety officer
01509	Management's responsibility
01511	Employee's responsibility
01513	Safe place standards
01515	First-aid training and certification
01517	First-aid kits

Personal Protective Equipment and Clothing

02001	Personal protective equipment and protective clothing
02002	Structural firefighting clothing (SFF)
02004	Protection ensemble for structural firefighting
02012	Body Armor
02017	Personal alert safety system (PASS) protection
02019	Life safety ropes, harnesses, and hardware protection

Emergency Medical Protection

02501	Emergency medical protection
	Infectious Disease Control - Bloodborne Pathogens (OHFD Policy 2402)
	Airborne Infectious Disease Control (OHFD Policy 2402)

Hazardous Chemical Protection

03002	Hazardous materials protection

Respiratory Equipment

04001	Respiratory equipment protection

Automotive Fire Apparatus

04501	Automotive fire apparatus design and construction
41503	Automotive fire apparatus equipment
41505	Automotive apparatus operational rules
04507	Fire apparatus maintenance and repair
04510	Aerial ladders

Emergency Operations

05000	Incident management
05002	Fire suppression
05004	Occupational exposure to heat and cold stress
05013	Aircraft rescue and firefighting
05101	Technical rescue general requirements

05103 Technical rescue training
05105 Technical rescue standard operating procedure
05107 Technical rescue incident response planning
05109 Technical rescue equipment
05111 Technical rescue safety
05113 Technical rescue operational specialties

Training

05502 Training and member development

Fire Service Equipment

06001 Fire service equipment
06003 Testing fire service equipment
06006 Ground ladders
06008 Electrical

Facilities

06501 Requirements for fire department facilities
06503 General requirements
06505 Sanitation, disinfection, cleaning and storage areas
06507 Sleeping areas
06509 Apparatus areas
06511 Indoor air quality
06513 Refueling areas
06515 Hose drying towers
06517 Drill tower training facilities
06519 Fire station equipment and tools

Wildland Fire Fighting

07001 Wildland fire operations
07002 Wildland fire personnel accountability
07004 Health-related illness prevention for wildland firefighters
07006 Equipment for wildland firefighting
07008 Aircraft operations for fighting wildland fires
07010 Training for wildland fire fighting
07012 Personal protective clothing and equipment for wildland firefighting
07014 Apparatus standards for wildland fire fighting
07016 Falling and equipment for forest lands
07018 Occupant restraints and enclosures for wildland fire fighting

RESPONSIBILITIES

Responsibilities for safety and health include the establishment and maintenance of an effective communication system among members/employees and management officials. To this end, all personnel are responsible to assure that their messages are received and understood by the intended receiver. Specific safety and health responsibilities for department personnel are as follows:

MANAGEMENT'S RESPONSIBILITY

1.0 REFERENCE
WAC 296-305-01509

2.0 POLICY

2.1 The Oak Harbor Fire Department will establish, supervise, and maintain a safe and healthful working environment as it applies to non-combat conditions or to any emergency incident site.

2.2 Management will ensure compliance with The Accident Prevention Program and all safety and health regulations. Management includes all persons who supervise members/employees. The Accident Prevention Program will include, but is not limited to:

2.2.1 Programs for training members/employees in the fundamentals of injury prevention.

2.2.2 Procedures to be used by the Safety Officer and Incident Commander to ensure that emergency medical care is provided for members on duty.

2.2.3 Investigation and reporting of all incidents or injuries;

2.3 Oak Harbor Fire Department is responsible for providing suitable expertise from within the fire department, from equipment and apparatus manufacturers, or other suitable sources to comply with all testing requirements in WAC Chapter 296-305.

2.4 Members who are under the influence of alcohol or drugs cannot participate in any fire department operations or other functions. This rule does not apply to persons taking prescription drugs as directed by a physician or dentist provided such use does not endanger the worker or others.

2.5 Alcoholic beverages are not allowed in stations.

2.6 Oak Harbor Fire Department will develop and maintain a hazard communication program as required by WAC 296-800, which will provide information to all members/employees relative to hazardous chemicals or substances to which they are exposed, or may be routinely exposed to, in the course of their work.

2.7 Oak Harbor Fire Department will assure that members/employees who are expecting

to do interior structural fire fighting are physically capable of performing duties that may be assigned to them during emergencies, and will not permit members/employees with known physical limitations to participate unless he/she has been released by a physician to participate.

2.8 Management will include in annual positional and program performance reviews an evaluation on conformance with safety and health policies.

2.8.1 Agendas of meetings with subordinates will include safety and health issues and allow opportunity for discussion of new safety or health matters;

2.8.2 Consideration of complaints, concerns or reports over safety and health issues, incidents or near misses as potential opportunities to improve the Department's safety and health program.

2.8.3 Injury trends are studied and preventative measure prescribed.

2.9 Inspection of fire stations will be made at least quarterly and records maintained to ensure that stations are reasonably free of recognized hazards. These inspections will include, but not be limited to, tools, apparatus, extinguishers, protective equipment, and life safety equipment.

3.0 RESPONSIBILITIES

3.1 A Health and Safety Officer will be assigned. The Safety Officer has the overall responsibility for administering the department safety program.

The Health and Safety Officer, through the Fire Chief, will have the authority and responsibility to identify and recommend correction of safety and health hazards and act on all matters relating to the operation and administration of the Accident Prevention program.

a) Plan and coordinate safety activities.
b) Ensure safety training for all members/employees.
c) Ensure safety directives are complied with.
d) Ensure that records are kept.
e) Work closely with the safety committee.
f) Ensure injuries are investigated.
g) Devise corrective measures to prevent injuries.
h) Maintain a liaison with staff officers regarding recommended changes and methods to eliminate unsafe practices and reduce existing hazardous conditions.

3.2 The Infection Control Officer will be assigned and help administer the department's Emergency Medical Protection program.

3.3 The Respiratory Protection Program Supervisor, Oak Harbor Fire Department Maintenance Officer**,** will help administer the department's/district’s programs.

3.4 The Hearing Conservation Program will be coordinated by the City of Oak Harbor

Human Resources Department.

MEMBER'S/EMPLOYEE'S RESPONSIBILITY

1.0 REFERENCE
WAC 296-305-01511

2.0 POLICY

2.1 Members/employees will cooperate with management and other members/ employees in an attempt to eliminate injuries.

2.2 Members/employees will comply with the provisions of this document which are applicable to his/her own actions and conduct during his/her employment.

2.3 Members/employees must report hazardous conditions or unsafe work practices to the immediate supervisor or Safety Officer.

2.4 Members/employees will apply the principles of injury prevention in their work. They will use all required safety devices, personal protective equipment, and safety practices as provided and/or developed by management.

2.5 Members/employees will take proper care of all personal protective equipment.

2.6 Members/employees will attend, when on duty, required training and/or orientation programs designed to increase their competency in occupational safety and health.

2.7 Members/employees who are under the influence of alcohol or drugs cannot participate in any fire department operations or other functions. This rule does not apply to persons taking prescription drugs as directed by a physician or dentist provided such use does not endanger the worker or others.

FIRST AID TRAINING AND CERTIFICATION/ FIRST AID KITS

FIRST AID TRAINING ANDCERTIFICATION / FIRST AID KITS

1.0 REFERENCE

WAC 296-305-01515
WAC 296-305-01517
WAC 296-800-150

2.0 POLICY

2.1 All members/employees, except directors of fire departments and their designated personnel, will have as a minimum first-aid training as evidenced by a current, valid first-aid card, EMT, or First Responder certification.

2.2 New members/employees will have such first-aid training within 90 days of the date of their employment or enroll for training in the next available class for which they are eligible.

2.3 First-aid training and certification for other members/employees and directors of fire departments will conform to the requirements in Chapter 296-800-150.

2.4 Fire service duties include exposure to bloodborne pathogens. The requirement of this section and Chapter 296-62, Biological Agents Part J, will apply.

2.5 To assure the emergency medical care of the members/employees, there will be present at each emergency incident the items listed in WAC 296-305-01517(1).

2.6 All fire stations will maintain a first-aid kit with the items listed in WAC 296-305-01517(2).

2.7 All fire apparatus will contain a first-aid kit as described in Chapter 296-800-150.

2.8 All fire departments providing emergency medical services to the public will conform to the requirements of chapter 18.73 RCW Emergency Care and Transportation Services (and if applicable, Chapter 248-17 WAC, Ambulance Rules and Regulations) which require additional first-aid equipment.

2.9 First aid training, kits, and procedures will be in accordance with the requirements of the general safety and health standards (WAC 296-800-150).

a. First aid kit locations at this station:
   1. Station 81, Lobby (below front counter)
   2. On all department apparatus

2.10 Posters listing emergency numbers, procedures, etc., will be strategically located, such as on the first aid kit, at telephones, and in other areas where members/ employees have easy access.

3.0 RESPONSIBILITIES

3.1 The on-duty shift officer is designated to ensure that the first aid kits are properly maintained and stocked.

SAFETY ORIENTATION PROGRAM

Orientation of new members/employees, rehires, and those transferred from another section/unit within the Department will begin the first day on the new job. This program will provide an introduction of Department policies and rules and will include a thorough safety briefing. The orientation should include a tour of appropriate facilities to acquaint members/employees with their areas of responsibility.

The immediate supervisor of the member/employee will thoroughly instruct him/her in job safety requirements. A Safety Orientation checklist is provided for this purpose. The checklist must be completed by checking each item as it is covered, signing by the supervisor and member/employee, and returning it to Human Resources for placement into the member's/employee's file.

A safety orientation program describing the fire department's safety program includes, but is not limited to, the following:

a. How and when to report injuries, including instruction as to the location of first-aid facilities.

b. How to report unsafe conditions and practices.

c. The use and care of required personal protective equipment.

d. The proper actions to take in event of emergencies including the routes of exiting from areas during emergencies.

e. Identification of the hazardous gases, chemicals, or materials involved along with the instructions on the safe use and emergency action following accidental exposure.

f. A description of the department's total safety program.

g. An on-the-job review of the practices necessary to perform the initial job assignments in a "safe manner."

h. A description of disciplinary actions to be taken for failure to follow the rules.

i. Procedures to follow if exposed to bloodborne pathogens.

j. Proper procedures for lifting and back care.

k. Proper handling and use of power tools.

l. Rules and regulations regarding the use of vehicles in both emergency and non-emergency situations.

m. Potential exposure to trenching/shoring, confined space, and fall protection.

n. Use of respiratory equipment and the type of systems used.

o. The proper care, use, selection, and maintenance of personal protective equipment along with its limitations.

(See the Appendix, pages C1-2, for an example checklist)

SAFETY BULLETIN BOARD

A. Purpose: To increase employee's safety awareness and convey the department's safety message. If a proper place can be found for a bulletin board, this is a good tool.

B. The following items are required to be posted:

1. WISHA poster (F416-081-00) (required)

2. Industrial Insurance poster (F242-191-000) (required)

3 Wage and hour laws (F700-053-000) (required)

4. Citation and Notice (as appropriate)
If a Citation and Notice is received, it must be posted until all violations are abated.

5. Emergency Telephone Number Posted (as appropriate)

6. OSHA 300A Summary (required February 1 thru April 30 of each year)

C. Suggested Items:

1. Safety and health posters
2. Minutes of crew/leader safety meetings
3. Date, time, and place of next safety meeting
4. Information about any recent injuries
5. Safety awards/employee recognition
6. Hazard communication information
7. Pertinent safety concerns, news clippings, and other off-the-job items that may be of significant importance to members/employees.

SAFETY COMMITTEE

Oak Harbor Fire Department hereby establishes a Safety Committee to serve in an advisory capacity to the Fire Chief. The purpose of the Safety Committee is to assist in the detection and elimination of unsafe conditions and work procedures, review progress, make recommendations, and to keep lines of communication open to address safety issues. This committee is responsible for monitoring, but not the enforcement, of management's health and safety programs. *The safety committee is not a disciplinary board.*

- The Fire Chief shall appoint the Safety officer who will chair the Safety Committee.

- The Safety Committee will be composed of department/management-selected and member/employee-elected members, with the number of department/management-selected members not exceeding the number of member/employee-elected members. The Safety Committee will consist of three (3) member/employee-elected members and one (1) department/management-selected member.

- The Safety Committee will have an elected chairperson.

- The Safety Committee will meet quarterly. Safety Committee meetings will not be less than one hour. Special meetings may be held at the request of any member of the Committee, the Fire Chief, or the Safety Officer.

- Minutes will be taken of all safety meetings, and after review by the Safety Officer, the minutes will be conspicuously posted at all stations:

    1. Safety Bulletin Board, Station 81, West Wing

    2. Public Drive: \\ohfd\PUBLIC\FD NOTICES\SafetyCommittee

  (i) Minutes of each committee meeting will be prepared and filed for a period of at least one year and will be made available for review by noncompliance personnel of the division of industrial safety and health.

- All suggestions or complaints submitted by members/employees will be considered by the Safety Committee. ***(The "Suggestions & Complaints Report: Unsafe Conditions" form in the Appendix can be used for submittal of written suggestions/complaints to the safety committee for review.)*** All action recommendations from the Committee will be transmitted in writing to the Fire Chief. The Chief or his/her delegate will reply to the submitter and the Committee.

- The Safety Committee's responsibilities include, but are not limited to, the following:

    a. Identifying situations that may be a source of danger to members/employees.
    b. Investigating complaints of violations of the Safety Policy.
    c. Making recommendations to the Chief of the Department on matters reported to the committee and on rules and regulations promulgated by outside regulatory agencies.
    d. Evaluating safety rules and regulations established by the department to

comply with State mandates.

e. Reviewing the Annual Injury and Illness report for trends.
f. Reviewing the safety and health inspection reports to assist in correction of identified unsafe conditions or practices.
g. Evaluating the incident investigations conducted since the last meeting to determine if the cause of the unsafe acts or unsafe condition involved was properly identified and corrected.
h. Evaluating the accident and illness prevention program with a discussion of recommendations for improvement where indicated.
i. Identifying potentially dangerous or hazardous situations to the member/employee.
j. Making recommendations to the department and members/employees for the improvement of members'/employees' health and safety.
k. Recommending, maintaining, and monitoring management health and safety programs and procedures.
l. Considering forwarded reports from outside agencies addressing health and safety in order to make recommendations to management regarding safety and health issues.
m. Documenting the attendance and the subjects discussed.

INJURY AND ILLNESS REPORTS FOR FIRE FIGHTERS

1.0 REFERENCE

WAC 296-305-01501

2.0 POLICY

2.1 It is the policy of Oak Harbor Fire Department to provide and operate with the highest possible levels of safety and health for its members. Our primary considerations are the prevention and reduction of injuries and occupational illnesses and the Policies apply to all of our members and other persons who may be involved in Oak Harbor Fire Department activities.

2.2 Whenever an occupational incident causes injury or illness to a member or other employee, or whenever a member or other employee becomes aware of an illness apparently caused by occupational exposure, it will be the duty of such member or other employee, or someone on his/her behalf, to report the injury or illness to the immediate supervisor and/or command before the end of his/her shift but not later than twenty-four hours after the incident.

2.2.1 *Exception: In the event that symptoms of an occupational injury or illness are not apparent at the time of the incident, the member/employee must report the symptoms to the fire chief or deputy fire chief within forty-eight hours after becoming aware of the injury or illness.*

2.3 A report must be made within eight hours after a fatality or probable fatality of any member from a work-related incident or the inpatient hospitalization of one or more members as a result of a work-related incident. The immediate supervisor or command will orally report the fatality/multiple hospitalization by telephone or in person, to the nearest office of the Department of Labor and Industries (Mount Vernon, WA; 525 E. College Way, Mount Vernon, WA 98273. (360) 416-3000 or FAX (360) 416-3030**,** or call the OSHA toll free central number: 1-800-321-6742.

2.3.1 Policy 2.3 applies to each such fatality or hospitalization of two or more employees which occurs within thirty days of the incident.

2.3.2 *Exception: If the immediate supervisor or command officer does not learn of a reportable incident at the time it occurs and the incident would otherwise be reportable under subsection 2.3.1, the Department must make a report within eight hours of the time the incident is reported to any agent or member/employee of the Department.*

2.3.3 Each report must relate the following information:

- **2.3.3.1** Location of the incident
- **2.2.3.2** Time of the incident
- **2.3.3.3** Number of fatalities or hospitalized members/employees
- **2.3.3.4** Contact person
- **2.3.3.5** Phone number
- **2.3.3.6** A brief description of the incident

2.4 The Oak Harbor Fire Department Administrative Assistant will maintain records of occupational injuries and illnesses. Reportable cases include every occupational death, every occupational illness, or each injury that involved 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

2.5 Infection Control Officer will record occupational injury and illnesses on forms OSHA 301 - Supplementary Record Occupational Injuries and Illnesses and OSHA 300-Log summary

2.6 City of Oak Harbor Human Resources will post an annual summary of occupational injuries and illnesses on each stations safety bulletin board. This summary will consist of a copy of the year's totals from the Form OSHA No. 300A and the following information from that form: calendar year covered, company name, establishment name, establishment address, certification signature, title, and date. The summary will be completed and posted no later than February 1 and will remain in place until April 30.

3.0 DEFINITIONS

4.0 RESPONSIBILITY

4.1 The Safety Officer will ensure the reporting and record-keeping of injury and illnesses.

4.2 All members will comply with injury and illness protocols.

5.0 GUIDELINES

5.1 Where satellite stations maintain injury and illness reports, the records must be current within forty-five days. Where a central office maintains injury and illness reports, the records must be current within six days.

5.2 Near Misses.

5.2.1 All near-miss incidents (close calls) will be investigated.

5.2.2 Document the finding on the department incident report form.

5.2.3 Review the findings at the monthly safety meetings or sooner if the situation warrants.

6.0 ADDITIONAL REFERENCES

[Statutory Authority: RCW 49.17.010, .050, .060 96-11-067 (Order 94-27), 296-305-01501, filed 05/10/96, effective 01/01/97.]

7.0 APPENDIX

INCIDENT INVESTIGATION

1.1 REFERENCE
WAC 296-305-01503

2.0 POLICY

2.1 After the emergency actions following incidents that cause serious injuries that have immediate symptoms, a preliminary investigation of the cause of the incident will be conducted. The investigation will be conducted by a person designated by the Chief of the Department or the Department Safety Officer. The findings of the investigation will be documented for reference at any time following formal investigations.

2.1.2 Within eight hours after a fatality or probable fatality of any member from a work-related incident or the inpatient hospitalization of two or more members as a result of a work-related incident. The Commanding Officer will orally report the fatality/multiple hospitalization by telephone or in person, to the local Department of Labor and Industries office in Mount Vernon at (360) 416-3000 or call the OSHA toll free central number (1-800-321-6742).

2.1.3 Equipment involved in an incident resulting in an immediate or probably fatality will not be moved, until a representative of the consultation and compliance services division of the Department of Labor and Industries investigates the incident and releases such equipment, *except* where removal is essential to prevent further injury. When necessary to remove the victim, such equipment may be moved only to the extent of making possible such removal.

2.1.4 Upon arrival of the Department of Labor and Industries investigator, the Safety Officer or designee will assign as many personnel as are deemed necessary to assist the Department of Labor and Industries in conducting the investigation.

2.2 The Safety Officer will preserve all records, photographic materials, audio, video, recordings, or other documentation concerning an accident for a period of seven years (or as defined in the Washington State Archives records retention schedule).

2.3 Injury information will be shared with personnel as allowed.

3.0 DEFINITIONS
NA

4.0 RESPONSIBILITY

4.1 The duties of the Safety Officer include ensuring that all reportable incidents are investigated and reported.

4.2 The Safety Officer will be responsible to define corrective action. Time tables will be established as to when the corrective action will be completed. Every investigation should include an action plan.

4.3 The Safety Officer will ensure that incident reporting procedures are initiated as necessary per Department policy.

5.0 GUIDELINES

5.1 The purpose of an investigation is to find the cause of an incident and prevent further occurrences, not to fix blame. An unbiased approach is necessary to obtain objective findings.

5.1.1 Interview the injured party and available witnesses, as soon as possible, to determine the following:

a. Circumstances preceding and surrounding the incident - what were underlying and contributing causes, as well as immediate causes?
b. What physical hazards existed at the time of the incident, such as unprotected openings, or housekeeping, slippery surfaces, protruding nails, etc.?
c. Were defective tools, equipment or materials provided to workers - or were they improperly used?
d. Was personal protective equipment provided, was PPE defective, not used, or used improperly?
e. Did unsafe work practices contribute to the incident, including improper lifting or handling of materials?
f. What safety rules or safety training might have prevented the incident?
g. What unsafe conditions or unsafe actions were caused by a third party, i.e., another Department or a contractor?

5.1.2 If possible, interview injured individuals at the scene of the incident and "walk through" a re-enactment. Be careful not to repeat the act that caused the injury.

5.1.3 Privacy is important during interviews. Interview witnesses one at a time. Talk with anyone who has knowledge of the incident, even if they did not actually witness the mishap. Express sincere appreciation to anyone who helped with the investigation.

5.1.4 Record names, addresses and statements of witnesses. Consider taking signed, dated statements if facts are unclear or an element of controversy exists.

5.1.5 If a third party or defective product contributed to the incident, save any evidence. It could be critical to the recovery of claim costs.

5.1.6 In major incidents, use sketches, diagrams and photos to document details graphically. Take measurements when appropriate.

5.1.7 Define corrective actions that should be taken to prevent re-occurrence.

6.0 ADDITIONAL REFERENCES

CHEMICAL HAZARD COMMUNICATION PROGRAM

Purpose:

The purpose of a Chemical Hazard Communication Program is to ensure that the hazards of all chemicals used in the fire department is transmitted to affected fire departments/districts and members/employees before they use the products.

Procedure:

- Inventory Lists - Identify the hazardous chemicals in your workplace that are a potential physical or health hazard. Make an inventory of these hazardous chemicals; this list must be a part of your written program.
- MSDS - Make sure there is a material safety data sheet (MSDS) for each chemical and that the inventory list and labeling system reference the corresponding MSDS for each chemical.
- Labeling System - Each container entering the workplace must be properly labeled with the identity of the product, the hazard warning, and the name and address of the manufacturer.
- Information & Training - Determine appropriate ways in which to inform and train members/employees on specific chemicals in your workplace and their hazards.
- Written Program - Develop, implement and maintain a comprehensive written hazard communication program at the workplace, including provisions for container labeling, material safety data sheets, and member/employee training program.

Members/employees must be made aware of where hazardous chemicals are used in their work areas. They also must be informed of the requirements of the Hazard Communication Standard, the availability and location of the written program, the list of hazardous chemicals, and the material safety data sheets.

The code specifically requires employers (fire departments/districts) to train employees (members/employees) in the protective practices implements in their workplace, the labeling system used, how to obtain and use MSDSs, the physical and health hazards of the chemicals and the recognition, avoidance and prevention of accidental entrance of hazardous chemicals into the work environment.

CHEMICAL HAZARD COMMUNICATION PROGRAM

1.0 REFERENCE

WAC 296-305-01509

2.0 PROGRAM

2.1 This program was developed by Oak Harbor Fire Department to ensure the protection of its members/employees by providing information and training regarding the hazards and identities of the chemicals they may be potentially exposed to in the course of their work in the fire station, as well as the measures they can take to protect themselves. Each member/ employee will receive information regarding the department's Hazard Communication Program. In addition, those members/employees who are exposed (or potentially exposed) to hazardous chemicals as a result of their work duties in the fire station will receive additional information and training as required by this policy.

2.2 Members/employees will be trained in these procedures and are required to strictly adhere to them.

3.0 DEFINITIONS

3.1 Chemical means any element, chemical compound or mixture of elements and/or compounds.

3.2 Chemical manufacturer means an employer with a workplace where chemical(s) are produced for use or distribution.

3.3 Exposure or exposed means that an employee is subjected in the course of employment to a chemical that is a physical or health hazard, and includes potential (e.g. accidental or possible) exposure. "Subjected" in terms of health hazards includes any route of entry (*e.g.* inhalation, ingestion, skin contact or absorption).

3.4 Hazardous chemical means any chemical which is a physical hazard or a health hazard.

3.5 Health hazard means a chemical for which there is statistical significant evidence based on at least one study conducted in accordance with established scientific principles that acute or chronic health effects may occur in exposed members/employees. The term "health hazard" includes chemicals which are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatoxins, nephrotoxins, neurotoxins, agents which act on the hematopoietic system, and agents which damage the lungs, skin, eyes, or mucus membranes.

4.0 RESPONSIBILITIES

4.1 The Maintenance Officer is responsible for ensuring that necessary MSDS sheets are obtained and any new information is passed on to members/employees

4.2 Training and Maintenance Officers are responsible for training members/employees covered under this specific program

5.0 GUIDELINES

5.1 Container Labeling. Officers as designated in the written hazard communication program will ensure that all hazardous chemicals received in their area of responsibility are labeled to include the following:

a). The identity of the hazardous chemical(s) used on the MSDS,
b). the appropriate hazard warning, and
c). the name and address of the manufacturer.

5.2 Containers into which hazardous chemicals are transferred will be labeled, tagged or marked with the identity of the hazardous chemical(s), and hazard warnings. The identity may be any chemical or common name which is indicated on the MSDS and will permit cross-reference to be made among the list of hazardous chemicals, the label and the MSDS.

5.3 Material Safety Data Sheets (MSDSs). The MSDS is used to relay chemical hazard information from the manufacturer to the user and will be maintained at the workplace in which it is used. A copy of the written hazard communication program and applicable MSDSs will be kept at Station 81 Alarm Desk to ensure that members/employees can immediately access the information contained in these documents.

5.4 Training. All members/employee will be informed on both the hazard Communication Program and the requirements of this policy. Those members/employees who are directly exposed (or potentially exposed) to hazardous chemicals in the fire station will receive additional information and training on particular hazards of the chemical to which they are exposed or potentially exposed.

5.4.1 Exposed (or potentially exposed) member/employee training will include:
- a) Methods and observations that may be used to detect the presence or release of hazardous chemicals.
- b) Physical and health hazards of chemicals in the work area.
- c) Measures members/employees can take to protect themselves from the hazards.
- d) The details of this policy and written hazard communication program.

5.4.2 All members/employees will be informed of:
- a) The hazard communication standard requirements.
- b) Any operations in their work areas where hazardous chemicals are present.

Chemical Hazard Communication Checklist

1. Have we prepared a list of all the hazardous chemicals in our workplace?

2. Are we prepared to update our hazardous chemical list?

3. Have we obtained or developed a material safety data sheet for each hazardous chemical we use?

4. Have we developed a system to ensure that all incoming hazardous chemicals are checked for proper labels and data sheets?

5. Do we have procedures to ensure proper labeling or warning signs for containers that hold hazardous chemicals?

6. Are our members/employees aware of the specific information and training requirements of the Hazard Communication Standard?

7. Are our members/employees familiar with the different types of chemicals and the hazards associated with them?

8. Have our members/employees been informed of the hazards associated with performing non-routine tasks?

9. Do our members/employees understand how to detect the presence or release of hazardous chemicals in the workplace?

10. Are members/employees trained about proper work practices and personal protective equipment in relation to the hazardous chemicals in their work area?

11. Does our training program provide information on appropriate first aid emergency procedures and the likely symptoms of overexposure?

12. Does our training program include an explanation of labels and warning that are used in each work area?

13. Does the training describe where to obtain data sheets and how members/employees may use them?

14. Have we worked out a system to ensure that new members/employees are trained before beginning work?

15. Have we developed a system to identify new hazardous chemicals before they are introduced into a work area?

16. Do we have a system for informing members/employees when we learn of new hazards associated with a chemical we use?

EMERGENCY MEDICAL PROTECTION

Members/employees who perform emergency medical care or who otherwise may be exposed to blood or other body fluids, or to infectious diseases (tuberculosis) will be provided with appropriate personal protective equipment, training, and immunization for protection from potential exposure to communicable diseases.

- Oak Harbor Fire Department will have a written infection (exposure) control plan which clearly explains the intent, benefits, and purpose of the plan. The plan must cover the standards of exposure control such as establishing the infection control officer and all members affected; education and training; HBV vaccination requirements; documentation and record keeping; cleaning/disinfection of personnel and equipment; and exposure protocols.

- Oak Harbor Fire Department will establish a designated infection (exposure) control officer who will ensure that an adequate infection control plan is developed and all members/employees are trained and supervised on the plan.

    a. The infection control officer will be responsible for establishing personnel exposure protocols so that a process for dealing with exposures is in writing and available to all personnel.

    b. The infection control officer will institute the established exposure protocols immediately after report of an exposure.

- Oak Harbor Fire Department will establish a records system for members'/employees' health and training. Members/employees will be trained on the proper use of PPE, exposure protection, post exposure protocols, and disease modes of transmission as it is related to infectious diseases.

- Members/employees will be required to annually review the infectious disease plan, updates, protocols, and equipment used in the program.

- Oak Harbor Fire Department will comply with WAC 296-62-08001, Part J, Bloodborne Pathogens, in its entirety.

- Members/employees will wear a particulate respirator when entering areas occupied by individuals with suspected or confirmed tuberculosis TB, when performing high risk procedures on such individuals, or when transporting individuals with suspected or confirmed TB in a closed vehicle.

    a. A NIOSH-approved 95% efficient particulate air respirator is the minimum acceptable level of respiratory protection.

        i. Fit tests are required and will be done in accordance with WAC 296-62, Part E.

RESPIRATORY EQUIPMENT PROTECTION

It is the policy of Oak Harbor Fire Department **t**o provide and operate with the highest possible levels of safety and health for all members/employees. Oak Harbor Fire Department recognizes that the environments faced by its members/employees while fighting fires or while engaged in other emergency incidents may not always have atmospheres that will sustain life. Oak Harbor Fire Department hereby establishes a mandatory self-contained breathing apparatus (SCBA) rule. This rule will apply to all fire suppression activities where entry into smoke-filled environments is necessary. Where entry into unknown spaces could contain hazardous atmospheres, the air will be tested if possible; if not possible, the environment will be considered hostile and the mandatory SCBA rules implemented.

- Self-contained respiratory equipment (SCBA) will be available and used by all fire fighters who enter into hazardous atmospheres during structural firefighting activities.

- Members using SCBAs will operate in teams of two or more

- Oak Harbor Fire Department will adopt, maintain, and implement a written respiratory protection program that addresses the requirements of WAC 296-62, Part E, Respiratory protection and Part I-1, Asbestos, Tremolite, Anthophyllite, and Actinolite. This includes program administration, medical limitations, equipment limitations, equipment selection, inspection, use, maintenance, training, fit testing procedures, air quality, and program evaluation.

- Respirators will be provided for, and will be used by, all personnel working in areas where:
  i. The atmosphere is hazardous; or
  ii. The atmosphere is suspected of being hazardous; or
  iii. The atmosphere may rapidly become hazardous.

- Each new member will be fit tested before being permitted to use SCBA's in a hazardous atmosphere.

- Respirator fit test records will include:
  i. Written guidelines for the respirator fit testing program including pass/fail criteria;
  ii. Type of respirator tested including manufacturer, model, and size;
  iii. Type of fit test and instrumentation or equipment used;
  iv. Name or identification of test operator;
  v. Name of person tested;
  vi. Date of test; and
  vii. Results of test.

- Fire fighters will receive training for each type and manufacturer of respiratory equipment available for their use, the step-by-step procedure for donning the respirator and checking it for proper function. Required training will include the following:
  i. Recognizing hazards that may be encountered;
  ii. Understanding the components of the respirator;
  iii. Understanding the safety features and limitations of the respirator; and
  iv. Donning and doffing the respirator.

- Fire fighters will be thoroughly trained in accordance with the manufacturer's instructions on emergency procedures such as use of regulator bypass valve, corrective action for facepiece and breathing tube damage, and breathing directly from the regulator (where applicable).

- After completing such training, each fire fighter will practice at least quarterly, for each type and manufacture of respirator available for use, the step-by-step procedure for donning the respirator and checking it for proper function.

- Members will be tested at least annually on the knowledge of respiratory protection equipment operation, safety, organizational policies and procedures, and facepiece seals, to the fire department's standard. Such records will remain part of the member training file.

- Members will be allowed to use only the make, model, and size respirator for which they have passed a fit test within the last twelve months.

  (Note: Each fire fighter working in a hazardous area requiring the use of SCBA will wear and use a PASS device. PASS devices will meet the requirements of NFPA, Standard on Personal Alert Safety Systems (PASS) for Fire Fighters 1982, 1993 edition. See WAC 296-305-02017 *Personal alert safety system (PASS) protection)*

HEARING CONSERVATION PROGRAM

Oak Harbor Fire Department will administer a continuing effective hearing conservation program, as described in chapter 296-62 WAC, Part K, Hearing Conservation, except for WAC 296-62-09031(2)(b), whenever employees noise exposure equal or exceed an eight-hour time-weighted average (TWA) sound level of 85 decibels (dBA) measured on the A scale weighing at slow response or, equivalently, a noise dose of fifty percent.

- Noise levels in apparatus and in the station/work area will be determined by the Safety Officer for the purpose of the hearing conservation program.

- Hearing protection will be provided for and used by all members when exposed to an eight-hour time weighted average of 85 dBA or greater or when exposed to noise in excess of 115 dBA from power tools, engine warm ups, drafting, or other such activities, except in situations where the use of such protective equipment would create an additional hazard to the user such as in fire suppression.

- Oak Harbor Fire Department will institute a hearing conservation training program for all members/employees and will ensure their participation in such programs, meeting the minimum requirements specified in chapter 296-62 WAC, Part K.

- Oak Harbor Fire Department will provide training in the use and care of all hearing protectors provided to members/employees.

- The training program will be repeated annually for each member/employee included in the hearing conservation program.

    i. Information provided in the training program will be updated to be consistent with changes in protective equipment and work processes.

- For existing fire apparatus that cannot be brought into compliance, Oak Harbor Fire Department will be required to provide members with hearing protectors.

- Audiometric test will be performed by a licensed or certified audiologist, otolaryngologist, or other qualified physician, or by a technician who is certified by the council of accreditation in occupational hearing conservation. A technician who performs audiometric tests must be responsible to an audiologist, otolaryngologist or other qualified physician.

AUTOMOTIVE FIRE APPARATUS EQUIPMENT AND OPERATION
General Safety Guidelines

Safety procedures while riding in, operating, and maintaining fire apparatus vehicles include, but are not limited to, the following guidelines:

- All persons riding on fire apparatus must be seated and secured to the vehicle by seatbelts or safety harnesses at any time the vehicle is in motion.

- Standing while riding will be specifically prohibited.

- Riding on tailsteps or any other exposed position such as sidesteps or running boards will be specifically prohibited.

- No automotive fire apparatus equipment which has an obstructed view to the rear will be used in reverse gear unless the equipment has in operation a reverse signal alarm distinguishable from the surrounding noise level.

- Firefighting apparatus must be brought to a full stop before members/employees are allowed to step from the apparatus.

- Oak Harbor Fire Department will establish a training program and provide training to all operators of emergency vehicles in the operations of apparatus before they are designated as drivers of such apparatus. Once trained, all operators must familiarize themselves with any apparatus prior to operating such apparatus even for brief periods of time.

- Oak Harbor Fire Department will establish a written policy and procedure for staffed fire apparatus whereby the apparatus has a scheduled daily operational check. For unstaffed fire apparatus, a schedule appropriate to the department's activities will be established.

- Any item found to be in need of repair must be reported immediately to the department’s Maintenance Officer. If it is determined that the apparatus cannot be used in a safe manner, it must be taken out of service until it has been restored to a safe operating condition.

- A preventive maintenance program will be instituted and records maintained for each individual apparatus in order to record and track potential or on-going problems.

Additional Reference:
Washington State Association of Fire Chiefs - Emergency Vehicle Incident Prevention (EVIP) program.

FIRE TRAINING
General Guidelines

All members/employees who engage in emergency operations will be trained commensurate with their duties and responsibilities. Training will be as frequent as necessary to ensure that members/employees can perform their assigned duties in a safe and competent manner but will not be less than the frequencies specified in this policy. Training may include, but is not limited to, the following:

- All members will be provided with training at least annually. Oak Harbor Fire Department will assure that training and education is conducted more frequently if needed to assure that each member is able to perform the member's assigned duties and functions satisfactorily and in a safe manner so as not to endanger other members/employees.

- Members/employees expected to engage in interior structure firefighting will be provided live fire training, including adequate training in safety, protective breathing apparatus, fire hose, nozzles and fire streams, ladders, and rescue as defined by department standards.

    i. Members who are expected to perform interior structural firefighting will be provided with an education session or training at least quarterly.

    ii. A safety officer will be appointed for all live fire training evolutions.

    iii. One person will be designated to control the materials being burned and to ignite the training fire in the presence and under the direction of the safety officer. This person will not be a student and will wear full protective clothing, including SCBA.

    iv. Strict safety practices will be applied to all structures selected for live fire training evolutions. NFPA 1403 Live Fire Training will be used as a guide.

    v. Supervisors at the training evolution will maintain an awareness of the condition of members operating within the span of their control. They will ensure adequate steps are taken to provide for the safety and health of the participants and relief or reassignment of fatigued persons.

- Fire fighters will be trained in the function, donning and doffing, care, use, inspection, maintenance and limitations of the equipment assigned to them or available for their use.

- When fire fighters are engaged in training above the ten-foot level where use of life lines or similar activities are to be undertaken, a safety net will be erected or other approved secondary means of fall protection such as recommended in chapter 296-155 WAC, Part C-1, Fall restraint and fall arrest, will be used in lieu of nets.

- Training will be provided to fire fighters and officers in order that they will be knowledgeable in the identification and handling of asbestos containing materials likely

to be encountered during a fire response.

FIRE STATION FACILITIES
General Guidelines

- Wear eye protection when charging, changing or adding fluid to storage batteries. (Personnel that will be charging storage batteries must be qualified to perform this function by the Maintenance Officer).

- Do not disinfect clothing or equipment in fire station kitchen, living, sleeping, or personal hygiene areas.

- Do not decontaminate or disinfect protective clothing or equipment in any kitchen, living, sleeping, or personal hygiene area.

- Do not store reusable emergency medical supplies and equipment, protective clothing, and protective equipment in kitchen, living, sleeping, or personal hygiene areas, or in personal clothing lockers.

- Maintain three feet of clearance around apparatus parked within the station where the station's width permits.

- Keep the station's apparatus floors free of grease, oil, water and tripping hazards.

- Do not use Class I or Class II flammable liquids for cleaning purposes to remove grease or dirt from apparatus.

- Wear approved head protection in the hose tower whenever hose handling/hanging operations are taking place.

- Use goggles or face shields when grinding with abrasive wheels or grinders.

- Use work rests on bench mounted abrasive wheel grinders to support the work. Keep work rests adjusted sufficiently close to the wheel with a maximum opening of one-eighth inch to prevent the work from being jammed between the wheel and the rest. Do not adjust the work rest while the wheel is turning.

- Properly dispose of or completely evaporate any spillage of oil or fuel and replace the fuel tank cap before restarting engine.

APPENDIX

FIRST-AID KITS

WAC 296-305-01517 First-aid kits.

(1) To assure the emergency medical care of the fire fighters, there will be present at each emergency incident at least the following items:

1 (one) utility scissors, EMT-type
1 CPR barrier
3 (three) rolls 1 inch adhesive tape
6 (six) 4" x 4" sterile, individually wrapped gauze pads
4 (four) combination pads, sterile, individually wrapped
4 (four) soft roller bandages, assorted size, sterile, individually wrapped cling type
2 (two) burn sheets, sterile, individually wrapped
2 (two) triangular bandages
1 (one) multi-trauma dressing, sterile
2 (two) supply disposable gloves
2 (two) wire splints or equivalent

(2) All fire stations will maintain a first-aid kit. The kit will contain at least the following items:

6 (six) 4" x 4" sterile, individually wrapped gauze pads
4 (four) combination pads, sterile, individually wrapped
2 (two) rolls 1 inch adhesive tape
4 (four) soft roller bandages, assorted size, sterile, individually wrapped cling type
2 (two) triangular bandages
1 (one) utility scissors, EMT-type
1 (one) pair tweezers
1 (one) package assorted adhesive bandages

WAC 296-800-150 Rule summary.

Your responsibility: Make sure first-aid trained personnel are available to provide quick and effective first aid.

You must:

- Make sure that first-aid trained personnel are available to provide quick and effective first aid. *WAC 246-800-15005 [296-800-15005].*
- Make sure appropriate first-aid supplies are readily available. *WAC 296-800-15020.*
- Make sure emergency washing facilities are functional and readily accessible. *WAC 296-800-15030.*
- Inspect and activate your emergency washing facilities. *WAC 296-800-15035.*
- Make sure supplemental flushing equipment provides sufficient water. *WAC 296-800-15040.*

Chemical Hazard Communication Program

A. Department Policy

Oak Harbor Fire Department is committed to the prevention of exposures that result in injury and/or illness; and to comply with all applicable state health and safety rules. To make sure that all affected employees know about information concerning the dangers of all hazardous chemicals used by Oak Harbor Fire Department the following hazardous chemical communication program has been established.
All work units of Oak Harbor Fire Department will participate in the hazard communication program. This written program will be available in the Department Library and an electronic copy is on the public drive for review by any interested employee.

B. Container Labeling

The Maintenance Officer will verify that all chemicals received for use will be clearly labeled as to the contents. Note the appropriate hazard warning and list the name and address of the manufacturer.

The Maintenance Officer will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with labels that have identity and the appropriate hazard warning. For help with labeling, see the Maintenance Officer or Deputy Chief.

The Maintenance Officer will review the Department's labeling procedures every quarter and update as required.

C. Material Safety Data Sheets (MSDS)

The Department's Safety Officer is responsible to establish and monitor Oak Harbor Fire Department's MSDS program. This person will make sure procedures are developed to obtain the necessary MSDSs and will review incoming MSDSs for new or significant health and safety information. This person will see that any new information is passed on to affected members/employees.

On online database is available at the Oak Harbor Fire Department's Alarm Desk computer, a link is saved to the computers desktop to: http://www.osha.gov/chemicaldata/

Copies of MSDSs for all hazardous chemicals in use will be kept in the Station 81 Shop and Shed. MSDSs will be available to all employees during each work shift. If an MSDS is not available or a new chemical in use does not have an MSDS, immediately contact the Maintenance Officer or Safety Officer.

D. Employee Information and Training

The Training Officer is responsible for the employee training program.

The procedures for how members/employees will be informed and trained are as follows: The Training Officer will make sure that before starting work, each new employee of Oak Harbor Fire Department will attend a health and safety orientation that includes information and training on the following:

- An overview of the requirements contained in the Hazard Communication Standard.
- Hazardous chemicals present at his or her work places.
- Physical and health risks of the hazardous chemical.
- The symptoms of overexposure.
- How to determine the presence or release of hazardous chemicals in his or her work area.
- How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices, and personal protective equipment.
- Steps the employer has taken to reduce or prevent exposure to hazardous chemicals.
- Procedures to follow if employees are overexposed to hazardous chemicals.
- How to read labels and review MSDSs to obtain hazard information.
- Location of the MSDS file and written hazard communication program.
- An overview of the requirements contained in the Hazard Communication Standard.

Before introducing a new chemical hazard into any section of this employer, each employee in that section will be given information and training as outlined above for the new chemical.

E. Hazardous non-routine tasks

Periodically, employees are required to perform hazardous non-routine tasks. (Some examples of non-routine tasks are confined space entry, tank cleaning, and painting reactor vessels.) Non-routine tasks that are performed at Oak Harbor Fire Department include:

1. *(Add any non-routine tasks performed by employees)*

2. *(Add any non-routine tasks performed by employees)*

Prior to starting work on such projects, each affected employee will be given information by the Maintenance Officer about the hazardous chemicals he or she may encounter during these activities:
(For each activity, list the specific chemical hazards, protective and safety measures the employee can use, and the steps the employer has taken to reduce the hazards, including ventilation, respirators, presence of another employee, and emergency procedures.)

(For each non-routine task identified, list the information indicated above.)

G. List of hazardous chemicals

The following is a list of all known hazardous chemicals used by our employees. Further information on each chemical may be obtained by reviewing MSDSs located in the Station 81 Shop and Station 81 Shed.

MSDS identity:

(Here is where you put the chemical list developed during the inventory. Arrange this list so that you are able to cross-reference it with your MSDS file and the labels on your containers.)
The criteria (e.g., label warnings, MSDS information, etc.) used to evaluate the chemicals are:
(Include a description of a plan for how you will update the list.)

Chemical Name	Manufacturer	Location Used
(Insert information here)	*(Insert information here)*	*(Insert information here)*

GUIDE FOR PREPARING THE HAZARDOUS CHEMICALS LIST

1. Inventory all the chemicals in your workplace. List the chemicals by the area or process. A complete listing of your hazardous chemicals will be the basis for your Hazardous Communication Training Program.

2. Identify all chemicals that present a physical or health hazard. Words on the label, such as CAUTION, WARNING, or DANGER usually indicate a hazardous chemical.

   The following is a partial list of types of chemical products that are usually hazardous:

Acid	Fuels
Adhesives	Lacquers
Aerosols	Paints
Battery Fluid	Pesticides
Industrial Janitorial Supplies	Solvents
Office Copier Chemicals	Varnishes

3. When using household type consumer products in a manner similar to which they are used by a consumer at home, thus resulting in levels of exposure comparable to consumer exposure, they should not be included. For example, it is not necessary to list a can of cleanser used to clean the sink in the break room. The following is a list of some products that should not be included in the inventory:

Paper Correction Fluid	Polaroid Film
Comet, Ajax	35mm film
Ink Pens	Windex
Ink Stamp Pads	Elmer's Glue
Furniture Cleaner, Polish	

Hazardous Substances Orientation Checklist

Member/Employee Name: _____

ID: _____ Date started: _____

Trainer Name: _____

This checklist is to inform members/employees of Oak Harbor Fire Department of its Hazard Communication Program. Place a check in each box to indicate that the subject has been covered.

The following information must be reviewed with the member/employee:

- ☐ 1. The purpose of the hazard communication standard is to require chemical manufacturers or importers to assess the hazards of chemicals they produce or import. All fire departments/districts must provide information to their members/employees about the hazardous chemicals to which they may be exposed.
- ☐ 2. Members/employees must be informed about the hazard communication program, labels and other forms of warning, and material safety data sheets, and they must have training on the hazardous substances they may encounter.
- ☐ 3. The Maintenance Officer has reviewed the hazardous chemical list with the employee.
- ☐ 4. The Safety Officer has shown the member/employee the following:
  - ☐ Location of hazardous chemicals within the member's/employee's work site.
  - ☐ Location of the written Hazard Communication Program.
  - ☐ Location of the material safety data sheets for all hazardous chemicals in the member's/employee's assigned work area.
  - ☐ Location of the list of person(s) trained and authorized to handle the hazardous chemicals.

The signature below documents that the appropriate elements have been talked over to the satisfaction of both parties and that both the Safety Officer and the member/employee accept responsibility for maintaining a safe and healthful work environment.

Safety Officer's signature: _____ Date: _____

Member's/employee's signature: _____ Date: _____

- NOTE TO SUPERVISOR: If this member/employee is expected to actually handle chemicals, please notify the Training Officer for training before he/she begins actual work.

OAK HARBOR FIRE DEPARTMENT
SAFETY ORIENTATION CHECKLIST

Member/Employee Name: _____

Date Hired: _____

This checklist is a guideline for conducting safety orientations for members/employees new to the Oak Harbor Fire Department. It is to be signed by both supervisor and member/employee. The completed checklist will be placed in the individual's personnel record.

Check to indicate that the subject has been covered:

☐ Explain the department safety program and City policies, including:
- a. Department Safety and Health Policy
- b. Accident Prevention Program
- c. Injury/incident reporting and investigation
- d. How to report unsafe conditions and practices
- e. Function of the Safety Committee and Safety Meetings

☐ Explain the department personal protective equipment policy, including:
- a. Job requirements
- b. Use, maintenance, care and selection
- c. Training

☐ Line of communication and responsibility for immediately reporting incidents. Report all illnesses/injuries to supervisor immediately.

☐ Review of potential hazards for specific job and duties.

☐ Pertinent safety rules of the Department/City and Washington State Safety and Health Codes.

☐ First aid supplies, equipment, and training:
- a. Obtaining treatment
- b. Location of facilities
- c. Location and names of first aiders

☐ Emergency plan:
- a. Exit locations and evacuation routes
- b. Location and use of firefighting equipment (extinguishers, hose)
- c. Specific procedures (medical, fire, bomb threat, earthquake)

☐ Hazard Communication Program, to include the hazardous material that will be used by the member/employee. Each new member/employee orientation will include the following information and training:

a. An overview of the requirements contained in the Hazard Communication Standard. (Right to Know)
b. Hazardous chemicals present at his/her workplace(s).
c. Physical and health risks of the hazardous chemicals.
d. The symptoms of overexposure.
e. How to determine the presence or release of hazardous chemicals in the work area.
f. How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices, and personal protective equipment.
g. Steps the department has taken to reduce or prevent exposure to hazardous chemicals.
h. Procedures to follow if members/employees are overexposed to hazardous chemicals.
j. How to read labels and review MSDSs to obtain hazard information.
k. Location of the MSDS file and written hazard communication program.

☐ Vehicle safety:
a. Use of seat belts
b. Departmental procedures
c. Reporting of vehicle accidents

☐ Personal work habits:
a. Good housekeeping practices, and electrical safety
b. Proper ergonomic techniques - lifting, computer work
c. Smoking policy
d. Inattention and safety
e. Serious consequences of horseplay and fighting
f. Member/employee responsibilities

Note to Member/Employee: <u>DO NOT SIGN</u> unless ALL items are covered and ALL questions are satisfactorily answered.

The signatures below document that the appropriate elements have been discussed to the satisfaction of both parties, and that both the supervisor and member/employee accept responsibility for maintaining a safe and healthful work environment.

_____ _____
Date Supervisor's Signature

_____ _____
Date Member's/Employee's Signature

OAK HARBOR FIRE DEPARTMENT
Safety Committee Meeting Minutes

Meeting Date:

Meeting Place:

Members Present (Sign in):

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Minutes From Last Meeting: Approved/Disapproved

(Changes: Enter changes to minutes if appropriate)

Old Business:

(1. Enter any items that were left open from the last meeting and what actions have been taken to close the item.)

(2. Any action item that has not been completed will be carried forward to each meeting until completed or until the committee votes to delete it.)

New Business:

(Member/Employee Agenda Items)
(Department/Management Agenda Items)

Reportable Incidents/Injuries/Illnesses since last meeting

(Enter information on the committee's review of any Report of Injury and Investigation received since the last meeting. Include any additional recommendations or corrections.)

Safety and Health Inspections since last meeting

(Enter information on the committee's review of any supervisor or manager safety and health inspection received since the last meeting. Include any additional recommendations or correction.)

Suggestions/Complaints/Hazard Reports since last meeting

(Enter information on the committee's review of any suggestions, complaints, or hazard reports received since the last meeting. Include any additional recommendations or corrections.)

Secretary: s/_____

Minutes Approved: _____ _____
(Initials) (Date)

Approved for Posting: _____ _____
(Fire Chief) **(Date)**

MEMBER'S/EMPLOYEE'S REPORT OF INJURY FORM

Instructions: Your members/employees may use this form to report all work related injuries, illnesses, or "near miss" events (which could have caused an injury or illness) – *no matter how minor*. This helps you to identify and correct hazards before they cause serious injuries. This form should be completed by members/employees as soon as possible and given to a supervisor for further action.

I am reporting a work related: ❑ Injury ❑ Illness ❑ Near miss	
Your Name:	
Job title:	
Supervisor:	
Have you told your supervisor about this Injury/near miss? ❑ Yes ❑ No	
Date of Incident/near miss:	Time of Incident/near miss:
Names of witnesses (if any):	
Where, exactly, did it happen?	
What were you doing at the time?	
Describe step by step what led up to the Injury/near miss. (continue on the back if necessary):	
What could have been done to prevent this Injury/near miss?	
What parts of your body were injured? If a near miss, how could you have been hurt?	
Did you see a doctor about this injury/illness? ❑ Yes ❑ No	
If yes, whom did you see?	Doctor's phone number:
Date:	Time:
Has this part of your body been injured before? ❑ Yes ❑ No	
If yes, when?	Employer:
Your signature (optional):	Date:

INCIDENT INVESTIGATION REPORT #1

(To be completed by supervisor)

Who was involved in the incident? _____

When did the incident occur?

Where did the incident occur?

Please describe the site of the incident, especially noting any physical conditions which may have contributed to the incident:

Witnesses:

Please describe in detail what happened:

Why did the incident occur? Please describe in detail the cause of the incident.

How can similar illness/injury be prevented in the future?

Other comments:

Date Employee's Signature

Supervisor's Signature

INCIDENT INVESTIGATION REPORT #2

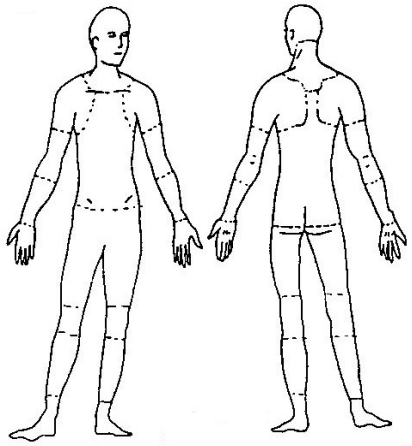
Instructions: Complete this form as soon as possible after an Incident that results in serious injury or illness. (Optional: Use to investigate a minor injury or near miss that *could have resulted in a serious injury or illness*.)

This is a report of a: ❑ Death ❑ Lost Time ❑ Dr. Visit Only ❑ First Aid Only ❑ Near Miss	
Date of incident:	This report is made by: ❑ Employee ❑ Supervisor ❑ Team ❑ Final Report

Step 1: Injured employee (complete this part for each injured employee)

Name:	Sex: ❑ Male ❑ Female	Age:
Department:	Job title at time of Incident:	

Part of body affected: (shade all that apply)



Nature of injury: (most serious one)
- ❑ Abrasion, scrapes
- ❑ Amputation
- ❑ Broken bone
- ❑ Bruise
- ❑ Burn (heat)
- ❑ Burn (chemical)
- ❑ Concussion (to the head)
- ❑ Crushing Injury
- ❑ Cut, laceration, puncture
- ❑ Hernia
- ❑ Illness
- ❑ Sprain, strain
- ❑ Damage to a body system: (e.g.: nervous, respiratory, or circulatory systems)
- ❑ Other _____

This employee works:
- ❑ Regular full time
- ❑ Regular part time
- ❑ Seasonal
- ❑ Temporary

Months with this employer

Months doing this job:

Step 2: Describe the Incident

Exact location of the Incident:	Exact time:

What part of employee's workday? ❑ Entering or leaving work ❑ Doing normal work activities ❑ During meal period ❑ During break ❑ Working overtime ❑ Other

Names of witnesses (if any):

Number of attachments:	Written witness statements:	Photographs:	Maps / drawings:

What personal protective equipment was being used (if any)?

Describe, step-by-step the events that led up to the injury. Include names of any machines, parts, objects, tools, materials and other important details.

Description continued on attached sheets: ❑

Step 3: Why did the Incident happen?

Unsafe workplace conditions: (Check all that apply)	Unsafe acts by people: (Check all that apply)
❑ Inadequate guard	❑ Operating without permission
❑ Unguarded hazard	❑ Operating at unsafe speed
❑ Safety device is defective	❑ Servicing equipment that has power to it
❑ Tool or equipment defective	❑ Making a safety device inoperative
❑ Workstation layout is hazardous	❑ Using defective equipment
❑ Unsafe lighting	❑ Using equipment in an unapproved way
❑ Unsafe ventilation	❑ Unsafe lifting by hand
❑ Lack of needed personal protective equipment	❑ Taking an unsafe position or posture
❑ Lack of appropriate equipment / tools	❑ Distraction, teasing, horseplay
❑ Unsafe clothing	❑ Failure to wear personal protective equipment
❑ No training or insufficient training	❑ Failure to use the available equipment / tools
❑ Other: _____	❑ Other: _____

Why did the unsafe conditions exist?

Why did the unsafe acts occur?

Is there a reward (such as “the job can be done more quickly”, or “the product is less likely to be damaged”) that may have encouraged the unsafe conditions or acts? ❑ Yes ❑ No
If yes, describe:

Were the unsafe acts or conditions reported prior to the Incident? ❑ Yes ❑ No

Have there been similar Incidents or near misses prior to this one? ❑ Yes ❑ No

Step 4: How can future Incidents be prevented?

What changes do you suggest to prevent this Incident/near miss from happening again?

❑ Stop this activity ❑ Guard the hazard ❑ Train the employee(s) ❑ Train the supervisor(s)

❑ Redesign task steps ❑ Redesign work station ❑ Write a new policy/rule ❑ Enforce existing policy

❑ Routinely inspect for the hazard ❑ Personal Protective Equipment ❑ Other: _____

What should be (or has been) done to carry out the suggestion(s) checked above?

Description continued on attached sheets: ❑

Step 5: Who completed and reviewed this form? (Please Print)

Written by: Department:	Title: Date:
Names of investigation team members:	
Reviewed by:	Title: Date:

Checklist When Reporting to Labor & Industries

(Use for fatalities or for hospitalization of two or more members/employees ONLY)

Date of Incident _____ Time of Incident _____ a.m./p.m.

Time Reported to L & I (Must be within 8 hours) _____ a.m./p.m.

Nature of Incident

Names of Member(s):

If fatality, have next of kin been advised? ☐ Yes ☐ No

Has investigator been assigned? ☐ Yes ☐ No

Has scene been photographed or video taped? ☐ Yes ☐ No

Was equipment moved prior to arrival of L & I? ☐ Yes ☐ No

Reporting Officer s/ _____

Initials of Safety Officer _____

Date of Reporting _____

SAFETY AND HEALTH CONSIDERATIONS OF FIRE STATIONS

There are several ways to examine a fire or EMS station in terms of safety and health.

APPROACH 1:

The conventional approach is to consider each space and the specific hazards related to that space. This approach lends itself to a design checklist or system of inspection. Each station can be divided into specific areas. For the purpose of this manual, specific areas of the station are identified below.

Station Building Areas

A. Station Grounds
   1. Driveways
   2. Training Areas
   3. Testing Pits

B. General Station Interior
   1. Public Areas
   2. Office/Work/Watch Areas
   3. Kitchen
   4. Quarters/Toilets/Showers

C. Laundry and Decontamination Areas

D. Exercise/Gym Area

E. Support Areas (Storage, Mechanical-Electrical Spaces, Shops)

F. Apparatus Bays

G. Special Areas
   1. Hose Towers
   2. Rappel Towers/Training

APPROACH 2:

A second approach to address station safety and health is to identify specific safety and health concerns. As would be expected, certain hazards are common to more than one area of the station. Thus, design solutions for one area may also be applied to other areas of the station. Of course, it is understood that some hazards are specific to certain station areas. One advantage of this approach is that it allows matching applicable regulations and code to specific hazards (many regulations and codes are non-area specific).

1. ELECTROCUTION/SHOCK HAZARDS

Nature of the Hazard. The possibility of electrocution exists wherever an electrical current contacts a person, usually through media such as water, wire, or other conductive mediums. Pathways for electric current may be confined to the limbs that contact the live circuit or more critically, the current may pass through the body, as in the case of hand-to-hand or hand-to-foot contact. This pathway has the most critical effect on heart function. About 10% of the current from a hand-to-foot pathway flows through the heart. Since many processes within the body are mediated and controlled by electrical activity, external voltage can affect individuals, resulting in a number of conditions. Threshold currents which cause these conditions range from 0.35 milliamperes (mA) generated by touching an improperly grounded appliance usually resulting in a tingling sensation to 100 mA from contact with a live electric power line, and may result in head convulsions.

Extent of Problem at the Station. Several possible sources of electrocution arise in fire stations and older buildings:

1. Wiring may be exposed, not be encased in conduit, be chewed by animals, exposed, or otherwise frayed through age;
2. Waterproof covers may be missing or outlets not at a proper height above ground;
3. Electric power tools and outlets become ungrounded or are improperly used;
4. Power lines in or around the station may be damaged or fall to the ground and come into contact with station personnel;
5. Water contained in tankers and other firefighting apparatus may leak onto the floor when tank seals age; any electrical device that comes into contact with this water can electrocute/shock an individual in and around the apparatus bays;
6. Fire fighters extending electrical lines without following codes; and
7. Older fire/EMS stations not being able to meet today's increased electrical demands.

The most common source of electrical hazards in the fire station is maintenance once the systems are installed. Proximity of above-ground utility lines constitute electrical hazards when close to the station aerial ladders or towers. A number of firefighters have been seriously injured, one fatally, as the result of contacting an overhead power line at the station with an aluminum ground ladder in the past several years.

Relevant Regulations and Standards. The following are some of the regulations and standards that apply to this area:

- locally adopted building and fire codes
- WAC 296-24-95603 Electrical protective devices
- WAC 296-24-95605 General requirements for electrical systems
- WAC 296-24-95607 Wire design and protection
- WAC 296-24-95609 Wiring methods, components, and equipment for general use
- NFPA 70, *National Electrical Code*
- NFPA 70E, *Electrical Safety Requirements for Employee Workplaces*

Preventative Design Requirements. Electric shock injuries can be reduced by protecting personnel, selecting and maintaining appropriate equipment, and most importantly for this manual, designing the station or equipment to minimize the possibility of contact with electricity. Specific station design requirements include:

All Areas:

1. Ground all station electrical outlets and connect to an electrical panel with circuit breaker, sized to handle the load on that circuit. Make sure that circuit breakers are clearly identified on the panel by function or area of coverage with a simple list on the panel door or a numbered facility diagram on the wall next to the panel.

2. Keep the main electrical panel area clear and free of storage. As with any facility, openings in the panel cover should be properly enclosed to avoid live parts from being exposed.

3. Ensure that all receptacles and junction boxes are covered with appropriate plates.

4. Install ground fault interrupt circuits - GFI (designed to interrupt the current during a ground fault to reduce the time a person is in contact with it) in areas that are wet or could be wet, such as bathrooms, apparatus bays, boiler rooms, roofs, outside lighting circuits, and kitchens. Since receptacles can become damaged and wear out, periodically use a circuit tester, including a GFI tester, to ascertain their condition.

5. Do not rely on the frequent use of extension cords instead of fixed wiring. Add additional outlets as electrical needs are identified.

6. Protect light bulbs from physical damage when located within seven feet of the floor. Protection can be in the form of bulb sleeves or covers or plastic lenses.

7. Follow WISHA's lockout/tagout standard or NFPA 70E, *Standard for Electrical Safety Requirements for Employee Workplaces,* when are personnel working on energized circuits or de-energized fixed equipment.

Station Grounds

1. Ensure that utility poles (as obvious as this seems) are placed at least 10' to 15' away from vehicle maneuvering areas to reduce the possibility of collisions and the dropping of "hot" lines onto the vehicle or building. Large pumps located on the apparatus bumper may project up to three feet beyond the visible end of the vehicle. They can easily be missed when turning and come into contact with power poles.

2. Protect ground mounted transformers from impacts (Uniform Electrical Code) when placed within ten feet of driveways, or parking lots. A one hour fire resistive wall must be built to protect buildings or openings in them when occupants could be electrocuted, or burned by a damaged or failed transformer.

Support Areas

1. Ensure that all electrical powered tools or equipment are installed to prevent an electrical shock to the user. Most portable or fixed equipment comes with a ground prong (pin) on the male attachment plug to provide a continuous path to ground if hazardous voltage escapes from the machine or equipment. If this prong is missing, the individual operating the tool or equipment may become the path to ground and receive a fatal electric shock. Often these prongs get cut off or break off from use. They do not last as long as the hot and neutral prongs. When worn or missing, replace with UL-listed prongs that are compatible with the cord and the use of the equipment.

2. Do not use 3 prong to 2 prong adapters ("cheater" plugs) to operate any equipment (cheater plugs are designed for allowing three prong plugs to fit into two prong outlets). NOTE: This requirement is not necessary if all station outlets are properly grounded as required in item 2 above.

3. Design all block heater coaxial cords to feed from an overhead location, with a reinforced flexible connection to a junction box. Floor mounted cords can cause electrocution or become a tripping hazard.

4. Install an alarm-activated service disconnect of all fixed cooking devices for all new stations containing a kitchen and remodeled station kitchens. These devices shut off appliances when station personnel are mobilized by the alarm.

2. SLIPS AND FALLS

Nature of the Hazard. Personnel slips and falls occur when individuals lose balance or traction due to surfaces which are wet, uneven, or have poor traction, footwear that does not provide adequate slip resistance, or heights which unguarded. A variety of injuries can occur from these Incidents. While most slips and falls result in strains, sprains, and broken bones, many can lead to debilitating injuries such as chronic lower back injury or even death.

Extent of Problem at the Station. Falls within fire stations or on station grounds account for the largest number of reported injuries within the fire service (excluding incident falls). Most occur during a response or training activities where rapid movements are required. Falls occur when a change of direction is required or where collisions with other personnel is possible, due to poor hallway layout, or where blind spots exist in the response line. Many areas of the station are prone to falling and slipping hazards such as:

- Standing liquid on apparatus bay floors
- Limited maneuvering space between apparatus
- Crowded corridors and exits during response
- High step and improper rail design for some apparatus
- Poor tread design and lack of guard rail for stairways

- Lifting wet hose for suspension in the hose tower

- Working around crowded docks or piers in marine settings

Elevated floor areas that have open sides require guard rails when the fall distance is greater than four feet (depending on local building code). The probability of a fall resulting in traumatic injuries increases as the height increases and when the area below is a nonflexible surface such as hard-packed earth, concrete or asphalt. The fatality rate increases dramatically at a 10-foot fall distance, according to OSHA statistics. Areas commonly in need of guard rails are hose tower platforms, storage areas, stairwell landings, outside areas such as decks, and possibly building roofs if the area is often used for training (including training towers). Guard rails form a system designed to prevent accidental falls.

A vertical hose tower hangs wet hose, folded in half, a distance of 25 feet. The hose generally is designed to be hung above head level on the bottom of the tower, which adds six to ten feet. The resulting height of the hose tower is 31 to 35 feet or more. The steel ladder going up the inside of the tower to provide access to the hose is 25 to 35 feet long. WISHA has detailed specifications for straight rail ladders (see next page).

Station Interiors

1. Require that access from the crew quarters to the apparatus bays be in a generally straight line with one or more access points provided.
2. Avoid access hallways with turns or hallways that collect in a "T" or "X" crossing condition.
3. Place access points in the apparatus bays which are near the front or rear of the bays. Place bunker gear lockers/storage at right angles to these access points to allow sufficient room for responding to firemen to dress and not impede others.
4. If possible, locate support and storage areas on the same level as the living and working spaces. The logic of this is often overlooked in both new or older stations. Support or storage areas that require the use of stairs to access mezzanine or loft areas, should be avoided. Falls occur when occupants carry items to be stored during lifting operations where unprotected openings are used. Vision is restricted on stairways or on "ladders" while grasping onto storage items.
5. Three feet of clearance must be maintained (designed) around apparatus parked within the station, if permitted by the structure. Aisleways need to be established for spacing between apparatus much like the fire code requires aisle spaces in public assembly buildings, access to electrical panels, or aisle ways around high piled stock.
6. Use slip-resistant surfaces on apparatus bay floors where personnel would normally mount or dismount apparatus.

Stairways and Guardrails

1. Design guardrails with top rails at 42 inches, mid-rails at 21 inches, support posts at specified distances, and toe boards as needed. Guardrail construction should conform to WISHA specifications, but also check your local building ordinances.
2. Use non-slip finishes or treads on stair treads and the nosing (edge of the tread surface). Treads wear out and must be replaced as often as necessary to maintain a slip-resistance surface.
3. Use a color or hue on the edge of the stair tread (non-skid material) that contrasts with the rest of the tread.

4. Use contrasting colors for guardrails to make them clearly visible compared to the rest of the stairway.

3. EXPLOSIONS

Nature of the Hazard. Explosions occur when volatile vapors or gases come into contact with an ignition source or when pressurized cylinders rupture from overheating or physical breeches. Ignited gases send a front of flame and pressure in the area where gases have collected. Ruptured cylinders represent a physical or projectile like hazards. Both types of explosions are capable of causing severe personnel injury in the vicinity of the incident. Gas explosions can also ignite combustibles in adjacent areas, creating additional hazards.

Extent of Problem at Station. Refueling pumps and battery charging rooms pose a high risk of explosion or fire. Most common ignition sources are underground outlets located less than 18" above the floor where vapor or gas accumulation occurs, or where equipment using unsealed switches is used in a room where gases have accumulated. An example of a potential problem is shown in Figure 9.

Other sources of explosions at the station involve pressurized cylinders or other vessels such as breathing apparatus bottles, fire extinguisher, and steam boilers. In 1993 one of the firefighters who died in the line of duty was killed by an exploding high-pressure air cylinder during a refilling operation. In 1986 a fire fighter died in a steam boiler explosion in a fire station. In 1975, a fire fighter was killed when a pressurized water extinguisher exploded.

Relevant Regulations and Standards. The following are some regulations and standards that apply to this area:

- locally adopted building and fire codes
- WAC 296-24 Part K Compressed gases (general requirements)
- WAC 296-24 Part E Flammable and combustible liquids
- WAC 296-24 Part F-1 Storage and handling of liquified petroleum gases
- WAC 296-24-Part K 940 Air receivers
- NFPA 30, *Flammable Liquids Code*
- NFPA 30A, *Automotive and Marine Service Station Code*
- NFPA 54, *National Fuel Gas Code*
- NFPA 55, *Compressed and Liquified Gases in Portable Cylinders*
- NFPA 69, *Explosion Prevention Systems*
- NFPA 85C, *Furnace Explosions/Implosions in Multiple Burner Boiler Furnaces*

Preventative Design Requirements. In occupancy types with atmospheres that are classified as hazardous, the National Electrical Code (NFPA 70) cites specific requirements and locations of electrical equipment in these spaces.

Code Requirements for Hazardous Atmospheres:

1. In all spaces where the possibility of an explosion exists, require mechanical ventilation of that space in accordance with the Uniform Mechanical Code Sections. The apparatus bays, shop areas, mechanical rooms, vehicle wash equipment reclaim rooms and electrical panel rooms present the highest risk of explosions in buildings ten year or older where modern safety code requirements were not designed into the building.

2. Locate gas lines, or regulators serving a building should be carefully researched. Regulators and manifolds should be located at least twenty feet (horizontally and vertically) away from fresh air intakes serving air handling equipment where burners or electric coils are used.

3. Consider the installation of explosive gas monitors or sensors in the design of new or remodeled fire or EMS stations for hazardous classified spaces.

4. Do not use Class I or Class II flammable liquids for cleaning purposes to remove grease or dirt from apparatus.

5. Install refueling pumps in accordance with the provisions of the locally adopted building codes or NFPA 30A.

6. Dispense Class I liquids as required by the locally adopted building code or NFPA 30A.

7. Post "No Smoking - Stop Your Motor" signs in fueling areas.

8. Place a refueling pump shut-off switch minimum of 50-60 linear feet away from the dispenser and clearly post a sign, "Fuel Pump Shut-Off". This requirement is based on what is considered a safe distance away from the potential hazard area.

9. Avoid driveways that require more than one 90 degree turn to enter a public street.

10. Install self-closing doors. These doors should have pressure switches at the bottom so in the event they start to close when an apparatus is under them, they return to the open position and do not damage the apparatus or the door itself.

4. FALLING OBJECTS

Extent and Nature of Problem. Injuries resulting from objects falling and striking personnel at the station are not uncommon in stations with storage mezzanines, lofts or high storage shelving or cabinets, or openings with sliding poles. The problem can be classified into two primary areas of concern, objects dropped by others and unsecured objects falling or toppling onto station occupants.

The storage within this station's apparatus bay for miscellaneous built items may be hazardous; some are located on top of a series of cabinets with a rail but placed in such a position that if an individual climbing the ladder should slop, or an article should drop, a fall or injury here is quite possible.

Preventative Design Requirements. Areas most often associated with falling object injuries are the exercise gym, support or storage areas, and the apparatus bays. Items stored in or on file cabinets, storage shelving systems, wall mounted or hook supported systems represent the highest frequency of reported injuries from falling objects.

Exercise Room

1. Require supervision for the use of exercise gym equipment or at least implement buddy system workouts when free weights are used in conjunction with standing or bench press maneuvers. The most common injuries involve the users loss of control of the free weight and its impact on the head, chest, extremities or neck areas. Without rapid assistance from a fellow fire fighter, the injured user may sustain additional injuries or worsen injuries already sustained by attempting to remove the free weight without assistance.

2. Allow for adequate floor space for two or more exercise participants at one time and all workout areas should be visible to day rooms or shift offices to ensure that victims can be seen and assisted quickly.

Storage Areas

1. Require all vertical files with three or more drawers to be of an interlock variety that allows only one drawer at a time to be opened. Secure all file cabinets to walls with lag screws and clamps or steel angles.

2. For storage shelving or high rise storage systems, require that all shelving have a one half inch lip on the open edge of each shelf. Install one retraining wire six inches above each shelf, and secure each section of a storage system to the floor or brace back to a wall or ceiling to prevent unit from falling.

3. For wall mounted items, use a 1/2 to 1 inch lips for objects stored on a hook or ledger to prevent the item from being unintentionally dislodged.

4. Require a minimum forty-two inch high wall or guard rails to be installed on all mezzanine storage areas to prevent objects or people from falling to the level below. Access to mezzanine areas should be by a sliding or rolling gate at least

5. HAZARDOUS MATERIALS

Nature of the Hazard. Various chemicals may present a variety of hazards including health, flammability, and reactivity hazards. The specific hazard can vary with the chemical, yet many do produce severe effects upon exposure at high concentrations.

These same chemicals may create chronic health problems, such as cancer, through repeated, low levels or exposure.

Fire stations in some cities are used as decontaminations sites for city workers that have been exposed to toxic or hazardous material. In this case, it is necessary to have a designated area outside of the structure with hot and cold water and moderate enclosure along with a drain so these individuals will not contaminate the entire facility. This concept could also apply in general for many stations.

Extent of Problem at the Station. A variety of chemicals and solvents may be used around the station for maintenance and other applications. In addition, several fuels and lubricants may be at the station creating the potential for exposure at unacceptable levels.

6. FIRE (All Types)

Nature of the Hazard. A fire station is one occupancy that should have no excuse to burn. It should be constructed and maintained so as to be practically immune to fire. However, fire stations are often just as susceptible to fires as other structures. Fires can be caused at stations by ignition of flammable gases or liquids or electrical problems. Particularly dangerous are small undetected fires resulting from improper or damaged wiring which can travel behind walls and it attic spaces. Dangerous fire conditions can also arise from the accumulation of fuel and flammable vapors in areas close to ignition sources.

Extent of Problem at the Station. Because of the nature of fire stations, several potential fire hazards can exist. Perhaps the most common hazard is leaving the kitchen equipment on during a response. Each year, nearly a dozen or more serious fires are reported at fire stations through the United States. Some of these fires have resulted in substantial damage to the stations affected and sometimes personnel injuries. A review of the cause for the majority of these fires appear to be related to:

1. Faulty or improper wiring/electrical connections
2. Equipment left operating during a response
3. Handling of flammable substances within the station

Relevant Regulations and Standards. The following are some of the regulations and standards that apply to this area:

- locally adopted building and fire codes
- WISHA 296-24 Part G-1 550 Means of Egress, General
- WISHA 296-24 Part G-1 567 Employee Emergency Plans and Fire Prevention Plans
- WISHA 296-24 G3 592 Portable Fire Extinguishers
- WISHA 296-24 G-3 602 Standpipe and Hose Systems
- WISHA 296-24 G-3 607 Automatic Sprinkler Systems
- WISHA 296-24 G-3 617 Fixed Extinguishing Systems, General
- WISHA 296-24 G-3 622 Fixed Extinguishing Systems, Dry Chemical
- WISHA 296-24 G-3 623 Fixed Extinguishing Systems, Gaseous Agent

- WISHA 296-24 G-3 627 Fixed Extinguishing Systems, Water Spray and Foam
- WISHA 296-24 G-3 629 Fire Detection Systems
- NFPA 1, *Fire Prevention Code*
- NFPA 10, *Portable Extinguishers*
- NFPA 13, *Sprinkler Systems*
- NFPA 14, *Standpipe Hose Systems*
- NFPA 70, *National Electric Code*
- NFPA 70E, *Electrical Safety Requirements for Employee Workplaces*
- NFPA 101, *Life Safety Code*

STATION SAFETY INSPECTION REPORT

Check (□) if item/practice is not in compliance

A. Fire Extinguishers

- □ Maintenance required
- □ Inspection made and recorded on tag

B. Electrical Equipment

- □ Doors, switch, in place, labeled
- □ Systems grounded
- □ Exit lights
- □ Emergency lighting operational
- □ General lighting, stairs, work areas, quarters maintained
- □ GFCI's in Restroom, sink, and kitchen areas

C. Kitchen Equipment

- □ Stoves clean
- □ Automatic alarm-activated stove shut-off

D. Housekeeping

- □ Gasoline kept in proper storage for portable equipment
- □ Exits clear
- □ Fall or slip hazards removed
- □ Tool storage
- □ Stairs clear/no trip hazards

E. Shop Area, Work Bench

- □ Grinder guard 1/8" from wheel
- □ Housekeeping
- □ Safety goggles provided
- □ Hearing protection provided
- □ Floor clean and uncluttered
- □ Paints and chemicals properly stored

F. General

- □ MSDS sheets available
- □ Floors free of oil grease
- □ Smoke detectors functional
- □ Safety bulletin board maintained
- □ Safety committee reports posted
- □ Station first aid kit maintained
- □ Shower floors non-slip

G. Apparatus

- □ Proper labeling in cabs
- □ HazMat Guide book in place
- □ Seat belts in good condition/available
- □ Backup signals operational
- □ Ladder butt guards in place
- □ Daily maintenance check sheets signed
- □ Hearing protectors available
- □ Chain saws guarded
- □ Traffic cones on apparatus
- □ Electric cords in good condition
- □ Portable lights serviceable
- □ No loose tools in riding cpt

H. Hose tower

- □ Hose tower clear of hazards
- □ Hoisting rope& pulley in good condition

I. Comments

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Station: _____ **Inspected by:** _____

Date: _____ **Time:** _____

Route to: □ Station Captain □ Safety Committee