## FELTON FIRE PROTECTION DISTRICT STANDARD OPERATING PROCEDURES

ARTICLE: II SOP: 2103

SECTION: 2100 SAFETY

SUBJECT: GENERAL SAFETY

PURPOSE: To provide a safe working environment

SCOPE: Applies to all Felton Fire Protection District personnel.

## PROCEDURE:

 Observe and obey every rule, regulation and order necessary for the safe conduct of work.

- 2. Report all injuries to the Fire Chief no matter how slight. The District will ensure that prompt medial attention is provided: complete an *Employee's Claim for Workers' Compensation Benefits* form, and a *Supervisor's Accident Report* form to start the claims process. (See Standard Operating Procedures relating to accident reporting).
- 3. Horseplay, fighting and any other action that has a negative impact on the safety or well being of fire fighters is prohibited.
- 4. Receive safety instruction through orientation, training and safety meetings.
- 5. Be familiar with and practice all of the safety requirements associated with your task.
- 6. Report all unsafe acts and unsafe conditions to the Fire Chief immediately.
- 7. If you are under the influence of alcohol, drugs, or other controlled substances, you will not be allowed to respond to calls.
- 8. Use all appropriate and required safety equipment.
- Wear clothing that is appropriate for the job. Rings, necklaces, and loose frayed clothing are not appropriate when working on or around machinery.
- Keep all safety guards and devices in place and in proper working condition. Defeating any guard or safety device is grounds for disciplinary action.
- 11. Use the right tool for the right job. Tool modifications are not permitted since they could fail and cause injury.
- 12. Keep tools in good working condition.
- 13. Keep the station clean, neat and orderly.
- 14. To prevent strains, use the stronger leg muscles rather than the back as this increases strength and control.
- 15. Perform only the work that has been authorized to be done.

- 16. DO NOT expose yourself to a known hazard without obtaining the necessary safety equipment and instruction needed to perform the job safety.
- 17. Assist fellow fire fighters who are less experienced.
- 18. When in doubt, ask questions first. Fire fighters will not be reprimanded for being safe. Use good judgment at all times.