

**FELTON FIRE PROTECTION DISTRICT**  
**STANDARD OPERATING PROCEDURE**

**ARTICLE II**

**SOP: 2108**

**SECTION 2100**

**SAFETY**

**SUBJECT: INJURY AND ILLNES PREVENTION**

**PURPOSE:** This procedure establishes an on-going injury and illness prevention program in compliance with the California Code of Regulations. This program is accomplished through safety and health inspections, accident investigations, training, establishing a safety committee, safety meetings, and driver licensing program. Safety concerns are of utmost importance and given the highest priority.

**SCOPE:** All personnel

**PROCEDURE:**

1) Areas of Responsibility

a) Fire Chief

- Designated as the Safety Officer for the Felton Fire Protection District
- Liaison between day-to-day operations of the safety program and the District Board of Directors
- Initiates safety program changes, reviews recommendations
- Reviews all accident investigations
- Holds all personnel accountable for safety
- Conducts a safety meeting, as needed, with no less than one meeting every 3 month
- Corrects unsafe conditions in the workplace
- Conducts safety inspections and documents safety inspections
- Participates in safety investigations
- Ensures all personnel receives training on workplace safety and health hazards
- Conducts accident investigation immediately upon notification of an injury

b) Assistant Chief and Captains

- Conduct appropriate safety orientation and training
- Conduct accident investigation immediately upon notification of an injury
- Corrects unsafe workplace conditions
- Ensures personnel know, understand and follow established safety guidelines

- As directed by the Fire Chief, serves as a member of the Fire District safety committee.

c) All Personnel

- Report injuries, regardless of severity, to their supervisor
- Accomplish all duties using safe work practices
- Teach and encourage fellow personnel on safe work practices whenever appropriate
- Report any unsafe conditions or practices
- Perform only authorized jobs
- As directed by the Fire Chief, serve as a member of the Fire District safety committee
- Attend safety training

2) Hazard Assessment Control

a) Identification of Workplace Hazards

The Fire Chief or his/her designee will conduct all scheduled inspections to the following areas quarterly. All personnel will be shown and instructed how to work safely around these areas. All training will be documented.

Being a fire agency, the Felton Fire Protection District cannot identify all hazards. Hazards will vary from emergency to emergency. All personnel, through the fire district's training program, are instructed on potential hazards.

The following is a list of potential workplace hazards at the Felton Fire Protection District, fire station, located at 131 Kirby Street, Felton, CA, 95018.

- Oil and/or water on apparatus floors
- All electric panels, transfer switches
- Generator shed
- Hose tower
- Hose racks (inside storage racks, outside washing rack)
- Cellular site equipment
- All power tools
- Bench grinder
- Oven and stove in kitchen (natural gas)
- Physical workout equipment
- Staircases
- Moving vehicles
- Motor fluid and foam storage

- b) Periodic Scheduled Inspections  
The Fire District will list and identify all workplace hazards and the annual inspection of these hazards. All personnel are encouraged to monitor and inspected these areas and report any unsafe conditions.
- c) Unscheduled Inspections  
Unscheduled inspections will occur in addition to the scheduled inspections. The Fire Chief and the safety committee will handle these inspections.
- d) New Hazards  
The Fire Chief will arrange for the inspection and investigation of any new condition or practice affecting safety in the workplace.
- e) Reporting Hazards  
All personnel are required to immediately report any unsafe condition or practice to their supervisor. Personnel may choose to be remain anonymous, however no discipline or discharge will occur because a person reported a hazard.
- f) Documentation of Inspections  
All inspections will be documented and kept for period of no less than three years.
- g) Hazards of Imminent Harm  
It is the intent of the Felton Fire Protection District to immediately correct or abate a hazard, which poses imminent harm. When a hazard cannot be corrected or abated immediately without causing harm to persons or property, all exposed personnel will be removed from the area where the hazard exists. If fire district personnel are involved in correcting or abating the hazard, proper training will be given prior to any hazard removal work. Proper safe guards and personal protective equipment will be worn.

### 3) Emergencies

The Felton Fire Protection District is concerned about the health and safety of all fire district personnel. This procedure, as well as a comprehensive training program is provided to deter injuries. However, accidents will occur regardless of policy, procedure and training. All accidents will be investigated. Any significant injury, hazardous material release of communicable disease exposure will be investigated. Procedures for investigation are found in the fire district's Standard Operating Procedures.

#### 4) Communicating with Personnel on Safety and Health Issues

##### a) Safety Meetings

- Safety meetings will be conducted, as needed, by the safety officer
- Safety information will be posted and verbalized at the weekly training meeting
- Training, which occurs every Tuesday evening, is the best place to get the word out to the largest audience.
- 'Tail-board' discussions immediately after a response is the best time to cover hazards encountered at an emergency. As stated before in this procedure, personnel are encouraged to share their information and knowledge with other personnel.

##### b) Training

- The Fire District has a comprehensive training program
- Priority is given to safety in each and every training session and topic of instruction

#### 5) Enforcement of the Injury and Illness Prevention Program

The Felton Fire Protection District is fully committed to maintaining a safe and healthy workplace. The procedure is implemented to help achieve this goal. Safety is taken very seriously. Personnel who do not follow safe practices and procedures are disciplined and/or terminated. It is the goal and desire that personnel of Felton Fire Protection District are accident, injury and illness free. SAFETY FIRST, SAFETY ALWAYS.

#### 6) Safety and Health Training

Awareness of potential health and safety hazards as well as knowledge of how to control such hazards is critical to maintaining a safe and healthy workplace. The fire district is committed to instructing all employees in safe and healthy work practices. To achieve this goal, the fire district will provide training to each employee with regard to general safety procedures and with regard to any hazard or safety procedures specific to the work assignment.

Training personnel is ongoing. Safety is given first priority in all training sessions. Instructors must:

- Be familiar with the subject being taught
- Believe in the subject to assure personnel receptiveness
- Training will be continual and frequent

- a) When does training occur?
- Upon hiring. Entry Academy.
  - New assignment
  - Whenever new substances, procedures or equipment are introduced into the workplace
  - Whenever the fire district is aware of a new or previously not recognized hazard
  - Whenever personnel believes training is necessary
- b) Areas of Training  
Felton Fire Protection District bases the training on the following recognized standards.
- State Fire Marshal Fire Fighter 1 & 2
  - State Fire Marshal Volunteer fire fighter
  - State Fire Marshal Technical Rescue; including but not limited to, rescue systems 1 & 2, Confined Space Rescue, Large Animal Rescue, vehicle extrication
  - Santa Cruz County Fire Chief's Association, Training Section, Company Evolution Manual
  - County of Santa Cruz, Health Services Agency, BLS protocols
  - National Wildfire Consortium Group
  - International Fire Service Training Association (IFSTA)
  - United States Fire Administration, National Fire Academy
- c) Documentation of Training  
All training shall be documented. The Felton Fire Protection District uses FireHouse Software to record all training sessions.
- d) Safety Orientation  
The Fire Chief or his/her designee will
- Orient the person to the workplace. With emphasis on safety.
  - Introduce the person to other personnel
  - Show the person the workplace and discuss any workplace hazards
  - Provide a copy of this document
  - Provide the appropriate Personal Protective Equipment
  - Monitor the person periodically, correcting any tasks performed unsafely
  - Additional orientation will take place after an injury or illness prior to any unusually hazardous operations and when new equipment or procedures are introduced

## 7) Accident Investigation

Accident investigation is found in Felton Fire Protection District Standard Operating Procedure #2104

## 8) Respiratory Protection Program

- a) The purpose of this program is to ensure the protection of all personnel from respiratory hazards through proper use of Self Contained Breathing Apparatus (SCBA)
- b) The Fire Chief is responsible for this program and will make decisions to assure the success of this program.
- c) The training officer will require that all personnel be instructed in the proper use and care of SCBA. The training officer shall schedule annual training to meet the requirement of this program and will keep training records of personnel that use and operate SCBA.
- d) The company officer is responsible to assure all personnel utilize SCBA in a manner that is in accordance with this program and referenced material.
- e) Program elements
  - All SCBA shall be selected in accordance to those specifications found in the NFPA 1981 and Cal OSHA Title 26, Section 93409
  - All breathing air of use in the SCBA shall meet the requirements found in NFPA 1404 and Cal OSHA Title 26, Section 85144.
  - The user shall be instructed and trained in the proper use and care of SCBA and their limitations
  - The following materials and references shall be used when conducting SCBA training:
    - 1) SFM Fire Fighter 1
    - 2) Felton Fire Protection District Standard Operating Procedures
    - 3) IFSTA, SCBA
    - 4) IFSTA, Fire Fighter Safety
    - 5) Manufacturers manual
- f) All SCBA users shall follow the guidelines for the selection, use, training, inspection and maintenance of SCBA as outlined in the fire district SOP's.
- g) All persons who may have to wear respiratory protective equipment shall be evaluated to determine if they are physically able to perform in a working environment wearing respiratory protection. A physician, representing the fire district, will determine the health and physical conditions that are pertinent. Periodic monitoring of the users medical status may be performed.
- h) Documentation of the users medical evaluation and fit test results will be kept in the users personnel files
- i) Training records will be kept to document SCBA skills