

Stratmoor Hills Fire Protection District Policy

Number: D2

Date Issued: November 30, 2005

Revised: January 1, 2012

Subject: SAFETY

Purpose: The purpose of the following procedure is to ensure the safety of department personnel by setting procedures to prevent and investigate accidents and unsafe acts.

Procedure:

Section 1. Safety Rules

- 1.1 It is the responsibility of each employee/volunteer member/recruit to learn and observe all applicable safety practices, policies, directives, or procedures. Safety-related questions should be directed to each employee's immediate supervisor or Safety Officer. Violation of safety practices, policies, directives, or procedures, may result in disciplinary action up to and including discharge.
- 1.2 The District has safety rules with which employees are expected to comply. These rules are not exclusive; employees are expected to do their jobs in a reasonable and safe manner whether or not specific safety rules apply. It is the responsibility of each employee to read and understand all district safety rules. Disobeying a safety rule may result in disciplinary action up to and including discharge.

Section 2. Safety and Health Committee

- 2.1 The Safety and Health Committee shall consist of all Officers of the department.
- 2.2 The Committee shall meet at least once every three months (more frequently if necessary) to deal with the safety and health issues confronting the fire district. A designated member of the committee will be responsible for maintaining minutes of these meetings.

2.3 Objectives:

- (a) Establishing procedures for encouraging and reviewing safety and health suggestions and recommendations.
- (b) Making systematic inspection tours at regular times to discover and correct unsafe conditions and practices.
- (c) Reviewing the circumstances and causes of accidents and recommending corrective measures.
- (d) Conducting regularly scheduled meetings to discuss accident and illness prevention methods, safety and health promotion efforts, ways to eliminate recently detected hazards, the district's injury records and other pertinent subjects.
- (e) Providing safety and health tips and information to first-line supervisors.
- (f) Conducting research on new clothing, equipment and fire suppression methods.
- (g) Suggesting and recommending changes or additions to improve safety.
- (h) Developing and revising rules to comply with current safety and health standards.
- (i) Arranging and providing safety and first-aid training for members.
- (j) Establishing good communication procedures---e.g. an identification system to alert members to safety hazards or the location of safety equipment.
- (k) Making sure that safety materials are distributed to all members.
- (l) Using NFPA 1500 as a guideline for health and safety.
- (m) Reviewing member's safety and health suggestions and complaints; planning and initiating activities to stimulate and maintain member interest in efforts to improve safety and health in the workplace.