



Swannanoa Volunteer
Fire Department & Rescue Squad Inc.

Occupational Safety & Health

Statement of Intent

SH.1 of the Standard Operating Guidelines

(Revision 7/26/2000)

The Swannanoa Volunteer Fire Department & Rescue Squad Inc., its officers and personal, hereby enact a Safety & Health Program dedicated to establishing the necessary policies and programs to promote the health and to assure a reduction of injury to its members. The goal of the continuing program is to provide safety to all members, maximize the services to our community through administrative methods and by reducing unnecessary expenditures due to such injuries or losses.

To advance the goals of this program, the Swannanoa Fire Department, hereby commits itself to providing leadership and support required to develop, implement, monitor and upgrade its Safety & Health programs toward the following objectives:

- A. Obtain compliance with applicable safety & health laws, rules and regulations.
- B. Establish and maintain a safe and healthy environment for all members.
- C. Minimize the risk of human and economic losses resulting from unnecessary personal injury.
- D. To reduce the threat of injury, liability and maintain a state of readiness through modern and effective training programs and operational Standard Operating Guidelines.
- E. Maximize safe operations by actively presurveying high-life / high-risk areas.
- F. Plan for the needs of a large scale incidents that may threaten the community or the safety of responding personnel.

The success of a Safety & Health program is dependent upon the commitment and support of all members to eliminate conditions and behavior which might contribute to losses. All actions that are necessary will be taken by each of us to assure the program is a success.

1.0 Management:

All Swannanoa Fire Department members are to follow Standard Operating Guidelines. The Chief will be responsible to see that operations are conducted in the safest manner possible through direct intervention or through delegation to supervisors. The Chief will also be responsible for all disciplinary actions that may need to be enforced. (In the Chief's absences the Deputy Chief or Asst: Chief will assume this responsibility.)

Safety and Health issues are managed through delegation by nature of rank or by a member's job assignment responsibilities. Delegation of responsibilities will help manage the span of control for various topics related to safety & health or the research required for future improvements. Delegations are made by the Chief in collaboration with the Deputy & Battalion Chiefs.

	Sub area	Person assigned	Document
Fleet maintenance and operational safety	Operational safety checks	Duty crew, performed each week/each vehicle	"Truck Checkoffs"
	Maintenance schedules/ repairs	Vehicle maintenance coordinator	"Report problem/fix log"
Driver training, testing and skill review	New and certified drivers	Training Officer and assigned Driver's Trainers	"SVFD Engineer Manual"
PPE Inspection and inventory evaluation	Structural & wildfire		
Station Maintenance & Safety	Both station	Station Maintenance Coordinator	"Report a problem log" "Station maintenance" inspection form

2.0 Member Requirements

Orientation procedures are required and will be set forth by the new members Captain, this will cover all policies, rules and regulations.

All employee requirements for the Swannanoa Volunteer Fire Department & Rescue Squad, Inc. may be found in the following sections and appendix's of the S.O.G

- A. Age requirements: Section 2.0 of the S.O.G
- B. Probation period: Section 2.0 of the S.O.G
- C. Personnel response: Section 3.0 of the S.O.G
- D. Training: Appendix A. 1 of the S.O.G
- E. Medical Examinations: Section 7.0 of the S.O.G

3.0 Safety Communication:

All new safety policies will be posted and members will receive a copy of same.

All hazard areas will be marked as such, with signs. In addition all hazard areas will be reviewed in employee meetings, business meetings and training sessions given if needed.

4.0 Safety Officer Responsibilities:

The Department Safety Officer will be responsible for the management of the program. (As per NFPA1500 page 11 2-5.2) With the Chief having the ultimate responsibility for the program.

The Safety Officer will report directly to the Chief and in his absence he will report to the Deputy Chief or Asst: Chief.

4.0 Safety Officer Responsibilities continued:

The Safety Officer will operate under the standards set forth by NFPA 1521 Chapter 1 through Chapter 3. The Safety Officer will also maintain reports and records as per NFPA 1521 3-1 and departmental policy.

The Safety Officer shall be appointed a seat on the department occupational safety & health committee, (Chairman) he will make present recommendations of the committee to the Chief of the department.

The Safety Committee will meet on a quarterly basis to make and review any changes that are to be presented to the Chief.

All recommendations should have a basic proposal with the reasons for why the committee would like to see them approved.

5.0 Prevention

In the event of any accident or illness due to the procedures used on the scene or en route to any incident, the Safety committee will review all Safety officer reports to see if the injury or illness could have been prevented. If while reviewing these reports the committee finds any reason to believe the injury or illness could have been prevented they will then make their recommendations to the Safety Officer who will present a proposal to the Chief.

6.0 Accident & Illness Reporting

Members that are injured, exposed or become sick from any incident that involves the department will immediately report the incident to the Safety Officer or OIC so that the correct documentation and follow up action can be taken.

All accidents involving fire department vehicles will be reported to the Safety Officer for documentation and investigation.

All accidents or injuries involving any member of the public that occurs on the property of the Swannanoa Fire Department or on the scene of any incident that our department is in control of will immediately be reported to the Safety Officer or OIC for documentation and investigation.

7.0 Personnel Protection Plans

All departmental protection policies will be included in the members orientation package. Any additions to policies or new policies will be discussed in a business meeting and each member will receive a copy for their package.

8.0 Building Inspection

The fire department building will be inspected on a weekly basis for any potential problems or repairs that need to be done.

The fire department building will be inspected on a quarterly basis to check all safety equipment, building condition and wiring of equipment in and around the station and the storage of any hazardous substances, this will include updates on MSDS sheets.

All repairs that are noted will be done in a timely manner.

9.0 Communications to Outside Agencies

All outside agencies that are working on the property of the Swannanoa Fire Department are to be advised of our safety procedures and shall abide by our policies.

All outside agencies working any incident with the Swannanoa Fire Department will abide by all Safety & Health policies of the Swannanoa Fire Department.

10.0 Safety & Health Committees

The purpose of the Safety & Health committee is to meet quarterly and review any accidents that may have taken place. Also to make recommendations to the Chief and staff of officers to prevent such accidents from happening again.

The Safety & Health committee will also be responsible for recommending any changes or additions regarding safety policies. These recommendations will be presented to the Chief and his staff of officers.

11.0 Safety Audit & Review

Annually the Chief and his staff of officers will review the Safety & Health policy of the department for any changes that may need to be made.

12.0 Swannanoa Fire Department Policies

All policies, rules and procedures will be strictly enforced. All policies can be referred to in your orientation package.