



MASON COUNTY FIRE DISTRICT #4

TITLE: ACCIDENT PREVENTION PROGRAM

CHAPTER: 2000 NUMBER: 2001 APPROVED: 4-24-2012

APPROVED: Signature on file Bob Burbridge, Chief

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 Fire District #4 to ensure the protection of members/employees by providing information and training regarding the hazards and identities of the chemicals that 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 Fire District #4 Accident Prevention Program 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 2191.
- b. How to report unsafe conditions and practices. For this department's policies and operating guidelines, see policy number 2196.
- c. The use, care, selection and maintenance of required personal protective equipment. For this department's policies and operating guidelines, see policy number 4025.
- d. The proper actions to take in event of emergencies including the routes of exiting from areas during emergencies. For this department's policies and operating guidelines, see policy number 4025.
- e. Description of the Department's total Accident Prevention/Safety program. For this department's policies and operating guidelines, see policy number 2001.
- f. An on-the-job review of the practices necessary to perform the initial job assignments in a safe manner. For this department's policies and operating guidelines, see policy number 4025.



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- 2.3** A Safety Officer will be assigned. AC Eric Biehl is the District Safety Officer
- 2.4** The Department/District 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 Phil Morgan, Tom Ryan, Bob Ducharme representing the members, AC Biehl representing the District, which will meet **quarterly**.
- 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 Station 1, 4 and 6.
 - 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 Chief of the Department 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 monthly 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.
- 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.



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c. Injury trends are studied and preventative measures prescribed.

2.8 Training. All members/employees will be informed on both the Fire District #4 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 as provided for in 2120.

3.0 DEFINITIONS

NA

4.0 RESPONSIBILITY

4.1 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



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Program.

4.2 The Health and Safety Officer has complete responsibility for the 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

2191 Injury and illness reports for members/employees

4050 Incident investigation

2001 Accident prevention program

xxx Management's responsibility

xxx Employee's responsibility

xxx First-aid training and certification

xxx First-aid kits

Personal Protective Equipment and Clothing

4025 Personal protective equipment and protective clothing

4025 Eye and face protection

4025 Hearing protection

4025 Foot protection for structural fire fighting

4025 Head protection

4025 Personal alert safety system (PASS) protection

4025 Life safety ropes, harnesses, and hardware protection

Emergency Medical Protection

4052 Infectious Disease Control - Liquid Borne Pathogens

4052 Airborne Infectious Disease Control



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Hazardous Chemical Protection

4052 Hazardous materials protection

Respiratory Equipment

4052 Respiratory equipment protection

Automotive Fire Apparatus

NFPA Automotive fire apparatus design and construction

NFPA Automotive fire apparatus equipment

NFPA/VFIS Automotive apparatus operational rules

NFPA Fire apparatus maintenance and repair

Emergency Operations

4025 Emergency fireground operations-structural

4025 Confined space rescue operations

4096 Rope rescue operations

4025 Trench rescue operations

4025 Watercraft rescue operations

4070 Hazardous materials operations

4025 Aircraft rescue and fire fighting

Training

2345 Fire training

2345 General training requirements

Fire Service Equipment

4025 Fire service equipment

4025 Testing fire service equipment

4025 Ground ladders

4025 Electrical

Facilities

WAC Requirements for fire station facilities

WAC General requirements

WAC Sanitation, disinfection, cleaning and storage areas

WAC Sleeping areas

WAC Apparatus areas

WAC Indoor air quality

WAC Refueling areas

NFPA Fire station equipment and tools



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Wildland Firefighting

- xxx Wildland fire operations
- xxx Personal protective clothing and equipment for wildland fire fighting
- xxx Respiratory protection for fire fighters
- xxx Wildland personnel accountability
- xxx Apparatus standards for wildland fire fighting
- xxx Occupant restraints and enclosures for wildland fire fighting
- xxx Equipment for wildland fire fighting
- xxx Aircraft operations for fighting wildland fires
- xxx First-aid for wildland fire fighters
- xxx Training for wildland fire fighting

Adoption of FF2 Wildland FF Text Book