



## MASON COUNTY FIRE DISTRICT #4

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TITLE: SAFETY ORIENTATION PROGRAM

CHAPTER: 2000 NUMBER: 2003 APPROVED: \_\_\_\_\_  
POLICY: 4-24-2012

APPROVED: Signature on file Bob Burbridge, Chief

Each member/employee will receive a safety orientation before beginning work. Orientation of new members/employees, rehires, and those transferred from another section/unit within the Department will begin the first day on the new job. This program will provide an introduction of Department policies and rules and will include a thorough safety briefing. The orientation should include a tour of appropriate facilities to acquaint members/employees with their areas of responsibility.

The immediate supervisor of the member/employee will thoroughly instruct him/her in job safety requirements. A Safety Orientation checklist is provided for this purpose. The checklist must be completed by checking each item as it is covered, signing by the supervisor and member/employee, and returning it to the Personnel Office for placement into the member's/employee's file. It is recommended that each supervisor tailor this checklist to address the specific tasks the member/employee will be performing.

A safety orientation program describing the fire department's safety program includes, but is not limited to, the following:

- a. How and when to report injuries, including instruction as to the location of first-aid facilities.
- b. How to report unsafe conditions and practices.
- c. The use and care of required personal protective equipment.
- d. The proper actions to take in event of emergencies including the routes of exiting from areas during emergencies.
- e. Identification of the hazardous gases, chemicals, or materials involved along with the



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instructions on the safe use and emergency action following accidental exposure.

- f. A description of the department's total safety program.
- g. An on-the-job review of the practices necessary to perform the initial job assignments in a "safe manner."

*(The following may apply to your department's operations and procedures; add or delete as applicable.)*

- h. A description of disciplinary actions to be taken for failure to follow the rules.
- i. Procedures to follow if exposed to bloodborne pathogens.
- j. Proper procedures for lifting and back care.
- k. Proper handling and use of power tools.
- l. Rules and regulations regarding the use of vehicles in both emergency and non-emergency situations.
- m. Potential exposure to trenching/shoring, confined space, and fall protection.
- n. Use of respiratory equipment and the type of systems used.
- o. The proper care, use, selection, and maintenance of personal protective equipment along with its limitations.

The above areas list example areas and should not be thought of as the only areas of orientation regarding safety the department wants to cover. Areas needing addressing are situations that fit the needs of the department.