

Payson Fire Department Standard Operating Procedures

Section: Safety, Health and Wellness
Subject: Safety, Health and Wellness
Committee

SOP # 2.5.1.1
Date: 10/31/2019
Revision Hx:

1. PURPOSE

- A. The purpose of this procedure is to establish guidelines for the organization for the Payson Fire Department (PFD) Health and Safety Committee and to manage the PFD Risk Management Plan, in compliance with standards and regulations, such as but not limited to, NFPA, OSHA, CDC and NIOSH.
- B. This document establishes the basis of the Safety, Health and Wellness Program (HSWP) of the PFD.

2. BACKGROUND:

- A. PFD personnel face a wide range of health and safety related exposures within the work environment. Our personnel are exposed to exceptional physical, mental and emotional stresses related to the career of public safety.
- B. An average of around 100 Line of Duty Deaths (LODD) and over 60,000 injuries occur each year. However; research has shown that most of the LODD are preventable and over 30% of the injuries result in loss of time.

3. DEFINITIONS

- A. Health
 1. Health refers to a physical body being free from diseases (Being healthy)
- B. Health Safety Officer (HSO)
 1. Person appointed by the Fire Chief in compliance with NFPA 1500 and 1521 to manage the Health and Wellness Program in compliance with NFPA, OSHA, NIOSH, CDC and other regulating agencies and professional standards.
- C. Risk
 1. Is the product of hazard and exposure. Thus, risk can be reduced by controlling or eliminating the hazard or by reducing workers' exposure to hazards.
- D. Risk Management
 1. The is the identification, evaluation, and prioritization of risks (defined in ISO 31000 as *the effect of uncertainty on objectives*) followed by coordinated and economical application of resources to minimize, monitor, and control the probability or impact of unfortunate events or to maximize the realization of opportunities.

- E. Safety
 - 1. The condition of being safe from undergoing or causing hurt, injury, or loss
- F. Wellness
 - 1. An overall balance of your physical, social, spiritual, emotional, intellectual, environmental, and occupational well-being. (Living Healthy)

4. POLICY

- A. It is the policy of the PFD to provide for the safety, health and wellness for all members and to establish programs for the prevention and reduction of accidents, injuries and occupational exposures and illnesses.
- B. This concern for safety and health applies to all members of the Fire Department and those who may be involved in Fire Department activities.
- C. The PFD shall make every reasonable effort to provide a safe and healthy work environment, recognizing the dangers involved in the types of service we deliver.
- D. Members shall operate with heightened concern and awareness for safety and health.
- E. PFD will work to provide appropriate training, supervision, procedures, program support and review to achieve specific safety and health objectives in all functions and activities.

5. PROCEDURE – ROLES

- A. FIRE CHIEF
 - 1. In compliance with NFPA 1500 and 1521 the Fire Chief *shall* appoint an HSO to manage the Health and Wellness Program in compliance with NFPA, OSHA, NIOSH, CDC and other regulating agencies and professional standards.
 - 2. The Fire Chief shall establish a Culture of Safety, Health and Wellness
- B. HEALTH AND SAFETY OFFICER (HSO)
 - 1. The HSO shall be responsible for managing the department's Risk Management Plan within the goals of the Safety Strategy and governing standards/policies.
 - 2. The HSO duties shall include:
 - a. The HSO shall be responsible for managing the department's Risk Management Plan and following the PFD Safety Strategy.
 - b. The HSO duties shall include:
 - i. Chair the Health and Safety Committee by preparing meeting agendas and notices.
 - ii. Provide for safety at incident scenes.
 - iii. Produce safety posters, bulletins and newsletters.
 - iv. Provide input on equipment and protective clothing safety.

- v. Manage the safety inspection program.
- vi. Cause all accidents, injuries and exposure to be investigated.
- vii. Maintain accident, injury and exposure statistics. Review supervisor accident and injury reports and report trends to the Fire Chief and the Health and Safety Committee.
- viii. Make recommendations to reduce or eliminate accidents and injuries.
- ix. Provide for Safety education of all department members.

C. FIRE DEPARTMENT HEALTH AND SAFETY COMMITTEE

1. The Fire Department Health and Safety shall work to:
 - a. Reduce the likelihood of sustaining accidents and injury by maintaining a work force that is physically and mentally fit.
 - b. Provide high-quality, state-of-the-art equipment and protective clothing.
 - c. Conduct regular safety inspections of worksites and equipment. Keep all department members well informed of the status of Risk Management Plans and issues, and up to date on departmental safety performance.
 - d. Observe safety performance and provide feedback.
 - e. Ensure effective treatment and rehabilitation services are provided to department members.
 - f. Collect and analyze accident, injury and exposure information.
 - g. Formulate specific action plans to improve safety.
2. The Fire Department Health and Safety Committee shall provide policy guidance pertaining to health, fitness and safety issues.
3. This committee will keep Safety, health and Wellness in the forefront of everything we do, keep it fresh to our members and obvious in its exhibition throughout our facilities.
4. The committee will identify trends, identify department-wide roles and responsibilities, develop a plan, implement, review, and revise the plan. If during this process training needs are identified, recommendations will be made to the Training Chief and Fire Chief.
5. The HSO reports quarterly to the Health and Safety Committee on the impact and implementation of the Risk Management Plan and on the effectiveness of any specific program actions.

6. The Health and Safety Committee also acts as a fact-finding and review agency with the authority to cause immediate corrective action when any hazardous condition or practice is detected.
7. The Health and Safety Committee shall:
 - a. Meet quarterly to address safety issues
 - b. Establish subcommittees/work groups.
 - c. Assign subcommittee projects.
 - d. Review the effectiveness of safety activities.
 - e. Develop and implement safety procedures.
8. Health and Safety Committee Members
 - a. The Department HSO shall be the Health and Safety Committee Chairman
 - b. Committee Members should include a minimum of 6 personnel* appointed by the Fire Chief and Labor/Line Personnel:
 - i. Member should include personnel managing programs such as:
 - i. PPE, SCBA, Infectious Control, Training, Prevention, etc., Or their designees

D. HEALTH AND SAFETY COMMITTEE SCOPE/FOCUS

1. The Department Health and Safety Committee shall establish a scope or focus on the following areas. (each focus will be detailed in section D)
 - a. Operations Safety
 - b. Vehicular Safety/Collision Review
 - c. Work Place Safety
 - d. Protective Clothing And Equipment
 - e. Professional Standards/Significant Injury
 - f. Investigation Review Process
 - g. Safety Review Process
 - h. Health And Wellness
2. The focus or scope of the Health and Safety Committee may necessitate the formation of a work group or subcommittee to address specific safety issues.
 - a. Subcommittee/work group members shall be appointed by the Fire Chief, the Health and Safety Committee, or the HSO.
3. Operations Safety
 - a. The Operations Safety focus shall address issues pertaining to safety at fireground, hazmat and emergency medical incidents.
 - b. Responsibilities shall include:
 - i. Develop, review and revise safety procedures.
 - ii. Review accident and injury reports from emergency scene operations.

- iii. Make recommendations to the Health and Safety Committee.
- iv. Develop appropriate intervention methods.
- v. Coordinate intervention programs with appropriate sub-committee's/work groups and sections.
- vi. Review "Near Miss" reports and make recommendations

4. Vehicular Safety/Collision Review

- a. The Vehicular Safety/Collision Review focus shall address vehicular safety issues.
- b. Responsibilities include:
 - i. Establish and review vehicular safety procedures.
 - ii. Provide safety input on design of apparatus to the apparatus committee
 - iii. Assist driver training officer with driver safety education/training.
 - iv. Review vehicular collision reports.
 - v. Make recommendations to Health and Safety Committee.
 - vi. Develop intervention methods.
 - vii. Coordinate intervention programs with the Health and Safety Committee.
- c. The Health and Safety Committee or work group will review all accidents.
 - i. These case reviews will look at the following standard items for each accident in order to determine appropriate action:
 - i. Principle cause(s)
 - ii. Variables, such as weather or extenuating circumstances
 - iii. Warning notifications and/or Departmental Communications
 - iv. SOP changes
 - v. Facility, apparatus, or equipment changes
 - vi. Educational and/or training needs
 - vii. Retraining, as required
 - viii. Referral to disciplinary process
- d. Recommendations will be made based on available facts and information.
 - i. If said facts or information are inadequate, further inquiry will be made by the committee or work group (directly or indirectly) to improve the understanding of events leading to the mishap in question. This analysis will take place prior to final recommendations being made by the committee or work group.
 - ii. Said recommendations will then be forwarded by the HSO to the necessary supervisors for implementing the actions to be taken.

5. Work Place Safety Work Group

- a. The Work Place Safety Group focus shall address work place safety issues.
- b. Responsibilities include:
 - i. Develop and review work place safety procedures.
 - ii. Coordinate work place safety inspections.
 - iii. Review accident and injury reports from all non-emergency scene operations (including physical fitness injuries).
 - iv. Make recommendations to Health and Safety Committee or HSO.
 - v. Develop intervention methods.
 - vi. Coordinate intervention programs with subcommittees/work groups and sections.
- c. This Committee or work group will review injury and exposure cases.
- d. These case reviews will look at the following standard items for each injury or exposure in order to determine appropriate action:
 - i. Principle cause(s)
 - ii. Variables, such as weather or extenuating circumstances
 - iii. Warning notifications and/or Departmental Communications
 - iv. SOP changes
 - v. Facility, apparatus, or equipment changes
 - vi. Educational and/or training needs
 - vii. Retraining, as required
 - viii. Referral to disciplinary process
- e. Recommendations will be made based on available facts and information.
 - i. If said facts or information are inadequate, further inquiry will be made by the committee (directly or indirectly) to improve the understanding of events leading to the mishap in question.
 - ii. This analysis will take place prior to final recommendations being made by the work group. Said recommendations will then be forwarded by the HSO and to the necessary supervisors for implementing the actions to be taken.

6. Protective Clothing and Equipment

- a. The Protective Clothing and Equipment focus shall address protective clothing and equipment issues.
- b. Responsibilities include evaluation of and specifications for:
 - i. Self-Contained Breathing Apparatus
 - ii. Physical training uniforms
 - iii. Station uniforms
 - iv. Turnout gear
 - v. Safety equipment

7. Professional Standards/Significant Injury

- a. The Professional Standards/Significant Injury focus is an ad hoc function for the purpose of reviewing and reporting on severe or unusual accidents and injuries.
- b. The Health and Safety Committee shall review or form a team to review these cases at the request of the Fire Chief and shall submit their findings to the Fire Chief.

8. Investigation Review Process

- a. Cases involving extensive equipment and/or property damage or serious injury shall be reviewed by the Health and Safety Committee.
- b. The purpose of this review is to determine why the accident/injury occurred and the actions necessary to eliminate future occurrences. This review is separate and distinct from a disciplinary review by the employee's supervisor.
- c. When conducting fact-finding the supervisor shall:
 - i. Provide a brief description of the accident.
 - ii. Identify the specific act or action that caused the accident/injury (using axe without gloves, driving too fast for conditions, etc.).
 - iii. Inspect equipment, accident site, or other items related to the cause of accident/injury.
 - iv. Identify unsafe condition(s) that caused the accident/injury (vehicle brake failure, water on streets, etc.).
 - v. Identify other contributing factors (time of day, fatigue, etc.).
 - vi. Identify procedures that apply.
 - vii. Identify new procedures or equipment that could eliminate or reduce the severity of future incidents.
 - viii. Specify actions that will be taken to eliminate the occurrence of similar future accidents or injuries.
 - ix. Provide a simple diagram of vehicular accidents indicating streets, intersections, direction of travel and vehicle locations.
 - x. Take direct action to eliminate hazards and affect safety attitudes.

9. Safety Review Process

- a. This process is intended to provide the necessary communications and feedback to improve the safety behavior of firefighters in the PFD. Such a process will utilize fact-finding, peer review, safety analysis, and policy change in order to provide quality control for departmental safety. The intent is to reduce accidents, injuries, and exposures.
- b. The process will establish a review cycle that will provide information to improve standard operating procedures, Risk Management Plan applications, training methods, and fireground practices.

- c. When an on-duty accident, injury or exposure happens, the on-duty Safety Officer/Battalion Chief will insure that a fact-finding effort is made to collect pertinent information concerning the mishap. This information along with required documentation for the file will be forwarded to the HSO for review. Based on that review, appropriate cases will be sent to the Fire Chief/Command Staff for evaluation.
- d. The Fire Chief/Command Staff will evaluate all available facts and information. Then they will determine appropriate action (if any), decide whether to meet with the individual(s) or the crew(s) involved in the accident, injury, or exposure prior to further recommendations being made.
- e. Such a meeting is intended to acquire a better understanding of the event and to find out from those involved what is needed to correct or prevent a recurrence of the mishap.
- f. This additional information will be returned to the Health and Safety Committee to make a final determination. From that determination will come recommendations to improve SOPs or training methods. These recommendations will also address the need to provide additional training for those involved in the incident.
- g. An alternate method for gathering additional information, when a face-to-face meeting is not feasible, is to send a fact-finding packet to those involved in the accident, injury or exposure. This information will be returned to the Health and Safety Committee and processed in order to provide recommendations in the manner described above.

10. Health, Wellness and Medical

- a. The Health and Medical focus shall address issues such as:
 - i. Medical standards and physical examination programs.
 - ii. Physical performance standards and evaluation procedures.
 - iii. Exposure management of toxic substance/infectious disease.
 - iv. Physical fitness programs
 - v. Review Physical fitness accident and injury statistics.
 - vi. Develop intervention methods.
 - vii. Coordinate intervention programs with Health and Safety Team.
 - viii. Manage OSHA SCBA FIT Testing requirements/standards/data
- b. The Wellness focus shall address issues such as
 - i. Employee Assistance Programs
 - ii. Mental Health such as PTSD, Burnout, Suicide Prevention, etc.

- c. The Health and Safety Committee shall develop a working relationship with the Departmental Medical Provider to accomplish the above items.

E. Fire Chief And Command Staff

1. Following the quarterly or special meeting of the Health and Safety Committee, the HSO will meet with the Fire Chief and Senior Staff members to review these safety items:
 - a. Standard reports of accidents, injuries, and exposures
 - b. A summary of cases evaluated by the Health and Safety Committee
 - c. Recommendations by the Health and Safety Committee
 - d. Current activities and assignments of the Safety Section

6. FORMS

7. EXEMPTIONS

8. REFERENCES

- A. NFPA (not limited to) 1500, 1521, 1561, 1581, 1582, 1584, 1403, 1971, 1851, 1981, 1982
- B. OSHA 29 CFR 1910, 1926
- C. CENTER FOR DISEASE CONTROL
- D. NIOSH
- E. <https://healthy-firefighter.org/tools-for-departments/>
- F. <https://www.columbiasouthern.edu/blog/august-2019/firefighter-mental-health-resources>
- G. <https://www.everyonegoeshome.com/16-initiatives/>