


<b>Scotts Valley Fire Protection District</b>	
<b>POLICY: 1403</b>  <b>DATE APPROVED: 06/11/2014</b>  <b>BOARD PRESIDENT:</b> <i>[Signature]</i>	<b>SUBJECT: Injury and Illness Prevention</b>  <b>FIRE CHIEF:</b> <i>[Signature]</i>

***Policy 1403: Injury and Illness Prevention***

This policy establishes an on-going injury and illness prevention program in compliance with the California Code of Regulations. This program is accomplished through safety and health inspections, accident investigations, and employee training, departmental safety officers, safety meetings and drivers licensing program. Response to safety concerns will be given the highest priority at every level of the Scotts Valley Fire Protection District.


1. Areas of Responsibility

***Fire Chief Daniel Grebil***

- Designate a safety officer for the district.
- Responsible for overseeing the loss control program.
- Provide direction to the safety officer and the duty chief.
- Act as liaison between the day-to-day operations of the safety program and the Board of Directors.
- Is involved in safety program changes and program implementation.
- Review significant accident investigations and makes any necessary recommendations.
- Hold each duty chief and employee accountable, through the safety officer, for safety and loss control.

***Safety Officer/Designated Safety Representative Battalion Chief Tim Theilen***

- Design and implement the safety program to target losses, exposures to loss, and compliance with applicable government standards.
- Monitor the effectiveness of the program and make recommendations for change.
- Conduct and document safety meetings no less than every three (3) months with All chief officers.
- Make recommendations to eliminate, control, or engineer unsafe conditions out of the work environment.
- Conduct periodic unscheduled safety inspections.
- Participate in accident investigations.
- Design, implement, and participate in safety committees.

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- Design additional programs to increase the completeness of the district's loss control effort.
- Ensure the district train all employees in workplace safety and health hazards.
- Conduct and document annual facility safety inspections.
- Ensure each shift develops methods for abating workplace hazards.
- Ensure workplace hazards are abated in a timely and effective manner by duty chiefs.

***Duty Chief***

- Responsible for safety during their command.
- Develop general and specific safety guidelines for their shift in conjunction with other duty chiefs.
- Actively participate in accident investigations.
- Participate in safety committees, as appropriate.
- Ensure that unsafe conditions and practices are corrected.

***Company Officer and Paid Call Training Coordinator***


- Conduct appropriate safety orientation and training.
- Conduct accident investigations immediately upon notification of an injury.
- Conduct safety inspections of their work areas.
- Ensure that their personnel know, understand, and follow established safety guidelines.
- Correct unsafe conditions and practices.
- Maintain material and equipment in good condition.
- Assist in the development of specific training programs.

***Employee***

- Report all injuries, no matter how minor, to their supervisor.
- Accomplish their duties using safe work practices.
- Coach fellow employees on safe work practices whenever appropriate.
- Notify the fire chief, safety officer, or duty chief in the event of an observed unsafe condition or practice.
- Perform only authorized jobs.
- Attend all required training and safety meetings.
- Actively contribute to the success of the overall safety program.

2. Hazard Assessment Control

A. Identification of Workplace Hazards

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All scheduled inspections to the following areas will be conducted quarterly by the safety officer. All employees will be shown and instructed how to safely work around the following operations and equipment. All training must be documented. Employees will utilize Target Solutions Software to document training. Include a complete description of the safety training provided.

***Erba Lane Station***


- Welder - gas, electrical
- Hose tower
- Generator and switching area
- Main electrical panel - apparatus room, storage room
- Outside storage area for oil, foam, and generator fuel
- Bench grinder
- All power tools
- Gas barbecue
- Physical workout equipment
- Fuel islands
- Vehicle exhaust fumes
- Moving/Backing apparatus
- Lighting natural gas appliances
- Oil/water on apparatus room floor
- Drill Press

***Glenwood Drive Station***

- Electrical panel
- Electrical switching area (for generator)
- Grinder
- All power tools
- Physical workout equipment
- Drill Press
- Oil/water on apparatus room floor
- Gas barbecue
- Moving/Backing apparatus
- Vehicle exhaust fumes

**B. Periodic Scheduled Inspections**

The district shall list all identified workplace hazards and the schedule for annual inspections of these hazards. It is also suggested that the district have all

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personnel engage in daily ongoing monitoring and inspection of their specific work areas.

C. **Unscheduled Inspections**

In addition to scheduled inspections, the safety officer will arrange for unscheduled, unannounced, surprise inspections. The list of subjects for these inspections will be chosen randomly, but with particular emphasis placed on the list of workplace hazards.

D. **New Matters**

The safety officer will arrange for an inspection and investigation of any new substance, process, procedure, or equipment introduced into the workplace. The safety officer will also arrange for an inspection and investigation whenever the district is made aware of a new or previously recognized hazard.

E. **Employee Reporting of Hazards**

Employees are required to immediately report any unsafe condition or hazard that they discover in the workplace to their supervisor or the safety officer. Employees reporting hazards may remain anonymous. No employee will be disciplined or discharged for reporting any workplace hazard or unsafe condition.

F. **Documentation of Inspections**


All safety inspections shall be documented on district forms. These records will be retained by the district for at least three (3) years.

G. **Monitoring and Correcting Identified and/or Potential Safety and Health Concerns.**

The process for abating potential and identified concerns is outlined in the district's Standard Operating Procedures.

H. **Newly Discovered Safety and Health Concerns**

The district shall address all newly discovered safety and health concerns that are brought to the attention of the district. Any suspected safety or health concern should be immediately reported to a supervisor or duty chief. Employees reporting safety or health concerns may remain anonymous. No employee will be disciplined or discharged for reporting any safety or health concern.

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I. Hazards Which Give Rise to a Risk of Imminent Harm

Whenever possible, it is the intent of the district to abate immediately any hazard which gives rise to a risk of imminent harm. When such a hazard exists which the district cannot abate immediately without endangering employees and/or property, all exposed personnel will be removed from the area of potential exposure except those necessary to correct the hazardous condition. All employees involved in correcting the hazardous condition will receive appropriate training in how to do so and will be provided the necessary safeguards and personal protective equipment.

3. Emergencies

The district is concerned about the health and well being of all of the employees. This policy, in addition to a comprehensive training program, is provided to deter on-the-job injuries. However, the district recognizes that accidents will occur regardless of policies and training programs.

All accidents shall be investigated as per the district's Standard Operating Procedures and a written report filed. Specifically, any significant injury, hazardous material release or communicable disease exposure shall be investigated.

The emergency action plan for each scenario is defined in the district's Standard Operating Procedures.

4. Communicating with Employees on Safety and Health Issues

Safety meetings will be held on several different levels described herein. There will be a system by which an employee will be able to provide notification to the safety officer on conditions or concerns relating to health and safety. There will be regular postings and information handouts to all employees.


A. Safety Meetings

Safety meetings will be conducted, as needed, by the safety officer, duty chiefs, and paid call training coordinator. All safety meetings shall be documented and filed.

*Safety Officer* - Will conduct a safety meeting with all chief officers.

*Duty Chiefs* - Will conduct a safety meeting no less than every three (3) months to discuss the following issues:

- New hazards that have been introduced or discovered in the workplace.

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- Causes of recent accidents or injuries and the methods adopted by the dist to prevent similar incidents in the future.
- Any health or safety issue deemed by the safety officer, duty chief, or fire cl that requires reinforcement or action.

*Company Officer and Paid Call Training Coordinator* - Will also conduct meetings with paid call firefighters to discuss the following issues:

- New hazards that have been introduced or discovered in the workplace.
- Causes of recent accidents or injuries and the methods adopted by the dist to prevent similar incidents in the future.
- Any health or safety issue deemed by the safety officer, duty chief, or fire cl that requires reinforcement or action.

All safety meetings will be documented in Target Solutions. The districts monthly safety/officers meeting will also be documented in the meeting minutes. These records must be kept for at least three (3) years.

**B. Notification Procedures**

Any suspected safety or health concern should be immediately reported to the employee's immediate supervisor or the safety officer. If the concern is considered an immediate hazard, the district will take immediate action to mitigate the hazard.


**C. Anonymous Notification Procedures**

The district has a system of anonymous notification whereby employees who wish to inform the district of workplace hazards may do so anonymously by submitting an Unsafe Condition or Hazard form to the safety officer. The safety officer shall investigate all such reports in a prompt and thorough manner.

**D. Postings**

All safety postings and bulletins will be posted adjacent to the space provided to the employees for association business. In the event that there is a posting that is deemed emergent or of significant interest to all employees, notice may be given to employees.

**E. Training**

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The district has training requirements designed to instruct each employee on general safety procedures as well as on safety procedures specific to the employee's job.

5. Enforcement of the Safety Program

The Scotts Valley Fire Protection District is firmly committed to maintaining a safe and healthy working environment. To achieve this goal, the district has implemented this comprehensive injury and illness prevention program. This program is designed to prevent workplace accidents, injuries, and illnesses. As stated in this policy, safety is taken very seriously. Failure to follow this program and safety directions may result in progressive disciplinary action against an employee.

6. Safety and Health Training

Awareness of potential health and safety hazards, as well as knowledge of how to control such hazards, is critical to maintaining a safe and healthy work environment. The district is committed to instructing all employees in safe and healthful work practices. To achieve this goal, the district will provide training to each employee with regard to general safety procedures and with regard to any hazards or safety procedures specific to that employee's work assignment.


The training of employees will be an ongoing operation within the Scotts Valley Fire Protection District. Safety must be incorporated into training sessions, at the management level, as appropriate. In order to train effectively, the safety officer needs to assure that the person/persons providing the training are competent and fully familiar in the area of instruction. Instructional personnel shall adhere to the following guidelines:

- Be familiar with the subject being taught.
- Believe in the subject to assure employee receptiveness.
- Training will be continual and frequent.

A. When Training Will Occur

*All employees* - training will be provided as follows:

- Upon hiring.
- Whenever an employee is given a new job assignment for which training has not previously been provided.
- Whenever new substances, processes, procedures, or equipment representing a new hazard are introduced into the workplace.
- Whenever the district is made aware of a new or previously

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unrecognized hazard.

- Whenever the district, safety officer, or duty chief believes that additional training is necessary.

**Safety employees** - training will be provided as follows:

- Upon hiring.
- When scheduled as per Standard Operating Procedures.
- As part of the District's Career Development Guide.
- Whenever new equipment or clothing is used for which training has not been provided.
- Whenever the district is made aware of a new or previously unrecognized hazard.
- Whenever the district, safety officer, or duty chief believes that additional training is necessary.

**B. Areas of Training**

Areas of training are currently identified in the district's Career Development Guide.


**C. Documentation of Training**

The district shall document all training given whether the training is for a single employee or a group of employees. Employees will utilize Target Solutions Software to document all training. In addition, all standard routine or special training sessions provided shall have, on file in the department, instructional and course material that ensures that the training is consistent and current to fire service standards. These records shall be retained by the district with copies available to the safety officer. All training sessions shall be documented by the district in the following manner using the prescribed format and forms listed below:

- Each employee attending and instructing the training session will be listed in the *Target Solutions Software Program*.
- Copies of the Training Record will be kept for three (3) years.
- Duty chiefs should, at the regular personnel meetings, discuss training needs and provide suggestions for future training issues, along with any other business that is pertinent to the safety of the employees on the job, to the safety officer.

**D. Safety Orientation**



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When a new employee or group of employees is about to start work the duty chief or his/her designate will take time to orient each person to the job, find out what the new person can and cannot do, and integrate safety into each aspect. Although safety is a primary responsibility of all employees, new employees need more attention since accident statistics show that new employees are more likely to be injured regardless of experience. The duty chief will:

- Orient the employee to the work place. Any special plans or procedures will be discussed with an emphasis on safety.
- Introduce the employee to key personnel, including the safety officer.
- Show the employee the work area and discuss what the employee will be doing and what hazards are involved.
- Present the safety program to the employee and discuss safety and performance expectations.
- Provide the employee with the necessary personal protective equipment.
- Monitor the employee periodically for several days and correcting the employee when tasks are performed improperly.
- Additional meetings shall be held after any injury or accident prior to any unusually hazardous operations and when new equipment or procedures are introduced.

7. Accident Investigation


A. District Policy

All work related accidents shall be investigated by the district in a timely manner. Minor incidents and near misses will be investigated as well as serious accidents. A near miss is an incident, which, although not serious in itself, could have resulted in a serious injury or significant property damage. Investigation of these instances may avoid serious accidents in the future.

B. Responsibility for Accident Investigation

Accident investigations will be carried out by the duty chief as outlined in the district's Standard Operating Procedures. In the event that the accident involves the duty chief, the safety officer will conduct the investigation.

C. Procedure for Accident Investigation

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Procedures and guidelines for conducting an accident investigation can be found in the district's Standard Operating Procedures.

D. Required Verbal Report

In the event that an accident has caused any injury that results in a significant number of days lost from work or has a significant cost/loss to the district, or the individual, the fire chief or safety officer shall provide a verbal report on the accident to the district Board of Directors on the information listed above and on measures being taken to mitigate the hazard to prevent a recurrence in the future.

E. Correcting the Hazard and Preventing Reoccurrence

Once the investigation is complete and the facts relating to the accident are known, ACTION to mitigate the hazard or prevent a reoccurrence of the accident is the responsibility of the individual duty chief. The district gives the authority to take action to duty chiefs to assure the speedy mitigation of these issues. Assistance can be requested from the safety officer if the methods to be used are unclear.

F. Concealed Hazards


If the accident was the result of a concealed hazard, or if an unrelated concealed hazard becomes known, the employees that have any possible exposure to that hazard will be informed immediately. The mitigation of such a hazard will be a top priority. Mitigation efforts must be action oriented.

8. Respiratory Protection Program

A. The purpose of this program is to ensure the protection of all employees from respiratory hazards through proper use of Self Contained Breathing Apparatus (SCBA).

B. The safety officer is solely responsible for all facets of this program and has full authority to make necessary decisions to assure success of this program. The safety officer will develop written instructions covering each of the basis elements in the program and is the sole person authorized to amend these instructions.

C. The training officer will require that all safety personnel be instructed in the proper use and care of SCBA's. The training officer shall schedule annual

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training to meet the requirements of this program and will keep pertinent training and medical evaluation records of district personnel that use and operate SCBA's.

D. The company officer is responsible to assure all personnel utilize SCBA's in a manner that is in accordance with this program and the referenced material.

E. Program Elements

1. All SCBA shall be selected in accordance to those specifications found in the NFPA 1981 and Cal OSHA Title 8, Section 3409.
2. All breathing air of use in SCBA's shall meet the requirements found in NFPA 1404 and Cal OSHA Title 8, Section 5144.
3. The user shall be instructed and trained in the proper use and care of SCBA's and their limitations.
4. The following materials and references shall be used when conducting SCBA probationary of skills maintenance training:
  - Firefighter I Curriculum
  - Career Development Training Requirements
  - District Standard Operating Procedures Manual
  - Published References:
    - IFSTA, Essentials of Fire Fighting
5. All SCBA users shall follow the guidelines for the selection, use, training, inspection, and maintenance of SCBA's as outlined in the district Standard Operating Procedures.
6. All persons who may, in the course of their employment, have to wear respiratory protective equipment shall be evaluated to determine if they are physically able to perform in a working environment wearing respiratory protection. A physician representing the Santa Cruz County Fire Agencies Insurance Group will determine the health and physical conditions that are pertinent. A periodic evaluation of the user's medical status shall be performed.
7. Documentation of the users medical evaluation and fit test results shall be kept in the users personnel file.
8. Training records shall be kept to record the users completion of probationary and skills maintenance.