

Kent Fire Department Policy & Guidelines

SAFETY # 401	<i>Effective Date:</i> 09/20/07	<i>Last Revision:</i>	CFAI Ref:
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Approval: _____, Fire Chief

ACCIDENT PREVENTION PROGRAM

Policy References:

- 1) WAC 296.305 – Safety Standard for Firefighters
- 2) NFPA 1500 – Standard on Fire Department Occupational Safety and Health
- 3) Policy 326 – Reporting Vehicle Accidents
- 4) Policy 325 – Reporting Unsafe Conditions or Practices
- 5) Policy 324 – Occupational Injuries and Illnesses
- 6) Policy 404 – Monthly Safety Meetings
- 7) Policy 405 – Facility Inspections
- 8) Policy 402 – Accident Review Board
- 9) Form Manual
 - Monthly Safety Meeting Report
 - Employee Safety Suggestions
 - Station Facility Inspection
 - Facility Inspection

Affected Members: All Uniformed Employees

Policy Statement:

It shall be the policy of the Kent Fire Department to promote a safe work environment. A proactive Accident Prevention Program is critical to maintaining and improving occupational safety. Elements of the Accident Prevention Program include: fact-finding associated with incidents, accidents, and injuries, peer review by an active Safety Committee, safety analysis of methods and equipment, current and realistic policies, education and training.

DEFINITIONS:

Accident: An unexpected event that interrupts or interferes with the orderly progress of the fire Department operations and may or may not include personal injury or property damage.

Near-miss: An unexpected event where personal injury or property damage was luckily avoided, but serves as a warning of a hazardous condition or practice.

Vehicle Accident: Any situation or event involving a Kent Fire Department vehicle that results in injury or damage to another vehicle, property or equipment.

Vehicle Incident: Any situation or event where equipment associated with a

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vehicle results in injury or damage to property or equipment.

Reportable Injury: any work related injury or illness should be reported..

Action by:

Action:

Deputy Chief/
Division Chief

1. Ensure that personnel are familiar with and comply with the intent of all policies, procedures and training manuals as they relate to safety.
2. Ensure that all accidents, incidents and on-the-job injuries are properly reported, documented and investigated according to City and Department policies.
3. Establish a work plan to mitigate a known hazard or condition.

Safety Officer

1. Ensure that all accidents, incidents and on-the-job injuries are investigated appropriately. Take the lead on fact-finding associated with accidents involving deaths, hospitalization or immediate medical evaluation and vehicle accidents/incidents involving injuries or significant damage.
2. Ensure that fact-find is properly documented and findings are forwarded to the Deputy Chief or appropriate Division Chief.
3. Evaluate injury/accident reports for trends and underlying causes and include suggested corrective actions intended to increase departmental safety.
4. Work with unit leaders to help reduce identified safety hazards and related risks.
5. Manage the facility safety inspection program. Participate in safety inspections of station and shop inspections twice a year or as requested.
6. Review and file monthly safety meeting minutes.
7. Send out "safety notices" when appropriate.
8. Investigate safety complaints and occupational concerns or hazards.
9. Work with department Safety Committee to address safety issues and monitor the success of the Accident Prevention Program.
- 10 Works with city Risk Management office.

BC in charge of Station
Captains

1. Ensure that monthly station inspections are done and corrective actions completed in a timely manner.

Battalion Chief

1. Promote a safe work environment.
2. Ensure that all station officers hold monthly safety meetings and submit meeting minutes on time.
3. Ensure that all accidents, incidents and on-the-job injuries are properly reported, documented and investigated according to City and Department policies.
4. Request the Safety Officer to be present at:

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Action by:

Action:

- a) vehicular accidents involving injuries or significant damage
 - b) accidents involving deaths, hospitalization or immediate medical evaluation
 - c) whenever deemed necessary.
5. Inform and support personnel with respect to their option to forward safety concerns directly to the Safety Officer.

Station Captain

1. Promote a safe work environment.
2. Conduct and document monthly facility inspections and ensure that hazards and conditions are identified and corrected.

Captain

1. Promote a safe work environment.
2. Review monthly facility inspections and share findings with personnel.
3. Conduct monthly safety meetings and submit meeting minutes on time.
4. Instruct their personnel in all safety practices per department policy and guidelines and training manuals.
5. Encourage their personnel to make safety suggestions and report health/safety problems.
6. Ensure that all accidents, incidents and on-the-job injuries are properly reported, documented and investigated according to City and Department policies.

Firefighter

1. Perform tasks in a safe manner following Department policies, procedures and training manuals as guidelines.
2. Report unsafe conditions at an emergency scene or in the station to their immediate supervisor.
3. Forward safety or health concerns to the Safety Officer. May be done confidentially by using Employee Safety Recommendation Form.
4. Wear the proper personal protection equipment as dictated by the situation and direction of the Captain and/or Incident Commander.
5. Appropriately report all accidents, injuries, vehicle accidents/incidents, and near-misses. Collect and/or protect all associated evidence.

Department Safety Committee

1. Composed of a broad cross-section of department representatives.
2. Provides a review of safety suggestions, complaints and issues and makes recommendations for improved safety.
3. Works with the Department Safety Officer to evaluate the effectiveness of the department's Accident Prevention Program.
4. Meets no less than one hour per quarter.