TAHOE DOUGLAS FIRE PROTECTION DISTRICT POLICIES AND PROCEDURES SAFETY

TABLE OF CONTENTS

Respiratory – 6	Respirator Training
Respiratory – 7	Respirator Purchasing
Respiratory – 8	Respirator Inspection, Maintenance, Repair
Respiratory – 9	Respirator Storage
Respiratory – 10	Respirator Program Evaluation
Respiratory – 11	Breathing Air Compressor

TAHOE DOUGLAS FIRE PROTECTION DISTRICT POLICIES AND PROCEDURES SAFETY

TABLE OF CONTENTS

TABLE OF CONTENTS

SECTION 1

GENERAL SAFETY RULES AND GUIDELINES

GENERAL -1
DEPARTMENT SAFETY POLICY

It is the policy of the Tahoe Douglas Fire Protection District that the first consideration in the performance of work shall be the safety of the employees. All reasonable methods, procedures and equipment necessary to achieve this will be used. There will be no compromise with safety. To carry out this policy, the staff, including all levels of supervision, has the responsibility to:

1. Provide or make available to each employee such protective equipment or clothing they need to perform their work safely.
2. Provide employees with tools and equipment that are safe.
3. Provide employees with the necessary instruction to perform their work safely.
4. Provide a continuing program of safety instruction through all available employee communication methods.
5. Engage in a continuing program of investigation of improved safety methods, techniques, concepts, and equipment and of adopting those deemed advantageous to the overall safety program.

To make this policy fully effective, it must be the responsibility of all employees to:

1. Observe applicable department safety rules.
2. Keep work areas free of unnecessary hazards.
3. Wear and use required safety clothing and equipment.
4. Maintain work habits and attitudes that will protect other employees and themselves.
5. Comply with occupational health and safety rules and standards, which are applicable to your own actions and conduct.

SAFETY GUIDELINES

1. Whenever you are involved in any accident that results in personal injury or damage to property, no matter how small, the accident must be reported. Get first aid promptly if required.

2. Report immediately any condition or practice you think might cause injury or damage to equipment.

3. Do not operate any equipment which, in your opinion, is not in a safe condition.

GENERAL – 1
DEPARTMENT SAFETY POLICY

4. All prescribed safety and personal protective equipment should be used when required and maintained in a working condition.

5. Obey all department rules, governmental regulations, signs, markings and instructions. Be particularly familiar with those that apply directly to you. If you don't know ask.

6. When lifting, use the approved lifting technique, i.e., bend your knees, grasp the load firmly, then raise the load keeping your back as straight as possible. Get help for heavy loads.

7. Don't horseplay; avoid distracting others; be courteous.

8. Always use the right tools and equipment for the job. Use them safely.

9. Good housekeeping should always be practiced. Return all tools, equipment, materials, etc. to their proper places. Disorder wastes time, energy and will often result in injury.

10. Do not remove, displace, damage or carry off any safety device or safeguard furnished and provided for your use or the use of any other employee.

11. You have the right and responsibility to report hazards. Initially report it to your supervisor. If no corrective action is taken, you should file a complaint and submit it to your safety committee representative. If it is so desired your name will remain anonymous.

SIGN: _____ SIGN: _____
FIRE CHIEF EMPLOYEE

GENERAL – 2
DEPARTMENT SAFETY GOALS AND RESPONSIBILITIES

The safety goals of the Tahoe Douglas Fire Protection District are:

- To provide safe and healthy working conditions, considering the recognized hazards of an emergency services organization. The prevention and reduction of occupationally related injuries is of such consequence that it shall be given precedence whenever necessary.

- All members of the district shall strive to prevent and reduce occupational accidents, injuries, illnesses and fatalities.

- Whenever practical, priority will be given to eliminating or abating a hazard. Training and personal protective equipment will be provided for the safety and health of employees.

Responsibilities:

- Supervisors are responsible to see that all employees are properly trained in the safe performance of their job.

- Each individual is accountable for his/her own awareness, practices,performance and safety record.

- All employees are responsible to comply with safety policies and BPGs.

- All employees are responsible to correct unsafe conditions whenever possible. Employees should report unsafe conditions to their supervisor. The Employee Safety Information Form should be used to suggest ways to improve safety and may also be used to report unsafe conditions.

GENERAL - 3
GUIDELINES FOR THE FORMATION OF THE HEALTH AND SAFETY COMMITTEE

The following guidelines are in accordance with the Union Contract between the Tahoe Douglas Fire Protection District and IAFF Local 2441 (FY 2013)and NRS 618.393, and 618.195

ARTICLE #1: SECTION 1
A joint Union/Employer Occupational Safety and Committee shall be established, comprised of not more thanthree (3) representatives from the Union, plus the Union President, a full-tme member of the Zephyr Crew and all members of staff. The union shall provide the names of their representatives to the Safety Officer.

SECTION #2
The Committee will meet quarterly and/or as soon as practible upon the call of either chairperson for the purpose of inspecting, investigating, and reviewing health and safety conditions concerning employees including Engine Company staffing levels and resource allocation. The Committee or any of its representatives shall submit to the Fire Chief and the Union President reports concerning safety and health conditions of the employee.
SECTION #3
The committee shall review and make written recommendations for the implementation of a systematic physical fitness program.

GENERAL - 4
ROLES AND RESPONSIBILITIES OF THE HEALTH AND SAFETY COMMITTEE

The Health and Safety Committee shall be responsible to assist the Health and Safety Officer with the above mentioned duties as appropriate.

The Health and Safety Committee shall be responsible to review the selection of tools, equipment and apparatus prior to purchase to ensure that such purchases provide for a high level of safety for the members of the department.

The Health and Safety Committee shall be responsible to assist in the selection of PPE. The Health and Safety Committee shall approve any change to existing PPE specifications.

The Health and Safety Committee shall provide input in the Strategic Planning Process to ensure that Health and Safety concerns are addressed on an ongoing basis.

The Health and Safety Committee shall be responsible to review the findings of accident investigations (form F-58) and injury reports (C-1) and make recommendations for change to prevent future similar incidents.

The Health and Safety Committee shall be responsible to review the findings of Post Incident Analysis when it is found that there were actual or potential safety issues identified by the PIA.

GENERAL - 5
ROLES AND RESPONSIBILITIES OF THE HEALTH AND SAFETY OFFICER

The fire chief shall appoint a designated fire department health and safety officer.

The health and safety officer shall be involved in the development, implementation, and management of the written risk management plan.

The health and safety officer shall communicate the health and safety aspects of the risk management plan to all members through training and education.

The health and safety officer shall make available the written risk management plan to all fire department members.

The health and safety officer shall monitor the effectiveness of the risk management plan and shall ensure the risk management plan is reviewed annually as it relates to fire fighter health and safety.

The health and safety officer shall develop an incident risk management plan that is implemented into the fire department's incident management best practice guidelines.

The health and safety officer shall develop, review, and revise rules, regulations, and best practice guidelines pertaining to the fire department occupational safety and health program.

Based upon the directives and requirements of applicable laws, codes, and standards, the health and safety officer shall develop procedures that ensure compliance with these laws, codes, and standards.

These recommended or revised rules, regulations, or best practice guidelines shall be submitted to the fire chief or the fire chief's designated representative by the health and safety officer.

The health and safety officer shall periodically report to the fire chief or the fire chief's designated representative on the adequacy of, effectiveness of, and compliance with the rules, regulations, and standard operating procedures.

The fire chief shall define the role of the health and safety officer in the enforcement of the rules, regulations, and best practice guidelines.

GENERAL - 5
ROLES AND RESPONSIBILITIES OF THE HEALTH AND SAFETY OFFICER

The health and safety officer shall ensure that training in safety procedures relating to all fire department operations and functions is provided to fire department members.

Training shall address recommendations arising from the investigation of accidents, injuries, occupational deaths, illnesses, and exposures and the observation of incident scene activities.

The health and safety officer shall cause safety supervision to be provided for training activities, including all live burn exercises.

All structural live burn exercises shall be conducted in accordance with NFPA 1403, *Standard on Live Fire Training Evolutions.*

The health and safety officer or qualified designee shall be personally involved in pre-burn inspections of any acquired structures to be utilized for live fire training.

The health and safety officer shall develop and distribute safety and health information for the education of fire department members. Minutes from health and safety meetings will be posted to the District's *Emergency Reporting System* web-based account,

The health and safety officer shall manage an accident prevention program.

The health and safety officer shall be permitted to delegate the development, direct participation, review, or supervision of this program.

The accident prevention program shall provide instruction for all fire department members in safe work practices for emergency and non-emergency operations.

The accident prevention program shall address the training and testing of all fire department drivers, including all fire apparatus driver/operators.

The health and safety officer shall periodically survey operations, procedures, equipment, and fire department facilities with regard to maintaining safe working practices and procedures.

The health and safety officer shall report any recommendations to the fire chief or the fire chief's designated representative.

GENERAL - 5
ROLES AND RESPONSIBILITIES OF THE HEALTH AND SAFETY OFFICER

The health and safety officer shall develop and implement procedures to ensure that a member(s) suffering a life-threatening occupational injury or illness is provided immediate emergency medical care and transportation to medical facilities.

These procedures shall also ensure that all occupational injuries and illnesses are treated at the most appropriate health care facilities.

The health and safety officer shall investigate, or cause to be investigated, all occupational injuries, illnesses, exposures, and fatalities, or other potentially hazardous conditions involving fire department members and all accidents involving fire department vehicles, fire apparatus, equipment, or fire department facilities.

The health and safety officer shall develop corrective recommendations that result from accident investigations.

The health and safety officer shall submit such corrective recommendations to the fire chief or the fire chief's designated representative.

The health and safety officer shall develop accident and injury reporting and investigation procedures and shall periodically review these procedures for revision.

These accident and injury reporting procedures shall comply with all local, state, and federal requirements.

The health and safety officer shall review the procedures employed during any unusually hazardous operation. Wherever it is determined that incorrect or questionable procedures were employed, the health and safety officer shall submit corrective recommendations to the fire chief or the fire chief's designated representative.

The fire department shall maintain records of all accidents, occupational deaths, injuries, illnesses, and exposures.

The health and safety officer shall manage the collection and analysis of this information.

The health and safety officer shall identify and analyze safety and health hazards and shall develop corrective actions to deal with these hazards.

GENERAL - 5
ROLES AND RESPONSIBILITIES OF THE HEALTH AND SAFETY OFFICER

The health and safety officer shall ensure that records on the following are maintained.

(1) Fire department safety and health standard operating procedures
(2) Periodic inspection and service testing of apparatus and equipment
(3) Periodic inspection and service testing of personal safety equipment
(4) Periodic inspection of fire department facilities

The health and safety officer shall maintain records of all recommendations made and actions taken to implement or correct safety and health hazards or unsafe practices.

The health and safety officer shall maintain records of all measures taken to implement safety and health procedures and accident prevention methods.

The health and safety officer shall issue a report to the fire chief, at least annually, on fire department accidents, occupational injuries, illnesses, deaths, and exposures.

The health and safety officer shall review specifications for new apparatus, equipment, protective clothing, and protective equipment for compliance with the applicable safety standards.

The health and safety officer shall assist and make recommendations regarding the evaluation of new equipment and its acceptance or approval by the fire department

The health and safety officer shall assist and make recommendations regarding the service testing of apparatus and equipment to determine its suitability for continued service.

The health and safety officer shall develop, implement, and maintain a protective clothing and protective equipment program, and provide for the periodic inspection and evaluation of all protective clothing and equipment to determine its suitability for continued service.

The health and safety officer shall ensure all fire department facilities are inspected.

The health and safety officer shall ensure that any safety or health hazards or code violations are corrected.

The health and safety officer shall incorporate medical surveillance, wellness programs, physical fitness, nutrition, and injury and illness rehabilitation into the health maintenance program.

GENERAL - 5
ROLES AND RESPONSIBILITIES OF THE HEALTH AND SAFETY OFFICER

The health and safety officer shall be a member of the fire department occupational safety and health committee.

The health and safety officer shall report the recommendations of the fire department occupational safety and health committee to the fire chief or the fire chief's designated representative.

The health and safety officer shall submit recommendations on occupational safety and health to the fire chief or the fire chief's designated representative.

The health and safety officer shall provide information and assistance to officers and fire fighters for surveying their districts, so they will be able to identify and report safety and health hazards that could have adverse effects on fire department operations.

The health and safety officer shall maintain a liaison with staff officers regarding recommended changes in equipment, procedures, and recommended methods to eliminate unsafe practices and reduce existing hazardous conditions.

The health and safety officer shall maintain a liaison with equipment manufacturers, standards-making organizations, regulatory agencies, and safety specialists outside the fire department regarding changes to equipment and procedures and methods to eliminate unsafe practices and reduce existing hazardous conditions.

The health and safety officer shall maintain a liaison with the fire department physician to ensure that needed medical advice and treatment are available to the members of the fire department.

The health and safety officer shall ensure that the fire department's infection control program meets the requirements of 29 CFR 1910.1030, “Occupational Exposure to Bloodborne Pathogens,” and NFPA 1581, *Standard on Fire Department Infection Control Program*.

The health and safety officer shall maintain a liaison with the person or persons designated as infection control officer to assist in achieving the objectives of the infection control program as specified in NFPA 1581, *Standard on Fire Department Infection Control Program*.

The health and safety officer shall function as the fire department infection control officer if an infection control officer position does not exist in the fire department.

GENERAL - 5
ROLES AND RESPONSIBILITIES OF THE HEALTH AND SAFETY OFFICER

The health and safety officer shall ensure that the critical incident stress management program is incorporated into the fire department's member assistance program.

Post Incident Analysis
The health and safety officer shall develop procedures to ensure that safety and health issues are addressed during post-incident analysis.

The health and safety officer shall provide a written report that includes pertinent information about the incident relating to safety and health issues.

The health and safety officer shall include information based upon input from the incident safety officer.

This information shall include the incident action plan and the incident safety officer's incident safety plan.

The health and safety officer shall include information about issues relating to the use of protective clothing and equipment, personnel accountability system, rehabilitation operations, and other issues affecting the safety and welfare of personnel at the incident scene.

GENERAL - 6
FACILITY SAFETY

PURPOSE:

To provide a workplace that minimizes the risk of occupational injury or illness.

POLICY:

All fire department facilities shall comply with all legally applicable health, safety, building, and fire code requirements.

All fire district stations shall have designated facilities for disinfecting, cleaning, and storage of PPE.

All existing and new fire stations shall be provided with smoke detectors in work, sleeping, and general storage areas.

All existing and new fire department facilities shall have carbon monoxide detectors installed in sleeping and living areas.

The fire department shall prevent exposure to fire fighters and contamination of living and sleeping areas to exhaust emissions.

All fire department facilities shall be designated smoke-free, smoking should not take place in areas surrounding doors or in locations were the smoke may inadvertently enter the building through windows or HVAC systems.

GENERAL - 7
SAFE PRACTICES FOR THE WORKPLACE

WORK SAFELY	Safety is everyone's responsibility. Teach new employees safe work methods. Accidents can be prevented.
WHEN LIFTING	Hold your back straight, bend your knees, have a firm grip on the object, hold it close to your body, space your feet for good balance, lift exerting the lifting force with your leg muscles, not back muscles
MATERIAL HANDLING	Do not throw objects, always carry or pass them. Use hand trucks or other aids when possible. Get help with heavy or awkward objects.
SHARP OBJECTS	Do not dispose of sharp objects or dangerous substances in the trash. Dispose of them properly.
CLEAN UP	Remove refuse promptly to prevent slips and tripping hazards.
PREVENT FALLS	Keep aisles, workplaces, and stairways clean, clear and well-lighted, report slippery or faulty floor surfaces.
WALK	Don't run, wear safety-soled shoes.
TOOLS	Handle sharp tools carefully. Do not use defective or greasy tools. Use the correct tool for the job.
PPE	Wear appropriate PPE. Report damaged PPE immediately. Keep PPE clean.
LADDERS	Use a safe ladder, not a box, chair, or makeshift item. Use ladders safely and correctly.
MACHINE GUARDS	Keep machine guards in place at all times. Lock out/tag out prior to working on equipment.
ELECTRICAL HAZARDS	Do not stand on wet surfaces while using electrical equipment. Keep extension cords in good repair. Do not make improvised connections or repairs. Do not overload outlets.

GENERAL – 7
SAFE PRACTICES FOR THE WORKPLACE

COMPRESSED AIR	Use the correct pressure. Wear eye and hearing protection at all times when using compressed air.
PREVENT INFECTION	All punctures, cuts and scratches are dangerous. Get first aid at once.
INJURIES	Report all injuries at once.
HORSEPLAY	Horseplay and practical jokes are not allowed.
EMERGENCIES	Know what procedures have been planned. Know where fire extinguishers are located.
STAIRS	When ascending or descending stairways, maintain contact with the handrail. Do not leave any objects on stairs. Clean up spills on stairs immediately.
FIRE POLES	Only one person at a time shall slide the pole. The pole shall not be slid without clothing on their legs and upper body. The pole shall not be slid when foreign materials or lubricants are present on either the pole or the person.
HEARING PROTECTION	Hearing protection shall be utilized when working in environments where noise levels exceed 90 dBA. This includes emergency scenes when the utilization of hearing protection would not interfere with required PPE.
EYE PROTECTION	When a potential for eye injury exists, eye protection meeting ANSI Z 87.1 or NFPA standards shall be utilized.
MSDS	The Fire District will maintain hard copies of Material Safety Data Sheets in each fire station.

GENERAL - 8
LOCKOUT-TAGOUT

POLICY:

Whenever service is to be performed on any type of machinery, the following procedures shall be followed to prevent accidental movement or discharge of energy.

PURPOSE:

This procedure establishes the minimum requirements for the lockout of energy, which will isolate devices whenever maintenance or servicing is to be performed on a machine or equipment that is energized by electricity, hydraulics or other energy producing weights, air pressure, etc. This procedure also establishes procedures for restoring equipment to service after maintenance/repair has been completed

POLICY:

Whenever service is to be performed on any type of machinery, the following procedures shall be followed to prevent accidental movement or discharge of energy.

RESPONSIBILITIES:

Company Officer:

The Company Officer has the responsibility to ensure personnel under their control comply with all lockout/tagout procedures, and to provide the employee all equipment and material required to accomplish these procedures in a safe and prescribed manner. The Company Officer is responsible to ensure employees are thoroughly trained in all aspects of lockout/tagout procedures.

Employees:

Employees are responsible to comply with all lockout/tagout procedures to ensure their safety and the safety of others in the area where the work is being performed. If lockout/tagout procedures cannot be complied with then the employee shall not continue the job and notify the Company Officer. **Under no circumstances will an employee work on machinery or equipment /systems until adequate safe-guards are accomplished to the fullest extent possible.**

GENERAL - 8
LOCKOUT-TAGOUT

Lockout/tagout devices

Locks and warning tags will be provided as a minimum. Under no circumstances is the equipment to be used before contacting the person(s) who placed the lock in position. Locks are only to be removed by the person or persons responsible for placing the locks in the first place.

Lockout/tagout of department vehicles:

Vehicles out of service shall have tags installed on the steering wheel to indicate that they should not be operated. In addition, if a person is under a vehicle for any reason, i.e. checkout/maintenance, the vehicle shall have a tag placed on the steering wheel indicating that the vehicle should not be moved.

PROCEDURES:

The following procedures establish the minimum requirements for the lockout of energy being supplied to the machine or equipment being worked on or maintained.

SEQUENCE OF LOCKOUT/TAGOUT:

1) Notify all affected employees that servicing or maintenance is required and the machine or equipment must be shut down and locked out to perform work.

2) The employee performing the servicing or maintenance of the machine or equipment shall understand the hazards of the energy the machine or equipment utilizes and shall know the methods to control the energy.

3) If the machine or equipment is operating, it should be shut down by the normal stopping procedures.

4) Lockout the energy isolating device(s) so that the machine or equipment is isolated from all other energy sources.

5) Lockout the energy isolating device(s) with the locks provided or other devices which will ensure energy sources cannot be reactivated by another person.

6) Stored or residual energy must be dissipated or restrained by methods such as grounding, repositioning, blocking or bleeding down.

GENERAL - 8
LOCKOUT-TAGOUT

7) Ensure that the equipment is disconnected from the energy source. Verify the isolation of the equipment by actuating the normal operating controls to make certain equipment will not operate.

8) Once isolation of the energy source to the machine and within the machine has been checked and verified, the machine is considered adequately locked out.

9) CAUTION: IF THERE IS ANY QUESTION AS TO WHETHER THE ENERGY TO THE MACHINE OR EQUIPMENT IS LOCKED OUT AND SAID EQUIPMENT IS SAFE TO WORK ON, RESPONSIBLE EMPLOYEES ARE DIRECTED TO SEEK FURTHER GUIDANCE FROM THEIR SUPERVISOR BEFORE BEGINNING MAINTENANCE OR SERVICING OF THE EQUIPMENT.

RESTORING EQUIPMENT TO SERVICE:

Take the following steps when returning the equipment to normal use:

1) Check the machine or equipment and the immediate area to ensure that nonessential items have been removed and that the machine or equipment is operationally intact.

2) Verify that controls are in neutral. Then remove the lockout devices and re-energize the machine or equipment in accordance with manufacturer's specifications.

3) Notify affected employees that the servicing or repair is complete and the equipment is ready for normal use.

INFORMING OUTSIDE CONTRACTORS:

Whenever outside contractors are used to service machines or equipment, it is the responsibility of the Tahoe Douglas Fire Protection District to inform the outside contractor of the rules and procedures set forth in this manual. Department personnel responsible for overseeing the outside contractor's job shall make a determination if the outside contractor's lockout/tagout procedures are adequate and are in compliance with approved standards.

GENERAL - 9
PERSONAL PROTECTIVE EQUIPMENT

All personal protective equipment shall, at the time of purchase, meet the most recent edition of the applicable NFPA standard.

Upon issue of new PPE items, the employee shall read use and care instructions provided by the manufacturer.

Prior to selecting a new item of PPE, the item shall be evaluated by the Health and Safety Committee.

PPE shall not be modified in any manner without the prior approval of the Health and Safety Officer

PPE shall be maintained and cleaned in accordance with NFPA 1581. **PPE should never be laundered at the employee's home.**

Inspection and repair of PPE shall occur in accordance with the PERSONAL PROTECTIVE EQUIPMENT INSPECTION AND MAINTENANCE guidelines found in this document.

Protective eyewear shall be worn when there is any potential for ocular injury or when the potential for infectious disease exposure due to ocular exposure to fluids exists. Eyewear shall be selected that meets the appropriate OSHA, ANSI or NFPA standard dependent upon the nature of the hazard.

PPE shall be used in accordance with the following BPG :

GENERAL - 9
PERSONAL PROTECTIVE EQUIPMENT

Universal-7
PERSONAL PROTECTIVE EQUIPMENT
Best Practice Guideline

The following guideline should be used when selecting PPE for various types of incidents. Once the hazard has been abated, these guidelines may be modified by the I.C. as conditions allow.

The Incident Commander may also determine that a higher level of protection is warranted and order crew to employ a greater level of PPE (structural PPE for a wildland fire into structures). All decisions regarding the selection of PPE should be made with the safety of fire district personnel as the primary consideration.

Medical Aid: Universal precautions, this includes a minimum of exam gloves, and may also require eye protection, mask and gowns (structural PPE also provides splash protection).

Structure Fire: Full Structural PPE. This consists of district issued turnouts, boots, hood, helmet, gloves and SCBA. Class "B" uniform shirts, fleece jackets or other synthetic materials will not be worn under structural PPE.

Miscellaneous Fire: (Vehicle, dumpster, etc.) Full structural PPE including SCBA. Full PPE may not be indicated for some miscellaneous fires such as campfires and illegal burning of vegetation. Reflective Highway Safety Vests not required for vehicle fires.

Wildland Fire: District issued wildland PPE including pants, jacket, gloves, web gear with fire shelter in a readily accessible configuration, long sleeve T-shirt, and structure helmet (NFPA 1977 approved wildland helmet supplied by member acceptable). Boots shall be minimum 8" tall, all leather with "Vibram" type soul and meet either ANSI z41 or NFPA 1977 standards. For speed of turnout, the backpack portion of the web gear should not be deployed during initial attack situations.

Traffic Accident: Full structural PPE, once hazards have been abated level of PPE may be downgraded. Personnel with any patient contact must also use universal precautions listed under "Medical Aid". Personnel operating in traffic areas should maximize visibility through use of structural PPE. Reflective Highway Safety Vests must be worn during all incidents on or near roadways (unless there is a threat of fire). If PPE is downgraded, vests must still be worn.

Confined Space or Rope Rescue: A minimum of wildland pants, shirt, helmet, boots and gloves may be required. PPE may be increased at the discretion of the Incident Commander.

Water/Ice Rescue: A minimum of a dry suit with or without liner and gloves dependant on conditions, PFD and Pro-Tec Helmet for water rescue. Ice rescue suit, chest harness, Pro-Tec helmet and PFD should be worn for ice rescues.

It is the responsibility of all on-duty personnel to ensure that all of their PPE is with them at all times and in working order.

Exception: If you are responding to a vegetation fire on a brush unit in district, it is not necessary to transfer your structural PPE to the brush unit.

GENERAL - 9
PERSONAL PROTECTIVE EQUIPMENT

INSPECTION AND MAINTENANCE

Inspection of PPE shall be made by the member to whom it is assigned at least once a month and after every use. A use is defined as any activity in which there is a potential for soiling or damaging PPE. Such activities include, but are not limited to; fire incidents, extrication incidents, incidents in which the user is exposed to bodily fluids or any other substance that may soil the garment.

An annual inspection of PPE will be made by either the station Captain or the Shift Battalion Chief; this inspection will be a detailed inspection.

Any PPE element that has been contaminated with a potentially hazardous material or potentially infectious substance shall be decontaminated and fully cleaned prior to inspection.

Inspections shall address the following criteria for all components:

- Cleanliness
- Contamination from hazardous materials or biological agents
- Damaged or missing reflective trim
- Chemical damage
- Thermal damage, such as charring, burn holes and melting
- Condition of seams and stitching
- Damage to thermal liner/vapor barrier assembly
- Physical damage, including:
    - Rips, cuts and tears
        - Damaged/missing hardware or closure systems
    - Thermal damage such as charring, burn holes and melting

Hood- excessive stretching

SCBA mask/goggles

- Damaged or missing components, including discoloration, crazing or extensive scratches

- Condition of face seal and retention system

GENERAL - 9
PERSONAL PROTECTIVE EQUIPMENT

INSPECTION AND MAINTENANCE

Helmet:

- Cracks, crazing, dents, abrasion, bubbling, soft spots, warping or discoloration
- Damaged or missing components of the suspension and retention system

Gloves:

- Inverted liner
- Shrinkage, loss of elasticity/flexibility

Boots:

- Exposed/deformed steel toe, steel midsole, and shank
- Loss of water resistance/leaks

GENERAL - 9
PERSONAL PROTECTIVE EQUIPMENT

Tahoe Douglas Fire Protection District
Personal Protective Equipment Inspection Record

Name:_____ Rank:_____ Year:_____ Station: _____

Note: Any PPE element that has been contaminated with a potentially hazardous material or potentially infectious substance shall be decontaminated and fully cleaned prior to inspection.

Date:	Inspected By:	Inspection Type After Use*/Monthly/Annual	Pass Fail Missing	Cleaning Needed Routine/advanced**	Repair Required	Disposition OOS for cleaning or repair, permanently OOS	Comments: List each item that needs repair/cleaning separately

		Annual					

*After use inspection is only required following activities in which there is a potential for soiling or damaging PPE, Such activities include, but are not limited to fire incidents, extrication incidents, incidents in which the user is exposed to bodily fluids or any other substance that may soil the garment.

**Routine cleaning is that which may be achieved by using normal cleaning process using turnout washing machine. Advanced cleaning indicates the need to send the garment out to a vendor for specialized cleaning.

GENERAL - 9
PERSONAL PROTECTIVE EQUIPMENT

Tahoe Douglas Fire Protection District
Personal Protective Equipment Inspection List

Name:_____ Rank:_____ Year:_____ Station: _____

This check-off shall be completed at time of monthly inspection. Enter Pass/Fail/Missing in each box. Describe any discrepancy on PPE Inspection Record on the back of this form.

Date:	Helmet	SCBA Mask	Turnout Coat	Turnout Pants	Turnout Boots	Structural Gloves	Hood	Brush Pants	Brush Coat	Web Gear	Brush Gloves	Flashlight/ Headlamp	other

Comments: _____

GENERAL-10
Drafting Pit Entry Policy

OSHA documents referring to confined space define two levels of confined space: "confined space" and "permit-required confined space". A permit-required confined space will be referred to as a "permit space" in this policy.

The drafting pit at Station 23 meets the definition of a confined space. And, under certain circumstances, meets the definition of a permit space.

The drafting pit meets criteria for permit space when it is full of water. The drafting pit would meet the criteria for permit space if it contained a known hazardous atmosphere that cannot be mitigated through ventilation.

Do not enter the drafting pit for any purpose if it contains more than two feet of water.

After the water in the drafting pit is pumped to a level of two feet or less it may be evaluated for entry without a permit:

1. Hatches will be opened and protected from people falling in the open hatch. Barriers will be erected using pedestal cones and caution tape or similar barrier that would prevent an inadvertent step into the open hatch

2. The drafting pit will be allowed to naturally ventilate through the open hatches for 30 minutes.

3. After 30 minutes the drafting pit will be visually inspected with flashlights from above ground. Personnel will look for any potential sources of rotting organic matter or any other anomalies that could cause a hazardous atmosphere.

4. "Four Gas" monitors will then be lowered into the pit by personnel from above to monitor the atmosphere within the pit. At a minimum, oxygen, CO, Hydrogen sulfide, and explosive atmospheres will be monitored.

5. If no hazards are detected, entry into the pit can be made using the procedure below.

6. If the visual inspection or the air monitoring detect the potential of a hazardous atmosphere, continuous forced air ventilation will be employed. Electric fans will used to prevent the possibility of introducing CO into the atmosphere. After 15 minutes of ventilation, the atmosphere will again be tested.

7. If the hazard cannot be mitigated by ventilation, the pit will be closed and locked until the hazard is investigated and mitigated. Any entry into a known hazardous atmosphere will be deemed a permit entry.

Entry procedure:

Employees may need to enter the drafting pit to perform work or for training purposes.

The pit will be evaluated for permit required entry criteria, see 1-6 above

If it is determined that entry into the pit can be made:

1. The fixed ladder will not be used
2. Two routes of ingress/egress will be established (ladders)
3. Employee(s) will enter the pit to perform work or train
4. An air monitoring device will be taken into the pit and checked at five-minute intervals for any changes in atmosphere." Four Gas" monitors will used. Oxygen, CO, Hydrogen sulfide, and explosive atmospheres will be monitored.
5. An additional employee will be in constant communication with the employee(s) performing work or training in the pit by locating at an entrance to the pit and maintaining voice and/or visual contact
6. After work is performed or training is complete, the employee(s) will exit the pit and the hatches will be locked

SECTION 2

INSPECTION AND EQUIPMENT CHECK GUIDELINES

INSPECTION/EQUIPMENT - 1

STATION/EQUIPMENT INSPECTIONS

On or about the first week of every month, the Battalion Chief shall conduct a thorough inspection of all stations and apparatus. During this inspection, any potential safety or health hazards shall be noted, such conditions shall be corrected expeditiously. The results of the inspection shall be documented with a copy of any deficiencies left in the station inspected and a duplicate filed in fire administration. When safety issues are noted, a copy shall be forwarded to the department Safety Officer.

INSPECTION/EQUIPMENT - 2

PROCEDURES FOR DAILY/WEEKLY APPARATUS CHECKS

All emergency apparatus shall have a thorough inspection completed daily in accordance with NV CDL pre-trip inspection guidelines. In addition, equipment related to emergency operations and personal safety shall also be inspected.

Weekly inspections (Sunday check) shall include the above inspections plus an operational check of each system and tool that is either a part of the apparatus or carried on the apparatus.

Any discrepancies/deficiencies shall be corrected immediately if possible, a notation of the discrepancy and the correction shall be made on the back of the daily check form. If the correction can not be made immediately, the discrepancy shall be "written-up" on form F-9 and forwarded to the Company Officer. Company Officers shall be responsible to forward the F-9 to the department mechanic or the person having functional responsibility for the item in question.

If the discrepancy affects operational safety in any manner the apparatus or equipment in question shall be removed from service. Whenever equipment is removed from an apparatus, a notation shall be made on the back-side of the daily check form and on the station's status board.

If there is any doubt regarding the safety of an apparatus or piece of equipment consult the Out of Service Guidelines (available in each station) or contact the department mechanic.

INSPECTION/EQUIPMENT – 3
OUT OF SERVICE CRITERIA

PURPOSE:
To identify critical vehicle inspection items and provide criteria for placing a vehicle out of service due to safety concerns.

POLICY:
Fire District vehicles shall be placed in "out of service" status when they are found to have a defect or condition that renders them unsafe. The following guidelines should be used to determine "out of service" status.

Inspection Item	**Out of Service Condition**
1. Brake system a.defective brakes:	The number of defective brakes is equal to or greater than 20% or brakes on the vehicle. A defective includes any brake that meets one of the following criteria: 1) Absence of effective braking action upon application of the service brakes 2) Missing or broken mechanical components including: shoes, linings, pads, springs, anchor pins, spiders, cam rollers, push-rods, and air chamber mounting bolts. 3) Loose brake components including air chambers, spider and cam shaft support brackets. 4) Audible air leak at brake chamber. Note: also check air loss rate. 5) Readjustment limits. Bring reservoir to between 90-100 psi, turn engine off and then fully apply brakes. a) one brake at 1/4" or more beyond readjustment limit b) two brakes at the readjustment limit or less than ¼" beyond the readjustment limit also equal defective brake c) any wedge brake where the combined brake lining movement of both top and bottom shoes exceeds 1/8"

INSPECTION/EQUIPMENT – 3
OUT OF SERVICE CRITERIA

Brake adjustment: shall not meet or exceed the following specifications relating to the maximum stroke at which brake must be readjusted (dimensions in inches)

Clamp Type Brake Chamber Data

Type	Outside Diameter	Maximum stroke allowable
6	4 ½”	1 ¼”
9	5 ¼”	1 3/8”
12	5 11/16”	1 3/8”
16	6 3/8”	1 ¾”
20	6 25/32”	1 ¾”
24	7 7/32”	1 ¾”
30	8 3/32”	2”
36	9”	2 ¼”

Long Stroke Clamp Type Brake Chamber Data

Type	Outside Diameter	Maximum stroke allowable
16	6 3/8”	2”
20	6 25/32”	2”
24	7 7/32”	2”
24*	7 7/32”	2 ½”
30	8 3/32”	2 ½”

*For 3” max. stroke type 24 chambers.

Tie rod Style Piston Brake Chamber Data

Size	Outside Diameter	Maximum stroke allowable
30	6 ½”	2 ½”

INSPECTION/EQUIPMENT – 3
OUT OF SERVICE CRITERIA

Bolt Type Chamber Data

Type	Outside Diameter	Maximum stroke allowable
A	6 15/16”	1 3/8”
B	9 3/16”	1 ¾”
C	8 1/16”	1 ¾”
D	5 ¼”	1 ¼”
E	6 3/16”	1 3/8”
F	11”	2 ¼”
G	9 7/8”	2”

Rotochamber Data

Type	Outside Diameter	Maximum stroke allowable
9	4 9/32”	1 ½”
12	4 13/16”	1 ½”
16	5 13/32’	2”
20	5 15/16”	2”
24	6 13/32”	2”
30	7 1/16”	2 ¼”
36	7 5/8”	2 ¾”
50	8 7/8”	3”

DD-3 Brake Chamber Data

Type	Outside Diameter	Maximum stroke allowable
30	8 1/8”	2 ¼”

This chamber has three air lines.

INSPECTION/EQUIPMENT – 3
OUT OF SERVICE CRITERIA

Inspection Item	**Out of Service Condition**
Defective Brakes (cont.)	6) Brake linings or pads (except on steering axles)

a) cracked, loose or missing lining

i. Lining cracks or voids of 1/16" width observable on the edge of the lining.
ii. Cracks that exceed 1 ½" in length
iii. Portions of a lining segment missing such that a fastening device (rivet or bolt) when viewing the lining from the edge
iv. Loose lining segments (> 1/16' movement)
v. Complete lining segment missing

b) Evidence of oil seepage into or out of the brake lining/drum interface area. This must include wet contamination of the lining edge accompanied by evidence that further contamination will occur, such as oil running from the drum or a bearing seal.

Note: Grease on the lining edge, back of shoe, or drum edge and oil stains with no evidence of fresh oil leakage are not conditions for out-of-service.

c) Air brakes: lining with a thickness less than ¼" or to wear indicator if so marked, measured at the shoe center for drum brakes or less than 1/8" for disc brakes.
d) Hydraulic and electric brake: Lining with a thickness of 1/16" or less at the shoe center for disc or drum brakes.

6) Missing brake on any axle required to have brakes.

INSPECTION/EQUIPMENT – 3
OUT OF SERVICE CRITERIA

Inspection Item	**Out of Service Condition**
b. Steering axle brakes	In addition to being included in the 20% criterion, the following criterion places a vehicle in an out of service condition: 1) Absence of effective braking action on any steering axle of any vehicle required to have steering axle brakes. 2) Mismatch across any power unit steering axles of : a) air chamber sizes b) slack adjuster length 3) Brake linings or pads on the steering axles of any power unit: a) Cracked loose or missing lining. i. lining cracks or voids of 1/16” in width observable at edge of lining ii. Portion of a lining segment missing such that a fastening device is exposed when viewed from the edge. iii. Cracks that exceed 1 ½” in length iv. Loose lining segments v. Complete lining segment missing b) Evidence of oil seepage into or out of the brake lining/drum interface area. This must include wet contamination of that lining edge accompanied by evidence further contamination will occur-such as oil running from the drum or bearing seal. Note: Grease on lining edge, back of shoe, or drum edge and oil stains with no evidence of fresh oil leakage are not conditions for out or service.

INSPECTION/EQUIPMENT – 3
OUT OF SERVICE CRITERIA

Inspection Item	**Out of Service Condition**
Steering axle brakes (cont).	
	a) Lining with a thickness less than 3/16" for a shoe with a continuous strip of lining or ¼" for a shoe with tow pads for drum brakes or to wear indicator if so marked or less than 1/8" for any air disc brakes, and 1/16" or less for hydraulic disc, drum and electric brakes.
c. Parking Brakes	1) Any non-manufactured holes or cracks in the spring brake housing section of a parking brake.
d. Brake Drums or Rotors	1) Drums with any external crack or cracks that open upon brake application (do not confuse hairline heat check cracks with flexural cracks)
	2) Any portion of the drum or rotor missing or in danger of falling away
e. Brake Hose	1) Hose with any damage extending through the outer reinforcement ply. (Rubber impregnated fabric cover is not a reinforcement ply, thermoplastic nylon may have braid reinforcement or color difference between cover and inner tube, exposure of second color is out of service)
	2) Bulge/swelling when air pressure is applied
	3) Hose with audible leak at other than a proper connection
	4) Two hoses improperly joined such as a splice made by sliding the hose ends over a piece of tubing and clamping the hose to the tube.
	5) Air hose cracked, broken, or crimped in such a manner as to restrict air flow

INSPECTION/EQUIPMENT – 3
OUT OF SERVICE CRITERIA

Inspection Item	**Out of Service Condition**
Steering axle brakes (cont).	
f. Brake Tubing	1) Tubing with an audible leak at other than a proper connection 2) Tubing cracked, damaged by heat, broken, or crimped.
g. Low Pressure Warning Device	Low Pressure Warning Device: Missing, inoperative, or does not operate at 55 psi and below, or ½ of the governor cut-out pressure, whichever is less. Note: If either an audible or visual warning device is working, vehicle should not be placed out of service.
h. Air Loss Rate	If an air leak is discovered and the reservoir pressure is not maintained when: Governor is cut in, reservoir pressure is between 80-90 psi, engine is at idle and service brakes are fully applied
I. Air Reservoir	Air reservoir security: separated from its original attachment points.
j. Air Compressor	1) Loose compressor mounting bolts 2) Cracked, broken or loose pulley 3) Cracked or broken mounting brackets, braces or adapters.
k. Electric Brakes	1) Absence of braking action on 20% or more of the braked wheels of a vehicle 2) Missing or inoperable breakaway braking device.

INSPECTION/EQUIPMENT – 3
OUT OF SERVICE CRITERIA

Inspection Item	**Out of Service Condition**
Steering axle brakes (cont).	
l. Hydraulic brakes	1) No pedal reserve with engine running 2) Master cylinder less than ¼ full 3) Power assist unit fails to operate 4) Seeping or swelling brake hose under application of pressure 5) Missing or inoperable breakaway device 6) Hydraulic hose abraded through outer cover-to-fabric layer 7) Fluid lines or connections restricted, crimped, cracked, or broken 8) Any visually observed leaking hydraulic fluid in the brake system upon full application 9) Hydraulic system: brake failure light/low fluid warning light on and/or inoperative
m. vacuum system	1) Insufficient vacuum reserve to permit one full brake application after engine is shut off. 2) Vacuum line restricted, abraded through outer cover to cord ply, crimped, cracked, broken, or has collapse of vacuum hose when vacuum is applied.
3. Exhaust System	1) Any exhaust system leaking at a point forward of or directly below the driver/passenger compartment and when the floor pan is in such condition as to permit entry of exhaust fumes.

INSPECTION/EQUIPMENT – 3
OUT OF SERVICE CRITERIA

Inspection Item	**Out of Service Condition**
	2) No part of the exhaust system of any motor vehicle shall be so located as to be likely to result in burning, charring, or damaging the electrical wiring, the fuel supply, or any combustible part of the motor vehicle.
4. Frame a. Frame members	1) Any cracked, loose, sagging, or broken frame member permitting shifting or the body onto moving parts or other condition indicating imminent collapse of the frame.
	2) Any cracked, loose, or broken frame member adversely affecting support of functional components such as steering gear, engine, transmission, body parts, and suspension.
	3) One and one-half inches or longer crack in frame web which is directed towards bottom flange.
	4) Any crack extending from the frame web around the radius and into the bottom flange.
	5) One inch or longer crack in the bottom flange.
b. Tire/wheel clearance	Any condition, including loading that causes the body or frame to be in contact with a tire or any part of the wheel assemblies at the time of inspection.
5. Fuel System	1) A fuel system with a visible leak at any point.
	2) A fuel tank filler cap missing.
	3) A fuel tank not securely attached to the motor vehicle by reason of loose, broken or missing
5. Fuel System cont.	Mounting bolts and brackets. (Note: some fuel tanks use springs or rubber bushings to permit movement)

INSPECTION/EQUIPMENT – 3
OUT OF SERVICE CRITERIA

Inspection Item **Out of Service Condition**

6. Lighting, lamps, signals

1) Headlamps – Does not have at least one head lamp operative on low beam.

2) Rear Lamps – Does not have at least one steady burning tail lamp on the rear or the vehicle visible from 500 feet.

3) Does not have at least one operative stop lamp on the rear of the vehicle visible at 500 feet.

4) Does not have operative turn signal visible on each side of the rear of vehicle.

7. Safe Loading

1) Part (s) of vehicle or condition of loading such that the spare tire or any part of the load or dunnage can fall onto the roadway.

8. Steering Mechanism

a. Steering Wheel Free Play (see chart: when any of these values either in inches or degrees are met or exceeded, vehicle shall be out of service) (For power steering systems, vehicle engine must be running)

Steering Wheel Diameter	Manual System Movement 30^0 or	Power System Movement * 45^0 or
16”	4 ½”	6 ¾”
18”	4 ¾”	7 1/8”
19”	5”	7 ½”
20”	5 ¼”	7 7/8”
21”	5 ½”	8 ¼”
22”	5 ¾”	8 5/8”

* For power systems, if steering wheel movement exceeds 45^0 before steering axle tires move, precede as follows, rocks steering wheel left to right between points of power steering valve resistance. If that motion exceeds 30^0 (or the inch movement values shown for manual steering) vehicle shall be placed out of service.

b. Steering Column

1) Any absence or looseness of U-bolt(s) or positioning part(s)

INSPECTION/EQUIPMENT – 3
OUT OF SERVICE CRITERIA

Inspection Item	**Out of Service Condition**
Steering (continued)	
	2) Worn, faulty, or obviously repair-welded universal joints.
	3) Steering wheel not properly secured.
c. Front axle/steering components	
	1) Any cracks
	2) Any obvious welded repairs.
d. Steering Gear Box	
	1) Any mounting bolt (s) loose or missing.
	2) Any crack(s) in gear box or mounting brackets.
	3) Any obvious welded repair.
e. Pitman Arm	
	1) Any looseness of the pitman arm on the steering gear output shaft.
	2) Any obvious welded repairs.
f. Power Steering	
	Auxiliary power assist cylinder loose.
g. Ball and Socket Joints	
	1) Any movement under steering load of a stud nut.
	2) Any movement, other than rotational, between any linkage member and its attachment point of more than 1/8", measured with hand pressure only.
	3) Any obvious welded repair.

INSPECTION/EQUIPMENT – 3
OUT OF SERVICE CRITERIA

Inspection Item	**Out of Service Condition**
Steering (continued)	
h. Tie Rods and Drag Links	
	1) Loose clamps or clamp bolt on tie rods or drag links.
	2) Any looseness in any threaded joint.
i. Nuts	Loose or missing on tie rods, pitman arm, drag link, steering arm or tie rod arm.
j. Steering System	Any modification or other condition that interferes with free movement of any steering component.
k. Steering (c-dolly)	1) Missing or inoperable
	2) Steering not centered in the "zero" locked position.
9. Suspension	
a. Axle Parts/members	
	1) Any U-bolt or other spring to axle clamp bolt(s) cracked, loose, broken or missing
	2) An spring hanger, or other axle positioning part cracked, broken, loose, or missing resulting in shifting of an axle from its normal position.
	Note: After a turn, lateral axle displacement is normal with some suspensions. Operation in a straight line will cause the axle to return to alignment.
b. Spring Assembly	
	1) One-fourth or more of the leaves in any spring assembly broken.
	2) Any leaf or portion of any leaf in any spring assembly is missing or separated.
	3) Any broken main leaf in a spring

INSPECTION/EQUIPMENT – 3
OUT OF SERVICE CRITERIA

Inspection Item	**Out of Service Condition**
Suspension (continued)	
	Note: Any leaf of a leaf spring assembly is a main leaf if it extends at both ends to or beyond the load bearing surface of a spring hanger or equalizer; the spring end cap or insulator box mounted on the axle; or the spring eye.
	4) Coil spring broken
	5) Rubber spring missing
	6) One or more leaves displaced in a manner that could result in contact with a tire, rim, brake drum or frame.
b. spring assembly cont.	7) Broken torsion bar spring in torsion bar suspension.
	8) Deflated air suspension (i.e. system failure, leak, etc.).
10. Tires	
a. Tires on steering axle	
	1) With less than 4/32” tread when measured in any two adjacent major tread grooves at any location on the tire.
	2) When any part of the breaker strip or casing ply is showing in the tread.
	3) When sidewall is cut, worn, or damaged to the extent the ply cord is exposed.
	4) Labeled “Not for highway use” or carrying other markings which would exclude use on steering axle.
	5) Visually observable bump, bulge, or knot apparently related to tread or sidewall separation.
	6) Tire is flat or has noticeable leak (can be heard or felt).

INSPECTION/EQUIPMENT – 3
OUT OF SERVICE CRITERIA

Inspection Item	**Out of Service Condition**
Tires (continued)	
	7) So mounted or inflated that it comes in contact with any part of the vehicle.
	8) Weight carried exceeds tire load limit. This includes overloading tire resulting from low air pressure.
b. Tire not on steering axle	
	1) Tire is flat or has noticeable leak.
	2) Bias Ply Tire: When more than one ply is exposed in the tread area or sidewall or when the exposed area of the top ply exceeds 2 square inches.
	3) Radial Ply Tire: When two or more plies are exposed in the tread area or damaged cords are evident in the sidewall or when the exposed area exceeds 2 square inches in the sidewall.
b. Tire not on steering axle	
	4) Tire with visually observable bump or knot apparently related to tread or sidewall separation.
	5) So mounted or inflated that it comes in contact with any part of the vehicle.
	6) Weight carried exceeds tire load limit. This includes overloading tire resulting from low air pressure.
	7) With less than 2/32” tread when measured in any two adjacent major tread grooves at any location on the tire.
11. Wheels and Rims	
	1) Lock or Side Ring. Bent, broken, cracked, improperly seated, sprung, or mismatched ring(s).

INSPECTION/EQUIPMENT – 3
OUT OF SERVICE CRITERIA

Inspection Item	**Out of Service Condition**
Tires (continued)	2) Rim Cracks. Any circumferential crack except and intentional manufactured crack at a valve stem hole. a. Any single crack 3" or more b. Any crack extending between any two holes including hand holes, stud holes and center hole. c. Two or more cracks any place on the wheel. 3) Disc Wheel Cracks: a. Any single crack 3" or more b. Any crack extending between any two holes including hand holes, stud holes and center hole. c. Two or more cracks any place on the wheel. 4) Stud holes (disc wheels) 50% or more elongated stud holes. 5) Spoke Wheel Cracks: a. Two or more cracks more than 1 inch long across a spoke or hub section. b. Two or more web areas with cracks. 6) Tubeless Demountable Adapter Cracks and Cracks at three or more spokes.

INSPECTION/EQUIPMENT – 3
OUT OF SERVICE CRITERIA

Inspection Item	**Out of Service Condition**
	7) Fasteners. Loose, missing, broken, cracked, or stripped ineffective as follows: for 10 fastener positions: 3 anywhere, 2 adjacent: for 8 fastener positions or less - 2 anywhere.
	8) Welds a. Any cracks in welds attaching disc wheel to rim. b. Any cracks in welds attaching tubeless demountable rim to adapter. c. Any welded repair on aluminum wheel on a steering axle. d. Any welded repair other than disc to rim attachment on steel disc wheel mounted on steering axle.
10. Windshield wipers.	Inoperative wipers or missing and damaged parts that render it ineffective on the driver's side (Applicable only in inclement weather requiring use of windshield wipers).

TAHOE DOUGLAS FIRE PROTECTION DISTRICT
POLICIES AND PROCEDURES
SAFETY

Revised 2/11/2010

SECTION 3

EMPLOYEE TRAINING AND SAFETY COMMUNICATION

TRAINING/COMMUNICATION - 1
SAFETY TRAINING

The fire department shall establish and maintain a training and education program with a goal of preventing occupational deaths, injuries, and illnesses.

The fire department shall provide training and education for all department members commensurate with the duties and functions that they are expected to perform.

The fire department shall establish training and education programs that provide new members initial training, proficiency opportunities, and a method of skill and knowledge evaluation for duties assigned to the member prior to engaging in emergency operations.

The fire department shall restrict the use of new members during emergency operations until the member has demonstrated the skills and abilities to complete the tasks expected.

The fire department shall provide all members with training and education on the department's risk management plan.

The fire department shall provide all members with training and education on the department's written procedures and guidelines.

The fire department shall provide all members with a training and education program commensurate with the emergency medical services that are provided by the department.

The fire department shall provide all members with a training and education program that covers the operation, limitation, maintenance, and retirement criteria for all assigned personal protective equipment expected to be utilized by members.

As a duty function, members shall be responsible to maintain proficiency in skills and knowledge provided to the member through department training and education programs.

Training programs for all members engaged in emergency operations shall include procedures for the safe exit and accountability of members during rapid evacuation, equipment failure, Mayday Procedures, Rapid Intervention Team, or other dangerous situations and events.

TRAINING/COMMUNICATION - 1
SAFETY TRAINING

All members who are likely to be involved in emergency operations shall be trained in the incident management and accountability system used by the fire department.

The fire department shall adopt or develop training and education curriculums that meet the minimum requirements outlined in professional qualification standards covering a member's assigned function.

Members shall be fully trained in the care, use, inspection, maintenance, and limitations of the protective clothing and protective equipment assigned to them or available for their use. The District will either maintain certified SCBA technicians in-house or contract with a provider for hire to maintain and test SCBA.

Members shall receive annual training on the hazards of Bloodborne and Airborne pathogens. Such training shall include correct selection and use or PPE to prevent the transmission of such pathogens. Such training shall meet the requirements of applicable OSHA standards.(CFR 1010.1030)

Training Frequency and Proficiency

The Fire Districtshall develop a reoccurring proficiency cycle with the goal of preventing skill degradation and potential for injury and death of members.

The training progress and activities of the members will be monitored and measured through the periodic evaluation of performance standard based evolutions.

The fire department shall provide an annual skills check to verify minimum professional qualifications of its members.

The fire department shall provide training and education events as required to support minimum qualifications and certifications expected of its members.

Members shall practice assigned skill sets on a regular basis but not less than annually.

The fire department shall provide specific training to members when written policies, practices, procedures, or guidelines are changed and/or updated.

TRAINING/COMMUNICATION - 1
SAFETY TRAINING

The respiratory protection training program shall meet the requirements of NFPA 1404, *Standard for Fire Service Respiratory Protection Training*.

Members who perform wildland fire fighting shall be trained at least annually in the proper deployment of an approved fire shelter.

Special Operations Training

The fire district shall provide necessary equipment and specific advanced training to members who engage in special operations as a technician.

The fire department shall provide specific training to members who are likely to respond to special operations incidents in a support role to special operations technicians.

Members expected to perform hazardous materials mitigation activities shall meet the training requirements of a technician as outlined in NFPA 472, *Standard for Professional Competence of Responders to Hazardous Materials Incidents*.

Members expected to perform technical operations as defined in NFPA 1670, *Standard on Operations and Training for Technical Rescue Incidents*, shall meet the training requirements specified in NFPA 1006, *Standard for Rescue Technician Professional Qualifications*.

TRAINING/COMMUNICATION – 2
SAFETY INFORMATION COMMUNICATION

Employees will be made aware of information concerning safety information via official department memos. These memos shall be printed and placed on the memo clipboard and saved to the appropriate year's e-mail folder. When appropriate, safety information shall be forwarded to the Safety Officer for inclusion of the information into the Safety Manual.

Station Captains shall be responsible to relay new safety information to their crew and to the oncoming relief Captain.

TRAINING/COMMUNICATION - 3
INFECTIOUS DISEASE TRAINING

All employees shall receive training and instruction in preventative practices regarding infectious and communicable disease transmission prevention on an annual basis.

This training shall include, but is not limited to, bloodborne, airborne pathogens and annual review, testing of protective mask under the current OSHA guidelines.

SECTION 4
INJURY/ACCIDENT REPORTING AND INVESTIGATION

INJURY/ACCIDENT - 1
PERSONAL INJURY REPORTING

The purpose of this policy is to ensure that all on duty injuries/illnesses are investigated to help prevent any further such events from happening. An investigation shall be done on all injury and illness reports that require medical attention, cause loss of time from work or that may require revisions to District policies and procedures.

DEFINITIONS

For the purposes of these policies and procedures, the term "injury" includes any occupationally related injury or illnesses.

NOTIFICATION

All occupational injuries or illnesses must be reported to the person's immediate supervisor. All employees injured while on duty shall receive an injury packet and complete the injury report form (C-1). If medical attention is required, the employee shall also fill out a (C-3) form. All forms shall be submitted to the Battalion Chief within 24 hours of the onset of the injury or illness (C-3 may be submitted directly to Shift B/C or to the Administrative Assistant).

INVESTIGATION

The Safety Officer shall review the investigation report (form F-58 and/or C-1) upon receipt from the Battalion Chief and review the investigation to compile the following information:

- Did the injury of the employee need medical attention and if so were all forms completed?
- What events preceded the injuries?
- Were there any probable preventative measures that could or should have been taken?
- The Safety Officer shall submit to the Safety Committee his or her report for review.

The Safety Committee documentation shall determine if all preventative mechanisms were considered and implemented and whether the injury/illness requires further investigation to determine cause and consequences.

INJURY/ACCIDENT - 2
ACCIDENT REPORTING AND INVESTIGATION

POLICY:
All accidents which result in damage to department vehicles or property shall be reported in accordance with Policies and Procedures: Buildings and Equipment sections 7 and 8.

PROCEDURE:

The Safety Shift Battalion Chief shall investigate (form F-58and/or C-1) such incidents to determine if unsafe conditions or practices contributed to the incident.

The Safety Officer shall review the investigation report (form F-58) upon receipt from the Battalion Chief and review the investigation.

The investigation shall consider the following:

- What events preceded the accident?
- Were there any probable preventative measures that could or should have been taken?
- Should there be any changes in policy, equipment or training to prevent future similar incidents.

The Safety Officer shall submit to the Safety Committee his or her report for review. Such report shall be documented on the accident investigation form. If the investigation finds significant safety shortcomings with current procedures or practices, the completed accident investigation report shall be copied and placed in the Safety Policies Manual in Section 11: Completed Accident Investigations (names or personnel involved should be deleted from the copy placed in the Safety Policies Manual). All personnel should be notified of the addition to the Safety Policies through a TDFPD Memo.

INJURY/ACCIDENT - 3
ACCIDENT INVESTIGATION GUIDE

General Information:

Investigate all accidents immediately.

Investigate all accidents: This includes "near miss" incidents that do not result in personal injury or property damage.

Proceed on the presumption that accidents do not just happen, but are caused by specific unsafe practices and conditions.

Suggestions:

Use a fact finding approach rather than a fault finding approach.

Get input from employees as to how the accident could have been prevented.

After gathering the facts and employee input, recommend corrective action to the supervisor or the employee. (Follow up to ensure that recommendation is complied with).

Tactfully, but firmly, refuse to accept excuses for not following safety procedures/practices. (e.g. not wearing personal protective equipment, disregard for equipment, circumventing safety guards etc).

Review accident causes and corrective actions at Health and Safety meetings.

Use the Tahoe Douglas "Green Sheet" to publish pertinent lessons learned or to reiterate important facts regarding the incident.

Pitfalls:

Do not accept the term "careless" as a cause of the accident. This term is too vague and should be broken down to a specific unsafe act.

Do not mistake the injury type (the result of the accident) with the accident type.

Do not rely solely upon information provided by the injured employee. Interview all employees who witnessed the accident or witnessed conditions that contributed to the accident.

INJURY/ACCIDENT - 3
ACCIDENT INVESTIGATION GUIDE

COMMON USAFE WORK PRACTICES

- Disregarding policies/procedures, rules or directives
- Working/driving too fast for conditions
- Rendering safety devices inoperative
- Working without proper safety equipment
- Using equipment/tools incorrectly
- Failure to use proper attire (PPE)
- Distracting , teasing, quarreling, horseplay
- Using improper lifting techniques
- Taking an unsafe position or posture
- Not obtaining sufficient assistance
- Using the wrong tool for the job
- Using excessive force
- Not checking the path of travel
- Not “testing” the load to be lifted

COMMON UNSAFE CONDITIONS

- Unguarded machinery
- Wet or slippery surfaces
- Improperly stored materials
- Obstructed paths of travels
- Environmental conditions
- Uneven terrain
- Defective/poorly maintained equipment
- Protruding objects
- Employee fatigue
- Obstructed view/vision

INJURY/ACCIDENT - 3
ACCIDENT INVESTIGATION GUIDE

GUIDE TO EFFECTIVE ACCIDENT TYPE INVESTIGATION

ACCIDENT TYPE: **LIFTING/PUSHING**

EXPLANATION: Applies to injuries resulting from excessive physical effort or overexertion

INVESTIGATION FOCUS: Weight of objects, distance and height moved, how is material stored, type and size of object, mechanical aids available, bending stooping and twisting involved?

ACCIDENT TYPE: **Slips/trips/falls**

EXPLANATION: Where the person slips or trips and strikes the floor/ground. Also includes falls from stairs, ladders, platforms etc.

INVESTIGATION FOCUS: Housekeeping, wet surfaces, environmental problems, i.e. rain, terrain, etc., paths of travel, aisle widths, tripping hazards, proper positioning, and use of chairs and stools.

ACCIDENT TYPE: **Collision/struck**

EXPLANATION: The person was hit by or strikes against moving objects, machinery, equipment, or flying objects.

INVESTIGATION FOCUS: Airborne materials, overhead exposures, crowded work areas, obstructed view, sharp edges/corners of equipment, hot surfaces, poor material storage.

INJURY/ACCIDENT - 3
ACCIDENT INVESTIGATION GUIDE

ACCIDENT TYPE: **Caught in, on, or between**

EXPLANATION: Squeezed, pinched or crushed between a moving object and a stationary object or between two moving objects.

INVESTIGATION FOCUS: Machine guarding, moving chains, sprockets etc. How does employee activate machine, confined spaces, loose clothing, Lockout/Tag out issues.

ACCIDENT TYPE: **Contact with electrical current**

EXPLANATION: Contact with electrical current resulting in electric shock, electrocution, electrical burns, etc.

INVESTIGATION FOCUS: Exposed to water, overloaded circuits, and condition of wiring, wire connections, grounding, and warning of voltage. Lock out/Tag out.

ACCIDENT TYPE: **Mental stress**

EXPLANATION: Emotional or psychological distress caused by excess pressure, discomfort, or anxiety (real or perceived).

INVESTIGATION FOCUS: Emotional pressure/reactions from customer interactions, rapport with manager/co-workers, time constraints of job, job satisfaction of the employee, adequate sleep/rest, extenuating circumstances unique to employee, i.e. problems at home etc.

ACCIDENT TYPE: **Continuous physical trauma**

EXPLANATION: Physical injury due to continued repetitive motion over a sustained period of time.

INVESTIGATION FOCUS: Successive repetitive motions, usually involving the wrists, forearms, waist, knees or eyes.

ACCIDENT TYPE:	**Inhalation/absorption**
EXPLANATION:	To inhale vapor, gas or dust into the lungs, to enter into the body a foreign substances by swallowing or to absorb foreign substances through the skin.
INVESTIGATION FOCUS:	Toxic chemicals, corrosive powders, dust, liquids, personal protective equipment, MSDS provided, housekeeping.
	Location of eating areas, sanitation, housekeeping
	Body parts exposed, how close/long is contact, physical form of substance.

INJURY/ACCIDENT - 4
INJURY/ACCIDENT INVESTIGATION FORM F-58

Date of injury/accident:_____Time of accident _____

Date reported _____ Vehicle ID/ Unit ID _____

Location _____

Name (s) of individuals involved: _____

Type of vehicle/ equipment involved _____

Accident Occurred:

- ☐ At station
- ☐ Responding to emergency
- ☐ At emergency scene
- ☐ Returning from emergency
- ☐ Training
- ☐ Other _____

Type of Loss:

- ☐ Personal injury
- ☐ Property damage
- ☐ Vehicle damage

Weather:

- ☐ Clear
- ☐ Rain
- ☐ Snow
- ☐ Fog
- ☐ Other _____

Roadway:

- ☐ Straight
- ☐ Curve
- ☐ On grade
- ☐ Level
- ☐ Hillcrest
- ☐ Dry
- ☐ Wet
- ☐ Muddy
- ☐ Snowy
- ☐ Icy
- ☐ Oily
- ☐ # of lanes _____
- ☐ Divided
- ☐ Lanes marked
- ☐ Lanes not marked
- ☐ No road defects
- ☐ Holes, ruts, etc
- ☐ Loose material
- ☐ Other _____

Factors relevant to non-vehicular accidents:

- ☐ Unguarded machinery
- ☐ Wet or slippery surfaces
- ☐ Improperly stored materials
- ☐ Obstructed paths of travels
- ☐ Environmental conditions
- ☐ Uneven terrain

INJURY/ACCIDENT - 4
INJURY/ACCIDENT INVESTIGATION FORM F-58

- ☐ Defective/poorly maintained equipment
- ☐ Protruding objects
- ☐ Employee fatigue
- ☐ Other _____

Briefly describe the incident:

What events preceded the injury/accident?

Were there any probable preventative measures that could or should have been taken?

Was safety equipment used? If so was it used properly?

What acts, failures to act and/or conditions contributed most directly to this accident (Immediate Cause)

INJURY/ACCIDENT - 4
INJURY/ACCIDENT INVESTIGATION FORM F-58

What are the basic or fundamental reasons for the existence of these acts and/or other conditions? (Fundamental Cause)

What action has or will be taken place to prevent recurrence or similar incidents?

Battalion Chiefs Comments:

Diagram of accident site:

Battalion Chief's Signature_____ Date _____

Safety Officer's Comments:

_____

_____

_____

_____

Safety Officer's Signature_____ Date _____

Date findings reviewed with Health and Safety Committee _____

SECTION 5
RESPIRATORY PROTECTION

RESPIRATORY – 1
SCBA USE POLICY

PURPOSE:

To insure that employees are protected from the dangerous effects of contaminated and IDLH atmospheres and to ensure that applicable OSHA laws are followed.

POLICY:

Self-contained breathing apparatus shall be worn by all personnel involved in all fire-fighting situations (except wildland), hazardous materials incidents, or rescue incidents when any of the following situations exist:

1. There is a known contaminated atmosphere.
2. It is likely the atmosphere will become contaminated.
3. There is an unknown atmosphere.

SCBA may not be removed until the atmosphere has been determined to be safe to operate within. This determination should be made using gas detection technology. Employees are reminded that detectors do not measure carcinogens.

The Incident Commander or the Company Officer shall determine when personnel can enter an area without SCBA.

RESPIRATORY PROTECTION - 2
GENERAL PROGRAM

SCOPE AND APPLICABILITY

A Respiratory Protection Program (Occupational Safety and Health Plan - Policy and Procedures) is hereby established to coordinate the use and maintenance of respiratory protection equipment as determined necessary to allow employees to work safely in hazardous work environments. Although Engineering controls and process designs are usually the most efficient means of controlling airborne contaminants, they are not always feasible. Therefore, respiratory protection must be provided. This respiratory protection plan has been established as required by the State of Nevada Occupational Safety and Health Standards for General Industry (29 CFR Part 1910). It also references *NFPA 1500 Standard on Fire Department Occupational Safety and Health Program; NFP A 1404 Standard for a Fire Department Self Contained Breathing Apparatus Program; NFPA* 1981 *Standard on Open-Circuit Self Contained Breathing Apparatus for Firefighters.*

PURPOSE

This policy establishes general parameters for the Respiratory Protection Program to ensure respirator safety for the personnel of this fire district. It is established to coordinate the use, training, and maintenance of self-contained breathing apparatus, supplied air respirators, and high efficiency particulate air (HEPA) half-mask filtering respirators as determined necessary to allow employees to work safely in hazardous work environments.

GENERAL DIRECTION FOR PERSONNEL WEARING RESPIRATORY PROTECTION

The following information applies to all personnel qualified and required to use respiratory equipment:

RESPIRATORY PROTECTION - GENERAL PROGRAM

1. **Facial Hair** - Because facial hair can break the important face piece seal and allow outside gases to enter the firefighter's air stream, the following controls shall apply to facial hair for all qualified respirator users. All General Orders regarding sideburns, head hair, mustaches and beards shall be adhered to but in no case shall any facial hair interfere with the face piece seal.

2. **Eyeglasses Policy** - When requested the department shall provide spectacle kit and lens. The department will not pay for the eye examination, but will pay all lens and mounting costs. Spectacles with any strap or temple bars that pass through the face-to-face piece seal area are prohibited. Soft contact lenses are permitted in the use of Self-Contained Breathing Apparatus, provided the wearer has previously demonstrated successful long-term use. The use of hard contact lenses is prohibited.

RESPIRATOR DESCRIPTION

The following is a basic description of respirator types used by the district, their limitations and applications.

1. **Air-Purifying Respirators** - (HEPA High Efficiency Particulate Air) UVEX 3010 approval number TC-21C-604 will be used. These are negative-pressure, air-purifying respirators. Such respirators are for respiratory protection against gases, vapors, mists, airborne pathogens, and particulate which are not immediately dangerous to life or health. Air-purifying respirators cannot be used in oxygen-deficient atmospheres containing less than 19.5 percent oxygen. Air-purifying respirators offer protection only for the specific contaminants for which they were tested and approved by NIOSH/MSHA.

2. **Supplied Air Respirator (SAR)** - A supplied respirator is connected via a hose line to a stationary breathing air supply. The SAR will be equipped with a ten (10) minute escape bottle and a PASS alarm. SAR may be used in confined spaces or other situations where physical hazards may not cause personnel entanglement or tripping. The limitations with the SAR may include total distance from air supply may be no longer than three hundred (300) feet, keeping SAR hose from abrasion or cutting, and the need for additional personnel, appropriately protected or safely outside the affected area, to guide and protect supply air lines.

RESPIRATORY PROTECTION -2
GENERAL PROGRAM

3. **Self-Contained Breathing Apparatus (SCBA)** - SCBA use pressurized air supplies carried by the user. They may be used in IDLH atmospheres or any other condition where purified or supplied breathing is required. The principle limitation of this type of respirator is the length of time afforded by the air supply within the working zone.

RESPONSIBILITIES

Management - Department management shall be responsible for providing adequate training of firefighters in the selection, fitting, donning, inspection, use and maintenance of respirator. They shall also provide for a medical surveillance program to assure that each firefighter is physically able to function safely in a respirator and implement criteria for determining the need for the use of respirators. Management shall also assure the availability of approved respirators for use in hazardous environments and assure the availability of necessary facilities for the cleaning and sanitization and regular inspection and maintenance of respiratory protection equipment.

Safety Officer/Coordinator - The district safety officer and the designated program coordinator shall be responsible for the selection process, training, program for cleaning, inspecting, parts and maintenance, record keeping for inspections and maintenance, the medical surveillance program, fit testing and program evaluation.

Captains, Engineers, and Firefighters - All line personnel are responsible for the use, maintenance and inspection of respirators, wearing only those for which they have been properly fitted, daily and weekly inspections, performing negative and positive tests prior to using, cleaning, sanitizing, and inspecting after each use, protecting respirators from damage, reporting malfunctions to the district SCBA Technician, informing the Safety Officer of any problems with the respirator through the chain of command, assuring proper seal, and participation in the medical surveillance program.

RESPIRATORY PROTECTION - 2
GENERAL PROGRAM

CONCLUSION

Respirator protection, when required by operating conditions, shall be properly worn in accordance with the manufacturer's instructions, regulatory guidelines and standards, and the procedures which follow. Personnel required to wear respiratory equipment shall be physically qualified, certified current in respiratory training, and be fully qualified in the use of the specific equipment.

When respiratory equipment must be used, the inherent hazards shall be recognized by all personnel. To the extent possible, these hazards shall be eliminated or controlled, personnel exposures reduced to the extent practical given specific situations, and on-scene safety controls established and adhered to during operations. All personnel involved in a situation requiring respiratory equipment are responsible for the safety of those wearing such apparatus to the extent their duties and incident procedures direct.

RESPIRATORY PROTECTION - 3
MEDICAL SURVEILLANCE PROGRAM

SCOPE AND APPLICABILITY

This procedure pertains to the establishment of medical surveillance measures relating to the Respiratory Protection Program.

PURPOSE

This procedure provides direction in maintaining the health and safety of personnel involved in the use of respiratory equipment through initial and periodic medical evaluation.

RESPONSIBILITIES

Firefighter - All district personnel that may be required to use respiratory protection equipment shall satisfactorily complete the annual medical evaluation provided by the district. Any time an inhalation injury occurs or exposures to significant quantities of smoke or toxic atmospheres, the individual shall report the incident to their supervisor or the on-scene safety officer. He/She shall complete the district's Employee's Report of Industrial Injury, **Form C-1**, and forward it to the Safety Officer as soon as possible.

Captain - Shall ensure that individuals injured or suspected to be exposed to significant quantities of smoke or toxic atmospheres are appropriately medically evaluated either at the scene, at a hospital or both, if deemed necessary.

Safety Officer - Shall establish an injury tracking file and investigate all reports of injuries involving respiratory protection equipment, contact the injured or exposed firefighter's physician within twenty-four (24) hours of initial notification to obtain a general condition report, keep the affected firefighter's Duty Chief advised of his/her status, coordinate limited return to work activities (light duty), and request a final physical evaluation to release the affected firefighter back to normal duties.

Fire Chief - Shall review all medical evaluations and when in the opinion of the district physician the firefighter is certified as “not fit for duty” for medical reasons, the firefighter shall be contacted and advised to seek the advice of a personal physician and maintain permanent records of all medical evaluations.

RESPIRATORY PROTECTION - 3
MEDICAL SURVEILLANCE PROGRAM

Department Physician - Shall conduct pre-employment and annual medical evaluations of all personnel who may be required to wear respiratory protection equipment and advise the district's Fire Chief of their fitness for duty which includes the use of respiratory protection equipment.

RESPIRATORY PROTECTION - 4
RESPIRATOR FIT TEST INSTRUCTIONS

SCOPE AND APPLICABILITY

This procedure pertains to three types of fit testing activities – qualitative or quantitative fit testing, negative pressure testing, and positive pressure testing. All firefighters shall undergo a fit test of the type of SCBA mask, supplied air respirator, and respirator that he/she will be using. A qualitative or quantitative fit test will be performed by using the procedures found in the OSHA 29 CFR part 1910. This test will be performed in accordance with NFP A 1404 *Standard for a Fire Department Self-Contained Breathing Apparatus Program,* 1989 edition.

Only personnel who are properly fitted to a face piece shall be permitted by the district to function in a hazardous atmosphere with self-contained breathing apparatus. In those instances where personnel cannot meet the face piece seal requirement with equipment currently being used, an individually fitted face piece will be provided.

PURPOSE

Respiratory protection equipment can only be effective if the user is properly fitted and equipped with the knowledge of the limitations of the apparatus. This procedure establishes a consistent protocol for fit testing to ensure uniform and reliable results for respirator user safety.

GENERAL REQUIREMENTS

Personnel Operations - Prior to performing any firefighting activities, training or emergency response in which the employee can potentially enter or be exposed to an IDLH atmosphere, a fit test with the ability to obtain and demonstrate a proper face to face piece seal will be administered. In those instances in which an employee is unable to obtain a face to face piece seal with present equipment, an individual mask will be issued. If an employee is unable to obtain a proper seal, that employee will not be allowed to perform any activities in which an SCBA is required.

RESPIRATORY PROTECTION - 4
RESPIRATOR FIT TEST INSTRUCTIONS

Qualitative or quantitative fit testing shall be used when:

1. The firefighter is initially hired.

2. Annually.

3. Whenever there are changes to the type of SCBA or face piece issued.

4. When an employee demonstrates a change in body weight of more than 10% or 20 pounds, significant facial scarring, loss of teeth, dentures, cosmetic surgery, or physical or medical change which could alter face to face piece seal.

5. The fit testing shall be done only in the negative pressure mode. If the face piece is modified for fit testing the modification shall not affect the normal fit or seal of the face piece. Such modified devices shall only be used for fit testing and properly labeled and stored for fit testing purposes only.

6. Fit testing shall be conducted by an individual who has received training and in accordance with manufacturer's guidelines and regulatory standards and requirements.

7. Standard operating procedures will be written with pass/fail criteria. Records will be established, maintained and include the following.

A. Name of individual tested.
B. Type of respirator tested including manufacturer, model, and size.
C. Type of fit test instrumentation or equipment used.
D. Name of test operator.
E. Date of test.
F. Results of test.

RESPIRATORY PROTECTION - 5
SELECTION, OPERATION AND USE OF RESPIRATORS

SCOPE AND APPLICABILITY

This procedure pertains to the selection, operation and safe use of respiratory equipment. It applies to all respirators used by the district, including particle masks, and all personnel qualified for respirator use.

PURPOSE

This procedure outlines requirements needed to safely select and use respirators in the variety of emergency situations encountered by the district.

GENERAL REQUIREMENTS

Safety in Emergency Operations - When used the SCBA shall be properly worn according to manufacturer's requirements. Safety shall be of the utmost importance whenever SCBA is used. A Safety Officer should be on the scene to monitor the safe use and practices of SCBA. The following safety guidelines shall be followed.

1. Personnel shall be monitored for signs of fatigue or other factors that can result in unsafe conditions.

2. Members shall operate in teams of no less than two with at least one back-up person in contact with the team.

3. Team members shall maintain visual, audible, physical or other means of communication and remain in close proximity to each other.

4. All personnel shall be able to operate under emergency conditions and periodic evaluations shall be held under as realistic conditions as possible to determine level of proficiency.

5. Two points of air consumption relative to the point of no return shall be determined: the point from the start of activation of the low air alarm and the time it takes to consume to remaining air. These points will help determine the point of no return.

RESPIRATORY PROTECTION - 5
SELECTION, OPERATION AND USE OF RESPIRATORS

6. In the event of a regulator malfunction or low air situation all members of the team shall proceed to the closest safe exit. Every effort shall be made to alert outside personnel of the situation.

7. Only in the event of an emergency situation shall the Buddy Breather system be utilized.

SELF-CONTAINED BREATHING APPARATUS (SCBA)

Selection and Use - All personnel shall have and wear self-contained breathing apparatus when entering an atmosphere that is or is likely to become toxic or oxygen deficient or when the atmosphere is unknown. The SCBA will remain on and in service until it is determined by the Incident Commander or Safety Officer that is safe to do so. SCBA shall be utilized until the Carbon Monoxide level is below 30 PPM and oxygen is at a minimum of 19.5 %. This shall be determined by using the district's gas detector. This includes mop-up and overhaul operations. All line personnel shall be held responsible for compliance with the above and failure to comply shall be cause for disciplinary action. When in doubt, continue to protect employees by using SCBA.

Operation - Operation of SCBA shall be in accordance with the manufacturer's procedures supplied with the SCBA. All subsequent training with the operation of the SCBA shall also follow the manufacturer's up-to-date procedures. Any time a new make or style of SCBA is supplied to personnel, they shall be trained in its operation prior to the SCBA being put into service and the personnel are competent in its use. Prior to entering a toxic or oxygen deficient atmosphere a before-use inspection will be performed and shall include the following.

1. Minimum cylinder pressure of 90%.
2. Low-air alarm activates when valve is opened. Correct face-to-face piece seal.
3. Correct face-to-face seal.
4. Exhalation valve function.
5. Check gauges.
6. Bypass valve function.

RESPIRATORY PROTECTION - 5
SELECTION, OPERATION AND USE OF RESPIRATORS

An after-use inspection shall be performed that will include the following.

1. Replacing air cylinder with a fully charged cylinder.
2. Check for damage or defective components.
3. Thoroughly clean all SCBA components and sanitize the face piece.
4. Check SCBA for functional operation.
5. Complete appropriate inspection forms.

Components of different manufacturer's SCBA are not interchangeable with the exception that cylinders of the same pressure may be used in extreme situations.

AIR- PURIFYING RESPIRATORS

Selection and Use - These are negative-pressure, air-purifying respirators used for respiratory protection against gases, vapors, mists, airborne pathogens, and particulate which are not immediately dangerous to life or health. When using a HEPA mask for Tuberculosis (IB) UVEX 3010 always perform a negative and positive test prior to use. Use the mask when entering rooms with suspected or confined TB patients, when performing high hazard procedures such as aerosolized medication treatment, bronchoscopy diagnostic sputum induction, and endotracheal intubation on suspected or confined TB patients or when riding in a closed vehicle with a suspected or confirmed TB patient.

Operation - The following procedures are to be performed before each use.

1. Examine the face piece for excessive dirt, cracks, tears, holes or distortion from improper storage, inflexibility (stretch and massage to restore flexibility), cracked or broken air-purifying element holder(s), badly worn threads (If applicable).

2. Examine the head straps or head harness for breaks, loss of elasticity, broken or malfunctioning buckles and attachments.

RESPIRATORY PROTECTION - 5
SELECTION, OPERATION AND USE OF RESPIRATORS

3. Examine the exhalation valve for the following after removing cover: foreign materials such as detergent residue, dust particles or human hair under the valve seat; cracks, tears, or distortion in the valve material; improper insertion of the valve body in the face piece; cracks, breaks or chips in the valve body, particularly in the sealing surface, missing or defective valve cover; improper installation of the valve in the valve body.

4. Examine the air-purifying elements for incorrect cartridge or filter for the hazard, incorrect installation, loose connections, or cross-threading in holder, cracks or dents in outside case, or cross-threading in holder, cracks or dents in outside case of filter or cartridge.

PARTICLE FILTERS

Selection and Use - Particle filter masks may be used when irritant dusts are encountered. They are not designed for removing toxic vapors, fumes, or smoke, nor are they able to provide breathable air in IDLH atmospheres. Their use is restricted to shielding the wearer from inhalation of otherwise inert particulate matter. When wildland firefighters are exposed to dust concentrations that are irritating, suitable respiratory protection shall be provided. When respiratory protection, including particle masks, is provided personnel shall be trained in the care and use of the equipment provided. When particle masks are used, the air quality shall be periodically tested for CO and results reported to the crew chief for potential relocation, evacuation, or provision of other respiratory equipment to the personnel.

RESPIRATORY PROTECTION - 5
SELECTION, OPERATION AND USE OF RESPIRATORS

RESPONSIBILITIES

Safety Officer/Coordinator - Shall review the manufacturer's instructions for all respiratory equipment used and shall update this procedure prior to the introduction of new respiratory equipment to the field, in accordance with district policy and procedure development procedures. At least annually, shall review changes to regulatory requirements and applicable standards to determine the need for updating selection, use, and operations procedures. The Training Officer shall be notified of any proposed changes to this procedure so that the training program can be updated as applicable.

Training Officer - Shall confirm any changes in training procedures applicable to this procedure within thirty (30) days of completion and prior to implementation.

Captain - Shall review this procedure with their crew at least annually, and individually with new or transferring members within fourteen (14) days of their arrival. Shall be fully trained and provide a trained alternate responsible for the appropriate selection of respiratory equipment at an emergency scene.

Incident Commander - Shall confirm the use and support of respiratory equipment at the scene. Shall function as or assign an incident Safety Officer with the authority to halt operations until they can be conducted safely. Shall ensure that adequate air supplies and replacement equipment is available during the incident.

Firefighter - Shall follow all applicable use and operating procedures within this standard and directions from the Captain, Incident Commander, on scene Safety Officer, or other authorized individual responsible for scene safety. Shall promptly report to the Incident Commander any physical conditions or equipment failures which may impair their safety in the course of operations. Shall cease all operations and immediately exit the hazard area to a safe zone upon physical impairment or failure of the respiratory equipment.

RESPIRATORY PROTECTION - 6
RESPIRATOR TRAINING

SCOPE AND APPLICABILITY

This procedure provides critical elements in the training of personnel for respirator use, maintenance, and testing. Training elements are presented as objectives, developed into a complete educational curriculum by the Training Officer.

PURPOSE

The district shall institute and maintain a training program relating to the use, maintenance, inspection, sanitizing and limitations of the respirators. It will provide personnel with the most current information available concerning the safe operation of the respirators.

GENERAL

Initial Training - All newly hired personnel required to use SCBA shall demonstrate an understanding of the policies and procedures concerning safety, emergency operations, use, inspection and maintenance of the SCBA presently used by the district. These requirements shall include but are not limited to the following.

1. Operation of SCBA and related equipment.

2. The inspection, maintenance and reporting of damaged or malfunctioning equipment.

3. Donning and doffing methods.

4. With the SCBA donned perform related emergency scene activities, advance hose lines, climb ladders, crawl through windows and confined spaces as well as perform rescues under simulated condition.

5. Identify potentially hazardous atmospheres encountered requiring the use of SCBA including primary gases of combustion, toxic gases released, as well as their characteristics.

RESPIRATORY PROTECTION - 6
RESPIRATOR TRAINING

6. Identify all components of the SCBA including face piece, regulator and cylinders.

7. Demonstrate ability to perform emergency procedures upon regulator or mask failure, loss of air supply, submergence, as well as emergency assistance of other firefighters.

8. Successfully meet all performance standards relative to SCBA use.

Frequency of training - The above training will be performed according to the criteria and lesson plans adopted within the district. It is the intent of the district to ensure all employees are proficient in donning, doffing, and emergency procedures used within the district. The following training schedule shall be strictly adhered to.

1. **Monthly** - All employees required to use SCBA under emergency conditions shall don and doff a respirator at least monthly to ensure proficiency and maintain equipment familiarization.

2. **Annually** - All personnel shall retrain annually on all aspects of SCBA as mentioned under the initial training section of this document. Included in annual training, all employees shall meet district Performance Standard #1, Donning SCBA. All employees shall pass a written test with at least 84% accuracy. Should an employee fail to pass the written test with the required accuracy, he/she shall be allowed to repeat testing procedures. Should the employee again fail any portion of the testing procedure, the employee will not be allowed to enter atmospheres requiring SCBA use. The employee shall not be allowed to perform duties requiring SCBA until remedial training is accomplished and all standards are met.

RESPIRATORY PROTECTION - 7
RESPIRATOR PURCHASING

SCOPE AND APPLICABILITY

This procedure outlines the requirements for the selection and purchase of respirator equipment.

PURPOSE

Purchasing of respirator equipment is a critical step in maintaining quality assurance and safety. Since parts for respirators are not interchangeable, it is crucial that purchasing be controlled and conforms to accepted practices to protect personnel from disastrous consequences. Strict adherence to this procedure will ensure the safe acquisition of respirators for the district.

SELECTION CRITERIA

The district requires the use of self-contained breathing apparatus whenever the firefighter enters an atmosphere that is or is likely to become oxygen deficient or immediately dangerous to life and health. The selection of the type of SCBA to be used is in accordance with NFPA 1981 *Open-Circuit Self-Contained Breathing Apparatus for Firefighters* 2007 Edition and NFPA 1404 *Standard for a Fire Department Self-Contained Breathing Apparatus Program* 2002 Edition. General requirements for the selection of the respirators to be used include the following. All other respirator equipment (SAR, air purifying respirators, HEPA masks, and particle masks) shall conform to current NIOSH/MSHA standards. Unless a specific regulatory requirement or manufacturer's recall dictates otherwise, existing respirator equipment may be maintained in service, so long as it is maintained in accordance with manufacturer's instruction and applicable regulatory requirements and adopted standards.

PURCHASING SCBA

All SCBA purchased by the district shall meet the qualification of NIOSH/MSHA in accordance with NFPA 1981, 2007 Edition and NFPA 1404, 2007 Edition. All purchases will be cleared by the Safety Officer to ensure full compliance to these standards.

RESPIRATORY PROTECTION - 7
RESPIRATOR PURCHASING

RESPONSIBILITIES

Fire Chief - Shall designate a program coordinator among whose duties shall include the maintenance, testing, and purchase of respirator equipment. He/She shall review the Safety Officer's evaluation reports for new equipment makes and models for approval. Shall review program coordinator's annual respirator equipment replacement forecast for budget purposes. He/she shall have final approval for all purchases.

Safety Officer - Shall prepare a written recommendation report to the Fire Chief which includes the program coordinator's evaluation of proposed new equipment and an approval for compliance with district safety selection criteria.

Program Coordinator - Shall maintain an up-to-date respirator equipment inventory, including respirator assemblies, spare parts, reserve tanks, and manufacturer's testing equipment and shall maintain up-to-date copies of the manufacturer's operations and maintenance manuals for each type of respirator in the inventory. Based upon the life expectancy forecast for each respirator, a replacement schedule shall be established and presented to the Fire Chief for annual budgeting. An inventory of spare parts and complete assemblies shall be established capable of maintaining sufficient equipment in the field for appropriate district emergency response. Prior to the purchasing of a new make or model of respirator not currently represented, provide recommendations relative to service life, maintainability, and availability of replacement parts to the Safety Officer. Shall obtain manufacturer's inspection, testing and maintenance instructions to develop district service procedures. Shall establish and confirm testing, inspection, and maintenance procedures and shall ensure that adequate training from the manufacturer's representative is provided to satisfactorily maintain the respirator equipment in a safe and reliable manner.

RESPIRATORY PROTECTION - 8
RESPIRATOR INSPECTION, MAINTENANCE AND REPAIR

SCOPE AND APPLICABILITY

This procedure describes requirement and responsibilities for the inspection, maintenance and repair of respiratory protection equipment. These requirements apply specifically to both central service operations and individual station locations.

PURPOSE

This procedure provides a consistent method for ensuring that respirators are maintained in reliable and safe condition. It is the responsibility of all personnel to promptly report to their supervisor any deficiencies encountered with specific respirator equipment.

Record Keeping - Records shall be maintained for all of the following.

1. A complete inventory of all respirators. Each SCBA and cylinder shall be individually numbered with a record maintained by a certified technician. A location specific inventory shall be maintained with the Support Services Officer as well as in the service and repair office. An individual station specific inventory shall be maintained within each station.

2. An individual record of each SCBA reducer and harness assembly shall include:

   A. Inventory and serial numbers.
   B. Date of purchase.
   C. Date of manufacture.
   D. Date placed in service.
   E. Location, maintenance and repairs performed.
   F. Replacement parts.
   G. Upgrading performed.
   H. Annual test performance.

RESPIRATORY PROTECTION - 8
RESPIRATOR INSPECTION, MAINTENANCE AND REPAIR

3. An individual record for each face piece shall include:

   A. Inventory and serial number.
   B. Date of purchase.
   C. Date of manufacture.
   D. Date placed in service.
   E. To whom the mask is issued
   F. Maintenance and repairs performed.
   G. Replacement parts.
   H. Upgrading performed.
   I. Test performance and date removed from service.

4. An individual record of each cylinder shall include:

   A. Inventory, serial and lot numbers.
   B. Date of purchase.
   C. Date placed in service.
   D. Location.
   E. Maintenance.
   F. Hydrostatic test pressure and dates, inspection and repairs.
   G. Date cylinder removed from service.

5. All regulators shall have records maintained of the following:

   A. Inventory and serial numbers.
   B. Date of purchase.
   C. Date of manufacture.
   D. Date placed in service.
   E. Location.
   F. Maintenance and repairs.
   G. Upgrading.
   H. Annual performance test.
   I. Date removed from service.

RESPIRATORY PROTECTION - 8
RESPIRATOR INSPECTION, MAINTENANCE AND REPAIR

Pre-service inspections - Prior to being placed in service all respirators will be inspected for damage, flow tested to ensure proper function of the unit, and labeled with department inventor numbers. Results will be documented with records maintained by the service technician.

Daily and weekly inspections - When fire apparatus is in daily use, routine inspections will be conducted of all SCBA and reserve cylinders daily. If fire apparatus is not in daily use, the SCBA shall be inspected on a weekly basis. All inspections shall be in accordance with the manufacturer's recommendations, and shall include the following.

1. Inspect for signs of wear or deterioration of harness.
2. Air tightness of cylinders and valves.
3. Gauge comparison.
4. Bypass operation.
5. Check regulator.
6. Inspect face to face piece seal.
7. Check exhalation valve.
8. Check low air alarm.
9. Inspect high pressure a-ring and connection.
10. Clean and return to service.

Forms - A daily/weekly inspection form shall be completed during each inspection. All completed inspection forms shall be forwarded to the Safety Officer by the tenth of the following month. The forms shall be checked by the Safety Officer for completeness and deficiency tracking. In the event any SCBA or reserve cylinder fails to pass inspection, the unit shall be removed from service, tagged with a written description of the problem(s) found, with notification to the station captain. The unit shall be sent to a qualified repair technician for repairs. If the repairs are to be delayed for any reason, the repair technician shall notify the station captain and advise of the condition of the regulator. All repairs will be completed in a timely manner.

RESPIRATORY PROTECTION - 8
RESPIRATOR INSPECTION, MAINTENANCE AND REPAIR

Pre-inspection - Prior to entering any atmosphere in which in which SCBA use is or may become required, a before use inspection shall be conducted which will include the following.

1. Cylinder pressure greater than 90%.
2. Audi-alarm sounds with full ring up when unit pressurized.
3. A face to face piece seal can be achieved.
4. Exhalation valve functions properly.
5. Comparison of gauge pressures.
6. By-pass and mainline valves function properly.
7. Normal operation of regulator.

Post-inspection - After the use of an SCBA in a hazardous atmosphere the following inspection and/or maintenance will be performed.

1. Re-charging or replacing of cylinders.
2. Inspection of all components for damage.
3. Thorough cleaning and sanitizing of all components as per manufacturer.
4. Returning of all straps to the ready or don position.
5. Check regulator for proper function.
6. Tag and report any damage or malfunctions and remove from service.

Repair and maintenance - The district shall establish and maintain a preventative maintenance program for all SCBA provided. The program shall be conducted on an ongoing basis to prevent malfunction or failures during emergency operation where SCBA is required. All maintenance and repairs shall be performed under manufacturer's recommendations by qualified personnel trained by the manufacturer. As directed or assigned, the district shall pay for all training associated with SCBA maintenance and repair. If time off or travel is needed for classes the district will cover time off and pay for travel. There shall be at least one technician trained. This shall be a minimum of a two year commitment.

RESPIRATORY PROTECTION - 8
RESPIRATOR INSPECTION, MAINTENANCE AND REPAIR

Air quality control - The, air used for recharging of SCBA cylinders whether from a storage system or from the compressor shall meet or exceed the testing and quality requirements of the Compressed Gas Association G7.1 Commodity Specification for Air, with a minimum air quality of Grade D. Air quality shall be tested at least every three (3) months. The samples shall be obtained from the regulator production of the compressor and storage system.

Immediate notification from the testing entity to the Safety Officer of the air not meeting the specifications shall be required. Should notification of failure occur the Safety Officer shall render the system out of service until repair by a qualified technician is performed. A copy of the test results shall be posted near the compressor site. Records shall be maintained for each air quality test. If the air is supplied by others, records of their testing shall be obtained by the Safety Officer and maintained on file. Only air meeting Grade D specifications may be used. If the air quality should fail, the compressor will be locked out, tagged out and repairs by an authorized technician performed. A sample shall be re-tested to confirm repairs prior to authorizing its use. Should any cylinders that have been filled with contaminated air they will be purged according to manufacturer's recommendations.

RESPIRATORY PROTECTION - 9
RESPIRATOR STORAGE

SCOPE AND APPLICABILITY

This procedure provides direction in the storage of respirators and applies to SCBA, SAR, cartridge air purifying, and particle dust masks.

PURPOSE

This procedure ensures that respirator equipment is ready for use in safe condition when needed ill an emergency.

GENERAL

All SCBA and SAR shall be stored in fire apparatus brackets and protected against dust, excessive heat, extreme cold, direct sunlight, excessive moisture and damaging chemicals. All masks shall be stored in reusable, sealable bags and in such a way as to prevent distortion of the mask or seals and returned to their proper location immediately after use and cleaning.

Storage of SCBA cylinders on apparatus or in storage shall be such as to prevent toppling and protected against excessive heat, extreme cold, direct sunlight, excessive moisture and damaging chemicals. Care shall be taken to protect threads from damage and shall be segregated and tagged "Full" "Empty" and "Damaged" to prevent inadvertent misuse.

Cascade bottles shall be stored in a rack secured to prevent toppling and against, excessive heat, extreme cold, direct sunlight, excessive moisture and damaging chemicals. Care shall be taken to protect threads, piping and valves from damage.

Storage of air purifying and particle dust masks shall be protected from dust, excessive heat, extreme cold, direct sunlight, excessive moisture and damaging chemicals. All masks and cartridges shall be stored in the manufacturer's original package. Reusable masks may be stored in reusable, sealable bags. Face pieces shall be stored to prevent distortion and shall be returned to their proper location immediately after use and cleaning.

RESPIRATORY PROTECTION - 9
RESPIRATOR STORAGE

RESPONSIBLITIES

Captain - shall ensure equipment is properly stored, inventories are complete and up to date and shall notify the program coordinator of needed repairs.

Firefighter - Shall maintain and return respirator equipment to storage in accordance with this procedure.

Program Coordinator - Shall maintain refilling stations, reserve respirator equipment, and cylinders in accordance with this procedure.

RESPIRATORY PROTECTION - 10
RESPIRATOR PROGRAM EVALUATION

SCOPE AND APPLICABILITY

This procedure outlines requirements for a respirator program evaluation.

PURPOSE

The evaluation is intended to identify trends and conditions which impact the respiratory program, so that adjustments or improvements in related policies, procedures, and training can be made.

RESPONSIBILITIES

Program Coordinator - Shall periodically review station storage and inspection practices to determine compliance with this procedure and shall prepare an annual report of trends and conditions relating to the respirator program elements with recommendations to the Fire Chief at least sixty (60) days prior to final preparation of the budget.

Safety Officer - Shall meet with the program coordinator to implement action item changes and revise the respirator program related policies and procedures to reflect directed changes, per the district's procedure development process.

Fire Chief - Shall review the annual program evaluation report and present it at the next Officer's staff meeting for discussion and direct corrective action or improvements in the respirator program based on the program coordinator's report and comments off the administrative staff.

RESPIRATORY PROTECTION – 11
Breathing Air Compressor

Scope

This procedure outlines procedures for air sampling and maintenance of the breathing air compressor

General

Air samples from the breathing air compressor will be sent to a certified laboratory for analysis and testing at least quarterly.

The breathing air compressor will be checked and run weekly. Qualified service technicians will service the compressor at least annually, or more frequently as required by hour meter readings.

SECTION 6
INFECTION CONTROL/TOXIC EXPOSURE

INFECTION CONTROL/TOXIC EXPOSURE - 1
INFECTION CONTROL~~/BLOOD DRAWS~~

Infection control is covered under department BPG. There are masks, gowns, and eye protection supplied on the medic units. This personal protective equipment should be utilized when the situation dictates. The minimum for an EMS alarm is exam gloves. Eye and/or body protection should be worn when there is a possibility of exposure to body fluids. (Trauma, childbirth, intubation, etc...) N95 masks should be used when a possibility of exposure to body fluids or a patient suspected of having a disease that can be transmitted by airborne methods (TB, SARS, RSV, and Hepatitis). There are cleaning supplies/disinfectants maintained on the medic units and at the hospitals for clean up of the units and exposed equipment. Small spot cleaning of uniforms/turnouts are done by the exposed individual. Gross contamination of clothes needs to be red bagged and washed in the turnout washer at Fire Station 23 or station 24. Do not take contaminated clothing home to be washed.

There are two waste containers mounted on the inside of the rescue units and one waste container in the patient compartment and one container on the back door. These containers should be lined with red trash bags and should be used for both contaminated and non-contaminated supplies. The trash can waste can be thrown away in a regular trash receptacle if its not running with fluid at either the hospital or fire stations. The waste from the red-bagged container must be disposed of in an approved biohazard container at the hospital or fire station. Sharps containers are located in the patient compartment of the rescue units and in the first out bags of all ALS/ILS equipment. Sharps containers should be removed from service if they reach ¾ full, sealed and disposed of in the biohazard containers located in all the stations. Replacement containers are available in the EMS supply room..

If you receive an exposure, (needle stick, emesis. saliva, blood, etc.) notify the fire station captain and EMS chief ASAP. If the patient you were exposed to is transported to a hospital, notify the hospital ER physician of the type of exposure. If the exposed medic's clothes are excessively contaminated they should be removed by rolling off and red bagged for cleaning or disposal in an approved biohazard container. Workers comp documentation is required to be completed either at the station or at the hospital.
Use the attached Exposure Determination Procedure to determine if an exposure occurred. If an exposure occurred, follow the outlined course of action. You must receive further medical evaluation within two hours.

If an exposure occurs and the patient has HIV or is believed to be HIV positive, the exposed individual must be taken out of service and transported to Barton Hospital immediately. Drug therapy to reverse a possible infection must be initiated within two hours of an exposure. ~~If the exposure occurs during transport to the hospital, advise the MICN taking the radio report of the circumstances of the exposure.~~

~~INFECTION CONTROL/TOXIC EXPOSURE - 1~~
~~INFECTION CONTROL/BLOOD DRAWS~~

~~Blood draws are done on patients in the field, usually when starting an IV to obtain samples for later laboratory analysis to show blood levels prior to treatment/drug administration.~~

~~When performing a blood draw leave the venous tourniquet applied to start the IV in place until after the blood sample is taken. Use either a Vacutainer *safety-guard* needle holder and fill each sample tube individually or a 20cc syringe to withdraw a blood sample and fill the sample tubes from the syringe. If possible use at least a 20cc syringe to obtain enough blood to fill all three sample tubes. Sample tubes are vacuum-sealed; do not attempt to inject blood into the sample tube. When a needle is inserted into the sample tube, vacuum from the sample tube will draw the blood from the syringe or needle holder into the sample tube. If a sample tube does not draw blood, discard that sample tube into a sharps container and use another tube.~~

~~There are four colored sample tubes that should be filled if possible. The filling order of the sample tubes is:~~

1. ~~Tiger Top~~
2. ~~Purple~~
3. ~~Blue~~

~~After the sample tubes are filled, they should be gently inverted a minimum of six times. Label each tube with the patient name, date, time the sample was taken, and the initials of the person who took the sample. If there is not enough blood to fill all the sample tubes, fill the tubes in the above sequence until the sample is exhausted.~~

INFECTION CONTROL/TOXIC EXPOSURE – 2
STANDARD OPERATING PROCEDURE
EMS-6
INFECTIOUS DISEASE CONTROL

The following procedures are written in accordance with OSHA 29 CFR 1910.1030.

1. All personnel should use disposable gloves, if it's wet, it's infectious.
2. If it could splash in your face, use eye shields and mask or full-face protection.
3. If it could splash on your clothes, use a gown or full structural firefighting gear.
4. If it could splash on your head or feet, use appropriate barrier protection.
5. Medical waste generated such as gloves, gowns, bandages, etc., shall be "red" bagged and placed in a bio hazard container..
6. The employee at the station shall do spot cleaning of uniforms/turnouts. Gross contamination of any clothing shall be "red" bagged and sent to the Safety Officer for cleaning.
7. If an employee thinks he/she has been contaminated, follow Procedures for exposure as outlined in the District's Safety Plan for exposures.

DO NOT TAKE CONTAMINATED WORK CLOTHES OR TURNOUTS HOME FOR CLEANING

INFECTION CONTROL /TOXIC EXPOSURE - 3
EXPOSURE DETERMINATION, REPORTING AND TREATMENT PROCEDURE

A. Define Exposure: Regarding communicable diseases. **EXPOSURE** is the condition of being subjected to a fluid or substance capable of transmitting an infectious agent in a manner that may have a harmful effect.

B. Did an exposure occur?

1. Is the fluid or substance with which contact was made one of the following?

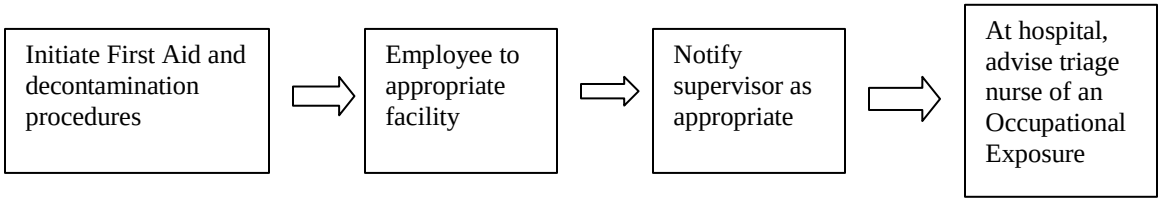
	Yes	No
Blood	☐	☐
Semen	☐	☐
Vaginal secretions	☐	☐
Any bodily fluid or matter visibly contaminated with blood	☐	☐
Respiratory (droplets, nuclei/ Aerosolized particles)	☐	☐
Other potentially infections material_____	☐	☐

2. Did the fluid or substance (identified in #1 above) enter the body through any of the following "portals of entry"

Needlestick injury	☐	☐
Laceration by contaminated object (e.g. broken glass, blade or sharp object)	☐	☐
Open, cut, wound or weeping lesion (non-intact skin)	☐	☐
Splash or contact with eyes, mouth, nose (mucous membrane)	☐	☐
Prolonged respiratory contact	☐	☐

If any answers in **both** sections 1 and 2 are yes, the employee **DID** sustain an exposure and **MUST SEEK FURTHER MEDICAL EVALUATION WITHIN TWO (2) HOURS OF THE INITIAL EXPOSURE AND COMPLETE APPROPRIATE EMPLOYEE EXPOSURE REPORT AND WORKERS COMPENSATION FORMS**

INFECTION CONTROL /TOXIC EXPOSURE - 3
EXPOSURE DETERMINATION, REPORTING AND TREATMENT PROCEDURE



INFECTION CONTROL /TOXIC EXPOSURE - 4
FIELD EXPOSURE DECISION TREE

SUSPICION OF EXPOSURE

⬇

DECONTAMINATION

Induce brief bleeding if puncture
Non – intact skin – wash at least 3 minutes
Mucous membranes – flush at least 5 minutes.

Highest onscene medical authority should assist with (if possible) a rapid field determination of exposure using the Exposure Determination Procedure

⬇

⬇ Exposure

⬇ No exposure (stop)

⬇

True exposure warrant rapid access to Emergency Room for Physician screening and prophylaxis. Target time frame is within a few hours (2) post exposure.

⬇

An exposure report form must be filled out for each individual with a significant exposure (include "public" within this process that are part of your immediate scene responsibility. Ambulance personnel should assist, when appropriate, in connecting significantly exposed parties with heath care resources as outlined in this document0.

Route the exposure report form to the receiving facility of the source patient and a copy to the El Dorado County Heath Department. Delivery of the exposure report form to the source patient receiving facility should be considered a high priority.

⬇

This reporting step allows the physician at the receiving facility to match an individual patient with a significant field exposure. Subsequently, the receiving facility can contact the Health Dept. who will notify you per the Ryan White Act.

If not already done, route pre-hospital emergency care employee or public to the nearest appropriate Emergency Room for post exposure screening and treatment options.

⬇

At hospital, advise the hospital triage nurse of an occupational exposure to ensure rapid triage. The hospital does not have to be the same receiving facility. (Exposure report form went to the source patient receiving facility to alert that facility)

INFECTION CONTROL /TOXIC EXPOSURE - 4
FIELD EXPOSURE DECISION TREE

The safety officer or EMS battalion chief will work with the employee (or Health Dept. will work with involved public) for post exposure treatment and follow-up. After 48 hours the employee or designated representative should contact the Health Department regarding source patient communicable disease status if not already known.

ANY PAYMENT INCCURED FOR TREATMENT/TESTING IS THE RESPONSIBILITY OF THE EMPLOYING AGENCY. PAYMENT FOR MEDICAL EXPENSES SHOULD BE AVAILABLE THROUGH WORKERS' COMPENSATION INSURANCE.

INFECTION CONTROL /TOXIC EXPOSURE – 5
TOXIC EXPOSURE

POLICY:
It is the policy of the Tahoe Douglas Fire Protection District to investigate and document all known or suspected toxic exposures. The District will maintain records of all reported exposures in accordance with NRS.

If an injury is sustained as a result of the exposure, the injury must also be reported in accordance with Policies and Procedures; Personnel – 11, Personal Injury Reporting

PURPOSE:
To ensure that occupational exposures or suspected exposures to known or suspected toxic substances are documented and that a record of such exposures is maintained.

PROCEDURE:
The Toxic Exposure Form should be filled out as soon as the employee becomes aware of an exposure. A separate form must be filled out for each department member exposed.

Exposures should be investigated in accordance with Policies and Procedures: Safety, Section – 4; Injury and Accident Investigation. The focus of such investigation should be the prevention of future exposures.

INFECTION CONTROL /TOXIC EXPOSURE – 5
TOXIC EXPOSURE

Tahoe Douglas Fire Protection District
TOXIC EXPOSURE FORM

Name: _____ Today's Date: _____

Incident #: _____ Date of incident or exposure: _____

Location of incident and/or exposure: _____

Name of occupancy where exposure occurred: _____

Incident type: _____

Activity at time of exposure: _____

Duration of exposure: _____

Density of smoke (light, moderate, heavy): _____

Route(s) of exposure: _____

Body part (s) exposed: _____

Symptom (s) experience: _____

PPE utilized at time of exposure: _____

PPE Malfunction/breach (describe): _____

List component of PPE directly involved in exposure and circumstance of failure:

_____

Decontamination (type and location performed): _____

Medical treatment (type and where performed): _____

Supervisors name (print) _____

Supervisor's signature _____

Names of witnesses: _____

Employee signature: _____ Date: _____

SECTION 7
NFPA 1500

NFPA 1500 – 1
ADOPTION RESOLUTION

RESOLUTION 01-2008

NFPA 1500
Standard on Fire Department Occupational Safety and Health

WHEREAS, The Tahoe Douglas Fire Protection District recognizes that the safety of our personnel is the most important criteria in all fire department operations, and endeavors through its Standard Operating Procedures, Policies and Procedures, Training Programs and Safety Programs to carry out all emergency and non-emergency operations with the highest regard for the safety of its employees although due to the unpredictability of the emergency scene and limitations of available personnel, this policy may not be practicably adhered to at all times and,

WHEREAS, Tahoe Douglas Fire Protection District adopted in August 2005 the 2002 edition of NFPA 1500 and,

WHEREAS, through this resolution desire to modify the August 2005 adoption of NFPA 1500 and,

WHEREAS*, the following Deletions, Modifications and Amendments are recognized in attachments A – C and,*

THEREFORE BE IT RESOLVED, that *NFPA 1500, Standard on Fire Department Occupational Safety and Health 2007 edition is hereby adopted for the purpose of prescribing regulations governing the health and safety of the employees of the fire district. NFPA 1500, 2007 edition is adopted except such portions as are Hein after deleted, modified, or amended by this policy, excluding appendices, which are informational only.*

TAHOE DOUGLAS FIRE BOARD OF TRUSTEES

Those Voting Aye:	Those Voting Nay:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Patrick Atherton, Chairperson	Guy E LeFever, Fire Chief

ATTACHMENT - A
NFPA 1500
Standard on Fire Department Occupational Safety and Health

Deletions, Modifications and Amendments

.

5.2.2 of NFPA 1500 is deleted and amended, substituting the following language:

Driver/Operators of fire apparatus shall meet the requirements of NFPA 1002 whenever possible.

5.2.4 of NFPA 1500 is deleted and amended, substituting the following language:

All members who are required to perform technical rescue tasks shall meet the requirements of NFPA 1006, Standard for Rescue Technical Professional or department established equivalency.

5.2.5 of NFPA 1500 is deleted and amended, substituting the following language:

All fire officers shall meet the requirements of NFPA 1021, Standard for Fire Officer Professional Qualifications, with the exception of members already promoted to an officer rank and not meeting this requirement.

6.1.4 of NFPA 1500 is deleted and amended, substituting the following language:

Any Water borne vessels whose primary function is rescue, but with ancillary fire-fighting capability shall not have to comply with NFPA 1925, Standard on Marine Fire-Fighting Vessels.

7.1.7 of NFPA 1500 is amended by adding the following sentence:

The fire department shall comply with this section within 5 years of adoption of this policy.

7.7.3 of NFPA 1500 is amended by adding the following sentence:

Helmets meeting NFPA 1975, Standard on Protective Ensemble for Structural Firefighting may be used in lieu of helmets meeting NFPA 1977, Standard on

Protective Clothing for Wildland Firefighting. When such helmets are to be used they shall be selected with consideration for minimizing weight.

ATTACHMENT - B

NFPA 1500
Standard on Fire Department Occupational Safety and Health

8.1.2 of NFPA 1500 is deleted and amended, substituting the following language:

An incident management system consistent with state, regional and local practices shall be established with written standard operating procedures applying to all members involved in emergency operations.

8.1.8 Item (12) of NFPA 1500 is deleted and amended, substituting the following language:

Interagency coordination shall be consistent with state, regional, and local practices.

8.1.9 of NFPA 1500 is deleted and amended, substituting the following language:

The fire department shall work with the communications center in meeting the requirements of NFPA 1561, Standard on Emergency Services Management System, and NFPA 1221, Standard for the Installation, Maintenance and Use of Emergency Services Communications Systems.

8.2.6 of NFPA 1500 is deleted and shall be amended, substituting the following language:

At civil disturbances or incidents involving the risk for physical violence, the incident commander shall ensure that members do not enter hazard areas until the hazard has been eliminated by law enforcement personnel.

9.1.2 of NFPA 1500 is amended by adding the following sentence.

The fire District shall complete compliance within 5 years of the adoption of this policy.

10.1.3 of NFPA 1500 is deleted and amended, substituting the following language:

Candidates and members who will engage in fire suppression shall meet the medical requirements specified in the IAFF/IAFC Fire Service Joint Labor Management Wellness Fitness Initiative

ATTACHMENT - C

NFPA 1500
Standard on Fire Department Occupational Safety and Health

10.2.3 of NFPA 1500 is deleted and amended, substituting the following language:

Candidates shall be evaluated in accordance with the IAFF/IAFC Fire Service Joint Labor Wellness Fitness Initiative prior to entering into a training program to become a firefighter.

10.2.4 of NFPA 1500 is deleted and amended, substituting the following language:

Members who engage in emergency operations shall be evaluated annually in accordance with the IAFF/IAFC Fire Service Joint Labor Wellness Fitness Initiative.

10.2.6 of NFPA 1500 is deleted and amended, substituting the following language:

Physical performance rehabilitation will be provided when necessary as specified in the IAFF/IAFC Fire Service Joint Labor Wellness Fitness Initiative.

10.3.1 of NFPA 1500 is deleted and amended, substituting the following language:

The fire department shall provide a health and fitness program as specified in the IAFF/IAFC Fire Service Joint Labor Wellness Fitness Initiative.

10.3.4 of NFPA is deleted.

NFPA 1500 - 2
HEALTH AND SAFETY PROGRAM EVALUATION

The Health and Safety Committee shall evaluate the effectiveness of the department occupational safety and health program at least once every 3 years. This evaluation should include a detailed audit to determine compliance with NFPA 1500. This report shall be submitted to the members of the Health and Safety Committee and the fire chief. Such evaluation shall be placed in the Safety Manual.

NFPA 1500-3
NFPA 1500-Audit- July 2007
Based upon 2007 edition

Chapter 4 Organization

4.1 Fire Department Organizational Statement
Status: compliant through Strategic Plan and policies

4.2.1 Written Risk Management Plan

Status: partial compliance through Safety Plan
Action Needed: Development of formal risk management plan
Who Safety Officer/Staff, Worker's Compensation carrier
Timeline: Prior to next audit

4.3.1 Written fire department occupational safety and health policy
Compliant through Safety manual

4.3.2 Safety and Health Policy Complies with NFPA 1500

Status: partial compliance
Action Needed: Adoption of 2007 ed. of NFPA 1500
Who: Board
Timeline: 1-2 months.

4.3.3 Plan effectiveness evaluated

Status: partial compliance
Action: need implementation of written risk management plan
Who: Health and Safety, staff, Worker's Compensation carrier
Timeline: ongoing, q three years.

4.3.3.1 Audit of NFPA 1500- see notes re: 4.3.3

4.4.3 Written rules, regulations and BPG's established and enforced

Status: partial compliance, need further development
Action: ongoing
Who: Health and Safety, Staff
Timeline: ongoing

4.4.1 Fire Department responsibility

Status: Compliant through Safety manual

4.4.2 Comply with laws

Status: Compliant through Safety manual

4.4.3 Fire Department rules, regulations, and

BPG's Status: Compliant

4.4.4 Accident investigation procedure

Status: Compliant through Safety manual

4.4.5 Accident and illnesses investigated

Status: Partial Compliance through Safety manual
Action: develop procedure for job related injury/ illness investigation
Who: Administration
Timeline: 1-2 years

4.4.6 Individuals cooperate, participate and comply

Status: Compliant through Safety manual

4.4.7 Member has right to be protected

Status: Compliant through Safety manual

4.4.8 Member organization role

Status: Compliant through Safety manual

4.5.1 Establish committee

Status: compliant through Health and Safety

4.5.2 Committee purpose

Status: Compliant through Safety manual

4.5.3 Scheduled meetings

Status Compliant through regular meetings

4.6 Records

Status: Partial compliance
Action: develop record system that can be managed and accessed
Who: administration
Timeline: 1-2 years

4.7 Appointment of Health and Safety Officer

4.7.1 Appointed by fire chief

Status: Complaint through Safety manual

4.7.2 Meets Qualifications

Status: Compliant through NFPA 1521

4.7.3 Given authority to administer program

Status: Compliant through Safety manual

4.7.4 Performing functions in NFPA 1521

Status: Compliant

4.7.5 Managing occupational safety and health program

Status: Compliant

4.7.6 Additional safety officers available

Status: Compliant through administrative staff

Chapter 5 Training, Education, and professional development

5.1.1 Establish and maintain safety and health training

Status: Compliant through Safety manual, and wellness fitness

5.1.2 Training commensurate with duties and functions

Status: Compliant through company level training

5.1.3 Training and education programs for new members

Status: Compliant through Academy, tasks books, and company training

5.1.4 Restrict activities of new members
Status: Partial Compliance
Action: develop basic orientation and testing prior to new members riding EMS units
Who: EMS steering committee and EMS B/C
Timeline 1 year

5.1.5 Training on risk management plan
Status: non compliant
Action: develop training program once risk management plan completed
Who: Staff
Timeline: when plan developed and implemented

5.1.6 Training on department written procedures

Status: Compliant, on going

5.1.7 Training for emergency medical services

Status: Compliant, on going

5.1.8 Training on operation, limitation, maintenance and retirement criteria for PPE
Status: Partial compliance
Action: develop written policy pertaining to inspection, and retirement of PPE
Who: Health and Safety Officer.

5.1.9 Maintaining proficiency in skills and knowledge

Status: compliant through training

5.1.10 Training includes safe exiting and accountability

Status: Compliant through BPG's

5.1.11 Training includes incident management and accountability

Status: Compliant through training

5.2 Member Qualifications

5.2.1 Firefighters meet NFPA 1001

Status: Compliant

5.2.2 Driver operators meet NFPA 1002

Status: complaint

5.2.3 N/A

5.2.4 Fire officers meet NFPA 1021

Status: Compliant through job description / requirements

5.2.5 Wildland firefighters meet NFPA 1051

Status compliant

5.2.6 Hazardous material responders trained to at least operations level

Status: Compliant

5.3 Training requirements

5.3.1 Adopt or develop training and education curriculums

Status: Compliant through California company, chief officer curriculum

5.3.2 Training supports minimum qualifications and certifications of members

Status compliant

5.3.3 Member practice assigned skills sets at least annually

Status: Compliant through scheduled training

5.3.4 Training for members when written policies, practices, procedures, or guidelines change

Status: compliant

5.3.5 SCBA training per NFPA 1404

Status: Compliant

5.3.6 Fire shelter training at least annually

Status: Compliant

5.3.7 Live fire training in accordance with NFPA 1403

Status: Compliant, ***may need policy***

5.3.8 Supervised training

Status Compliant

5.3.9 Emergency medical services training

Status: Compliant

5.3.10 Training on care use, inspection, limitation of protective equipment

Status: Compliant through monthly inspections

5.3.11 Incident management training

Status compliant

5.3.12 Infectious disease training to NFPA 1581

Status Compliant through EMS training

5.4 Special operations training

5.4.1 Advanced training for special operations
Status: Partial Compliance
Action: training needed on set schedule to maintain skills, ie ropes
Who: Nalder, Ogami
Timeline 1 year

5.4.2 Train members to support special operations

Status: Compliant

5.4.3 Technicians level for hazardous material mitigation

Status: Compliant through Techs'

5.4.4 Rescue Tech training to NFPA 1006 when required

Status: Compliant

5.5 Member Proficiency

5.5.1 Proficiency of members

Status: Compliant through training

5.5.2 Monitor training progress

Status: Compliant through company level training, Firehouse training log

5.5.3 Annual skills checks

Status: Compliant through performance standards

Chapter 6 Fire Apparatus, Equipment, and Drivers/ Operators

6.1.1 Safety and health concerns related to fire apparatus

Status: Compliant through Safety manual and rule and regulations

6.1.2 New Apparatus meet NFPA 1901

Status: Compliant

6.1.3 New Wildland apparatus meet NFPA 1906

Status: Compliant

6.1.4 N/A

6.1.5 Tools, equipment, and scba properly stored
Status: Partial Compliance
Action: secure all equipment in passenger areas
Who: Engineers, and mechanic
Timeline 1 year

6.1.6 Apparatus refurbished per NFPA 1912

Status: Compliant

6.1.7 N/A

6.2 Driver/Operators

6.2.1 Successful completion of approved drivers training
Status: Partial compliance through driver operator 1A, 1B
Action: need in house drivers training program for different types of apparatus
Who: to be determined
Timeline 1-2 years

6.2.2 Complies with driving laws

Status: Compliant through rules and regulations, need in house, or accessible DMV proctor

6.2.3 Rules and regulations for operating fire department vehicles

Status: Compliant

6.2.4 Driver is responsible

Status: Compliant

6.2.5 All persons secured

Status: Compliant

6.2.6 Drivers obey all traffic laws

Status: compliant

6.2.7 BPG's for non emergency

response Status: Compliant

6.2.8 Emergency response drivers bring vehicle to complete stop in 8 situations listed

Status: Compliant

6.2.9 Proceed only when safe

Status: Compliant through Safety manual, and rules and regulations

6.2.10 Stop at all unguarded railroad crossings

Status: Compliant

6.2.11 Use caution at guarded railroad crossings

Status: Compliant

6.2.12 BPG's for engine, transmission, and drive line retarders

Status: non compliant
Action: add to policies
Who: Ogami
Timeline: 1 year

6.2.13 N/A

6.2.14 N/A

6.3 Riding in fire apparatus

6.3.1 Tail board riding prohibited

Status: Compliant through policy

6.3.2 Seatbelts not released while vehicle in motion

Status: Compliant through policy

6.3.3 Secured to vehicle while performing medical care

Status: Partial Compliance
Action:
Who: EMS steering committee, and EMS B/C

6.3.4 Hose loading operations

Status: Compliant through safety manual

6.3.5 N/A

6.3.6 Helmets for riding in unenclosed areas

Status: Compliant

6.3.7 Eye protection for riding in unenclosed areas

Status: Compliant

6.3.8 N/A

6.4 Inspection, maintenance, and repair of fire apparatus

Status: Compliant through vehicle checks, preventative maintenance, and repair

6.5 Tools and equipment

Status: Compliant through checks, preventative maintenance, and repair

Chapter 7 Protective clothing and protective equipment

7.1.1 Fire department provides PPE

Status Compliant

7.1.2 Use of PPE

Status: Compliant through policy

7.1.3 PPE cleaned every 6 months
Status: non compliant
Action: need to develop system for tracking of PPE cleaning, maintenance, Inspection and repair
Who: Health and Safety Officer
Timeline: 1-2 years

7.1.4 Proper cleaning
Status: non compliant
Action: need training, possibly train the trainer for member of each shift
Who: to be determined
Timeline: 1-2 years

7.1.5 Station work uniforms to meet NFPA 1975

Status Compliant

7.1.6 Clothing considered thermally unstable not worn

Status: Compliant

7.1.7 Laundry service available for contaminated clothing

Status: Compliant

7.2 Protective clothing for structural firefighting

Status: Compliant

7.3 N/A

7.4 Protective clothing for Emergency Medical operations

Status: Compliant

7.5 Chemical Protective Clothing for Hazardous Materials Emergency Operations

Status: Compliant

7.6 Inspection, Maintenance, and Disposal of Chemical-Protective Clothing

7.6.1 Inspected and maintained per manufacturer's recommendations

Status: Compliant through inspection

7.6.2 Disposal of contaminated garments

Status: compliant through BPG's

7.7 Protective Clothing and Equipment for Wildland Fire Fighting

7.7.1 BPG's for use of protective clothing

Status: Compliant through Safety manual

7.7.2 Protective clothing that meets NFPA 1977 provided and used

Status: Compliant

7.7.3 Primary eye protection that meets NFPA 1977 provided and used

Status: Compliant through use of structural helmet goggles

7.7.4 Fire shelter provided and worn properly

Status: Compliant, ***need to plan for new shelters in future***

7.8 Protective Ensemble for Technical Rescue Operations

Status: Compliant

7.9 Respiratory Protection Program

Status: Compliant through Safety manual, BPG's, annual fit testing, equipment checks, and testing

7.10 Breathing Air

Status: Compliant through compressor maintenance, and air testing

7.11 Respiratory Protection Equipment

Status: Compliant, Supplied air respirators not used

7.12 Fit Testing

Status: Compliant through annual testing, and pre- service testing of new hires

7.13 Using Respiratory Protection

Status: Compliant through policy, and BPG's

7.14 SCBA Cylinders

7.14.1 – 7.14.5

Status: Compliant

7.14.6 – 7.14.10 Filling SCBA bottles rapidly, while being worn, or transfilling

Status: These practices not done by Tahoe Douglas

7.15 Personal Alert Safety Systems (PASS)

Status: Compliant through checkouts, and annual testing

7.16 Life Safety Rope and System Components

Status: Compliant, ***need record keeping system for ropes put in place***

7.17 Face and Eye Protection

Status: Compliant through Safety manual, and department supplied equipment

7.18 Hearing Protection

Status: Compliant through Safety manual, and department supplied equipment

7.19 New and Existing Protective Equipment

7.19.1 New PPE meets current standard

Status: Compliant

7.19.2 Existing PPE shall have met standard when manufactured

Status: Compliant

7.19.3 PPE taken out of service after 15 years
Status: Partial Compliance
Action: need policy in Safety manual
Who: McLaughlin

Chapter 8 Emergency Operations

8.1 Incident Management

Status: Compliant through BPG's

8.2 Communications

8.2.1—8.2.3 Compliant

8.2.4 Incident Clock used
Status: non compliant
Action: add to procedures used by dispatch
Who: Ogami
Timeline: 3 months

8.3 Risk Management during Emergency Operations

Status: Compliant

8.4 Personal Accountability during Emergency Operations

Status: Compliant through policies, and passport system

8.5 Members Operating at Emergency Incidents

Status: Compliant through Safety manual, and BPG's

8.6 Control Zones

Status: Compliant

8.7 Traffic Incidents

Status: Compliant through Safety manual, and BPG's

8.8 Rapid Intervention for Rescue of Members

Status: Compliant through BPG's

8.9 Rehabilitation during Emergency Operations

Status: compliant through Safety manual

8.10 Violence, Civil Unrest, or Terrorism

Status: 8.10.1—8.10.10 Complaint through BPG's,

8.10.11 Body armor used only by members trained and qualified

Status: non compliant, not used

8.10.12Members supporting SWAT operations trained and operating under BPG's

Status: not currently done, no BPG's in place

8.11 Post Incident Analysis

8.11.1 BPG's for standardized post incident
critique Status: non-compliant
Action: develop BPG in standardized format
Who: Staff
Timeline: 1 year

8.11.2—8.11.5 compliant through Safety manual

Chapter 9 Facility Safety

Status: Compliant through Safety Manual

9.2 Inspections

Status: Compliant through monthly station inspections, and annual code Inspections documented in Firehouse software.

9.3Maintenance and Repairs

Status: Compliant through job duties assigned to B/C in charge of facilities

Chapter 10 Medical and Physical Requirements

10.1 Medical Requirements

Status: compliant through physicals, and substance abuse policy

10.2 Physical Performance Requirements

Status: Complaint through annual physicals, and return to work policies

10.3 Health and Fitness

Status: compliant through Wellness Fitness Program

10.4 Confidential Health Data Base

10.4.1—10.4.2 Compliant

10.4.3 -10.4.4 Composite data base for analysis with Autopsy results listed in data base
Status: non compliant
Action: implement confidential data collection system that would allow analysis
Who: Administration
Timeline: 2-3 years

10.5 Infection Control

Status: Compliant

10.6 Fire Department Physician

Status: Compliant through Occupational Medicine

Chapter 11 Member Assistance Program

11.1 Member Assistance Program

Status: Compliant through Horizon Health EAP program

11.2 Wellness Program

Status: Compliant through Wellness Fitness program

Chapter 12 Critical Incident Stress Program

Status: Compliant through CISM policies

End of Audit

NFPA 1500- 4
NFPA 1500

Due to the length of NFPA 1500, the text of this document has not been reproduced for this manual. This complete text has been included in the Administration Copy of the Safety Policies and Procedures.

The text of NFPA 1500 may be also be viewed in a digital format by contacting the Safety Officer, the Assistant Chief or a member of the Health and Safety Committee.

When viewing NFPA 1500, be sure to check that you are viewing the edition currently adopted by the Tahoe Douglas Fire Protection District (2002), and be sure to cross reference it to Board of Trustees Resolution 04-2005, Adoption of NFPA 1500. The appendices of this resolution detail the Deletions, Modifications and Amendments to NFPA 1500. The Adoption Document for NFPA 1500 may be found at the front of this section of the Safety Policies and Procedures (NFPA 1500 – 1)

SECTION 8
WELLNESS AND FITNESS

WELLNESS FITNESS - 1
MISSION STATEMENT

It is the ultimate goal of the Tahoe Douglas Fire District Wellness Fitness Program to provide an overall wellness/fitness system with a holistic, positive, rehabilitating, and educational focus. To provide this, Local 2441 and the fire administration agree to adopt *The Fire Service Joint Labor Management Wellness/Fitness Initiative.*

The Fire Service Joint Labor Management Wellness/Fitness Initiative is a comprehensive program focused to improve the quality of life for all uniformed personnel. The program will demonstrate the value of investing wellness resources over time to maintain fit, healthy, and capable fire personnel throughout their career. Personnel who are medically, physically, and mentally fit will provide exemplary customer service while helping to prevent costly injuries.

WELLNESS/FITNESS - 2 WELLNESS-FITNESS INITIATIVE

WELLNESS

Wellness is a personal commitment that all uniformed personnel must make to sustain a productive career in the professional fire service.

The Tahoe Douglas Fire Protection District and the Tahoe Douglas Firefighters Local 2441 have jointly committed to and assume a leadership role in developing and adopting a wellness program from the IAFF & IAFC Fire Service Joint Labor Management Wellness-Fitness Initiative that is mandatory, educational, rehabilitative and not punitive.

Wellness programs have shown to reduce injury rates and sick leave usage, thereby controlling overtime costs associated with filling vacant positions. Wellness programs have repeatedly been shown to cost effective by providing long—term savings.

INTRODUCTION

All component results to follow are measured against the individual's previous examinations and assessments and not against any standard or norm. However, medical practice standards may be used when results indicate that life saving intervention is required.

All information obtained from medical and physical evaluations is confidential, and the employer will only have access to information regarding fitness for duty, necessary work restrictions, and appropriate accommodations. All medical information must be maintained in separate files from all other personnel information.

All uniformed personnel will participate in this program, including Chief Officers, who are not only administrators, but also an active firefighters, subject to the same occupational hazards as line personnel.

Newly hired firefighters shall complete the medical and fitness components of the program prior to engaging in training or active duty.

WELLNESS PROGRAM COMPONENTS

The IAFF & IAFC Fire Service Joint Labor Management Wellness—Fitness Initiative as adopted by the Tahoe Douglas Fire Protection District and the Tahoe Douglas Firefighters Local 2441 has five main components. The complete text of the components can be accessed by reading the IAFF & IAFC Fire Service Joint Labor

WELLNESS/FITNESS - 2
WELLNESS/FITNESS INITIATIVE

Wellness/Fitness Initiative.
By
The International Association of Fire Fighters.

MEDICAL COMPONENT

The medical exam is specific to fire department uniformed personnel. The exam is designated to help identify health problems affecting the individual firefighter, the department, and the professional fire service. The exams are performed annually through an agreement entered into the 1st day of July 2008 by and between BARTON HEALTHCARE SYSTEMS, dba BARTON MEMORIAL HOSPITAL, and the TAHOE DOUGLAS FIRE PROTECTION DISTRICT.

FITNESS COMPONENT

Dedicated on duty time for exercise is provided. While the scheduling may vary due to emergency calls, training, and other duties, 60 – 90 minutes every shift is optimal and provided from 0800 – 0930. Those uniformed personnel working a forty-hour administrative shift shall also be provided the opportunity to exercise. The Tahoe Douglas Fire Protection District and the Tahoe Douglas Firefighters Local 2441 believe in working together through this Initiative to ensure full mandatory participation by all uniformed personnel.

The Tahoe Douglas Fire Protection District and the Tahoe Douglas Firefighters Local 2441 support the Peer Fitness Trainer Certification for its members. The primary goal of the IAFF and ACE (American Council on Exercise) in creating this certification program is to ensure proper implementation of the wellness—fitness program on a continuous basis throughout the year.

The Peer Fitness Trainers may provide the following services to members*:* recommendations following the yearly medical and fitness evaluation, personal goals for the individual uniformed personnel, education in wellness, fitness and nutrition, and quarterly follow-up fitness evaluations.

MEDICAL / FITNESS / INJURY REHABILITATION COMPONENT

Any uniformed personnel on extended leave status from normal duties for a continuous period of six months or more must undergo medical and fitness evaluations prior to returning to full duty. Extended leave status includes alternate assignments, leave of absence, and leave due to illness, injury, maternity, or other qualifying situation. This policy will help identify loss of conditioning, which may put uniformed personnel at risk for future injuries.

WELLNESS/FITNESS - 2 WELLNESS-FITNESS INITIATIVE

The fire department physician will be the gatekeeper for re-entry into the workforce. With the department physician in the position as treatment coordinator, the physical therapist, exercise specialist, behavioral specialist, and other physicians will have a single professional to whom, they can forward their assessments and recommendations. Similarly, the department physician may consult with these experts as needed.

The fire department physician is responsible for informing the fire chief on an individual's work status (i.e., ready for full duty, ready for alternate duty, not ready for any duty). Most importantly, this system allows the fire department physician to maintain personnel confidentiality.

BEHAVIORAL HEALTH COMPONENT

The behavioral health component provides important tools to assist all uniformed personnel in achieving total wellness. The services available through behavioral health insure confidentiality and privacy of the uniformed personnel both in writing and in practice. The Tahoe Douglas Fire Protection District Policies and Procedures Personnel - 9 Employee Assistance Program and Personnel – 10 Critical Incident Stress Management either meet or exceed the expectations of the Joint Wellness—Fitness Initiative.

DATA COLLECTION AND REPORTING COMPONENT

Critical elements of the data collection system provide for uniform, effective, and efficient collection of information and the compilation of this information in an international database for analysis purposes.

The goal of data collection is to collect long term information on the health and fitness of the fire service that will quantify the medical and fitness history of the fire fighter and qualify the impact of the wellness—fitness program.

All uniformed personnel data collected by the International Wellness—Fitness Database is confidential. Individual identities are not submitted by the fire department to the database.

SECTION 9
INCIDENT SAFETY

INCIDENT SAFETY – 1
GENERAL INCIDENT SAFETY

PURPOSE:

Maximize the safety of fire district personnel operating at emergency scenes.

POLICY:

All members shall consider the guidelines established by the BPG'sBPG of the TDFPD as a basis for safe operations at emergency scenes. This is not intended to limit flexibility at the emergency scene based upon the situation encountered.

Members shall not be allowed to participate in functions/operations for which they have not received training.

Inexperienced members shall operate under direct supervision of an experienced member.

Members working in dangerous environments shall work in teams of a minimum of two personnel.

The Incident Command system as adopted by the TDFPD shall be the basis of incident management.

INCIDENT SAFETY – 2
RISK MANAGEMENT

PURPOSE:

Provide a high level of customer service while managing the risk of adverse events which potentially are injurious to the employee or the customer.

POLICY:

All members shall follow the following guidelines during both emergency and non-emergency operations:

- We may risk our lives a lot to protect savable lives.
- We may risk our lives a little to protect savable property.
- We will not risk our lives at all to save what is already lost.

While risk management principles should be followed at all times, members should be particularly vigilant during high risk activities, take steps to mitigate unnecessary risks.

Adherence to the guidelines presented in the BPG's and the Operating Manual is one component of risk management.

INCIDENT SAFETY – 3
FIREFIGHTER ACCOUNABILITY

PURPOSE:

Provide for firefighter safety and operational efficiency at emergency scenes by establishing a procedure to account for personnel at the scene of an emergency incident.

POLICY:

All members shall follow the Accountability System as outlined in the Fire District BPG's, Universal-5.

INCIDENT SAFETY – 3
STANDARD OPERATING PROCEDURE
Universal-5
ACCOUNTABILITY SYSTEM

PURPOSE:

Establish a procedure to efficiently account for personnel at the scene of an emergency.

Nametags: Each person will be issued 3 nametags. They will be kept on their helmets when off duty. When on duty they will put one on each of the two passports assigned to their apparatus.

Passports: Each Engine, Medical Unit, Brush Engine, EOD Unit and Command Vehicles will have two passports attached to the vehicle. When personnel are assigned to that piece of equipment they will, when going on duty, place their nametags on the passport. When going off duty they will take their nametags off of the passport and store them on their helmet.

Helmet Shield: Each piece of equipment that has a passport will have helmet shields attached. When personnel assigned come on duty they will attach the helmet shields. When they go off duty they will remove the helmet shield and attach them back on the apparatus.

Command Boards: Each Engine, Brush Engine, EOD Unit and Command Vehicles will have a command board.

Systems Case: Each Engine, Brush Engine, EOD Unit and Command Vehicles will have a Systems Case containing the Command Board, Blank Passport, Blank Nametags, Black Grease Pens and 4" adhesive tape to be used for off duty of mutual aid personnel.

Emergency Operations: First arriving crews will give passports to the I.C. prior to engaging in assignments. If Command is passed, or I.C. is not yet on scene, passports will be left with the Engineer, or first on scene engine. I.C. will collect the passports and arrange on the Command Board with the locations and assignments of crews. If the incident expands, Division Supervisors, or Accountability Officer (if needed) will keep passports on boards by division. Mutual aid companies and off duty arriving without passports, will be assembled by teams and issued nametags, passports, and have 4" adhesive tape on both sides of their helmets with crew identification such as (C-1). They will be assigned as teams and tracked via passport just as other resources.

INCIDENT SAFETY – 4
EMERGENCY SCENE-PERSONNEL REHABILITATION

PURPOSE:

Reduce the fatigue and trauma experienced during difficult operations to a reasonable and recoverable level. This policy is not intended to lessen the individual and collective efforts expected of all members during emergency operations.

POLICY:

In an effort to regulate the amount of fatigue experienced by fireground personnel during sustained field operations, officers should frequently assess the physical condition of their assigned personnel/companies. When members exhibit signs of serious physical or mental fatigue, the entire crew should be reassigned to "Rehab" if possible. The crew's officer shall request such reassignment, indicating the crew's current assignment and the condition of the crew.

It is the responsibility of the Incident Commander to request sufficient resources to the scene to facilitate reasonable levels of crew rotation and rehab.

During extended operations, the Incident Commander shall provide rotation of companies such as crews can maintain an on-going level of performance.

INCIDENT SAFETY – 5
POST INCIDENT ANALYSIS

PURPOSE:

Provide a forum in which members can learn from actual incidents and apply these lessons to improve future operations and safety.

POLICY:

A Post Incident Analysis (PIA) shall be conducted of all incidents determined to be significant, involving injury, "near miss", or involving operations that are unusual or deemed "high risk-low frequency" activities. A PIA may also be conducted anytime it is determined that the PIA would be beneficial to the members involved or the organization. Any member may request that a PIA be conducted.

Whenever possible the Health and Safety Officer and the Incident Safety Officer (if assigned) should be present.

The analysis shall conduct a basic review of the conditions present, the actions taken, and the effect of the conditions and actions on the safety and health of members.

The analysis shall identify any action necessary to change or update any safety and health program elements to improve the welfare of members.

The analysis process shall include and action plan for such necessary changes.

SECTION 10
FORMS

EMPLOYEE SAFETY INFORMATION FORM (F-46)

ACCIDENT INVESTIGATION FORM (F-58)

TOXIC EXPOSURE FORM (F-60)

PERSONAL PROTECTIVE EQUIPMENT INSPECTION RECORD (F-64)

PERSONAL PROTECTIVE EQUIPMENT LIST (F-65)

REPORT OF POSSIBLE EXPOSURE TO COMMUNICABLE DISEASE
(Barton Memorial Hospital Form # 74)

TAHOE DOUGLAS FIRE PROTECTION DISTRICT
POLICIES AND PROCEDURES
SAFETY

SECTION 11
COMPLETED ACCIDENT INVESTIGATIONS

INJURY/ACCIDENT INVESTIGATION FORM F-58

Date of injury/accident:_____Time of accident _____

Date reported _____ Vehicle ID/ Unit ID _____

Location _____

Name (s) of individuals involved: _____

Type of vehicle/ equipment involved _____

Accident Occurred:

- ☐ At station
- ☐ Responding to emergency
- ☐ At emergency scene
- ☐ Returning from emergency
- ☐ Training
- ☐ Other _____

Type of Loss:

- ☐ Personal injury
- ☐ Property damage
- ☐ Vehicle damage

Weather:

- ☐ Clear
- ☐ Rain
- ☐ Snow
- ☐ Fog
- ☐ Other _____

Roadway:

- ☐ Straight
- ☐ Curve
- ☐ On grade
- ☐ Level
- ☐ Hillcrest
- ☐ Dry
- ☐ Wet
- ☐ Muddy
- ☐ Snowy
- ☐ Icy
- ☐ Oily
- ☐ # of lanes _____
- ☐ Divided
- ☐ Lanes marked
- ☐ Lanes not marked
- ☐ No road defects
- ☐ Holes, ruts, etc
- ☐ Loose material
- ☐ Other _____

Factors relevant to non-vehicular accidents:

- ☐ Unguarded machinery
- ☐ Wet or slippery surfaces
- ☐ Improperly stored materials
- ☐ Obstructed paths of travels
- ☐ Environmental conditions
- ☐ Uneven terrain

INJURY/ACCIDENT INVESTIGATION FORM F-58

- ☐ Defective/poorly maintained equipment
- ☐ Protruding objects
- ☐ Employee fatigue
- ☐ Other _____

Briefly describe the incident:

What events preceded the injury/accident?

Were there any probable preventative measures that could or should have been taken?

Was safety equipment used? If so was it used properly?

What acts, failures to act and/or conditions contributed most directly to this accident (Immediate Cause)

INJURY/ACCIDENT INVESTIGATION FORM F-58

What are the basic or fundamental reasons for the existence of these acts and/or other conditions? (Fundamental Cause)

What action has or will be taken place to prevent recurrence or similar incidents?

Battalion Chiefs Comments:

Diagram of accident site:

Battalion Chief's Signature_____ Date _____

INJURY/ACCIDENT INVESTIGATION FORM F-58

Safety Officer's Comments:

_____

_____

_____

_____

Safety Officer's Signature_____ Date _____

Date findings reviewed with Health and Safety Committee _____

Personal Protective Equipment Inspection Record

Name:_____ Rank:_____ Year:_____ Station: _____

Note: Any PPE element that has been contaminated with a potentially hazardous material or potentially infectious substance shall be decontaminated and fully cleaned prior to inspection.

Date:	Inspected By:	Inspection Type After Use*/Monthly/Annual	Pass Fail Missing	Cleaning Needed Routine/Advanced**	Repair Required	Disposition: OOS for cleaning or repair, permanently OOS.	Comments: List each item that needs repair/cleaning separately.
		Annual					

*After use inspection is only required following activities in which there is a potential for soiling or damaging PPE, Such activities include, but are not limited to fire incidents, extrication incidents, incidents in which the user is exposed to bodily fluids or any other substance that may soil the garment. **Routine cleaning is that which may be achieved by using normal cleaning process using turnout washing machine. Advanced cleaning indicates the need to send the garment out to a vendor for specialized cleaning.

TDFPD Form F-64

Revised 2/11/2010

TAHOE DOUGLAS FIRE DISTRICT
INFECTION CONTROL/TOXIC EXPOSURE
FORM F-60

Name:_____ Today's Date: _____

Incident #:_____ Date of incident or exposure: _____

Location of incident and/or exposure: _____

Name of occupancy where exposure occurred: _____

Incident type: _____

Activity at time of exposure: _____

Duration of exposure: _____

Density of smoke (light, moderate, heavy): _____

Route(s) of exposure: _____

Body part (s) exposed: _____

Symptom (s) experience: _____

PPE utilized at time of exposure: _____

PPE Malfunction/breach (describe): _____

List component of PPE directly involved in exposure and circumstance of failure:

_____

Decontamination (type and location performed): _____

Medical treatment (type and where performed): _____

Supervisors name (print): _____

Supervisor's signature: _____

Names of witnesses: _____

Employee signature:_____ Date: _____