



SAFE WORKPLACE PRACTICES SOG

SCOPE

This guideline shall apply to all members of the Stoney Point Fire Department (SPFD) and shall be adhered to by all members.

PURPOSE

The safety mission of the Stoney Point Fire Department is to provide a workplace free from recognized hazards to the most reasonable degree possible. National, State, and local regulations, and judgment decisions of SPFD officers will be followed to provide for the safety of all personnel during routine and emergency operations.

The intent of this policy is to provide a safe work environment for the members of the department. This includes all department facilities.

Stoney Point Fire Department encourages all members to work, act, and think safety at all times. Workplace safety is not just an organizational responsibility, but an individual responsibility that each and every member must participate in. Members also have the responsibility to report unsafe workplaces and practices and to stop unsafe acts.

The department strives to continuously provide a safe environment for members and visitors.

DEFINITIONS

SHALL - Indicates a mandatory requirement.

STANDARD OPERATING GUIDELINES (SOG) - Documents that help establish how an organization will operate and how its members are expected to carry out specific duties outlined in general terms.

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GUIDELINES

Reporting Unsafe Workplaces

- Unsafe workplace conditions or hazards should be immediately reported to ones supervisor and throughout the chain of command until corrected utilizing the departments maintenance request form.
- Repairs or modifications to existing facilities will be coordinated by the Station Full-time Captain as well as the Deputy Fire Chief.
- Non-imminent repairs should follow the normal repair request form procedure.

Unsafe Work Practices

- Unsafe work practices should be immediately stopped by those that observe them. Safety is everyone's responsibility.

Safe Facility Inspection Program Procedure

- **Each fire department facility will be inspected monthly by the Full-Time Captain or his designee.** This is not intended to be a code compliance inspection but a safe workplace hazard inspection.

Safe Workplace Inspection Form

- The attached Safe Workplace Inspection Form, which identifies the areas and items that will be inspected, will be utilized during the monthly inspections.

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Stoney Point Fire Department Facility Safety Checklist

Member conducting safety check: _____

Facility: _____

Date: _____

I. GENERAL

- _____ The required OSHA workplace poster shall be displayed in the station, as required, where all employees are likely to see it.
- _____ Emergency instructions and telephone numbers shall be available for the general public, in the event of an emergency and fire personnel are out of quarters.

Comments: _____

II. HOUSEKEEPING

- _____ All rooms, offices, hallways, storage rooms, and the apparatus floor shall be kept clean and orderly and in a sanitary condition.
- _____ All hallways and/or passageways shall be free from any type of hazards.
- _____ All waste containers shall be emptied regularly.
- _____ Waste containers shall be provided in the kitchen and/or eating areas. These containers shall be maintained in a clean and sanitary condition. Waste container liners are required in all waste containers kept in kitchen and/or eating areas.
- _____ All areas of the station shall be adequately illuminated.
- _____ Stairways shall be in good condition with standard railings provided for every flight having four or more risers.
- _____ Containers of all cleaning agents shall be carefully labeled per OSHA standards.
- _____ First aid supplies shall be available and clearly identified as to location.
- _____ Shower curtains shall provide adequate protection to prevent floors from becoming excessively wet and slippery.
- _____ Cooking appliances, including gas and charcoal grills, and eating utensils shall be kept clean and in good working order.

Comments: _____

III. EXITS

- _____ All exits shall be visible and unobstructed.
- _____ All exits shall be marked with a readily visible sign that is illuminated if required by building code.
- _____ Doors that might be mistaken for exits shall be marked "Not an Exit" if required by building code.
- _____ Exits and exit signs shall be free of decoration, draperies, and/or furnishings.
- _____ Primary exit routes shall be obvious, marked, and free of obstruction.
- _____ All egress lighting shall be operational.

Comments: _____

IV. WALKING AND WORKING SURFACES

___ Floors shall be kept as clean and dry as possible.

Comments:

V. APPARATUS FLOOR AND MAINTENANCE AREAS

___ Apparatus overhead doors shall be maintained in a safe, operating condition.

___ Apparatus doors shall have adequate space for proper clearance for vehicles.

Comments:

VI. LAUNDRY, CLEANING, AND DISINFECTING AREAS

___ The station designated cleaning and disinfecting area for the care of linen, work uniforms, EMS equipment, and other portable equipment shall be clean and orderly.

___ The designated cleaning and disinfecting area shall be physically separate from the areas used for food, preparation, cleaning of food or cooking utensils, personal hygiene, and sleeping or living areas.

___ Cleaning and disinfecting facilities shall be equipped with rack shelving of nonporous material located above the sink for drip drying of cleaned equipment.

___ The utility sink used in the cleaning and disinfecting area shall be kept clean and free of obstruction, and objects shall not be left in the sink.

___ The washer and dryer shall be kept clean and in good working condition to assure decontamination of work uniforms and linen.

___ A five-gallon biohazard waste container shall be maintained at each station. The container shall be emptied at least weekly.

Comments:

VII. BUILDING EXTERIOR AND GROUNDS

___ The exterior of the building shall be in good condition. There shall be no missing finishes or temporary repairs. Roof shingles shall not be missing, and all windows shall function.

___ There shall be no accumulation of debris or trash next to the building or on the station grounds.

___ All walkway surfaces, parking lots, and ramps shall be free of hazards and in good condition.

___ All exterior lighting shall work as designed.

Comments:

VIII. DECONTAMINATION ROOMS

___ The decontamination room shall be clean and orderly and free of storage not related to decontamination.

___ The decontamination room shall have instructions clearly posted as to how to proceed through decontamination.

- ___ There shall be an inventory on hand in the decontamination room, and the inventory shall be complete with the supplies on hand.
- ___ The decontamination washer and dryer shall be clean and in working condition.
- ___ There shall be instructions posted as to the use of the washer and dryer.

Comments:

IX. FIRE PREVENTION AND PROTECTION

- ___ Portable fire extinguishers shall be maintained in a fully operable condition and kept in designated places when not in use. They shall be inspected on a monthly basis.
- ___ Fire extinguishers shall be of the proper size/type for the expected hazard.
- ___ The fire extinguisher shall have a durable tag securely attached to show the maintenance or recharge date.
 Also, the initials or signature of the person who performed the inspection shall be on the tag.
- ___ If the station is equipped with a fire alarm system, the system shall be maintained and tested by a qualified person to the requirements of NFPA 72.
- ___ Smoke detectors shall be inspected and tested quarterly.
- ___ Carbon monoxide detectors shall be inspected and tested quarterly.

X. HAZARDOUS MATERIALS

- ___ Cylinders of compressed gas shall be stored away from combustible materials, in an upright position and properly secured to prevent cylinders from falling over.
- ___ Flammable and combustible materials shall be stored in tanks or closed containers per NFPA 30 and building code requirements. Flammable and combustible liquids in excess of 30 gallons must be stored in an approved storage locker. The containers must be made of metal, or the containers must be stored in a storage cabinet approved for flammable materials.
- ___ Safety containers shall have self-closing lids and shall be used for the storage of flammable liquids and soiled, oily rags.

Comments:

XI. ELECTRICAL WIRING, FIXTURES, AND CONTROLS

- ___ Electrical cords shall be strung so they do not hang on pipes, nails, hooks, etc.
- ___ Conduit shall be attached to all supports and tightly connected to junction and outlet boxes.
- ___ All electrical cords shall be checked for fraying.
- ___ All equipment shall be securely mounted to the surface on which it sits.
- ___ Flexible cords and cables shall not be used as a substitute for fixed wiring.
- ___ All extension cords shall be properly grounded and approved.
- ___ All electrical tools, whether department owned or personal property, shall be properly protected from or damaged power cords, plugs, worn switches, defective ground circuits, or other faults that might render them unsafe for use.
- ___ Electrical panel boxes and circuit breakers shall be marked to show their purpose.
- ___ Electrical switches, outlets, panel boxes, and junction boxes shall be properly covered.

Comments:

XII. OTHER

- Check all physical fitness equipment for safety issues. Inspect all cables, pulleys, seats, hinges, handles, grips, and connectors.
- Any situation that warrants a concern shall be brought to the attention of the department's safety officer.
- Check the physical fitness equipment inventory to be sure all equipment is available for use.
- Check for the appropriate amount of space within the physical fitness area to safely utilize the equipment.
- Portable heaters used in stations shall be placed out of travel routes, placed away from combustibles, and if turned over, shall turn themselves off.
- Have problems been documented?
- Any other concerns?
- Monthly station generator check-off completed:
- Stations housing an on-site SCBA air compressor shall have in place and utilize a log book that meets 29 CFR 1910.134, which include the log-in of the following information: date bottle was filled, hydrostatic test date, identification number, and the person filling the bottle.
- Compressor and cascade records shall be clear and up to date. Air quality checks shall be posted in compressor room.
- Fill station containment device shall be in good working order.

Comments:
