

PURPOSE

To establish procedures for providing a safe working environment supported by a workforce that is trained and conditioned to use safe work practices, while also assuring that public safety is a leading priority in the delivery of emergency and administrative services.

POLICY

The Accident Prevention and Safety Program is intended not only to comply with OR-OSHA regulations, but also to ensure that safety is the foremost consideration in all prescribed activities.

AUTHORITY & RESPONSIBILITY

The District Safety Officer is responsible for the oversight of safety education and training. Executive staff is responsible for ensuring management involvement and effective administration of a safe working environment. Supervisors will provide safety supervision for their operations and staff.

PROCEDURE

- I. The District is committed to providing a healthy and safe working environment by complying with all federal and state occupational health and safety laws; and will develop the best feasible operations, procedures, technologies, and policies conducive to such an environment.

The District Safety Officer is charged with minimizing exposure of any employee, visitor, or other recipient of District services exposed to undue health or safety risks. To this extent, every District employee is expected to diligently work towards the maintenance of safe working conditions, adhere to proper operating practices and procedures designed to prevent injury and illness, and conscientiously observe all safety regulations.

- II. SAFETY PROGRAM

The District's comprehensive safety program consists of the following:

- A. Safety Management. The District's safety program requires support from management in order to be effective. The Board of Directors, Fire Chief, and all managers recognize and support the need to provide a safe environment for employees and members of the community utilizing facilities, services, and equipment of the

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organization. The District will take prompt action to correct any unsafe condition brought to its attention.

- B. Hiring Practices. A primary means to promote safety is to hire people who value and adhere to recognized safety practices. Management will ensure that pre-employment systems are in place to promote the hiring of such employees.
- C. Safety Supervision with Accountability. Each supervisor must be routinely aware of how each task and responsibility is affected by considerations for safety. Each supervisor must assume responsibility for the safe accomplishment of each job given to the supervisor and crew to perform.
- D. Safety Education and Training. The District recognizes the value in providing education and training to employees as a method of preventing workplace injuries and accidents from taking place. The District Safety Officer will oversee the safety training component of this program to ensure that all mandatory compliance training and other required employee training (e.g., HAZCOM, MSDS, etc.) takes place.
- E. Employee Health and Wellness. The District also recognizes that a key element to accident and injury prevention is through a wellness program designed to promote employee health and wellbeing.
- F. Return to Work Program. The District desires that all injured or otherwise incapacitated employees return to work as soon as possible and that they do so in a manner that is safe to them and their coworkers.

### III. DISTRICT SAFETY OFFICER

A District Safety Officer will be appointed by the Fire Chief to assist the Chief in management of the District safety program as specified in District policy, OSHA regulations, and adopted NFPA guidelines. The Safety Officer will report directly to the Deputy Chief of Operations on safety and health matters. Other duties and responsibilities include, but are not limited to, the following:

- A. Overseeing the global direction and implementation of the District's safety program.
- B. Meeting with stakeholders as needed to discuss needs and receive input for program improvement.

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- C. Coordinating and scheduling quarterly Facility Safety Inspections.
  - D. Reviewing all accident/injury reports to evaluate means by which accidents can be reduced.
  - E. Arranging safety-related compliance and prevention training for all employees in order to increase awareness and sensitivity to safety-related topics.
  - F. Maintenance of all required safety postings and ensuring that all mandatory posters, OSHA 300 logs, etc., are provided at each work facility.
  - G. Submitting recommendations for improving the safety program to the Safety Committee, and/or the Fire Chief as appropriate.
  - H. Circulating general safety information through meetings, electronic and printed materials.
  - I. Maintaining authority to stop any unsafe practice or equipment and initiate any related investigation.
  - J. Providing input regarding purchasing decisions that may impact employee safety.
  - K. At emergency incidents, the (Incident) Safety Officer has the authority to alter, suspend, or terminate those activities that he/she judges to be unsafe or an imminent hazard to personnel.
  - L. When non-imminent hazards are identified, the Safety Officer will take actions to correct the situation within the administrative process of the fire district. The Safety Officer will have authority to bring notice of such hazards to whoever in the fire department has the ability to cause correction.

#### IV. ADMINISTRATION

District Administration will take an active role in the implementation of the District's safety program and as representatives do the following:

- A. The Administrative Assistant and Deputy Chief of Operations will serve as the administrative representatives on the Safety Committee.
- B. The Finance Manager will be charged with the following:
  - a. Processing all claims

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- b. Handle the internal administration of the District's Workers' Compensation program, coordinating with the District's insurer.

#### V. THE SAFETY COMMITTEE

The District Safety Officer will appoint the District's Safety Committee each July 1 (from among volunteers solicited each June). As an advisory body, it will be comprised of representatives of each division and each rank in Suppression and Administration. Meetings are generally scheduled monthly based on the work schedule of the Safety Officer. The Safety Committee will:

- A. Review matters of safety in the District brought to its attention.
- B. Assist in conducting accident investigations as directed by the District Safety Officer.
- C. Recommend the selection and/or purchase of personal and safety equipment that may be required.
- D. Report to the Fire Chief on safety-related matters as they submit written reports, evaluations, and recommendations regarding the District's safety program. Such submissions will detail specific options to be considered in achieving the recommendation and costs associated with these options.
- E. Conduct regular District-wide inspections and hazard surveys, or see that such are achieved, to comply with OR-OSHA quarterly inspection requirements. Quarterly inspections will be conducted. These inspections will include all facilities, equipment, and apparatus. Shift Commanders will be responsible for necessary correction.
- F. Safety meetings will be scheduled monthly for matters of importance to the group (accidents, injuries, near misses, ideas, etc.). The Safety Officer will provide an agenda in advance. These meetings will be scheduled each month, and minutes will be forwarded to all employees.
- G. Follow-up investigations will be conducted on any incident judged by the Safety Officer or the Safety Committee to warrant such analysis. A review committee will consist of at least three people, including a peer and a management representative. They will attempt to determine to what degree the incident was accounted for by either unsafe acts or unsafe conditions.

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**VI. CHIEF OFFICERS**

The appropriate Chief Officer will generally be responsible for follow up with all vehicular accidents involving individuals under their supervision. Chief Officers will review accident/injury reports submitted by immediate supervisors.

**VII. SHIFT COMMANDERS**

Shift Commanders are responsible for the following:

- A. Serving as safety director for their station and overseeing all safety-related matters.
- B. Holding monthly safety meetings with each work group under their jurisdiction.
- C. Receiving and reviewing a report of each safety meeting.
- D. Reviewing quarterly safety inspections, making appropriate responses.
- E. Completing a supervisor report of injury form or 801 Form for all injuries occurring during their shift.

**VIII. ADMINISTRATION RESPONSIBILITIES**

- A. Promotion of a safe working atmosphere and attitude and identifying and eliminating unsafe practices.
- B. Assigning an individual in the department to coordinate with the Safety Committee.
- C. Ensuring the appropriate reporting is completed for workplace injuries.

**IX. EMPLOYEES**

Each employee has an important function in the safety program and is expected to cooperate fully in measures taken for safety. Employees should realize that safety awareness is a continuing obligation to themselves, fellow employees, family, and the District. Employees are directed to:

- A. Be alert to and report any unsafe conditions or practices immediately.

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- B. Carry out each task, utilizing every reasonable precaution to protect him/her and others from injury, including the general public.
  - C. Report any injuries incurred on the job immediately on the required forms. These forms will be completed and submitted on the shift during which they are experienced.
- X. Violations of District safety rules, general policy of safety-related conduct, and/or state or federal law will be subject to corrective action.