

PHOENIX FIRE DEPARTMENT
VOLUME 1 – Operations
SAFETY MANAGEMENT SYSTEM
MP110.15 7/16 - R

PURPOSE

The purpose of this procedure is to establish guidelines for the organization and operation of a Safety Management Program for the Phoenix Fire Department.

POLICY

It is the policy of the Phoenix Fire Department to provide the highest level of safety and health for all members. The prevention and reduction of accidents, injuries and occupational illnesses are goals of the Fire Department and shall be primary considerations at all times. This concern for safety and health applies to all members of the Fire Department but also others who may be involved in Fire Department activities.

The Phoenix Fire Department shall make every reasonable effort to provide a safe and healthy work environment, recognizing the dangers involved in the types of service we deliver. All members shall operate with heightened concern for safety and health. Appropriate training, supervision, procedures, program support and review shall be provided to achieve specific safety and health objectives in all functions and activities.

SAFETY STRATEGY

The Phoenix Fire Department shall operate a Safety Program to eliminate accidents, injuries, medical and hazardous material exposures as well as damage to equipment and facilities. The basic safety strategy shall be:

Reduce the likelihood of sustaining accidents and injury by maintaining a work force that is physically and mentally fit.

Provide high-quality, state-of-the-art equipment and protective clothing.

Conduct regular safety inspections of worksites and equipment.

Keep all department members well informed of the status of safety programs and issues, and up to date on departmental safety performance.

Observe safety performance and provide feedback.

Ensure effective treatment and rehabilitation services are provided to department members.

Collect and analyze accident, injury and exposure information.

Formulate specific action plans to improve safety.

SAFETY OFFICER

The Safety Officer shall be responsible for managing the department's safety program. The Safety Officer duties shall include:

Chair the Safety Committee by preparing meeting agendas and notices.

Provide for safety at incident scenes.

Produce safety posters, bulletins and newsletters.

Provide input on equipment and protective clothing safety.

Manage the safety inspection program.

Cause all accidents, injuries and exposure to be investigated.

Maintain accident, injury and exposure statistics.

Review supervisor accident and injury reports and report trends to the Fire Chief and the Safety Committee.

Make recommendations to reduce or eliminate accidents and injuries.

Provide for Safety education of all department members.



FIRE DEPARTMENT SAFETY COMMITTEE

The Fire Department Safety Committee shall provide policy guidance pertaining to health, fitness and safety issues. This committee will keep Safety in the forefront of everything we do, keep it fresh to our members and obvious in its exhibition throughout our facilities. This mission is not just about safety messages. The committee will identify trends, identify department-wide roles and responsibilities, develop a plan, implement, review, and revise the plan. If during this process training needs are identified, recommendations will be made to the RBO Training Committee.

The Safety Officer reports quarterly to the Safety Committee on the impact and implementation of the Safety Program and on the effectiveness of any specific program actions.

The Safety Committee also acts as a fact-finding and review agency with the authority to cause immediate corrective action when any hazardous condition or practice is detected.

The Safety Committee shall:

- Meet quarterly to address safety issues
- Establish subcommittees/work groups.
- Assign subcommittee projects.
- Review the effectiveness of safety activities.
- Develop and implement safety procedures.

SAFETY COMMITTEE MEMBERS

The Safety Committee Chairman shall be the Department Safety Officer. Committee Members shall include*:

- The Fire Chief
- Fire Fighters Local 493 Representative
- Assistant Chief – Operations
- Assistant Chief – Personnel Services
- Assistant Chief – Training
- Assistant Chief – Fire Prevention
- Assistant Chief – Resource Management
- Deputy Chief, Occupational Safety
- * Or his/her designee

SUBCOMMITTEES AND WORK GROUPS

The Department Safety Committee shall establish subcommittees and work groups to address specific safety issues. Subcommittee/work group members shall be appointed by the Fire Chief, the Safety Committee, or the Safety Committee Chairman. Labor representatives will be chosen by the Local 493 Union President.

The roles of the subcommittee/work groups are to initiate and implement accident and injury prevention procedures, review accident and injury reports, and to perform work assigned by the Safety Committee. The following standing subcommittees/work groups shall meet on a regular basis.

OPERATIONS SAFETY WORK GROUP

The Operations Safety work group shall address issues pertaining to safety at fireground, hazmat and emergency medical incidents. Responsibilities shall include:

- Develop review and revise safety procedures.
- Review accident and injury reports from emergency scene operations.
- Make recommendations to the Safety Committee.
- Develop appropriate intervention methods.
- Coordinate intervention programs with appropriate sub-committee's/work groups and sections.
- Review "Near Miss" reports and make recommendations

WORKGROUP MEMBERS

- Operations Safety Deputy Chief* Chairman
- North District Commander
- BC4 (Safety Battalion) Battalion Chiefs
- Shift Commanders
- Resource Management Deputy Chief
- Training Deputy Chief
- Health Center Deputy Chief
- Firefighters Local 493 Representatives

VEHICULAR SAFETY/COLLISION REVIEW WORK GROUP

The Vehicular Safety/Collision Review work group shall address vehicular safety issues.

Responsibilities include:

Establish and review vehicular safety procedures.

Provide safety input on design of apparatus to the apparatus committee

Assist driver training officer with driver safety education/training.

Review vehicular collision reports.

Make recommendations to Safety Committee.

Develop intervention methods.

Coordinate intervention programs with subcommittees/work groups and sections.

This work group will review accidents as presented by the Safety Section. These case reviews will look at the following standard items for each accident in order to determine appropriate action:

Principle cause(s)

Variables, such as weather or extenuating circumstances

Warning notifications and/or Departmental Communications

SOP changes

Facility, apparatus, or equipment changes

Educational and/or training needs

Retraining, as required

Referral to disciplinary process

Recommendations will be made based on available facts and information. If said facts or information are inadequate, further inquiry will be made by the work group (directly or indirectly) to improve the understanding of events leading to the mishap in question. This analysis will take place prior to final recommendations being made by the work group. Said recommendations will then be forwarded by the Safety Officer to the necessary supervisors for implementing the actions to be taken.

WORK GROUP MEMBERS

- Operations Safety Deputy Chief, Chairman
- District Commanders
- Shift Commanders
- BC4 (Safety Battalion) Battalion Chiefs
- Driver's Training Division Chief & staff
- Fleet Management Division Chief
- Fleet Management Captain
- BC5 (Resource Management Battalion) Battalion Chiefs
- Firefighters Local 493 Representatives

WORK PLACE SAFETY WORK GROUP

The Work Place Safety work group shall address work place safety issues. Responsibilities include:

Develop and review work place safety procedures.

Coordinate work place safety inspections.

Review accident and injury reports from all non-emergency scene operations (including physical fitness injuries).

Make recommendations to Safety Committee.

Develop intervention methods.

Coordinate intervention programs with subcommittees/work groups and sections.

This work group will review injury and exposure cases as presented by the Safety and health and Fitness Sections. These case reviews will look at the following standard items for each injury or exposure in order to determine appropriate action:

Principle cause(s)

Variables, such as weather or extenuating circumstances

Warning notifications and/or Departmental Communications

SOP changes

Facility, apparatus, or equipment changes

Educational and/or training needs

Retraining, as required

Referral to disciplinary process

Recommendations will be made based on available facts and information. If said facts or information are inadequate, further inquiry will be made by the committee (directly or indirectly) to improve the understanding of events leading to the mishap in question. This analysis will take place prior to final recommendations being made by the work group. Said recommendations will then be forwarded by the Safety Officer to the necessary supervisors for implementing the actions to be taken.

WORK GROUP MEMBERS

- Safety Deputy Chief Occupational Safety, Chairman
- BC4 (Safety Battalion) Battalion Chiefs
- BC5 (Resource Management Battalion) Battalion Chiefs
- District Commanders
- Field Services Division Chief
- Health Center Deputy Chief and staff
- Infection Control Officer
- Toxic Exposure Officer
- Firefighters Local 493 Representatives

HEALTH AND MEDICAL WORK GROUP

Medical standards and physical examination programs.

Physical performance standards and evaluation procedures.

Exposure management of toxic substance/infectious disease.

Physical fitness programs

Review Physical fitness accident and injury statistics.

Develop intervention methods.

Coordinate intervention programs with subcommittees/work groups and sections.

Manage OSHA SCBA FIT Testing requirements/standards/data

WORK GROUP MEMBERS

- Health Center Deputy Chief, Chairman
- Health Center Staff
- Infection Control Officer
- City Safety Representative
- Occupational Safety Deputy Chief
- Toxic exposure officer
- BC4 (Safety Battalion) Battalion Chiefs
- Firefighters Local 493 Representatives

PROTECTIVE CLOTHING AND EQUIPMENT WORK GROUP

The Protective Clothing and Equipment work group shall address protective clothing and equipment issues. Responsibilities include evaluation of and specifications for:

Self-Contained Breathing Apparatus

Physical training uniforms

Station uniforms

Turnout gear

Safety equipment

WORK GROUP MEMBERS

- Resource Management Deputy Chief, Chairperson
- Resource Management R & D Staff Captain
- Resource Management Protective Clothing Staff Captain
- BC4 (Safety Battalion) Battalion Chiefs
- BC5 (Resource Management Battalion) Battalion Chiefs
- Safety Deputy Chief, Operations
- Safety Deputy Chief, Occupational Safety
- Training Deputy Chief
- Firefighters Local 493 Representatives

PROFESSIONAL STANDARDS/SIGNIFICANT INJURY SUBCOMMITTEE

The Professional Standards/Significant Injury Subcommittee is an ad hoc committee formed for the purpose of reviewing and reporting on severe or unusual accidents and injuries. The Subcommittee shall be convened at the request of the Fire Chief and shall submit their findings to the Fire Chief.

FIRE CHIEF AND EXECUTIVE STAFF

Following the quarterly meeting of the Safety Committee, the Safety Officer will meet with the Fire Chief and Senior Staff members to review these safety items:

Standard reports of accidents, injuries, and exposures

A summary of cases evaluated by the Safety Committee

Recommendations by the Safety Committee

Current activities and assignments of the Safety Section

INVESTIGATION REVIEW PROCESS

Cases involving extensive equipment and/or property damage or serious injury shall be reviewed by the Safety Officer or the Vehicular Safety Collision Review Work Group.

The purpose of this review is to determine why the accident/injury occurred and the actions necessary to eliminate future occurrences. When conducting fact-finding the supervisor shall:

1. Provide a brief description of the accident.
2. Identify the specific act or action that caused the accident/injury (using axe without gloves, driving too fast for conditions, etc.).
3. Inspect equipment, accident site, or other items related to the cause of accident/injury.
4. Identify unsafe condition(s) that caused the accident/injury (vehicle brake failure, water on streets, etc.).
5. Identify other contributing factors (time of day, fatigue, etc.).
6. Identify procedures that apply.
7. Identify new procedures or equipment that could eliminate or reduce the severity of future incidents.
8. Specify actions that will be taken to eliminate the occurrence of similar future accidents or injuries.

9. Provide a simple diagram of vehicular accidents indicating streets, intersections, direction of travel and vehicle locations.
10. Take direct action to eliminate hazards and affect safety attitudes.

The Performance Auditors may also assist in gathering information for further review.

SAFETY REVIEW PROCESS

This process is intended to provide the necessary communications and feedback to improve the safety behavior of firefighters in the Phoenix Fire Department. Such a process will utilize fact-finding, peer review, safety analysis, and policy change in order to provide quality control for departmental safety. The intent is to reduce accidents, injuries, and exposures. The process will establish a review cycle that will provide information to improve standard operating procedures, safety program applications, training methods, and fireground practices.

When an on-duty accident, injury or exposure happens, the on-duty Safety Officer will insure that a fact-finding effort is made to collect pertinent information concerning the mishap. This information along with required documentation for the file will be forwarded to the Safety Section or the Health and Fitness Section for review. Based on that review, appropriate cases will be sent to the Operations Safety Work Group for evaluation.

The Operations Safety Work Group will evaluate all available facts and information. Then they will determine appropriate action (if any) decide whether to meet with the individual(s) or the crew(s) involved in the accident, injury, or exposure prior to further recommendations being made. Such a meeting is intended to acquire a better understanding of the event and to find out from those involved what is needed to correct or prevent a recurrence of the mishap. This additional information will be returned to the Operations Safety Work Group to make a final determination. From that determination will come recommendations to improve SOPs or training methods. These recommendations will also address the need to provide additional training for those involved in the incident. An alternate method for gathering additional information, when a face-to-face meeting is not feasible, is to send a fact-finding packet to those involved in the accident, injury or exposure. This information will be returned to the Operations Safety Work Group and processed in order to provide recommendations in the manner described above.

The Performance Auditing section may also be asked to gather information regarding the incident for further review.