

# **PHOENIX FIRE DEPARTMENT**

## **VOLUME 1 – Operations**

### **SAFETY MANAGEMENT SYSTEM**

**MP110.15 04/06 - 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 and 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. 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.

The Safety Officer reports monthly 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 correction action when any hazardous condition or practice is detected.

The Safety Committee shall:

- Meet monthly to address safety issues
- Establish subcommittees.
- 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:

- Fire Chief
- Assistant Chief – Medical Services
- Deputy Chief - Operations
- Deputy Chief – Personnel Services
- Deputy Chief – Training
- Deputy Chief – Fire Prevention
- Deputy Chief – Resource Management
- Safety Program Managers and staff
- City Safety Representative
- Industrial Hygienist

- Firefighters Local 493 Representative

## **SUBCOMMITTEES**

The Department Safety Committee shall establish subcommittees to address specific safety issues. Subcommittee members shall be appointed by the Fire Chief, the Safety Committee, or the Safety Committee Chairman.

The roles of the subcommittee 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 shall meet on a regular basis.

### **SAFETY ACTION SUBCOMMITTEE**

This new subcommittee under the department Safety Committee was generated in the RBO retreat in Flagstaff in December 2003. It includes the responsibilities of the Accident and Injury subcommittees. MP 110.15 reflects this change.

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.

### **INCIDENT SCENE SAFETY SUBCOMMITTEE**

The Incident Scene Safety sub-committee shall address issues pertaining to safety at fireground, hazmat and emergency medical incidents. Responsibilities shall include:

- Develop and review safety procedures.
- Review accident and injury reports from emergency incidents (response).
- Make recommendations to the Safety Committee.
- Develop appropriate intervention methods.
- Coordinate intervention programs with appropriate sub-committees and sections.

### **VEHICULAR SAFETY SUBCOMMITTEE**

The Vehicular Safety subcommittee shall address vehicular safety issues. Responsibilities include:

- Establish vehicular safety procedures.
- Provide safety input on design of apparatus.
- Assist driver training officer with driver safety education/training.
- Review vehicular accident/injury reports.
- Make recommendations to Safety Committee.
- Develop intervention methods.
- Coordinate intervention programs with subcommittees and sections.

### **WORK STATION SAFETY SUBCOMMITTEE**

The Work Station Safety subcommittee shall address worksite safety issues. Responsibilities include:

- Develop work station safety procedures.
- Coordinate work station safety inspections.
- Work station accident/injury report review.
- Make recommendations to Safety Committee.
- Develop intervention methods.
- Coordinate intervention programs with subcommittees and sections.

### **HEALTH AND MEDICAL SUB-COMMITTEE**

- Medical standards and physical examination programs.
- Physical performance standards and evaluation procedures.
- Exposure management of toxic substance/infectious disease.
- Physical fitness programs
- Physical fitness accident and injury review.
- Develop intervention methods.
- Coordinate intervention programs with subcommittees and sections.

### **PROTECTIVE CLOTHING AND EQUIPMENT SUBCOMMITTEE**

The Protective Clothing and Equipment subcommittee 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

### **ACCIDENT REVIEW SUBCOMMITTEE**

The Accident Review subcommittee shall be 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 or the Executive Committee and shall submit their findings to the Fire Chief.

### **SAFETY REVIEW SUBCOMMITTEE**

The Safety Review Subcommittee will meet monthly to review the previous month's accident, injury and exposure statistics and cases. It will be made up of:

- Safety Officer
- Exposure Control Officer
- Representative(s) – Operations
- Representative(s) – Training
- Representative(s) – Resource
- Representative(s) – EMS/ETS

- Representative(s) – Special Operations
- Representative(s) - Labor

This subcommittee will review accident, 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 accident, 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 subcommittee. Said recommendations will then be forwarded by the Safety Officer to the necessary supervisors for implementing the actions to be taken.

### **FIRE CHIEF AND SENIOR STAFF**

Following the monthly meeting of the Safety Review Subcommittee, 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 Review Subcommittee
- Recommendations by the Safety Review Subcommittee
- Current activities and assignments of the Safety Section

### **ACCIDENT/INJURY EVALUATION SYSTEM**

All accidents and injuries sustained by Phoenix Fire Department members in performance of their duties shall be reported. First level supervisors shall be responsible for conducting preliminary fact finding regarding injuries including exposures of their personnel and to ensure the proper reports are filed.

- A. Emergency responders shall be responsible for fact finding and completion of all vehicular accident reports, all injury reports related to vehicular accidents and any injury reports related to emergency scene activities.
- B. Battalion Chiefs shall be responsible for all injury reports other than vehicular accidents and emergency scene activities occurring during business hours to personnel assigned to their district.
- C. Section heads shall be responsible for completion and review of vehicular accident and/or injury reports to their assigned personnel.

- D. Contact the Safety Officer or designee on all accidents and/or injuries by pager or telephone as soon as possible, through Alarm Headquarters.
- E. Contact Alarm Headquarters regarding exposures as soon as possible and fill out exposure reporting form to be sent to the Fire Department Health Center

Cases involving extensive equipment and/or property damage or serious injury shall be reviewed by the Safety Officer or the Accident Review Committee. The purpose of reviewing is to determine why the accident/injury occurred and the actions necessary to eliminate future occurrences. When conducting fact-finding the supervisor shall:

- Provide a brief description of the accident.
- Identify the specific act or action that caused the accident/injury (using axe without gloves, driving too fast for conditions, etc.).
- Inspect equipment, accident site, or other items related to the cause of accident/injury.
- Identify unsafe condition(s) that caused the accident/injury (vehicle brake failure, water on streets, etc.).
- Identify other contributing factors (time of day, fatigue, etc.).
- Identify procedures that apply.
- Identify new procedures or equipment that could eliminate or reduce the severity of future incidents.
- Specify actions that will be taken to eliminate the occurrence of similar future accidents or injuries.
- Provide a simple diagram of vehicular accidents indicating streets, intersections, direction of travel and vehicle locations.
- Take direct action to eliminate hazards and affect safety attitudes.

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

### **VEHICULAR ACCIDENT REPORTS**

- The Driver's Vehicle Accident Report shall be completed and sent to the Safety Officer within five (5) calendar days.
- The Safety Officer's Vehicle Accident Report shall be completed by the Safety Officer or designee and sent to the Safety Office within five (5) calendar days.
- The Supervisor's Safety Investigation Report (90-64D, R 07/01) shall be completed and routed through the appropriate Battalion Chief or Section Head within five (5) calendar days.
- The Lost, Stolen or Damaged Property Request (LSD, 92-22D, R 10/01) shall be completed and routed through the appropriate Battalion Chief or Section Head within five (5) calendar days.
- The Divisional Service/Supply Request (DSR, 92-15D, R 07/03) shall be completed and routed through the appropriate Battalion Chief or Section Head within five (5) calendar days.

**NOTE:** Also see M.P.110.01.

### **INDUSTRIAL INJURY REPORTS**

Any member injured while on duty is required to fully complete all five (5) industrial forms consisting of:

- An Agreement on Disposition of Industrial Compensation Warrant (60-30D, R 12/79)
- Preliminary Injury Report (90-4D, R 03/02)
- Workman's Report of Injury (41-407, R 09/85)
- Authorization to Release Medical Information (41-407, R 09/82)
- Supervisor's Safety Investigation Report (Form 90-65D, R 12/86)

Additionally, if a member is injured due to a vehicle accident caused by a non-department member or by reason of assault, complete a Third Party Agreement (60-28D).

Route completed Industrial Packet to Fire Payroll via the appropriate Battalion Chief or Section Head within five (5) calendar days.

**NOTE:** Also see M.P. 110.02, Personal Injury Reporting.

## **EXPOSURE REPORTS**

Phoenix Fire Department members who are exposed to a patient's blood, body fluids or pass airborne during the performance of work duties must report the incident to protect themselves and the public. Reporting the exposure initiates a review into potential for infection and determines the course of actions to follow.

### Infectious Disease Exposure Form 92-36D

Any employee that has a significant blood to blood exposure and has blood drawn to qualify for the State Presumption Law on AIDS must complete both the Infectious Exposure form 92-35D and the Significant Work Exposure form 04-614.91

### Exposure Fact-Finding

Source patient testing for HIV, HBV, HCV, TB should be requested immediately after notification of significant exposure. The hospital will notify the Infection Control Officer (ICO) of test results. The ICO will notify the employee of source patient testing and results with a reminder that all communicable diseases information is confidential. The ICO documents the results of the investigation on IEF and forwards it to the Health Center for data entry and filing into the employee's medical record.

### 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 Safety Review Subcommittee for evaluation.

The Safety Review Subcommittee will evaluate all available facts and information. Then they will determine appropriate action (if any) 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 vent 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 Safety Review Subcommittee 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 Safety Review Subcommittee 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.