



**FIRST NATIONS' EMERGENCY SERVICES**  
BRITISH COLUMBIA, CANADA

# **Fire Department**

## **Occupational Health and Safety Program**



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## Part 1

### **Occupational Health and Safety Policy**

**1.01** A fire department wants to have a safe and healthy work place. The (*insert name*) fire department is committed to providing healthy and safely working conditions, and to promote positive attitudes towards health and safety with the department. To achieve this, we need to have everyone participate in an occupational health and safety program.

**1.02** This program contains a description of a comprehensive program of fire fighter occupational health and safety, which must be adhered to by all member (*insert name*) fire department in the course of carrying out the duties of the department.

**1.03** The purpose of this program is to identify both organizational and individual requirements and responsibilities to achieve a healthy and safe work place. This plan serves as guidelines for Operational Guidelines, established primarily in improve fire fighter health and safety.

**1.04** Department officers are responsible for ensuring that the fire fighters and other employees are properly instructed to perform their duties safely, for enforcing safe work procedures and for correcting unsafe activities.

**1.05** All fire department employees/members are to perform their duties in a safe manner and to know the safe working procedures.

**1.06** Every employee/member of the fire department is expected to report and assist in correcting unsafe conditions and activities, and to work collectively towards the prevention of accidents.



## Part 2

### Safe Work Procedures

#### *Personal Protective Equipment*

**2.01** The (*insert name*) fire department will provide each member with the appropriate protective clothing to provide protection from the hazards of the work environment to each employee/member may be exposed.

**2.02** In accordance with fire department Operational Guidelines, department employees/members will use this protective equipment whenever they may be exposed to hazards.

**2.03** Employees/Members must be fully trained in the use, inspection maintenance and the limitations of such protective equipment.

**2.04** Employees/Members are responsible to make sure their personal protective equipment is maintained in a clean and good operating condition.

**2.05** Officers are responsible to visually check the condition of their fire fighter protective clothing on an ongoing basis, and to make sure any deficiencies are dealt with.

**2.06** All personal protective equipment shall meet the Workers Compensation Board regulations and requirements.

#### *Self Contained Breathing Apparatus (SCBA)*

**2.07** The (*insert name*) fire department will provide self-contained breathing apparatus and department employees/members will use the SCBA in compliance with Department Operational Guidelines.

**2.08** All SCBA will be inspected and maintained according to the Department Operational Guidelines and Workers Compensation Board regulations.

#### *Equipment*

**2.09** Employees/Members operating department equipment and apparatus will be trained and authorized to do so. They must operate such equipment and apparatus having due regard for the safety of others and themselves, and will comply with the appropriate Department Operational Guidelines and the manufacturer's operating manuals.

**2.10** All equipment including the fire department apparatus will be maintained in a clean, good operating condition. The employee/member performing safety checks on equipment and apparatus will report any unsafe conditions promptly and tag and remove the item from service.



## Part 2

### Safe Work Procedures con't

#### *Equipment Failure*

**2.11** Employees/members will report any accident or injuries in accordance with Department Operational Guidelines and will make notify all officers in the fire department as soon as possible. In the case of an equipment failure resulting in an injury of an employee/member shall be reported to the Workers Compensation Board as soon as possible. All appropriate Workers Compensation Board forms shall be completed as soon as possible.

#### *Housekeeping*

**2.12** Good housekeeping is synonymous with health and safety in the work place; therefore all employees/members will exercise good housekeeping in the work place.



## Part 3

### Training of Fire Officers and Fire Fighters

**3.01** The Fire Department operates a training and education program with the goal of preventing occupational accidents, injuries, death and illness. This training program must also provide the fire fighter with the necessary skills to become proficient in the performance of his/her duties.

**3.02** The training and education provided to the employees/members must address all of the applicable provisions of the Workers Compensation Board regulations and the standards set out in the Department Operational Guidelines.

**3.03** The (*insert name*) fire department will provide training and education programs for all department employees/members proportional with the duties and the function that they are expected to perform. Employees/members of the fire department will be offered a minimum of four hours per month of theoretical and practical training. Employees/members may be required to attend specific or special training session through out the calendar year.

**3.04** New fire fighters to the department must complete a recruit-training program as set out by the (*insert name*) fire department.

**3.05** Employees/members required to be a driver/operator of a fire department apparatus must meet the driver training standards as set out in the Department Operational Guidelines.

**3.06** Training for fire department members shall be based on the National Fire Protection Association standards and other federal and or provincial standards. Which is to include the applicable references to fire fighters skills, driving applications, hazardous materials, public education, officer development, investigation and inspections. This training shall be provided through regular ongoing in-service training sessions

**3.07** All department employees/members will be trained to Department Operational Guidelines on the Incident Command System.

**3.08** Training in fire ground operations will be based on the Department Operational Guidelines.

**3.09** The (*insert name*) fire department will be required to maintain written procedures that describe the action to be taken in situation involving special hazards and or specialty training situations, and such training and instruction will be included in the training program.



## Part 4

### Supervision of the Worker

**4.01** Fire Department Officers are responsible for ensuring that the fire fighters and other employees/members are properly instructed to perform their duties safely, for enforcing safe work procedures and for correcting unsafe activities, as described in the appropriate Department Operational Guidelines.

**4.02** All (*insert name*) Fire Department Officers shall be training in fire ground supervision skills as per Department Operational Guidelines.



## Part 5

### **Regular Inspection and Monitoring**

**5.01** All fire department facilities will comply with all applicable Health, Safety, Building and Fire Code requirements.

**5.02** Fire stations will be designed and constructed in accordance with FNESS recommendations and endorsed by the Indian and Northern Affairs of Canada, to minimize any negative effect on the employees/members regarding Health and Safety standards.

**5.03** Fire Department facilities will be inspected by the health and safety committee (or designates) in the course of regular meetings. Each fire department employee/member is responsible for identifying and hazards jeopardizing health and safety, as well as recording and reporting such deficiencies by using the “Employee Safety Hazard/Accident Report” form.

**5.04** Other equipment must be inspected for safe operation during prescribed station equipment checks. Any unsafe condition is to be corrected or reported as per 5.03.

**5.05** Department fire fighting equipment that is found to be defective or in unserviceable condition must be removed from service, tagged with the appropriate information and repaired or replaced.

**5.06** The (*insert name*) fire department will consider health and safety as primary concerns in the specification, design, construction, acquisition, operation, maintenance, inspection and repair of all equipment and or apparatus. Fire department apparatus will be operated in full compliance with provision of the Motor Vehicle Act and Department Operational Guidelines.

**5.07** All new fire apparatus must be specified and ordered in accordance with the guidelines of NFPA 1901 (Standard for Automotive Fire Apparatus) and UL standard S515.



## Part 5

### **Regular Inspection and Monitoring con't**

**5.08** When employees/members respond to an incident or the fire station in their own vehicle, all applicable traffic law and the Motor Vehicle Act will govern the operation of these vehicles.

**5.09** All fire department apparatus will be inspected at regular intervals as set out in the Department Operational Guidelines. All apparatus will be maintained as per the department maintenance program in place. Fire pumps on apparatus will be tested annually and the results recorded.

**5.10** All department self contained breathing apparatus (SCBA) will be tested, serviced and maintained in accordance with Department Operational Guidelines, based upon manufacture's specification, WCB regulations and the results recorded.

**5.11** All department ground ladders will be tested in accordance with Department Operational Guidelines, based on NFPA 1932 "Standard on Use, Maintenance and Service testing of fire Department Ground Ladders", and the results recorded.

**5.12** All department hose will be inspected and tested as specific in Department Operational Guidelines, based on NFPA 1952 "Standard on Care and Use of Fire Hose", and the results recorded.

**5.13** All department portable fire extinguishers will be inspected and serviced as specified in NFPA 10 "Standard for Portable Fire Extinguishers", and the results recorded.

**5.14** In any new purchase of department apparatus and equipment, hearing objectives will be taken into account to reduce the effect of noise where possible.



## Part 6

### **Hazardous Materials and Substances**

**6.01** The (**insert name**) will establish a Workplace Hazardous Materials Information System (WHMIS) for identifying and maintaining an inventory of hazardous materials and substances, as well as the measures required to eliminate or effectively control the dangers related to their transportation, storage, handling, use and disposal.

**6.02** The Fire Chief (or designate) shall be responsible for the implementation and maintenance of the WHMIS program, which conforms to all applicable WCB regulations.

**6.03** The Fire Chief (or designate) will establish an inventory of controlled products.

**6.04** The Fire Chief (or designate) will ensure that WHMIS labeling and the material safety data sheets are in place.

**6.05** The Fire Chief (or designate) will determine the hazards of controlled products in the workplace.

**6.06** The Fire Chief (or designate) will establish workplace controls.

**6.07** The Fire Chief (or designate) will provide fire fighters education for the WHMIS program.

**6.08** In consultation with the Occupational Health and Safety committee, the Fire Chief (or designate) will review and upgrade the WHMIS program.



## **Part 7**

### **Monitoring of Workplace Exposures**

**7.01** The work place environment shall be continually monitored to prevent exposures to harmful substances.

**7.02** The Fire Chief (or designate) in consultation with the Occupational Health and Safety Committee and the Workers Compensation Board will identify any work place areas that require specific monitoring. (as applied to work place air sampling)

**7.03** The Incident Commander will assume the role of the Incident Safety Officer unless staffing levels at incidents can dictate the assignment of an Incident Safety Officer. This assignment of the Incident Safety Officer shall be in accordance of the Department Operational Guidelines. The Incident Safety Officer will be responsible for monitoring the safety of operational at the incident.

**7.04** All fire department personnel are responsible for the ongoing monitoring of the workplace and the reporting of hazards be using the ‘Employee Safety Hazard/Accident Report’ form.



## Part 8

### Medical Examinations and Health Monitoring

**8.01** Prior to becoming an employee/member of (*insert name*) fire department, individuals should be examined by a physician to ensure that the individual is fit to perform the duties of a fire fighter. The (*insert name*) fire department shall consider a re-examination medical schedule for all employees/members of the department.

**8.02** All employees/members of the (*insert name*) fire department shall submit to a hearing test, as required by the Workers Compensation Board regulations, performed annually by the department.

**8.03** Following a long term or debilitating illness, employees/members must be examined by a physician and the results provided to the Fire Chief prior to be re-activated in the fire department.

**8.04** The (*insert name*) fire department shall consider providing a means for the employees/members to provide for Hepatitis B vaccinations as per the Department Operational Guidelines.

**8.05** The (*insert name*) fire department recognizes the benefits of good mental health for productive employees/members. The fire department will provide a means for “incident stress” counseling as outlined in the Department Operational Guidelines.



## **Part 9**

### **First Aid Services**

**9.01** In conformance with the applicable Workers Compensation Board regulations, the Fire Chief in consultation with the Occupational Health and Safety Committee shall ensure that the necessary first aid equipment is provided and maintained, and a sufficient number of trained first aid attendants are available to provide appropriate first aid services.

**9.02** All first aid equipment supplied on fire department apparatus and in the fire station is available to the employee/member in case of personal injury.

**9.03** Any employee/member who is injured is required to report or have the injury report immediately to a trained first aid attendant.

**9.04** All injuries and accident must be reported to the officer in charge. All applicable forms/reports and the injury record book kept at the fire station must be completed in accordance with the Workers Compensation Board regulations and part 12 of the Occupational Health and Safety program.



## Part 10

### Investigation of Accidents and Diseases

**10.01** All accidents and occupational diseases must be investigated. The intent of any accident or occupational disease investigation is to:

- Determine the cause or causes
- Identify any unsafe conditions or unsafe acts
- Identify any unsafe procedures which contributed to the results
- Develop and take corrective action to prevent similar accidents or diseases

**10.02** The Fire Chief (or designate) will coordinate all accident investigations. Investigations shall be conducted by a minimum of two persons, at least one of who shall be a member of the safety committee. The Fire Chief will arrange for training in the principles of accident investigation for member/employees.

**10.03** An Accident Investigation report form must be filed with the Fire Chief and any information leading to prevention of additional accidents must be shared with the employees/members and the Occupational Health and Safety committee. The Fire Chief shall ensure that prompt action is taken to rectify any deficiencies found during the investigation.

**10.04** Any fire department equipment being suspect in any accident must be taken out of service and secured by the officer in charge. The officer in charge must include any action of this kind in a report to the Fire Chief. The Fire Chief (or designate) shall notify the Workers Compensation Board of the equipment failure if required in this Occupational Health and Safety program.

**10.05** The Workers Compensation Board must be notified immediately of any accident resulting in serious injury or death to employees/members. Notification of WCB shall be in accordance with Part 12 of the program.



## Part 11

### Occupational Health and Safety Committee

**11.01** An Occupational Health and Safety Committee has been established in the department as required by the Workers Compensation Board regulations. The committee serves in an advisory to the Fire Chief on those items pertaining to Occupational Health and Safety. The committee shall consist of fire department members.

**11.02** The Fire Department Occupational Health and Safety Committee shall meet prior to regular scheduled training session at least bi-monthly.

**11.03** For purpose of the management of the Occupational Health and Safety Committee, the Fire Chief should be represented at the committee level.

**11.04** The Fire Chief (or designate) shall take actions on all items recommended by the committee at a reasonable time respond to such action or items. This action may be in conjunction with the advisory group, Chief and Council or Administrator for advice or guidance. Minutes of the meetings will be taken and copies posted in the fire station for reference.

#### **11.05** Functions of the Occupational Health ad Safety Committee

- Make recommendations for the establishment and enforcement of the health and safety policies and practices
- Participate in the identification of dangers to health and safety within the fire department and recommend means of controlling the dangers.
- Obtain information from sources as necessary regarding the identification of existing or potential dangers to health and safety within the fire department.
- Advise on and promote health and safety programs for the education and information of the fire department.
- Receive, consider and where necessary investigate complaints respecting health and safety of employees/members of the fire department.
- Where applicable review the information resulting from monitoring and measuring procedures, and where necessary make recommendations.
- Participate in inspection at the fire station concerning with health and safety of workers.



## Part 12

### Records and Statistics

**12.01** The (*insert name*) fire department must maintain permanent records and provide statistics relating to the nature, frequency and severity of all accidents, injuries, illness or deaths which may be job related. Records must be maintained of an individual's exposure to suspected toxic products or communicable disease.

**12.02** It is the responsibility of the employees/members to identify any of the above and have it entered and witnessed on the forms provided, in accordance with the Department Operational Guidelines.

**12.03** The (*insert name*) fire department must maintain training records for each member indicating dates, subjects covered and certifications achieved.

**12.04** The (*insert name*) fire department must maintain inspections, maintenance, repair, and service records for all apparatus and equipment used for emergency operations.

**12.05** The officer in charge is responsible to ensure the recording and reporting of any injury or industrial disease is report to him/her. Where none of the conditions listed (a) to (h) is present, an injury is defined as a minor injury and is not required to be reported to the WCB unless one of those conditions subsequently occurs. A reportable injury is an injury arising out of and in the course of employment or membership with the (*insert name*) fire department, or which is claimed by the worker concerned to have arisen out of and in the course of such employment, and in respect of which any one of the following conditions is present or subsequently occurs.

- a. The employee/member loses consciousness following the injury, or
- b. The employee/member is transported or directed by a fire aid attendant or other representative of the fire department to a hospital or other place or medical treatment, or is recommended by such person to go to such place, or
- c. The injury is one that obviously requires medical treatment, or
- d. The employee/member states that he/she intends to seek medical treatment for the injury, or
- e. The employee/member has received medical treatment for the injury, or
- f. The employee/member is unable or claims that he/she is unable by reason of the injury to return to his/her usual job function on any working day subsequent to the day of injury. A medial practitioner must verify this time loss.
- g. The injury or accident resulted or is claimed to have resulted in the breakage of an artificial member, eye glasses, dentures, or a hearing aid, or
- h. The employee/member or the Workers Compensation Board has requested that the (*insert name*) fire department's report be sent to the WCB.



## Part 12

### Records and Statistics con't

The obligation of the officer in charge to report the injury to the WCB commences when an officer, first aid attendant, or other representative of the employer first becomes aware of any one of the conditions listed in (a) to (h).

**12.06** The Workers Compensation Board recording system shall be completed as follows:  
At the Fire Station:

- Employee/member will fill out a Form 6 completely, for any time loss or compensable injury that will require a Form 7 to be filled out by the supervisor.
- Employee will fill out the Accident Record book for minor injuries or exposures requiring recording only, no WCB involvement at the time.
- In accordance with Part 10 of the program, the Fire Chief or designate will imitate an accident investigation on time loss injuries, and fill out the accident investigation form.
- The first aid attendant providing treatment will fill out the 7A form, if first aid was rendered to the injured party.
- Will maintain a master log of all accidents or exposures sent in on the Form 6 and the "Safety Hazard/ Accident Report" form.
- The Fire Chief (or designate) will review the WCB Form 7, forward to WCB with the Fire Chief (or designate) signature.



## Part 13

### **Review of the Occupational Health and Safety Program**

**13.01** A copy of the Occupational Health and Safety program will be posted in the fire station so that department employees/members can become familiar with it. Comments and suggestions are welcome at any time.

**13.02** The Occupational Health and Safety program must be reviewed annually in consultation with the Occupational Health and Safety Committee, as part of the department review of Operational Guidelines

**13.03** The review is intended to identify the extent and effectiveness of existing health and safety activities as well as identify deficiencies. It shall consider the potential for future loss, and act as the indicator of the department's current safety effort. The review shall include all elements in the Health and safety program.

**13.04** A written report shall be presented to the Fire Chief, who on receipt of the report and in consultation with the Occupational Health and Safety committee, shall prioritize recommendations, establish an action plan, implement corrective action and follow up.

