

# **Bureau of Fire Standards & Training Division of State Fire Marshal**



## **MODEL FIREFIGHTER EMPLOYER SAFETY PROGRAM FOR FIRE SERVICE**

### **How to use this program**

#### **NOTICE:**

The purpose of this document is to aid in the development of written programs related to safety protection. There is no regulation requiring that an employer use this exact format in setting up a safety program. In order to be in compliance with the Florida Statutes and Florida Administrative Codes, an employer may use this or any other format that will satisfy all the requirements of the standard. This program is designed to be adapted to each individual employer's need; forms should be shortened, expanded, or duplicated as needed. It does not substitute for a full reading of the standard.

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The purpose of this manual is to provide a Florida Statutes 633.502-536 and Florida Administrative Code 69A-62 compliant safety program for firefighter employers (career and volunteer) to use as a basis for developing their own program.

1. Modify this program to make it employer specific and meet your needs. There are notations in red where information must be entered to make the program complete. If the information needed is in another document, SOP / SOG, rule or regulation, reference the document rather than copying it.
2. If you have an existing program, match it to this program and excerpt whatever is needed to make yours complete, if necessary.
3. If part(s) of the program do not apply because you do not have the equipment or conduct the operations referenced, delete it.
4. At the end of sentences, paragraphs etc there are italic alpha-numeric. They are references to adopted OSHA regulations, statute or rule.
5. Any changes to this program should meet or exceed the requirements of the original program in order to maintain a compliant program.
6. Should changes in statute, rule or adopted OSHA regulations occur, the program will be modified accordingly.
7. As you review, adopt or modify this program for your needs, we encourage and invite you to contribute to this program. With your input, this program will become a living document that evolves in the best interests of safety.

## Safety Program Policy Statement

As Chief, I am committed to providing a safe and healthful workplace. I expect all of us to be actively involved in maintaining and advancing an effective safety program. This safety program is a written expression of my commitment and is a standard of practice for this department. The compliance by all, regardless of rank, with safety procedures, rules and practices is expected. Willful or repeated violation of workplace safety rules will result in disciplinary action up to and including termination of employment.

The reporting of unsafe conditions for correction is encouraged and required. Tasks considered unsafe, should not be performed and reported. Should an injury or damage to equipment occur, it is to be reported and investigated to establish causation. No such report will result in retaliation, penalty, or other disincentive.

The correction of unsafe conditions will receive top priority and the financial resources for rectification. Employee recommendations to improve safety and health conditions will be researched and action taken as appropriate.

The primary responsibility for the coordination, implementation, and maintenance of our workplace safety program has been assigned to: **ADD – Who is responsible.**

\_\_\_\_\_  
Chief

\_\_\_\_\_  
Date

## EMERGENCY RESPONSE PLAN OSHA 1910.120(q)

Your governmental organization – County, city, municipal, district probably has an emergency response plan for the area it covers. Merge the existing plan with this program to be compliant with 1910.120(q). Modify it to meet your needs and add such details as noted in the document where you see “**ADD DETAILS or Click here to enter text**”. Then delete this paragraph.

### Emergency Response Plan Components

This plan was developed to handle anticipated emergencies. The plan is in writing and available for inspection and copying by employees and their representatives.

### Pre-emergency planning and coordination with outside parties

This plan predetermines, to the extent possible, actions to be taken for the prevention of disasters, reduction of vulnerability to disasters, and recovery from disasters. Flexibility of direction, coordination, and operating procedures is applied to:

- (1) Minimize the loss of life, suffering, and personal injury;
- (2) Minimize damage to property, material shortages, or adverse service systems disruptions.
- (3) Management of emergency operations and activities through the coordinated use of resources available.
- (4) Provide emergency relief and coordinate short/long-term recovery operations in affected areas.

### Personnel Roles, lines of authority, training and communications

This plan accurately reflects actions needed to manage anticipated emergencies. All organizations under this plan will ensure their respective SOP's support this plan.

This plan facilitates coordination between local and State agencies during times of emergency when resources are insufficient to handle the situation. The specific line of authority lies with this department. Regardless of the resources and external organizations that respond, command and ultimate responsibility is ours. **ADD DETAILS –Lay out your line of authority**

Training on this plan and its components is conducted locally and in conjunction with State and Federal emergency management training. **Enter name of responsible party here** plans and coordinates drills, tabletop, and functional exercises yearly to test and improve this plan.

While face to face communication through regular meetings remains an integral part of our communications methodology, radio, web or combinations open to use.

**ADD DETAILS – How will you communicate with employees and population.**

**Emergency recognition and prevention**

Through the processes of target hazard identification, pre-fire planning and inspections the department will identify those locations in our response area that have a higher than normally anticipated hazard level due to chemicals, radioactive materials or water reactive materials used, processed or stored on the premises. A response plan will be created for those identified hazards. The plans will be included in the regular training cycle. Outside resources and response will be identified and included in the process.

**Insert or reference your written target hazard ID or pre-fire plan OG or policy here. Insert or reference your written procedure for responding to each type hazard/facility identified.**

**Safe distances and places of refuge**

The plan for each facility or location identifies the minimum evacuation distances based upon the type and amount of hazardous materials on site. Any places of refuge on site provided by the owner/occupant should be identified.

**Site security and control**

**Enter LEA name here** Law enforcement agency is responsible for scene security, access and control under the direction of the IC.

**Evacuation routes and procedures**

Evacuation of all, or a portion of, the site falls to the appropriate emergency official at the scene. Mass evacuation can be ordered by **enter name of responsible party here**. Local evacuation routes and shelters should be identified to facilitate a wide scale evacuation requirement.

**Decontamination**

Decontamination is performed at all Hazardous Materials incidents. The IC shall implement appropriate decontamination procedures with the prevention of contamination as the primary objective. This can be accomplished by:

- Minimizing contact with hazardous substances.
- Using remote sampling and handling devices and techniques.
- Protecting instruments, radios, etc. by wrapping in plastic.
- Wearing disposable protective clothing where possible and permissible.

The method and type of decontamination will depend upon severity, the contaminant and number of contaminated victims. Decontamination procedures, solutions, equipment and personnel must be in place prior to anyone entering the Hot Zone to conduct recon or mitigation actions. Proper decontamination of all victims shall take place prior to transport to the appropriate medical facility. For rescue situations, gross decontamination (i.e. hoseline) is acceptable.

### **Emergency medical treatment and first aid.**

The IC will insure adequate Emergency Medical Service assets are available on scene for triage, emergency care, transport and management of on scene ground and air assets prior to allowing operations in the hot zone.

### **Emergency alerting and response procedures.**

Emergency notification and response needs to be flexible as it is dependent upon the situation, the amount of warning received, manning, severity, and what, if any damage has already occurred to our facilities.

#### **ADD DETAILS SEE BELOW**

- **WHO DETERMINES TO ALERT EMPLOYEES AND POPULATION?**
- **HOW IS IT DONE?**
- **WHAT SUBSEQUENT NOTIFICATIONS WILL BE MADE?**
- **LIST WHERE CURRENT INFO CAN BE FOUND FOR EXAMPLE**  
Phone #, website, cable, radio stations, social media sites.

### **PPE and emergency equipment**

**ADD DETAILS of the specialized PPE and/or emergency equipment on each site, owned or utilized by your agency.**

### **Procedures for handling emergency response.**

- The National Incident Management System (NIMS) will be used for incident management at all scenes regardless of size or type.
- The senior emergency response official will serve as the Incident Commander (IC)
- All responders & communications will be coordinated and controlled through the IC.
- The IC will be assisted by the senior official present (controls operations at the site).
- The IC and such staff as necessary identifies all hazards, does appropriate site analysis, uses of engineering controls, maximum exposure limits, hazardous substance handling procedures, & new technologies.
- The IC implements emergency operations & assures that PPE worn is appropriate for the hazards to be encountered. Minimum PPE is structural firefighting gear.
- Operations conducted in hazardous areas utilize a buddy system in groups of 2 or more.

## **SCBA**

Due to the unknown respiratory hazards posed by firefighting and other operations where a potentially hostile atmosphere may be encountered, all members in the hot zone shall use SCBAs. The SCBA shall remain in use until overhaul / operations are complete and the respiratory hazard has been eliminated and deemed safe by the IC and Safety Officer after proper monitoring. All re-entries and the PPE required for such entries after operations are concluded must be approved by the Safety Officer.

## **Access**

The IC shall limit access to the hot zone to those who are necessary and trained for the incident / situation. Accountability for all on the scene lies with IC or is delegated to the Safety Officer.

## **Buddy System**

Hazardous areas operations use the buddy system in groups of two or more.

## **Back-up personnel (2 in / 2 out)**

Operations in the hot zone and specifically in a structure fire will comply with Florida's "two in-two out" requirement. This requirement states that for entry to be made, it must be made by at least two firefighter I or II certified firefighters with at least two firefighter I or II certified firefighters outside (in visual or voice contact ) ready and equipped to respond for aid / rescue should the need arise. The two outside may have other duties so long as their response is timely and no other issues are created by their response.

## **Safety Officer**

The IC will designate a knowledgeable incident safety officer (ISO)

The ISO shall develop and recommend measures to the IC for assuring personnel health and safety and to assess and/or anticipate hazardous and unsafe situations. The ISO will also develop the Site Safety Plan, reviews the Incident Action Plan for safety implications, and provides timely, complete, specific, and accurate assessment of hazards and required controls. The ISO can alter, suspend, or terminate IDLH / imminent danger / condition activities. The ISO shall immediately inform the IC of any actions needed to be taken to correct these hazards.

## **Utilization of skilled support personnel**

At times, specific skill, trades (dozer, back-hoe, heavy machinery, etc) made be needed to perform work in cool, warm and even hot zones on a temporary basis under the

protection of members trained to operate in that environment. Prior to entering into those zones, a skilled support worker must be briefed on:

- How to wear the appropriate personal protective equipment.
- Have the necessary PPE and know how to use it.
- The chemical hazards involved.
- The duties are to be performed.
- The hazards present including the spilled product's characteristics (if applicable).
- The specific hazard, risks, chosen tactic for mitigation and plan for emergency egress if required.
- The safety / health precautions that were provided to FFs.

## **Training**

Skill and knowledge is delivered prior to emergency operations. (Trained commensurate to duty).

- All firefighters are trained to at least the First Responder operations (OPS) level.
- Those who potentially could be IC through the incident shall have at least OPS and:
  - Know how to implement our IMS system.
  - Know how to implement the FD emergency response plan.
  - Know how to implement the local emergency response plan.
  - Know about the SERP and the Federal Regional Response Team.
  - Understand the hazards / risks of working in chemical protective clothing.
  - Know / understand the importance of decontamination procedures.

## **Annual Refresher Training**

The content & duration of this training will be sufficient to maintain the competencies required. Demonstration of competencies can be utilized in lieu of, or with, training.

## **Training Records**

Records of training will be kept in accordance with the departments training SOP. In addition to the normal training record, if competency is utilized the methodology is to be specified (drill, event, regional exercise).

## **Post-emergency response operations**

This department does not participate in clean-up operations.

## **Critique of response and follow-up**

As soon as practical after an event, a formal critique is held to identify strengths and areas of improvement to be worked upon. Identified areas of weakness are assessed and the necessary changes made to the plan.



# General Safety Issues

## Safety & Health Record Keeping Responsibilities

The Department will insure the following records are completed and maintained as required referencing F.A.C.69A-62:

- Records indicating the date, time and location of fires, # of responding members, meetings, training sessions, and maintenance of apparatus and equipment.
- A roster of fire department members will be kept up-to-date utilizing the FCDICE system.
- FD maintains a "Fire Service Log and Summary of Occupational Injuries, Diseases, and Illnesses" DFS-K4-1568, or equivalent.
- FD records injury, illness, occupational disease, and fatality in the log and summary within six working days.
- The person supervising the preparation of the log & summary signs the log & summary.
- The "First Report of Injury or Illness," is submitted within 6 working days of occurrence.
- NFIRS-5 is completed for each injury, illness, occupational disease, or fatality, within 6 days of occurrence. (NFIRS submission is voluntary, this is not mandatory).
- FF accident investigation records.
- Records are maintained on a calendar year basis.
- FD has the phone number and address of the establishment where records are maintained.

The Department will maintain these records for a minimum of three years after completion and made available to the Bureau of Fire Standards and Training upon request.

## Mutual / Auto Aid Requests

The minimum training requirements of FDs in mutual aid, automatic aid & other similar agreements are known and acceptable. FDs providing mutual / auto aid are responsible for the training & certification of their FFs. Requests for assistance are requests for FFs, who as a minimum, meet the training requirements of 69A-62 F.A.C.

## Participation

An individual is not allowed to participate on scene unless trained commensurate to duty and evidence of such training is maintained. No individual can operate in the hot zone unless certified. No one can be in the hot zone or participate in 2-in-2 out operations unless at least certified as FF I.

## **Hazard Identification System**

The Hazard Identification System SOP **ADD IDENTIFIER** has written procedures describing the actions to be taken in situations involving special hazards. It identifies known special hazards that might be encountered during fire and other emergencies such as storage / use of flammable liquids / gases, toxic chemicals, radioactive sources, & water reactive substances. It is updated to reflect any changes that occur in relation to the special hazards.

## **Presence of Toxic Substances in the Fire Station(s)**

Under normal circumstances the Department will not apply, store or utilize any toxic substances that are known to cause damage to living tissue, impairment of the central nervous system, severe illness, or, in extreme cases, death, when ingested, inhaled or absorbed by the skin, during customary or reasonably foreseeable handling or use.

Should non-exempt toxic substances be applied, stored or utilized in fire station(s), a list of work areas, identified by name and location shall be maintained along with the pertinent MSDS info. Whenever there is a change in the work areas where non-exempt toxic substances are stored, the department will update the list accordingly. The department will post a notice where such notices are normally posted informing their employees of their rights under the law.

An exempt toxic substance or mixture is acceptable for station storage providing it is:

- Toxic only if chronically ingested.
- An alcoholic beverage as defined in the Beverage Law.
- Toxic but labeled pursuant to the Federal Insecticide, Fungicide, and Rodenticide Act, as amended and the Federal Food, Drug and Cosmetic Act.
- A consumer product.
- A commercial product which is substantially equivalent in formulation to similar consumer products where FF used for the same general purpose, when used in the workplace in such a manner that firefighter employee exposure is not significantly greater than exposures resulting from the principal consumer use of the similar consumer product.
- A food stuff.
- A fossil fuel in fuel tanks, engines, and other operating systems of vehicles where the substances are present only in amounts and forms substantially equivalent to the amounts and forms generally available to consumers.
- A fossil fuel used for heating, or power generation purposes, such that firefighter employees are not exposed to fumes or combustion by-products.

# Training

Training is a key element of a safe working environment. Training SOP **ADD IDENTIFIER** meets the following criteria and incorporates the training components below as a minimum.

- A Training program outline will be the basis for training delivered including topics and objectives. The outline will include the topic and specific method of presentation for each class.
- Training & education is provided before performing activities requiring such training.
- Training & education is provided for all FFs and officers commensurate with their duties.
- Training is given by Company officers or instructors, to new FFs and FFs transferring to new jobs regarding the operating procedures of vehicles and equipment to be utilized by the FF.
- Specialized training is provided to those FFs & officers providing response, rescue and or mitigation of non-traditional fire suppression activities.
- Officers are provided with more comprehensive training & education than FFs.
- Officer training includes management, incident command, and control.
- Training / education for at least **FILL IN** hours per month or more as needed to assure FFs and officers can perform assigned duties and functions satisfactorily and safely.
- The quality of training & education is similar to Florida State Fire College.
- All training is documented with delivery date(s), topic, method of presentation, outline and a record of attendance. These records are maintained permanently.

## Safety Training Program

Specific safety training programs will be delivered throughout the year and incorporated into the Training Program Outline. The Goal(s) and objectives of the safety training being conducted, the person(s) responsible for the safety training program overall & the person(s) responsible for conducting each safety training class will be documented.

## Hazard Identification System Training

The Hazard Identification System SOP **ADD IDENTIFIER** will be reviewed and incorporated into the training schedule at least annually and any time revisions are made.

## Emergency Vehicle Operator (EVO) Training

Prior to driving and operating an emergency response vehicle, the successful completion of a 16 hour emergency vehicle driving course is required.

**DECISION – If you have a compliant in-house program, reference it or include it.**

EVOs having successfully completed the 16 hour course must also undergo training and familiarization with any FD vehicles prior to operating the vehicle.

### **Respiratory Protection Training**

New hire, Annual training and retraining is conducted in accordance with direction from the Respiratory Protection Program Administrator.

### **Injury / equipment damage analysis**

The intent, process and participation in meeting the requirements of SOP **ADD in the Name and identifier** is made known through its inclusion in the training program.

## **Safety Committee or Safety Coordinator**

**DECISION – If you have 20 or more FFs, use the safety committee section.  
If you have less than 20, use the safety coordinator section.**

### **Safety Committee**

**NOTE: You will have to fill this section out to complete it as each committee will be unique to its department.**

If there is a Government wide unit (municipality, county, or special district) safety committee, participation in it can be substituted for a department safety committee so long as all the requirements of statute and rule are met. A department may want to have district committees or a committee at each location which they can do so long as all statute and rule requirements are met.

**Recommendation** - We highly recommend that a department safety committee be utilized with select members designated to represent the department committee on the government wide unit.

### **Regular hourly wage**

Firefighters are compensated at their regular wage while engaged in the safety committee or the safety coordinator training, meetings, or other duties prescribed under this section.

### **Safety Committee Composition**

**DECISION - If your FFs are part of a collective bargaining unit, use the first bullet and delete the others. If you do not, delete the first bullet and keep the others.**

The department establishes the number of safety committee members and their tenure. Regardless of the number, those representing management cannot exceed those representing the rank and file. Membership is determined using the following criteria:

- The composition, selection, and function of the safety committee is a mandatory topic of negotiations with firefighters that operate under a collective bargaining agreement.
- By firefighters volunteering for committee assignment.
- From firefighters who are elected by their co-workers.
- Through appointment by the department as a last resort.

### **Safety Committee meeting requirements**

The safety committee functions solely as a safety committee. Issues other than safety are not considered. A quorum is required before official business may be transacted at a meeting. An initial responsibility of the committee is to establish guidelines for the training of members regarding FAC 69A-62 and the safety committee process.

**Frequency** - The first committee meeting will be held no later than 45 days after the committee is initially established. From that point, meetings must occur at least quarterly during the calendar year. The scheduled date, time, and location of Committee meetings is posted and available to all firefighters.

**Minutes** - The department ensures that accurate committee minutes are taken at all safety committee meetings and maintained. Minutes will be approved in a timely fashion by all attending members prior to distribution with the goal of having minutes electronically transmitted to all employees with copies available upon written request . The department will maintain committee records for a period of not less than three calendar years. Copies are available provided upon written request. and are available to the division for inspection. Such minutes will contain as a minimum:

- Date, time, location and who prepared the minutes
- Committee members in attendance
- Old business
- Accident / injury review and recommendations for prevention since the previous meeting
- New Business
- Comments from attending guests.

### **Safety Committee Written Recommendations**

Written recommendations from the safety committee made or presented at a safety committee meeting, approved and documented by the safety committee by majority vote will be presented to the Chief for review and action as needed. The chief will issue a written response to each written and presented recommendation within **FILL IN** days from receipt. All written communications between FD and committee is kept for at least 3 yrs.

### **Safety Committee Duties**

The summation of duties is to assess and make recommendations with regard to improving the safety of department firefighters. Specific duties are to:

- Establish the procedures for conducting internal safety inspections.
- Assess the effectiveness of engineering, administrative, and personal protective control measures to protect firefighter employees from recognized hazards.
- Create procedures for investigating injuries, near misses, incidents, injuries, illnesses, diseases, and fatalities and *or damage* to vehicles / equipment will be conducted to identify causation and methods for future prevention. The analysis will be in accordance with SOP **ADD THE SOP**. The results are recorded and maintained.
- Evaluate / recommend improvements to injury and illness prevention programs.
- Updating the program and ensuring that written updates to safety programs are completed.
- Establish & communicate guidelines for training members on this rule chapter.
- Other health & safety related duties and responsibilities as assigned by the Chief.

## **Safety Coordinator**

With less than 20 firefighters in our department, a Safety Coordinator is utilized in lieu of a Safety Committee. The Safety Coordinator is **FILL IN NAME OR POSITION**

### **Safety Coordinator Duties**

Under the direction of the department, the safety coordinator will:

- Establish procedures for conducting internal safety inspections.
- Establish procedures for investigating workplace accidents, safety-related incidents, injuries,
- Recommend improvements to injury and illness prevention programs.
- Ensure that updates and changes to safety program rules, policies, & procedures are completed.
- Seek the input of firefighters in complying with the responsibilities of this section.
- Other health & safety related duties and responsibilities as assigned by the Chief.