

<b>TITLE</b> OPERATIONS MANUAL	<b>STANDARD</b> INSTRUCTION 10		<b>DEPARTMENT</b> FIRE-RESCUE
<b>SUBJECT:</b> INJURY AND ILLNESS PREVENTION PROGRAM WELLNESS PROGRAM	<b>SECTION</b> 17	<b>PAGE</b> 1 of 4	<b>EFFECTIVE DATE</b> 14 November 2022

**I. PURPOSE**

Through a well-planned, labor-management approach, San Diego Fire-Rescue Department (SDFD) has established a comprehensive Wellness Program to address the physical and behavioral needs of the workforce.

**II. SCOPE**

This policy shall apply to all San Diego Fire-Rescue Department (SDFD) personnel, as detailed below.

**III. AUTHORITY**

The fire chief authorizes the information within this policy.

**IV. POLICY**

**A. Wellness Program Management**

1. A four-member Wellness Steering Committee, co-chaired by the Local 145 and SDFD, oversees the wellness program. Members of the Steering Committee consist of two Local 145 representatives, the Assistant Chief of Business Operations, and the Deputy Chief of Employee Services.
2. The Health and Safety Office oversees all Wellness Program elements and the program is managed by the Wellness Officer.
3. Wellness Officer

The wellness officer manages the Wellness Program including all its various components. Wellness Officer duties include but are not limited to the scheduling of wellness exams, immunizations or blood draws for SDFD, serves as the dedicated infection control officer (DICO), coordinates critical incident stress debriefings (CISD), peer support, assists with contract oversight, coordinates the use of behavior health resources, and program component implementation.

**B. The Wellness Program Components:**

1. Medical (all sworn)  
An evaluation that includes a physical examination, body composition, laboratory analyses, vision and hearing evaluation, pulmonary evaluation, aerobic/cardiovascular evaluation, cancer screening, sleep disturbance, immunizations, infectious disease screening, occupational stress awareness consult, referrals to health care practitioners, and written feedback.
2. Fitness (firefighters)  
Includes on-duty time for exercise (Code 9), access to equipment, exercise specialists/peer fitness trainers, fitness assessment, exercise programs, nutrition, and injury prevention.
3. Behavioral Wellness (all personnel)

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Component which ensures that all Department personnel have access to resources to deal with the job's stressors. Offers voluntary access to mental health services, builds awareness about behavioral health issues, educates and works to eliminate the cultural stigmas associated with behavioral health.

4. Data Collection and Reporting

- a. Medical information collected during the physical examination and fitness testing process will be confidential.
- b. Medical records will be retained by the program's medical provider and the specific details of the examination results will only be shared with the employee.
- c. Aggregate and non-confidential physical examination and fitness data will be provided to the Health and Safety Office, recognized employee organizations (REO), and the International Association of Fire Fighters (IAFF) National database in accordance with the Wellness Initiative.
- d. *At no time will confidential medical or fitness information be released or shared with any city department without written authorization by the employee.*

C. Physical Wellness Program

1. Physical Fitness Exam

- a. Participation in the physical fitness exam is per the current negotiated labor agreements.
- b. If an employee is not participating in the comprehensive medical testing, they will still go to the contracted wellness center for their respiratory fit clearance, Department of Motor Vehicles (DMV) exams, and must pass the Department's approved physical abilities exam (PAE).
- c. Employees who are mandated to participate in the Physical Wellness Program will be required to take part in the complete physical exam.
- d. The Physical Fitness Program includes an on-duty exercise program (Code 9).
  - 1) Participation in the on-duty exercise program (Code 9) is mandatory and components of the program are outlined in the Injury and Illness Prevention Program (IIPP) Section of the Operations Manual.

D. Behavioral Wellness Program


The Behavioral Wellness Program is available to assist SDFD employees who may be struggling with behavioral health issues. Through a variety of means, a comprehensive all-inclusive approach to behavioral health and crisis response will be offered.

1. Clinical Oversight


- a. Clinical oversight is the cornerstone to a successful behavioral wellness program.

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- b. Clinical oversight will be performed by the psychological services provider.
  - c. The contracted psychological services provider will identify a clinician, with expertise/training in chemical dependency and post-traumatic stress disorder.
  - d. Unification and guidance by an experienced clinician are foundational to long-term success.
  - e. Work with department management and the health and safety officer to identify the specific behavioral health needs of SDFD employees.
2. Behavioral Health Advisory Board (AB)
- a. Comprised of the following:
    - 1) Health and Safety Office representative (as chair), chaplain, peer support team representative, and clinician (with expertise/training in substance dependency and post-traumatic stress disorder)
    - 2) One representative from each of the SDFD recognized employee organizations
  - b. AB members must have training that is equivalent to that of peers
  - c. AB members must attend a minimum of 50% of the peer trainings annually to remain on the AB
  - d. AB members must sign and adhere to a confidentiality agreement
  - e. AB members must meet with a peer support team (PST) clinician annually to remain on the AB
  - f. The AB makes recommendations to the fire chief or designee regarding the following:
    - 1) Selection and dismissal from PST and chaplain program
    - 2) Identifying educational goals
    - 3) Policy development for PST and chaplain program
3. Resources
- a. Behavioral Wellness Resources Website
 



Health & Safety Resources QR code  
login: sdd password: wellness  
24/7 support 833-SDFD-HSO (733-3476)


  - b. SDFD Behavioral Wellness Toll Free Number  
833-SDFDHSO (733-3476)
  - c. Peer Support Program  
Outlined in the Injury and Illness Prevention Program (IIPP) Section of the Operations Manual.
  - d. Department Chaplains  
Outlined in the Injury and Illness Prevention Program (IIPP) Section of the Operations Manual.
  - e. Department Contracted Psychological Services

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Strictly confidential treatment services for members (current and retired) and members of their households.

f. Employee Assistant Program (EAP)

EAP information is updated on the Behavioral Wellness Resources Website

g. San Diego City Risk Management Worker's Compensation Division

h. Private medical insurance providers

E. Dedicated Infectious Control Officer

1. Recommends policies and procedures for compliance with state and federal Occupational Safety and Health Administration (OSHA) requirements regarding standards for the prevention of blood borne and air borne pathogen infections from work-related activities and to ensure that mandated protection maximizes protection against communicable diseases for all members, for the public they serve and to ensure compliance with mandatory OSHA requirements.
2. Promotes a safe and healthy environment for all employees.
3. Protects the privacy rights of all personnel who, in the line of duty, may be exposed to or contract a communicable disease and maintain the confidentiality standards for the source patient in accordance with Civil Code 56.10.

F. Cancer Awareness and Prevention Program (CAPP)

1. The goal of CAPP is to empower firefighters with the knowledge, tools and equipment to act in reducing their risk of developing occupational cancer through safer work practices, infrastructure upgrades and operational policy changes.

G. Confidentiality

1. The goal of this policy is to maintain the strictest level of confidentiality. The acceptance and success of the Wellness Program and Cancer Awareness and Prevention Program will be determined, in part, by observance of confidentiality by employees administering the program.
2. The Behavioral Wellness Program confidentiality is described in the Peer Support Program Policy, in accordance with AB 1116.
3. It is imperative that the strictest confidentiality of all information learned about an individual be maintained, within the guidelines of the program.
4. Communication between health and safety personnel and a SDFD employee is considered confidential and shall follow [California AB1116](#).