

## BULLETIN

NO: 17-076  
DATE: April 27, 2017  
TO: All Personnel  
FROM: David Picone, Battalion Chief, Health and Safety Officer  
SUBJECT: Health and Safety Communications REVISED

In an effort to more effectively disseminate safety messaging and/or critical time sensitive information to the workforce of Fire-Rescue, the Health and Safety Division has created the following documents. Dependent on the urgency level and type of event you may see any of the subsequent forms. This will allow greater situational awareness, change behaviors considered routine, or enable you to take action immediately.

This process of notifications will put us closer in-line with the San Diego City Injury and Illness Prevention Program, Cal OSHA, NFPA, as well as the considered “best practices” of other departments nationwide.

The goal of the Health and Safety Division is your wellbeing and, as such, awareness and prevention is paramount. The Occupational Health and Safety Committee’s subcommittee for messaging will continue to look at trends and ways to get pertinent critical information to you. They will consistently evaluate that the messaging is timely, accurate and doesn’t create an extra burden for you to read. All ideas and assistance are welcome (see email address below).

### Tailboard Safety

Regular occurring safety meetings pertinent to alerting our employee of workplace hazards and preventing accidents, illnesses and on-the-job injuries.

- The Tailboard safety talks of the past are being reworked and updated by a subcommittee. Details will be provided at completion.
- If you have any ideas for new 5-10 minute trainings contact anyone on the Occupational Health and Safety Committee.

### Safety Message

An informational advisory on new trends and/or safety information that is not related to imminent or potential threats of injury/illness but acts to increase situational awareness and wellness of our employees.

### Safety Alert

A significant alert or warning of an identified safety hazard that poses an imminent threat to life or property (near miss or potential thereof).

- **Note: It will not be considered routine to see a “Safety Alert”**. Some may apply greater to one division (Logistics, Operations, etc.) but make no mistake these will require some thought, conversation or action on your part.

“Promoting Safe and Healthy Lives”

### **Blue Sheets and Green Sheets**

In accordance with Title 8 of the California Code of Regulations, Section 3203(a)(5), procedures exist to review occupational injuries and illnesses. Procedures for reviewing an event resulting in a fatality, serious injury or illness include the Preliminary Summary Report (Blue Sheet) and the Informational Summary Report (Green Sheet) process. Serving as an aid in accident prevention and for use as a safety training tool, these reports do not contain confidential information, identify any individual, or place personal blame. The Blue Sheet will be produced as soon as possible following an incident to get facts to all personnel. The Green Sheet will be produced after interviews and more complete investigation.

### **Serious Accident Review Team (SART) Report**

Note: the policy for SART is in draft form but will essentially follow these parameters.

When directed by the fire chief or assistant chief of emergency operations, the health and safety officer will begin the process of initiating a SART investigation. This is typically done when a full and complete investigation greater than that of a Green Sheet is required due to the nature of the injury or death. This report involves many potential expert investigators in the area of expertise. They are without conflict of interest and may come from outside agencies.

Members will include:

- Lead investigator (BC or higher)
- Safety representative
- Training representative
- Labor representative
- Documenting specialist
- Technical specialists (as many as required)

Please contact the Health and Safety Division at [SDFDHealth&Safety@sandiego.gov](mailto:SDFDHealth&Safety@sandiego.gov) with comments or areas of improvement. For all other questions contact HSO/Battalion Chief David Picone at 619.533.4466 or [dpicone@sandiego.gov](mailto:dpicone@sandiego.gov).



San Diego Fire-Rescue Department  
Health & Safety Division  
**Tailboard Safety**

**Topic:**

**Brian Fennesy**

*Fire Chief*

**Chris Webber**

*Assistant Chief  
Emergency  
Operations*

**Kevin Ester**

*Assistant Chief  
Business  
Operations*

**David Picone**

*Battalion Chief  
Health & Safety  
Officer*

Feedback  
Suggestions  
and/or Reporting  
to the OHSC

[SDFDHEALTH&SAFETY@SANDIEGO.GOV](mailto:SDFDHEALTH&SAFETY@SANDIEGO.GOV)

**Background:**

**References:**



San Diego Fire-Rescue Department  
Health & Safety Division  
**SAFETY MESSAGE**

Div/Sec:	Issue/Incident:
Date:	

**Background:**

**Brian Fennessy**  
Fire Chief

**Chris Webber**  
Assistant Chief  
Emergency  
Operations

**Kevin Ester**  
Assistant Chief  
Business  
Operations

**David Picone**  
Battalion Chief  
Health & Safety  
Officer

Feedback  
Suggestions  
and/or Reporting  
to the OHSC  
[SDFDHEALTH&SAFETY@SANDIEGO.GOV](mailto:SDFDHEALTH&SAFETY@SANDIEGO.GOV)

**To increase safety revise existing SOPs with the following “Best Practice’s”:**

- Review and follow Manufacturer’s operating instructions

**Action Items:**

- 

**References:**



San Diego Fire-Rescue Department  
Health & Safety Division  
**SAFETY ALERT**

Div/Sec:	Issue/Incident:
Date:	

**Background:**

**Brian Fennessy**  
Fire Chief

**Chris Webber**  
Assistant Chief  
Emergency  
Operations

**Kevin Ester**  
Assistant Chief  
Business  
Operations

**David Picone**  
Battalion Chief  
Health & Safety  
Officer

Feedback  
Suggestions  
and/or Reporting  
to the OHSC  
[SDFDHEALTH&SAFETY@SANDIEGO.GOV](mailto:SDFDHEALTH&SAFETY@SANDIEGO.GOV)

**To increase safety revise existing SOPs with the following “Best Practice’s”:**

- Review and follow Manufacturer’s operating instructions

**Action Items:**

- 

**References:**

# Preliminary Summary Report of Serious or Near Serious Injuries, Illnesses and Accidents



# BLUE SHEET

## San Diego Fire-Rescue Department

### SUMMARY

Provide a short factual overview of the accident, for the purposes of rumor control, that provides enough information and a general understanding of the accident. Do not include names or confidential information.

### RECOMMENDATIONS FOR IMMEDIATE CORRECTIVE ACTIONS

Provide any preventative warning or alert information relative to unsafe situations or conditions. If none are identified initially, state "None at this time."

# Informational Summary Report of Serious or Near Serious Injuries, Illnesses and Accidents



# GREEN SHEET

## San Diego Fire-Rescue Department

### Firefighter Serious Injury / “Describe” Incident

Enter Date

## SUMMARY

Provide a short factual overview of the accident.