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| TITLE O P E R A T I O N S M A N U A L | STANDARD INSTRUCTION 10 | | DEPARTMENT F I R E - R E S C U E |
| SUBJECT: INJURY AND ILLNESS PREVENTION PROGRAM OCCUPATIONAL HEALTH AND SAFETY COMMITTEE | SECTION 03 | PAGE 1 of 6 | EFFECTIVE DATE 20 November 2020 |

I. PURPOSE

To establish guidelines for the Occupational Health and Safety Committee.

II. SCOPE

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

III. AUTHORITY

The fire chief authorizes the information within this policy.

IV. POLICY

Vision Statement

Creating a safe and healthy workforce through a comprehensive, evidence-based approach to total health and well-being.

Mission Statement

Provide guidance to promote optimal health, safety, environment and equipment for all employees.

Value Statement

Promoting Safe and Healthy Lives

Authority

- NFPA 1500, Standard on Fire Department Occupational Safety and Health Program
- OSHA Regulations
- City of San Diego Injury and Illness Prevention Program

Committee Responsibilities

The Committee will assist management by providing active participation and input from all working Divisions of the Department. This involvement is essential to the overall effectiveness of the health, safety and accident prevention program of the City.

- A. Review and evaluate areas of wellness and health of our workforce involving preventative measures, current processes or future technologies or studies.
- B. Review and evaluate issues involving SDFD apparatus, equipment, protective clothing, facilities, and policies and procedures.
- C. Review investigations of occupational accidents and causes of accidents resulting in occupational illness, injury, or exposure to hazardous substances.

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- D. Investigate hazardous and unsafe conditions brought to the attention of the committee by any member of the department.
- E. Serve as the Department Research and Development Committee by evaluating existing apparatus and equipment specifications, new products, and advances in technology to improve the safety and/or efficiency of SDFD personnel.
- F. Based on Committee findings, make health and/or safety recommendations to the Assistant Chiefs of Emergency and Business Operations.
- G. Meet monthly

Committee Membership

A. Committee Leadership

- 1. Health and Safety Officer, Chair
- 2. Local 145's Health and Safety Trustee, Co-Chair
- 3. Secretary

B. Division Representatives

- 1. Health and Safety
 - Wellness Officer
 - Cancer and Health Coordinator
- 2. Logistics
 - Equipment Officer
 - Facilities Maintenance Officer
- 3. Fire Straight-Day Battalion Chief
- 4. Emergency Medical Services
- 5. Community Risk Reduction
- 6. Emergency Command and Data Center
- 7. Special Operations
- 8. Training
- 9. Civilian Staff
- 10. Lifeguards
 - 4 LGII, LGIII, SGT, LT (in any combination)
- 11. Fire Operations

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- 1 Operations Battalion Chief
- 3 Captains
- 3 Engineers
- 3 Firefighters

Member Selection

- A. Secretary is selected by mutual agreement by the Chair and Co-chair from the current OHSC members at the time the vacancy is created.
- B. Division representatives (except for the Fire and Lifeguard Operations Division) shall be assigned by their respective Division Head.
- C. Fire and Lifeguard Operations Representatives shall be solicited via bulletin announcing committee vacancies.
 1. Letters of interest shall be accepted from Operations personnel who meet the rank requirements of the open positions.
 2. Written submittals shall be reviewed by the chair, co-chair and members.
 3. Selections shall be made by the full committee with consideration given to the applicant’s ability to contribute to committee actions, his/her willingness to perform assigned work, and the maintenance of diversity within the Committee.
 4. Consideration shall be given to maintaining equal numbers of members from each division, when possible.
 5. Members must be off probation and maintain an Employee Performance Review of “meets standards” or better.

Membership Terms

- A. Secretary shall be selected by and serve at the discretion of the chair and co-chair or until voluntary resignation.
- B. Operations representatives shall serve rotating three-year terms.
 1. If a mid-term assignment is made as a result of a resignation or reassignment, the member selected to fill the vacancy shall serve the remainder of the original term. If this period is less than half of the full three-year term, the member will automatically be permitted to serve the following full term.
 2. If a member is promoted mid-term, the member shall be permitted to serve the remainder of his/her term in the assigned position. No

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vacancy shall result unless the member elects to voluntarily resign the position.

3. A member may re-apply for another term by re-submitting a letter of interest within the time frame specified.

Voting Rights

- A. Members will be given seven calendar days notice prior to a vote.
- B. The chair and co-chair will agree to end discussion and call the vote.
- C. All members on the committee (appointed and division representatives) receive one vote with the chair having the tie breaking vote on all matters.
- D. Voting by proxy may be permitted on a case-by-case basis
- E. A minimum of one-third members in attendance are required as a quorum for voting.
- F. Consideration for subject matter expertise shall be given whenever possible.

Committee Work Assignments

- A. Issues to be examined by the committee can be brought to its attention by one or more of the following sources: Fire Department Executive Staff, Local 145/L911/L127/MEA, any member of the department, or committee members.
- B. Work assignments within the committee shall be delegated by the co-chairs with appropriate consideration given to a member's existing committee assignment workload, specific skills, abilities, interest, and time remaining in the member's term.
- C. The chair and co-chair shall monitor completion of committee assignments and shall retain the right to dismiss from the committee service any member who consistently fails to complete assignments on time or in accordance with committee standards.
- D. The committee members shall decide whether an issue warrants an issue paper.
- E. The disposition of every concern shall be shared with the individual who initiated the concern.

Committee Correspondence

- A. All correspondence with the Review Panel/Management Team shall be reviewed, signed and forwarded by the committee co-chairs.
- B. To facilitate tracking and accountability, all committee recommendations shall be in written form (*see OHSC Disposition sheet*) and, when required, include an issue paper with details.
- C. A file of all committee correspondence, minutes, action plans, and related

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documents shall be maintained by the chair, co-chair, and secretary.

Research and Development (R&D) Process

- A. Initiation of R&D projects (*see OHSC Recommendation sheet*)
 - 1. R&D projects may be assigned to the committee by the executive command staff or initiated by the committee itself.
- B. Assignment of projects (*see OHSC Flow Process sheet*)
 - 1. R&D projects resulting from the normal apparatus and equipment contract bid cycles shall be forecast by the deputy chief of logistics and submitted to the committee two years in advance whenever possible.
 - 2. Other, non-scheduled assignments made by the executive command staff shall be submitted to the committee a minimum of six months prior to the need for a decision whenever possible.
 - 3. The chair and co-chair shall retain independent authority to begin any R&D issue coming before the committee.
 - a. Wear testing requires approval of the executive command staff.
 - b. In the case of a labor/management concern, the committee will not begin work on the issue until further direction is received from the Labor/Management Team.
 - 4. Subcommittee Assignments
 - a. The assignment of R&D projects within the committee shall be made by the chair and co-chair with appropriate consideration given to the members' existing committee assignment workload, specific skills, abilities, interest, and time remaining in term.
 - b. In some cases, e.g., due to a lack of expertise within the Committee or time constraints, it may be appropriate to delegate the R&D project to a specialty assignment group. The chair and co-chair shall coordinate the delegation of these assignments after consultation with the executive command staff.

Attendance Requirements

- A. Committee meetings shall be held on the fourth Thursday of each month. If necessary, the chairs may alter the regular meeting date, time and/or place to accommodate unusual circumstances.

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- B. Committee members may attend while on-duty. Back-fill will be compensated using 'Safety Committee' accounting numbers.
- C. Operations personnel who will be attending on a regular duty day shall notify their chain of command at least one shift in advance.
- D. Members are expected to attend all monthly meetings unless excused.
 - 1. Excused absences include vacation, sick/injury leave, mandatory shifts, family emergencies, or similar.
 - 2. Unexcused absences include voluntary overtime, trades, outside employment, or similar.
- E. If unable to attend a committee meeting, notify the secretary of the progress of your project(s).
- F. Members who demonstrate a pattern of absenteeism without good cause shall be subject to removal by the chair and co-chair.
- G. The facilitator will keep all attendance records.

Compensation for Meeting Attendance

- A. All Committee members and back-fill shall use the designated Rec. Order labor card numbers, to reflect time spent at Committee meetings.
- B. Appointed members attend Committee meetings during their normal duty hours and are therefore, not eligible for additional compensation.
- C. Operations Representatives, when attending meetings on non-duty days, shall receive overtime compensation at the 40-hour work week rate.

Uniforms

- A. Appointed Representatives shall wear their normal office attire.
- B. Operations Representatives, when attending on a duty-day, shall wear their class B uniform. If attending on a non-duty day, they may wear casual clothing.