

BULLETIN

NO: 20-203
DATE: November 12, 2020
TO: All Personnel
FROM: Chris Webber, Assistant Fire Chief, Emergency Operations
SUBJECT: Operations Manual Update #20-14 Equipment Failure

Attached to this bulletin please find Operations Manual Update 20-14, Standard Instruction 10 Injury and Illness Prevention Program, Section 12 Equipment Failure. All company officers are directed to ensure that personnel under their command are briefed on these revisions and comply.

This is a new policy in the Injury and Illness Prevention Program which outlines the steps to be taken in the event of a near miss, an injury or death of San Diego Fire-Rescue Department personnel. Specifically, the incident commander or second level supervisor is to isolate and secure any tool, mechanical equipment, or personal protective equipment (PPE) that was involved in the accident.

Any tool, equipment or PPE that has been isolated or secured is not to be tampered with in any way and Emergency Command and Data Center (ECDC) is to be notified of the equipment isolation. ECDC will then make notifications to initiate an investigation.

The Operations Manual will be updated electronically in the "M" drive and in the 'Quick Links' section of TargetSolutions.

Any questions regarding this policy can be directed through your chain of command.

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 EQUIPMENT FAILURE	SECTION 12	PAGE 1 of 2	EFFECTIVE DATE 12 November 2020

I. PURPOSE

The purpose of this policy is to outline the procedure to follow in the event of a near miss, actual injury, or death in which any tool, mechanical equipment, or personal protective equipment was a potential contributing factor to an incident.

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

The following procedures should be started immediately in the event a near miss, actual injury, or death occurs which involves any tool, mechanical equipment, or personal protective equipment.

This process will allow for a full investigation to occur to determine if and/or to what degree the tool, mechanical equipment or personal protective equipment was a contributing factor to an incident or injury.

- A. The IC (or second level supervisor if not on an incident) will isolate and secure the item(s) immediately and coordinate the transfer of equipment to the equipment manager as soon as possible.
 - 1. Tampering with the item(s) in any way will not be done.
 - 2. If this action will impede on-scene investigation or photos, then the area shall be secured, and entry denied to any non-essential persons.
- B. Notify Emergency Command and Data Center (ECDC) of the equipment isolation.
 - 1. ECDC shall notify
 - a. Deputy of logistics
 - b. Deputy chief of operations
 - c. Health and safety officer
 - d. Equipment manager
 - e. Union representative
- C. The deputy of logistics, in coordination with the health and safety officer, and recognized employee organization, will determine what type of internal or professional testing and investigation must occur.
- D. The Occupational Health and Safety Committee will review the incident, investigate as needed and report on findings. Any employee interview will respect the employee's rights to due process.

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- E. After the investigation is complete, the tool, mechanical equipment, or personal protective equipment will be released to the equipment manager.