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OPERATIONS MANUAL

STANDARD INSTRUCTION 01, SECTION 02

FIRE SUPPRESSION: SAFETY (REVISED 05/2014)

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I. PURPOSE

It is the policy of the San Diego Fire-Rescue Department (SDFD) to provide for the Safety and Health of all employees. Safety is an integral part of all fire department operations. The Department will integrate safety into all phases of planning and operations to ensure a safe and healthy work environment.

The prevention of accidents, injuries and occupational illnesses are the goals of SDFD and shall be a primary considerations at all times. Managers, supervisors, and company officers are responsible to ensure that safety practices are strictly observed in their work areas. It is the responsibility of all personnel to follow safe work practices.

The Fire Chief will designate a Safety Officer to deal with all aspects of incident safety. The incident safety program will be managed by the Training and Education Division. Safety training shall be incorporated into all manipulative training sessions and technical instruction.

All employees will be provided safety orientation training which will include the safety program concept, safety procedures, hazard recognition, hazard reporting and the Code of Safe Practices. The Training and Education Division will maintain Training Records for three (3) years.

A health and safety program will be developed and maintained by Health and Human resources. This will include all required injury and illness reporting to governmental agencies and maintaining injury and illness prevention programs.

II. SCOPE

This policy shall apply to all SDFD Personnel.

III. AUTHORITY

The Fire Chief authorizes the information within this policy.

IV. POLICY

A. Health and Safety Program (Human Resource Division)

1. Review accident, injury, illness, and exposure reports. This is to identify and mitigate accident trends, equipment malfunctions,-and failures. Ensure that the Occupational Safety and Health Agency (OSHA) Form 200 is posted annually, no later than February 1st. This form must be kept for five (5) years.
2. Advise Senior Staff on all matters pertaining to Safety and Health issues and the impact of state and federal mandated 051-IA programs and their effects on department operations.
3. Manage the Injury and Illness Prevention Program. CAL-OSHA Title 8, Section 3203.
4. Ensure that safety procedures and policies comply with local, state and federal requirements.

B. Safety Responsibilities

1. Management

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- a. Management will ensure that all local, state, and federal mandated Safety and Health programs are implemented to the fullest extent possible.
 - b. Management will ensure that adequate controls for Operational and Training activities are developed and implemented to prevent injury and illness.
 - c. Management will provide all required safety equipment.
2. Company Officers and Supervisors
- a. Company Officers will ensure that safe operating procedures are used during all training sessions, emergencies, driving and other operations that affect safety in the work place.
 - b. Company Officers will ensure the Code of Safe Practices (see Appendix A) is conspicuously posted and its intent is followed.
 - c. Company Officers shall investigate all reported work site hazards or safety concerns within their area of responsibility immediately and provide the findings and recommendations to their supervisor.
 - d. Company Officers will promptly investigate all accidents within their area of responsibility and provide the findings to their supervisor.
 - e. Company Officers will review a safety topic with the crew once every four shifts. The sessions shall be documented in the electronic Company Journal.
 - f. Company Officers and Supervisors will inspect all work areas under their responsibility on a periodic basis to identify, evaluate and abate work site hazards.
3. All Personnel
- a. All personnel will ensure that safe practices are followed during all operations. Unsafe actions that can lead to injury or illness will not be tolerated.
 - b. All personnel have the responsibility to comply with all rules and regulations both verbal and written regarding safety in the performance of their prescribed duties.
 - c. All personnel will comply with the Code of Safe Practices.
 - d. All personnel shall report, isolate or mitigate any hazard or safety concern.
 - e. Personnel have the right to report hazardous conditions or safety violations to their supervisor, safety officer or Risk Management Safety Division without fear of reprisal.
 - f. Personnel will report injuries, illness, infectious and hazardous materials exposures, vehicle damage, property damage and unsafe conditions to their supervisor as soon as possible.
 - g. Non-uniform personnel will comply with the safety requirements as set forth in the City's Injury and Illness Prevention Program.
 - h. Violations of the Safety Policy will be handled through the disciplinary process.

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4. Safety Officer

- a. The Primary Safety Officer responsibilities of SDFD will be assigned to the Battalion Chief of Training. Their primary responsibility is to ensure that incident safety standards are implemented, maintained, reviewed and revised on a regular basis.
- b. The Safety Officer shall develop and implement a safety program that analyzes, evaluates and corrects factors that cause accidents and injuries in the performance of emergency functions.
- c. The Safety Officer will be notified in all cases where department personnel or civilians received injuries requiring medical evaluation as a result of actions arising from Department emergency operations.
- d. The Safety Officer, or their designee, will respond to all incidents that, due to their magnitude and nature, pose unusual risks to firefighters, including all multiple alarms.
- e. The Safety Officer will be assigned by the FCC on all second alarms fires or greater automatically. The IC may request a Safety Officer through FCC when deemed necessary.
- f. Where possible, National Fire Protection Agency (NFPA) standards shall be followed. The Safety Officer should have an understanding of programs that effect firefighter safety and health. Examples are: Cal-OSHA Title 8, NFPA Standards, and the CAL-OSHA Injury and Illness Prevention Program.
- g. The Safety Officer, or designee, will respond to all large multiple unit training exercises and to all special operations where the potential for injury is elevated due to the operations involved in the event.
- h. The following defines the Safety Officer's Administrative duties:
 - 1) Develop and revise, for approval by Senior Staff, incident safety policies and procedures.
 - 2) Ensure safety training is provided when processes, procedures, or equipment changes present new hazards.
 - 3) Develop and distribute safety messages, tailboard safety talks and other safety information as required.
 - 4) Attend local, state, and federal safety meetings when possible.
 - 5) Maintain a knowledge and understanding of local, state, and federal-mandated safety programs.
 - 6) Co-chair SDFD/Local 145 Occupational Safety and Health Committee.
- i. The following defines the Safety Officer's emergency response duties:
 - 1) The Safety Officer will report to the command post as a member of the command staff and receive a briefing by the Incident Commander (IC) and, if established, the previously assigned Safety Officer.

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- 2) Act as an advisor to the IC on all safety issues and hazards.
 - 3) Identify and monitor hazards and unsafe conditions, and advise the IC face to face when possible.
 - 4) Exercise emergency authority to prevent or stop unsafe acts. This will only take place when there is not enough time for discussion with the IC.
 - 5) Ensure that all applicable safety standards are being followed. This shall include, but not be limited to, safe use of all equipment, ladders, personal protective equipment, personal alarm devices, fire tents, SCBAs, hose, nozzles, connections, and the placement of apparatus and wheel blocks.
 - 6) Develop a site safety plan, as needed, for the IC.
 - 7) Assist the IC in determining the fire ground safety perimeters (hot, warm, and cold).
 - 8) Utilize the Safety Officer Emergency Checklist.
 - 9) Assist the IC in performing periodic personnel accountability reports (PAR).
 - 10) Assist the IC in determining evacuation distances and routes.
 - 11) Coordinate with the Rapid Intervention Crew (RIC)/Group in identifying potential safety concerns and rescue plans.
 - 12) Provide a written Incident Safety Report to the IC within 10 working days.
5. Incident Safety Officer Alarm Assignment
- a. Fire communications will dispatch a second Battalion Chief for safety considerations who may act as the Safety Officer-on all incidents that pose significant risk to firefighters. This position can be temporarily filled by any Fire Officer until relieved.
 - b. During emergency incidents of a large scale there may be a need for the assignment of assistant safety officers.
 - c. Incident types that may require this include:
 - 1) Multiple alarms
 - 2) High rise
 - 3) Shipboard
 - 4) Canyon rim
 - 5) Wildland
 - 6) HazMat
 - 7) Confined space
 - 8) Trench rescue
 - 9) or any other large scale emergencies.
 - d. In addition, technical experts might be utilized to assist the safety officers during complex incidents.

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- e. When the department's designated Safety Officer arrives at scene and assumes the assigned Safety Officer's functions, the IC may elect to:
 - 1) Reassign the initial Safety Officer to another function.
 - 2) Continue utilizing that officer as an Assistant Safety Officer.
 - f. The IC will brief the Safety Officer advising of the important aspects of the incident and relaying safety concerns.
 - g. The IC will inform the Safety Officer of the management structure that has been implemented to handle the incident.
6. Safety Perimeters
- a. The IC has the responsibility to clearly establish appropriate safety perimeters based on emergency scene factors.
 - b. Safety Perimeters are designed to restrict activity in or near hazardous areas.
 - c. The purpose of safety perimeters is to provide a margin of safety while performing emergency scene operations.
 - d. These may include but not limited to collapse zones, weakened structural areas due to fire, trench and cliff areas, and void spaces.
 - e. The safety perimeters may be extended, reduced, or eliminated as the incident diminishes.
7. Code of Safe Practices
- a. The Code of Safe Practices is a list of safety rules that, when followed, will help reduce injuries and accidents. This list is not meant to be all inclusive.
 - b. Everyone must, at all times, use good judgment and be guided by department operational policies, the Training and Drill Manual, Tailboard Safety Talks, Training Bulletins, and any other written or verbal guidelines provided by SDFD.
 - c. Managers, Supervisors, and Company Officers will ensure the Code of Safe Practices is conspicuously posted and that employees comply with its provisions.
 - d. The Code of Safe Practices is located as an appendix to this policy and in the Training and Drill Manual.