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OPERATIONS MANUAL

STANDARD INSTRUCTION 10 INJURY AND ILLNESS PREVENTION PROGRAM

SECTION 02 HEALTH AND SAFETY

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| <b>TITLE</b><br>O P E R A T I O N S   M A N U A L                       | <b>STANDARD INSTRUCTION</b><br>10 |                       | <b>DEPARTMENT</b><br>F I R E - R E S C U E |
| <b>SUBJECT: INJURY AND ILLNESS PREVENTION PROGRAM HEALTH AND SAFETY</b> | <b>SECTION</b><br>02              | <b>PAGE</b><br>1 of 6 | <b>EFFECTIVE DATE</b><br>1 March 2022      |

**I.     PURPOSE**

This policy provides personnel with information on the Health and Safety Program.

**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, while the scope and authority of the Health and Safety program are provided in National Fire Protection Association (NFPA) 1500, California State law, and the City of San Diego’s Injury and Illness Prevention Program.

**IV.    POLICY**

The health and safety program is integrated into all phases of planning and operations to ensure a safe and healthy workforce and work environment. This program is administered by the Health and Safety Office and managed by the Health and Safety Officer (HSO).

The prevention of accidents, injuries, and occupational illnesses are the primary consideration and focus of the program. All personnel are responsible to ensure that safety practices are strictly observed in their work areas.

**A.     Health and Safety Officer Duties/Responsibilities**

1.     Under the Employee Services Division and supervised by the Deputy Chief of Employee Services
2.     Manage the Health and Safety Program, including:
  - a.     Maintain knowledge and understanding of local, state and federal safety programs and ensure that SDFD safety procedures and policies comply.
  - b.     Ensure that incident and training safety standards are implemented, maintained, and updated on a regular basis.
  - c.     Ensure safety training is provided when procedures or equipment changes.
  - d.     Review accident, injury, illness, and exposure reports to identify and mitigate accident trends, equipment malfunctions, and failures.
  - e.     Develop and distribute safety alerts, messages, tailboard safety talks, and other safety information.
  - f.     Maintain the Department’s Injury and Illness Prevention Program (IIPP) in coordination with CAL-OSHA Title 8, Section 3203.
  - g.     Attend local, state, and federal safety meetings as authorized by the fire chief.
  - h.     Advise the executive command staff on changes and updates to:
    - 1)     State and federal mandated 051-IA programs and NFPA 1500
    - 2)     Incident safety policies and procedures

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- i. Supervise the Wellness Officer
  - j. Chair the SDFD Occupational Health and Safety Committee
  - k. Ensure all required government injury and illness reports are complete and submitted by the SDFD medical desk
  - l. Ensure training records maintained for a minimum of three years
3. Training Requirements
- a. Once selected, obtain and maintain Health and Safety Officer accreditation through Fire Department Safety Officer Association, and
  - b. Attend Federal Emergency Management Agency All Hazards Safety Officer course, or equivalent.
4. Incident Responsibilities
- a. Health and Safety Office (to include HSO, Wellness Officer, Cancer and Health Coordinator) is automatically notified when:
    - 1) An SDFD employee is injured and requires medical evaluation while on-duty
    - 2) A line of duty death
    - 3) Second alarm or greater incidents
  - b. The HSO may respond to incidents that, due to their magnitude and nature, pose unusual risks to firefighters. For example, multiple alarms, active shooter, extreme environmental conditions, long duration technical operations, etc.
  - c. The incident commander (IC) may request the HSO respond whenever necessary.
  - d. Upon arrival at scene, the HSO reports to the IC to serve as a resource on health and safety issues.
  - e. The HSO does not replace the Incident Safety Officer

**B. Wellness Officer Duties/Responsibilities**

- 1. Under the health and safety office and supervised by the HSO
- 2. Must adhere to a strict code of confidentiality
- 3. Oversees the Wellness Program, including:
  - a. An understanding of the job functions of any role in the fire department
  - b. Assist with administration of current wellness contract provider
  - c. Scheduling of physical wellness exams, blood draws and all other specialty exams
  - d. Design and implement new fitness and wellness training
  - e. Coordinate critical incident stress management (CISM) response, peer support and chaplaincy
  - f. Coordinate internal and external behavioral wellness resources, high-risk member support
  - g. Training, education, and program component implementation

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- h. Maintain relations with risk management, city insurance networks, and wellness contract provider to develop training programs and procedures
  - 4. Dedicated Infectious Control Officer: Department liaison between hospital and department personnel for all communicable disease exposures
  - 5. Supervise the Cancer and Health Coordinator
  - 6. Occupational Health and Safety Committee
    - a. Chair of the Wellness Sub-Committee
    - b. Research wellness and injury prevention reports, research studies, and issues
  - 7. Callback Responsibilities
    - a. Employee injuries and line-of-duty-death
    - b. Incident Health and Safety
- C. Cancer and Health Coordinator Duties/Responsibilities
  - 1. Under the health and safety office and supervised by wellness officer
  - 2. Must adhere to a strict code of confidentiality
  - 3. Manage the Cancer Awareness and Prevention Program (CAPP), including:
    - a. Research equipment, procedures, best practices, and attitudes related to cancer and prevention
    - b. Develop training and education of department personnel to prevent and/or reduce carcinogen exposure
  - 4. Wellness Program Duties
    - a. With the wellness officer, maintain relations with risk management, city insurance networks, and wellness contract provider to develop training programs and procedures for those in need of medical treatments
    - b. Develop training, education, and awareness for continuous improvement of health, wellness, and reduction of occupational illness/injury
    - c. Maintain knowledge of Cal-OSHA and other health and safety policies
  - 5. Occupational Health and Safety Committee (OHSC) Member
    - a. Research and evaluate new health initiatives
    - b. Follow injury and health trends
    - c. Assist with current and future health, wellness, fitness studies
- D. Employee Safety Responsibilities
  - 1. Management
    - a. Ensure that all local, state, and federal mandated health and safety programs are implemented as fully as possible.

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- b. Ensure that operational and training procedures are developed and implemented to prevent injury and illness.
- 2. Medical Desk
  - a. Ensure required reports are completed and submitted.
  - b. Ensure Occupational Safety and Health Agency (OSHA) Form 200 is posted annually, no later than February 1<sup>st</sup>, and copies kept for five years.
- 3. Supervisors
  - a. Ensure safe operating procedures are used during all incident operations, driving, training, and day-to-day activities.
  - b. Investigate all reported work site hazards, safety concerns, and accidents within their area of responsibility immediately and submit findings and recommendations to their supervisor
  - c. Inspect all work areas under their responsibility on a periodic basis to identify, evaluate, and abate work site hazards
  - d. Incorporate safety training during all manipulative training
  - e. Supervisors shall be provided ongoing training on safety and hazards
- 4. All Personnel
  - a. Newly hired SDFD employees are provided a safety orientation upon hiring to include:
    - 1) Injury and Illness Prevention Policy (IIPP) review.
    - 2) Safety program concepts, procedures, hazard recognition and hazard reporting.
  - b. Ensure that safe practices are followed during all operations.
    - 1) Unsafe actions that can lead to injury or illness will not be tolerated.
    - 2) Violations of the health and safety policy will be handled through the disciplinary process.
  - c. Comply with all rules and regulations, both verbal and written, regarding safety in the performance of their prescribed duties.
    - 1) Written rules and regulations include, but are not limited to:
      - a) Drill Manual
      - b) Operations Manual
      - c) Tailboard Safety Talks
      - d) Training Bulletins
      - e) Safety Alerts and Messages
      - f) SDFD Injury and Illness Prevention Program
      - g) City of San Diego Injury and Illness Prevention Program
  - d. Report, isolate, and/or mitigate any hazard or safety concern

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- e. Report hazardous conditions or safety violations to their supervisor, the health and safety officer, or Risk Management Safety Division without fear of reprisal
- f. Report injury, illness, infectious, and hazardous materials exposures, vehicle damage, property damage, and unsafe conditions to their supervisor as soon as possible