

<b>TITLE</b> O P E R A T I O N S M A N U A L	<b>STANDARD</b> <b>INSTRUCTION</b> 10		<b>DEPARTMENT</b> F I R E - R E S C U E
<b>SUBJECT:</b> INJURY AND ILLNESS PREVENTION PROGRAM SAFETY COMMUNICATIONS	<b>SECTION</b> 04	<b>PAGE</b> 1 of 8	<b>EFFECTIVE DATE</b> 2 December 2020

**I. PURPOSE**

To effectively disseminate safety messages, time sensitive or critical safety information to the workforce of San Diego Fire-Rescue Department (SDFD).

**II. SCOPE**

This policy shall apply to all (SDFD) personnel.

**III. AUTHORITY**

The fire chief authorizes the information within this policy.

**IV. POLICY**

A. Messaging

Dependent on the urgency level and type of event, the Health and Safety Office will post one of three different messages: a Tailboard Safety, Safety Message, or Safety Alert. These messages will improve situational awareness, change behaviors, or enable personnel to act immediately.

1. Tailboard Safety

Twice per month safety meetings discussing workplace hazards to prevent accidents, illnesses and on-the-job injuries. Suggested topics for a Tailboard Safety meeting can be submitted to the Occupational Health and Safety committee.

2. Safety Message

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

3. 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 near miss). It will not be routine to see a "Safety Alert". These alerts will require some thought, conversation or action.

B. Incident Review

Serving as an aid in accident prevention and for use as a safety training tool, these reports do not contain confidential information, identify individuals, or place blame.

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<b>SUBJECT:</b> INJURY AND ILLNESS P R E V E N T I O N P R O G R A M S A F E T Y C O M M U N I C A T I O N S	<b>SECTION</b> 04	<b>PAGE</b> 2 of 8	<b>EFFECTIVE DATE</b> 2 December 2020

1. **Significant Incident Report**  
Completed by the incident commander to notifying the executive command staff including the PIO for any media requests for information.
2. **Significant Incident Report Addendum**  
Completed by the incident commander or incident safety officer (ISO) when additional issues or events are encountered that would benefit further review or dissemination to the workforce via the battalion chief meeting minutes.
3. **Incident Review**  
The incident review process is a non-punitive review of a significant incident that requires additional attention or research.  
  
The intended purpose is to identify areas where the Department can improve operations or where personnel performed in such a manner that others may learn from their accomplishments.
4. **Blue Sheets**  
Blue Sheets are produced as soon as possible following an incident that results in a fatality, serious injury or illness to get the facts to all personnel.
5. **Green Sheets**  
Green Sheets are produced after interviews and more complete investigation of an incident that results in a fatality, serious injury or illness.
6. **Serious Incident Review Team (SIRT) Report**
  - a. When directed by the fire chief or assistant fire chief of emergency operations, the health and safety officer will begin the process of initiating a SIRT investigation.
  - b. 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.
  - c. This report involves many potential expert investigators who are without a conflict of interest and may come from outside agencies and are agreed upon by management and recognized employee organizations.
  - d. SIRT members will include:
    - 1) Lead investigator (battalion chief or higher)
    - 2) Safety representative
    - 3) Training representative
    - 4) Labor representative
    - 5) Documenting specialist
    - 6) Technical specialists


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C. Safety Alert Template

		<p align="center"><b>San Diego Fire-Rescue Department</b> Health &amp; Safety Office</p> <p align="center"><b>SAFETY ALERT</b></p>										
<b>Div/Sec:</b> All Personnel	<b>Issue/Incident:</b>											
<b>Date:</b> May 1, 2020												
<b>Background:</b>												
<p><b>To increase safety, review existing SOPs and follow "Best Practices" including:</b></p> <ul style="list-style-type: none"> <li>Review and follow Manufacturer's operating instructions</li> </ul>												
<b>Action Items:</b> <ul style="list-style-type: none"> <li></li> </ul>												
<b>References:</b>												
		<table border="0"> <tr> <td align="center"> <b>Chris Webber</b> Assistant Chief, Emergency Operations         </td> <td align="center"> <b>Colin Stowell</b> Fire Chief         </td> <td align="center"> <b>Kevin Ester</b> Assistant Chief, Business Operations         </td> </tr> <tr> <td align="center" colspan="3"> <b>David Picone</b> Battalion Chief, Health &amp; Safety Officer New Safety Tailboards, Messages, Feedback, Suggestions and/or Reporting to the OHSC - <a href="mailto:SDFHSAFETY@SANTODIGOVY">SDFHSAFETY@SANTODIGOVY</a> </td> </tr> <tr> <td align="center" colspan="3"> <i>"Promoting Safe and Healthy Lives"</i> </td> </tr> </table>		<b>Chris Webber</b> Assistant Chief, Emergency Operations	<b>Colin Stowell</b> Fire Chief	<b>Kevin Ester</b> Assistant Chief, Business Operations	<b>David Picone</b> Battalion Chief, Health & Safety Officer New Safety Tailboards, Messages, Feedback, Suggestions and/or Reporting to the OHSC - <a href="mailto:SDFHSAFETY@SANTODIGOVY">SDFHSAFETY@SANTODIGOVY</a>			<i>"Promoting Safe and Healthy Lives"</i>		
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D. Safety Message Template

 HEALTH & SAFETY OFFICE	<b>San Diego Fire-Rescue Department</b> <b>Health &amp; Safety Office</b> <h2 style="color: #FFC000; margin: 0;">SAFETY MESSAGE</h2>			
<b>Div/Sec:</b>	<b>Issue/Incident:</b>			
<b>Date:</b>				
<p><b>Background:</b></p> <p>To increase safety, review existing SOPs and follow best practices including:</p> <ul style="list-style-type: none"> <li>Review and follow Manufacturer's operating instructions</li> </ul>				
<p><b>Action Items:</b></p> <ul style="list-style-type: none"> <li></li> </ul>				
<p><b>References:</b></p> <ul style="list-style-type: none"> <li></li> </ul>				
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E. Tailboard Safety Template

	<p align="center"><b>San Diego Fire-Rescue Department</b> Health &amp; Safety Office <b>Tailboard Safety</b></p>	
<p><b>Topic:</b></p>		
<p><b>Background:</b></p>		
<p><b>References:</b></p>		
	<p align="center"> <b>Colin Stowell</b> Fire Chief  <b>Chris Webber</b> Assistant Chief, Emergency Operations  <b>Kevin Ester</b> Assistant Chief, Business Operations  <b>David Picone</b> Battalion Chief, Health &amp; Safety Officer          New Safety Tailboards, Messages, Feedback, Suggestions and/or reporting to the OHSC - <a href="mailto:SDCFIREHEALTHSAFETY@SANDIEGO.CA.GOV">SDCFIREHEALTHSAFETY@SANDIEGO.CA.GOV</a>  <i>"Promoting Safe and Healthy Lives"</i> </p>	

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F. Incident Review Template



## Informational Summary Report

# Incident Review

## San Diego Fire-Rescue Department

### “Describe/Name of” Incident

Click here to enter a date.

### SUMMARY

Provide a short factual overview of the accident.

### CONDITIONS

Provide a brief narrative with specific supporting details in a bulleted list including:

**Weather:**  
 Temperature: 00° Fahrenheit  
 Relative Humidity:  
 Winds:  
 Visibility:  
**Fuel Type:**  
**Road Conditions:**  
**Topography:**  
**Fire Behavior:**  
**Make/Model of Equipment:**  
**Structural Features:**

### SEQUENCE OF EVENTS

Provide a chronological narrative of significant events leading up to the incident, the incident, and post-incident information for a clear understanding of what happened.

### ACCOMPLISHMENTS AND CHALLENGES

Click or tap here to enter text.

### INJURIES/DAMAGES

Injuries are *suffered* not *sustained* or *received*.

### AREAS FOR REVIEW

A Board of Review has not approved this Summary Report. It is intended as a safety and training tool, an aid to preventing future occurrences, and to inform interested parties. Because it is published on a short time frame, the information contained herein is subject to revision as further investigation is conducted and additional information is developed

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G. Blue Sheet Template

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



**BLUE SHEET**

**San Diego Fire-Rescue Department**

**Firefighter Serious Injury / "Describe" Incident**

[Click here to enter a date.](#)

**SUMMARY**

Provide a short factual overview of the accident, for the purposes of rumor control, which provides enough information to provide a general understanding of the accident. Do not include names of 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."

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H. Green Sheet Template

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



**GREEN SHEET**

**San Diego Fire-Rescue Department**

**Firefighter Serious Injury / “Describe” Incident**

[Click here to enter a date.](#)

**SUMMARY**

Provide a short factual overview of the accident.

**CONDITIONS**

Provide a brief narrative with specific supporting details in a bulleted list including:

- Weather:**
- Temperature: 00° Fahrenheit
- Relative Humidity:
- Winds:**
- Visibility:
- Fuel Type:**
- Road Conditions:**
- Topography:**
- Fire Behavior:**
- Make/Model of Equipment:**
- Structural Features:**

**SEQUENCE OF EVENTS**

Provide a chronological narrative of significant events leading up to the incident, the incident, and post-incident information for a clear understanding of what happened.

**INJURIES/DAMAGES**

Injuries are *suffered* not *sustained* or *received*.

**SAFETY ISSUES FOR REVIEW**

Provide any considerations to assist applicable personnel to prevent this occurrence.

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