

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 STATION AND FACILITY INSPECTIONS	SECTION 13	PAGE 1 of 2	EFFECTIVE DATE 2 November 2020

I. PURPOSE

This policy outlines the procedure for station and facility hazmat inspections.

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

Hazard identification is the foundation of injury and illness prevention. As required by the San Diego City Injury Illness and Prevention Program (IIPP), a facility and hazard inspection procedure ensures a safe workplace. Every hazard is either an unsafe condition or an unsafe practice.

All employees are encouraged to verbally report unsafe and unhealthful working conditions to their immediate supervisor who shall investigate the situation and take appropriate corrective action as required. Conducting regular informal as well as formal inspections to identify and evaluate potential hazards at all SDFD work sites and facilities is an important part of ensuring that employees work in a safe environment.

Review San Diego City Administrative Regulation 75.65: [Hazardous Materials Management](#) and refer to recognized employee organization’s memorandum of understanding for further information.

A. Station/tower or facility inspections and/or evaluations must be performed quarterly and whenever:

1. Procedures or processes change
2. New equipment is installed
3. New materials or chemicals are introduced
4. New hazards are identified

B. Inspection procedure

1. Scheduled and un-scheduled safety inspections are an ongoing requirement of the IIPP.
2. Quarterly facility and hazmat inspections shall be completed and documented by the supervisor at each station, tower, or facility utilizing the department approved electronic (i.e. PStrax) or paper process.
 - a. The first and third quarter of each calendar year inspections shall be conducted along with a battalion chief, lieutenant or supervisor.
3. Supervisors must ensure that routine informal inspections are performed on a continuous basis.

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4. Employees must maintain a safe work site by addressing hazards immediately so they can be corrected, eliminated, or controlled.
5. Each inspection should note any apparent or potentially hazardous conditions, which should either be corrected immediately or barricaded to prevent injury to others.
6. Records of the inspections are retained and include the date, area or process inspected, person conducting the inspection, findings, and corrective measures taken to mitigate any hazards.
7. Employees should contact Facilities with any immediate safety concerns during normal business hours or through the Emergency Command and Data Center (ECDC) after hours.