

**PHOENIX REGIONAL  
STANDARD OPERATING PROCEDURES**

**STATION SAFETY**

M.P. 206.04

01/93-R

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A large percentage of personnel injuries occur while participating in routine activities at or around the station. Most of these injuries could be prevented by observing proper safety practices and adopting a safety conscious attitude.

### **STATION MAINTENANCE**

Many personnel injuries could be avoided through a policy of safety conscious station maintenance.

Efforts should be made to keep apparatus floors free from slippery substances and obstructions; water, oil, hydraulic fluid, etc. should be mopped up whenever accumulations appear, especially on the traffic areas around and between apparatus.

Station floors also must be free of slippery substances. Traffic route areas, hallways, stairs, etc., should be clear of unnecessary obstacles and obstructions.

### **GROUNDS MAINTENANCE**

Safety precautions shall be observed when using power lawn equipment: mowers, trimmers, edgers, etc.

- The blade guard on power edgers and trimmers shall be serviceable and in the proper position for the intended use before operating.
- Safety goggles will be available and shall be utilized to provide eye protection from rocks, twigs and other propelled objects when operating mowers, edgers, etc.
- When trimming or pruning certain trees and bushes, gloves may be necessary to provide adequate hand protection. If gloves are needed, they shall be worn.
- Do not use defective equipment such as ladders with broken rungs, power equipment without the proper safety protection, etc. Repair or replace before use.

### **LIFTING/PULLING**

Utilize the following proper lifting techniques when lifting moderate to heavy objects:

- Use your legs to lift--bend your knees.
- Keep your back straight.
- Do not twist your body while lifting--reposition your feet to avoid twisting.
- To lift heavy objects, get your body as close to the object as possible.
- Use of back support devices if previous back problems.

Heavy objects should ideally be stored at approximately waist level -- to prevent unnecessary lifting.

Do not attempt to lift or carry more than you can easily handle -- if necessary get help!

When you are dragging or raising hose with a halyard from the hose tower, do not pull more than you can pull with relative ease -- if necessary get help!

### **PHYSICAL FITNESS**

One of the main objectives of the Physical Fitness Program is to lessen the frequency and severity of employee injuries by increasing the muscular stress and physical stamina of the body. To fulfill this objective, the intent of the phases and steps of the program must be understood by all participants.

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The Physical Fitness Manual, like most Operations Manuals, is intended to be reread periodically.

- Are you doing all aspects of the program in the manner intended?
- Do you follow the program warm-up procedures?
- Do you follow the prescribed exercises as illustrated?
- Do you have a proper attitude and approach toward the program?
- Do you follow prescribed cooling down procedures?
- Do you have proper exercise shoes, etc.?

If you are in doubt about any aspect of the program, reread and follow the manual. It's your body, treat it right.

See Physical Fitness Manual.