

# PHOENIX FIRE DEPARTMENT

## Volume 1 – Management Procedures

### SAFETY MANAGEMENT SYSTEM

<b>M.P. 110.15</b>	<b>Date Revised: 08/25</b>
This policy is for internal use only and does not expand an employee's legal duty or civil liability in any way. This policy should not be construed as creating a duty to act or a higher duty of care with respect to third-party civil claims against employees, the Phoenix Fire Department (PFD) or the City of Phoenix. A violation of this policy, if proven, can only form the basis for non-judicial administrative action by the employer in accordance with the laws and rules governing employee discipline.	
Related Policies:	

#### **PURPOSE**

The purpose of this procedure is to establish guidelines for the organization and operation of a Safety Management Program for the Phoenix Fire Department.

#### **POLICY**

It is the policy of the Phoenix Fire Department to provide the highest level of safety and health for all members. The prevention and reduction of accidents, injuries and occupational illnesses are goals of the Fire Department and shall be primary considerations at all times. This concern for safety and health applies to all members of the Fire Department but also others who may be involved in Fire Department activities.

The Phoenix Fire Department shall make every reasonable effort to provide a safe and healthy work environment, recognizing the dangers involved in the types of service we deliver. All members shall operate with heightened concern for safety and health. Appropriate training, supervision, procedures, program support and review shall be provided to achieve specific safety and health objectives in all functions and activities.

#### **SAFETY STRATEGY**

The Phoenix Fire Department shall operate a Safety Program to eliminate accidents, injuries, toxic and infectious exposures as well as damage to equipment and facilities. The basic safety strategy shall be:

- Reduce the likelihood of sustaining accidents and injury by maintaining a work force that is physically and mentally fit.
- Provide high-quality, state-of-the-art equipment and protective clothing.
- Conduct regular safety inspections of worksites and equipment.
- Keep all department members well informed of the status of safety programs and issues, and up to date on departmental safety performance.
- Observe safety performance and provide feedback.
- Ensure effective treatment and rehabilitation services are provided to department members.
- Collect and analyze accident, injury and exposure information.
- Coordinate with appropriate sections to formulate specific action plans to improve safety.

## **DEPARTMENT SAFETY OFFICER**

The Department Safety Officer shall be responsible for managing the department's safety program. The Safety Officer duties shall include:

- Provide for safety at incident scenes.
- Produce safety posters, bulletins and newsletters.
- Provide input on equipment and protective clothing safety.
- Ensure all accidents, injuries and exposure are investigated.
- Maintain accident, injury and exposure statistics.
- Review supervisor accident and injury reports and report trends to the Fire Chief and the Executive Team.
- Make recommendations to reduce or eliminate accidents and injuries.
- Provide all sections support and recommendations for safety education for department members.

## **FIRE DEPARTMENT SAFETY SECTION**

The Fire Department Safety Section shall provide policy guidance pertaining to health, fitness and safety issues. This Section will keep Safety in the forefront of everything we do, keep it fresh to our members and obvious in its exhibition throughout our facilities. This mission is not just about safety messages. The Section will identify trends, identify department-wide roles and responsibilities, develop a plan, implement, review, and revise the plan. If during this process training needs are identified, recommendations will be made to the RBO Training Committee.

During this process, the Safety Section will make recommendations to the following sections who are responsible for implementation.

- Human Resource – To address policy violations and the disciplinary processes.
- Training – Develops, schedules and implements preventative, continued, and remedial training.
- Personnel – Any issues potentially affecting terms of employment, pay, or benefits.
- Health and Wellness Center – Injury related issues and trends.
- Operations – High risk concerns, location specific issues, recurring safety issues at specific locations, stations, or units.
- ERSO – Oversees any staffing requirements and needs and ensures scheduled training is maintained in Telestaff.
- Command Training Center – Coordinates units out of service when needed for crew training.

The Department Safety Officer reports to the Fire Chief and the Executive Team during scheduled departmental meetings, as needed, and as requested, on the impact and implementation of the Safety Program and on the effectiveness of any specific program actions.

The Safety Section also acts as a fact-finding and review agency with the authority to cause immediate corrective action when any hazardous condition or practice is detected.

The Safety Section shall:

- When appropriate, establish subcommittees/work groups.
- Assign subcommittee projects.
- Review the effectiveness of safety activities.

- Develop a plan to implement safety procedures.

## **SUBCOMMITTEES AND WORK GROUPS**

When specific issues arise that the Safety Officer believes requires coordinated input, The Department Safety Section shall establish subcommittees and work groups to address specific safety issues. Subcommittee/work group members shall be appointed by the Department Safety Officer. Labor representatives will be those chosen by the Local 493 Union President and who are assigned within the respective sections.

The roles of the subcommittee/work groups are to initiate and implement accident and injury prevention procedures, review accident and injury reports, and to perform work assigned by the Department Safety Officer, the Fire Chief, or the Executive Team.

The following standing subcommittees/work groups shall meet on a regular basis.

## **VEHICULAR SAFETY/COLLISION REVIEW COMMITTEE**

The Vehicular Safety/Collision Review committee shall address vehicular safety issues. Responsibilities include:

- Establish and review vehicular safety procedures.
- Provide safety input on design of apparatus to the apparatus committee.
- Assist driver training officer with driver safety education/training.
- Review vehicular collision reports.
- Make recommendations to appropriate sections for corrective action. ~~Safety Committee~~.
- Develop intervention methods.
- Coordinate intervention programs with subcommittees/work groups and sections.

This committee will review accidents as presented by the Safety Section. These case reviews will look at the following standard items for each accident in order to determine appropriate action:

- Contributing factors
- Variables, such as weather or extenuating circumstances
- Warning notifications and/or Departmental Communications SOP changes
- Facility, apparatus, or equipment changes
- Educational and/or training needs
- Retraining, as required
- Referral to disciplinary process

Recommendations will be made based on available facts and information. If said facts or information are inadequate, further inquiry will be made by the committee (directly or indirectly) to improve the understanding of events leading to the mishap in question. This analysis will take place prior to final recommendations being made by the committee. Said recommendations will then be forwarded by the Safety Officer to the necessary supervisors for implementing the actions to be taken.

### **WORK GROUP MEMBERS**

- Department Safety Officer, Chairman
- Driver Safety Officer

- Designated Operations District Commander
- Director of Training
- Driver's Training Division Chief or designee
- Fleet Management Division Chief
- Firefighters Local 493 Representatives
- Human Resources Deputy Chief or designee

## **WORK PLACE SAFETY WORK GROUP**

The Work Place Safety work group shall address work place safety issues. Responsibilities include:

- Develop and review work place safety procedures.
- Coordinate work place safety inspections.
- Review accident and injury reports from all non-emergency scene operations (including physical fitness injuries).
- Make recommendations to Safety Section.
- Develop intervention methods.
- Coordinate intervention programs with subcommittees/work groups and sections.

This work group will review injury and exposure cases as presented by the Safety and health and Fitness Sections. These case reviews will look at the following standard items for each injury or exposure in order to determine appropriate action:

- Contributing factors
- Variables, such as weather or extenuating circumstances.
- Warning notifications and/or Departmental Communications SOP changes.
- Facility, apparatus, or equipment changes.
- Educational and/or training needs Retraining, as required.
- Referral to disciplinary process.

Recommendations will be made based on available facts and information. If the facts or information presented is inadequate, further inquiry will be made by the committee (directly or indirectly) to improve the understanding of events leading to the mishap in question. This analysis will take place prior to final recommendations being made by the work group. Recommendations will then be forwarded by the Safety Officer to the necessary supervisors for implementing the actions to be taken.

## **WORK GROUP MEMBERS**

- Department Safety Officer
- Safety Data Analyst
- Resource Management Division Chief or designee
- District Commanders
- Field Services Division Chief or designee
- Health Center Deputy Chief and staff
- Infection Control Officer
- Toxic Exposure Officer
- Firefighters Local 493 Representatives

The following work groups will meet as necessary to ensure oversight of safety in their respective areas.

## **OPERATIONS SAFETY WORK GROUP**

The Operations Safety work group shall address issues pertaining to safety at fireground, hazmat and emergency medical incidents. Responsibilities shall include:

Develop review and revise safety procedures.

Review accident and injury reports from emergency scene operations.

Make recommendations to the Safety Committee.

Develop appropriate intervention methods.

Coordinate intervention programs with appropriate sub-committee's/work groups and sections.

Review "Near Miss" reports and make recommendations

### **WORKGROUP MEMBERS**

- Operations Safety Deputy Chief\* Chairman
- North District Commander
- Shift Commanders
- Resource Management Deputy Chief
- Training Deputy Chief
- Health Center Deputy Chief
- Firefighters Local 493 Representatives
- Department Safety Officer

## **HEALTH AND MEDICAL WORK GROUP**

The Health and Medical work group shall address issues related to all members physical fitness standards compliance and health and wellness programs. Responsibilities include evaluation of and specifications for:

- Medical standards and physical examination programs.
- Physical performance standards and evaluation procedures.
- Exposure management of toxic substance/infectious disease.
- Physical fitness programs
- Review Physical fitness accident and injury statistics.
- Develop intervention methods.
- Coordinate intervention programs with subcommittees/work groups and sections.
- Manage OSHA SCBA FIT Testing requirements/standards/data.

### **WORK GROUP MEMBERS**

- Health Center Deputy Chief, Chairman
- Health Center Staff

- Infection Control Officer
- City Safety Representative
- Toxic exposure officer
- Firefighters Local 493 Representatives

## **PROTECTIVE CLOTHING AND EQUIPMENT WORK GROUP**

The Protective Clothing and Equipment work group shall address protective clothing and equipment issues. Responsibilities include evaluation of and specifications for:

- Self-Contained Breathing Apparatus
- Physical training uniforms
- Station uniforms
- Turnout gear
- Safety equipment

### **WORK GROUP MEMBERS**

- Resource Management Deputy Chief, Chairperson
- Department Safety Officer
- Resource Management R & D Staff Captain
- Resource Management Protective Clothing Staff Captain
- Safety Deputy Chief, Operations
- Training Deputy Chief
- Firefighters Local 493 Representatives

## **PROFESSIONAL STANDARDS/SIGNIFICANT INJURY SUBCOMMITTEE**

The Professional Standards/Significant Injury Subcommittee is an ad hoc committee formed for the purpose of reviewing and reporting on severe or unusual accidents and injuries. The Subcommittee shall be convened at the request of the Fire Chief and shall submit their findings to the Fire Chief.

## **INVESTIGATION REVIEW PROCESS**

Cases involving extensive equipment and/or property damage or serious injury shall be reviewed by the Safety Officer and/or the Vehicular Safety Collision Review Work Group.

The purpose of this review is to determine factors contributing to the accident/injury ~~occurred~~ and the suggested actions necessary to eliminate future occurrences. When conducting fact-finding the supervisor shall:

1. Provide a brief description of the accident.
2. Identify the specific act or action that caused the accident/injury (using axe without gloves, driving too fast for conditions, etc.).
3. Inspect equipment, accident site, or other items related to the cause of accident/injury.
4. Identify unsafe condition(s) that caused the accident/injury (vehicle brake failure, water on streets, etc.).
5. Identify other contributing factors (time of day, fatigue, etc.).

6. Identify procedures that apply.
7. Identify new procedures or equipment that could eliminate or reduce the severity of future incidents.
8. Specify actions that will be taken to eliminate the occurrence of similar future accidents or injuries.
9. Provide a simple diagram of vehicular accidents indicating streets, intersections, direction of travel and vehicle locations.
10. Take direct action to eliminate hazards and affect safety attitudes.

The Performance Auditors may also assist in gathering information for further review.

## **SAFETY REVIEW PROCESS**

This process is intended to provide the necessary communications and feedback to improve the safety behavior of firefighters in the Phoenix Fire Department. Such a process will utilize fact-finding, peer review, safety analysis, and policy change in order to provide quality control for departmental safety. The intent is to reduce accidents, injuries, and exposures. The process will establish a review cycle that will provide information to improve standard operating procedures, safety program applications, training methods, and fireground practices.

When significant on-duty accident, injury or exposure happens, the on-duty Safety Officer will ensure that a fact-finding effort is made to collect pertinent information concerning the mishap. This information along with required documentation for the file will be forwarded to the Safety Section or the Health and Fitness Section for review. Based on that review, appropriate cases will be sent to the Operations Safety Work Group for evaluation.

The Operations Safety Work Group will evaluate all available facts and information. Then they will determine appropriate action (if any) decide whether to meet with the individual(s) or the crew(s) involved in the accident, injury, or exposure prior to further recommendations being made. Such a meeting is intended to acquire a better understanding of the event and to find out from those involved what is needed to correct or prevent a recurrence of the mishap. This additional information will be returned to the Operations Safety Work Group to make a final determination. From that determination will come recommendations to improve SOPs or training methods. These recommendations will also address the need to provide additional training for those involved in the incident. An alternate method for gathering additional information, when a face-to-face meeting is not feasible, is to send a fact-finding packet to those involved in the accident, injury or exposure. This information will be returned to the Operations Safety Work Group and processed in order to provide recommendations in the manner described above.

The Performance Auditing section may also be asked to gather information regarding the incident for further review.