



WACO FIRE

DEPARTMENTAL SAFETY PLAN

Table of Contents:

I.	<u>Safety Policy Statement</u>	4
II.	<u>Introduction</u>	5
III.	<u>Definitions</u>	5
IV.	<u>Safety Responsibility</u>	6
	<u>Departmental Responsibilities</u>	6
	<u>Departmental Safety Officers' Responsibilities</u>	7
	<u>Supervisors' Responsibilities</u>	7
	<u>Employees' Responsibilities</u>	7
V.	<u>Safety Analysis</u>	8
VI.	<u>Record-Keeping</u>	8
	<u>Department Record Keeping Responsibilities</u>	8
	<u>Locations of Records</u>	9
	<u>Federal Record Keeping Requirements</u>	9
	<u>Incident Records</u>	9
	<u>Departmental Safety Meetings and Training</u>	9
VII.	<u>Education & Training</u>	10
	<u>Safety Training Evaluation</u>	10
	<u>Safety Training Integration</u>	10
	<u>New Employee Safety Orientation</u>	10
	<u>Safety Meetings and Training Requirements</u>	10
VIII.	<u>Employee Safety Suggestions</u>	11
IX.	<u>Incident Response, Reporting, & Documentation</u>	11
	<u>Incidents Requiring Medical Attention</u>	11
	<u>Risk Management Notification</u>	12
	<u>Incident Reporting Procedures</u>	12
	<u>WFD Safety Committee</u>	13
X.	<u>Self-Audit & Safety Assessment</u>	14
	<u>Annual Formal Self-Audit</u>	14
	<u>Facility, Worksite, Equipment, and Tool Assessment</u>	14
	<u>Vehicle Assessment</u>	14

XI.	<u>Program Review & Revision</u>	15
	<u>Department Program Review and Revision</u>	15
	<u>Annual Review</u>	15

Table of Attachments:

- I. Employee Safety Suggestion form
- II. Quarterly Incident Analysis form
- III. Job Safety Analysis Form
- IV. Incident Prevention Planning 12 Month Planning Char
- V. Training Report
- VI. New Employee Safety Orientation form
- VII. Employee Incident Report form
- VIII. Supervisor Incident Report form
- IX. Citizen Incident Report form
- X. Incident Reporting Procedures Flowchart
- XI. Safety Assessment form
- XIII. Safety Program Review form



John D. Johnston
Fire Chief
1016 Columbus Ave.
Waco, Texas 76701
254/750-1740
Fax 254/750-1769

WACO FIRE DEPARTMENTAL SAFETY PLAN

I. SAFETY POLICY STATEMENT

The City Manager has tasked each City of Waco department to institute an effective safety program. Therefore, the Waco Fire Department has committed to establish and maintain a safe and healthy environment for our employees and the public through the implementation of an effective Departmental Safety Plan. Our plan will provide a systematic way to minimize incident frequency and severity, contribute to positive morale, effectively maintain city resources, and increase operational efficiency.

The following concepts are integral to the success of the Departmental Safety Plan. All Waco Fire Department employees are responsible for applying these concepts to each task and must work together as a team to achieve effective implementation.

1. The safety of employees will receive high priority in achieving objectives and goals.
2. Safe work methods always take precedence over expediency.
3. Incident prevention and efficient performance go hand-in-hand.
4. Safety must be integrated into every job task.
5. Safety is a team effort. Managers and supervisors are accountable for the proper training and supervision of their employees. Employees are responsible for following the rules and for working in a safe manner at all times.
6. Every effort will be made to reduce the frequency of losses that result in injury and suffering, property damage, and interruption of our service to the public.

I encourage each Waco Fire Department employee to play an active role in the safety program.

Thank you all for your contributions of service to the public.

John D. Johnston
Chief

DATE _____

II. INTRODUCTION

- A.** The Waco Fire Department (WFD) Departmental Safety Plan (hereafter referred to as the DSP) is designed to minimize hazardous exposure to each employee and the public we serve. The DSP is written in adherence to the City of Waco Incident Prevention Plan (hereafter referred to as the Plan.)
- B.** Remember, **no hazard is too small to be corrected before someone is hurt.**
- C.** Correct or report all unsafe conditions and unsafe practices that you observe to your supervisor. Report all incidents at once. (See Attachment #1)
- D.** Compliance with the DSP is a condition of employment. Disregard for accepted safety rules will result in disciplinary action, up to and including discharge from employment.
- E.** This DSP is designed to address safety issues for all employees. However, Chapter 143 of the Texas Local Government Code for civil service employees, civil service regulations or any collective bargaining agreement will take precedence.
- F.** Questions and requests for additional information relative to the contents of the DSP should be directed to your supervisor and/or the Departmental Safety Officer (DSO).
- G.** The DSP is designed to apply to every work condition and work area.

III. DEFINITIONS

- A.** *Corrective actions*-actions taken to minimize or eliminate an unsafe condition. Corrective actions can be taken through engineering or administrative controls. The Fire Chief or his designee approves and implements all corrective actions related to the DSP.
- B.** *Engineering Controls*-engineering controls may include, but are not limited to machine guards, ventilation, enclosure, and isolation and are built into a process to effect safety.
- C.** *Exposure*- the state of the body coming in contact with a foreign substance, such as hot or cold weather, chemicals, radiation, blood borne pathogens, and infectious diseases. Routes of exposure can include inhalation, ingestion, absorption, skin contact, or injection.
- D.** *Incident*- an occurrence that results in an injury, exposure, property damage, or near miss.
- E.** *IPP*- Incident Prevention Plan

F. Injury- an incident that results in bodily harm. Injuries include, but are not limited to sprain/strain, cuts, bruises, scrapes, bone fractures, and fatalities.

G. Near Miss- an incident that does not result in injury, exposure, or property damage. Near miss reports are encouraged to prevent future injury, exposure, and property damage.

H. Preventable Incident- the National Safety Council defines a preventable incident as any incident that results in property damage or personal injury in which the employee in question fails to exercise every reasonable precaution to prevent the incident. This is regardless of who was injured, what property was damaged, the extent of the injury or damage, or where the incident occurred.

I. Property damage- an incident that results in damage to public or private property.

IV. SAFETY RESPONSIBILITY

A. The **City Manager** has endorsed the City of Waco Incident Prevention Plan (IPP) and encourages every employee to make a commitment to safety.

B. The **Fire Chief** is responsible for the establishment of an effective departmental safety plan (DSP).

C. The **City Safety Coordinator** is responsible for coordinating safety activities throughout the city, including receiving and assessing safety concerns of city employees. When work practices disregard accepted safety rules and threaten the safety and health of employees or citizens, the City Safety Coordinator has the responsibility to make suggestions to expedite safer conditions.

D. **All WFD employees** are responsible for complying with the standards set forth in the DSP. Report any known safety deficiency to your department director, supervisor, DSO, or City Safety Coordinator.

E. Departmental Responsibilities

1. WFD shall provide a place of employment that is free from recognized hazards that could result in incidents and ensure employees follow accepted safety rules. However, employees must recognize that there are certain conditions on the emergency scene that will involve some degree of risk in the protection of citizens or property. Each scene warrants different circumstances and therefore it is up to the Incident Commander (IC) or Officer-in-Charge (OIC) to determine what is an acceptable level of risk to mitigate the incident.
2. Use a job safety analysis to create safer work procedures for recognized hazardous tasks – refer to attachment III.
3. Implement an effective DSP, utilizing the guidelines set forth in the IPP.

4. Utilize civil service regulations and collective bargaining as applicable.
5. Utilize current industry safety standards, if applicable.
6. The Training Division will be responsible for teaching safety procedures and researching changes in the industry, which could affect safety practices.
7. Ensure that all incidents are documented and reported in accordance with the Plan.
8. All rules and regulations shall be followed to help the WFD achieve a safe working environment.

F. Departmental Safety Officers' Responsibilities

1. Provide support and information to other departmental employees in initiating and following the departmental plan.
2. The DSO is responsible for training and communicating any known safety hazards to WFD employees.
3. Coordinate with the city safety coordinator on the departmental plan.
4. Review incident reports and recommend corrective actions.
5. With the department director's approval distribute safety alerts, conduct safety meetings, and maintain records as necessary for the Plan.
6. The DSO will assist in creating policy or SOP's that promote safety.
7. Review, and revise if necessary, the DSP and/or department policy.
8. Ensure that employees are abiding by policy that promotes safety.
9. With the department director's approval distribute safety alerts, conduct safety meetings, and maintain records as necessary for the Plan.

G. Supervisors' Responsibilities

1. It is the supervisor's job to ensure that employees are abiding by policy that helps promote safety.
2. Ensure that each new departmental employee receives a departmental safety orientation before beginning work or operating city equipment.
3. Ensure appropriate safety equipment and protective devices are properly used for each job.
4. Document and report all incidents as required by the Plan and/or the departmental plan.
5. Recognize hazards and communicate them to their crew and to the DSO.
6. Conduct inspections of their fire stations or assigned work area.
7. Assist with the DSO in training that helps promote safety.
8. Instruct employees regarding consequences for violations of safety rules.

H. Employees' Responsibilities

1. Each employee is responsible to abide by all rules whether they are verbal or written policy.
2. Help promote safety.
3. Report unsafe conditions that you discover to your supervisor, department director, DSO, or city safety coordinator.
4. Check equipment prior to operation to ensure it's safe to operate.

5. Use all safety equipment and personal protective equipment required for your job.
6. Operate only equipment you have been authorized and instructed to safely use.
7. Lift and handle material properly: use your legs and not your back, grasp each load firmly, keep the load close to your body, and keep your back as straight as possible while lifting and lowering the load.
8. Do not modify any safety features.
9. Look for, report and eliminate any trip, fall or slip hazard.
10. Do not engage in horseplay.
11. Immediately report all known incidents to a supervisor. If injured, notify a supervisor and seek immediate medical attention.
12. Notify supervisor of any safety hazards that are discovered.

V. SAFETY ANALYSIS

A. Risk Management will complete a trend analysis by quarterly reviews of the previous 24 months of incident report forms, assessment reports, employee safety suggestions, injury data from the workers' compensation carrier, property damage reports, liability claims, and TWCC-1 forms (subject to privacy laws and city policies), to identify possible trends in incidents and/or unsafe conditions.

B. Risk Management will distribute the results of the analysis upon completion.

C. The DSO and/or the supervisors will inform departmental employees of trends and hazard exposures that pertain to the department and city. Trends of incidents or hazard recurrences will be the focal point for departmental corrective actions and employee training.

D. Special emphasis shall be given to positive trends. Positive trends tell employees what is going well and reinforces the behavior causing favorable analysis.

E. The DSO or supervisor will, if necessary, outline corrective actions and employee training within 30 days of receiving statistical analysis from Risk Management. A timeframe will be included with the outline for beginning corrective actions and employee training. The supervisor or DSO will follow up with necessary measures to ensure negative trends and hazard exposures are abated.

VI. RECORD-KEEPING

A. WFD Record Keeping Responsibilities

1. Document employee safety training.
2. Submit departmental safety training reports to the city safety coordinator.

3. Maintain documents of incidents, employee training, audits, equipment/facility assessments, and any other documentation necessary to ensure the DSP's effectiveness.
4. Provide access to blank employee and supervisor incident report forms.
5. Provide access to blank employee safety suggestion forms.
6. Maintain documentation required by the DSP in the department for a period of three years.

B. Locations of Records

1. Incident records will be maintained at the WFD Training Center.
2. Training records will be maintained at the WFD Training Center.
3. Annual formal self-audit records will be maintained by the DSO.
4. Equipment/facility assessment records will be maintained in each stations log book.

C. Federal Record-Keeping Requirements

Federal law requires that injury/exposure records be segregated from other employee records. The city has designated EHS as the depository for such medical records.

D. Incident Records

1. Employees shall record injuries/exposures, property damages, and near misses on an Employee Incident Report, attachment VII.
2. Supervisors shall record subordinates' injuries/exposures, property damages, and near misses on a Supervisor Incident Report, attachment VIII.
3. No injury documentation with the employees' names shall be maintained within the department.

E. Departmental Safety Meetings And Training

1. Safety training shall be documented.
2. Safety training documentation shall be forwarded to the Safety Office.
3. If written tests are given, missed test questions should show the student's and instructor's initials next to the correct answer. The instructor will give the student instruction about the correct answer before the initials are written.

VII. EDUCATION & TRAINING

A. Safety Training Evaluation

The WFD shall evaluate training needs based upon the previous 24 months of injuries, liability claims, employee safety suggestion forms, assessment forms, and property damage reports.

B. Safety Training Integration

Safety shall be integrated into all training objectives. This effort will ensure employees understand safety is a part of all aspects of their job.

C. New Employee Safety Orientation

Each new employee shall attend a departmental New Employee Safety Training Orientation. Employees shall not be allowed to work or operate equipment before departmental safety orientation is completed and training is documented. (See Attachment VI)

New employee orientation items include but is not limited to the following:

1. Structure and Chain of Command
2. IPP, DSP, Rules, Regulations, Policies, and Procedures
3. Incident Reporting Procedures
 - a) Injury
 - b) Exposure
 - c) Property Damage
 - d) Near-Miss
4. Fire Station Conduct
5. Disciplinary Action
6. Live Fire Training Evolutions
7. Fire Pump Service Testing
8. SCBA Fill Station Instructions
9. SCBA Inspection & Disinfecting
10. Multi-gas Monitoring
11. 2-In/ 2-Out RIT
12. Electrical Emergencies
13. Hazardous Materials: Operations
14. Protective Clothing
15. SCBA Operations
16. Respiratory Fit Testing
17. BLS Protocols
18. Exposure Control Plan
19. Work-related Injury Reporting
20. Hybrid Vehicle Operations
21. WMD Operations
22. General Safety Orientation- Risk Management

23. Staging on Incidents
24. Working in weather extremes
25. Seat Belts
26. Apparatus Backing & close-quarter Maneuvering
27. Safety at Highway/Street Incidents
28. IMS
29. Personnel Accountability

D. Safety Meetings And Training Requirements

1. WFD employees shall document 12 hours of safety training and/or proficiency training as required annually.
2. Employees shall receive training for new equipment, in accordance with manufacturer's recommendations, before being allowed to operate the equipment.
3. Attachment IV can be used to assist in planning for safety education.

E. Proficiency Training

Additional safety training shall be provided to any employee who is observed working in an unsafe manner.

VIII. EMPLOYEE SAFETY SUGGESTIONS

Safety suggestions from employees are sometimes necessary to bring about safer working conditions for yourself and others. Employees shall observe the following guidelines concerning safety suggestions:

1. Obtain an Employee Safety Suggestion Form. (See Attachment 1)
2. Inform your supervisor of your concern and forward a copy to the DSO.
3. The DSO will forward the form to the City Safety Coordinator.
4. If your concern does not receive the attention you feel it deserves within 10 days, forward a copy to the Fire Chief.

IX. INCIDENT RESPONSE, REPORTING, & DOCUMENTATION

A. Incidents Requiring Medical Attention

1. During normal business hours, employees are to notify their supervisor and report to Employee Health Services (EHS) for all non-life threatening injuries or exposures. After business hours, employees are to seek medical attention and

- report to EHS the following business day or by the end of the employee's next shift.
2. The injured employee must report to the nearest emergency medical facility for all injuries or exposures that immediately threaten life, limb, or sight.
 3. The supervisor will arrange for emergency transportation, if required, and accompany the injured employee to the nearest emergency medical facility for all injuries or exposures that immediately threaten life, limb, or sight.

B. Risk Management Notification

WFD shall notify Risk Management as soon as possible of situations that may result in significant monetary loss to the city, or of injuries or exposures that immediately threaten life, limb, or sight, including major incidents involving city employees or citizens. Emergency contact numbers are: risk manager 254-749-4614 (mobile), 254-750-5732 (office); safety coordinator 254-749-4768 (mobile), 254-750-7045 (office).

C. Incident Reporting Procedures

1. All incidents are to be reported to Risk Management as soon as possible but no later than 24 hours after the incident, or during the next shift. Employee and supervisor incident report forms will be forwarded according to instructions on the forms. (See Attachments VII and VIII).
2. Supervisors are responsible for ensuring on-time completion of all employee and supervisor incident report forms. The DSO is responsible for reviewing and maintaining copies of supervisor incident reports to determine if trends are occurring.
3. Incident Reporting Flow
 - a) Employee notifies supervisor as soon as possible after an incident.
 - b) Employee and supervisor complete an employee incident report and supervisor incident report respectively.
 - c) Employee shall be allowed to complete the employee incident report form individually.
 - d) Employee makes a copy of the report for personal records and submits the original employee report to Safety Office located at EHS. The supervisor shall submit the original supervisor report to the DSO.
 - e) The DSO shall:
 - (1) Ensure the supervisor report contains no medical information.
 - (2) Ensure the supervisor report is complete.
 - (3) Review, sign, and date the supervisor report.
 - (4) Make a copy for departmental records.
 - (5) File the copy according to the DSP.
 - (6) Submit the original to the Safety Office.
4. Form Usage
 - a) An employee and supervisor incident report is required to be completed and submitted for all incidents that result in an injury, exposure, or property damage.
 - b) If an incident resulted in a near miss, a supervisor and employee report is encouraged but not required.

5. Completion Time
 - a) Original supervisor incident reports must be forwarded to the Safety Office within 24 hours of notification of the incident or during the next shift.
 - b) Original employee incident reports must be submitted to the Safety Office within 24 hours of the incident or during the next shift. If the employee is unable to complete the employee incident report due to injury or exposure, the employee must submit the report as soon as possible but no later than 24 hours after returning to work.
6. Employee unable to complete an employee incident report
 - a) If extenuating circumstances prevent the employee from completing the employee incident report, the supervisor will state on question 15 of the supervisor incident report, "Employee unable to complete an employee incident report. _____". (State reason).
 - b) Use the blank to have the employee place their mark, initials, or signature to confirm that the supervisor read the supervisor incident report to the employee and the employee understands what is reported about the incident.
7. Incomplete or Incorrect Reports
 - e) Incomplete or incorrect employee incident reports received by the Safety Office will be returned to the employee for correction or completion.
 - f) Incomplete or incorrect supervisor incident reports received by the Safety Office will be returned to the DSO for correction or completion.
 - g) Returned incomplete or incorrect reports shall be corrected and forwarded to the safety office within 24 hours or during the next shift.
8. (See Attachment X -Flowchart) for clarification.

D. WFD Safety Committee

1. The WFD Safety Committee shall convene each quarter to review any departmental incidents. (See Attachment II). The incident review board will meet as needed once per quarter.
2. The goals of the review process for preventable incidents are to:
 - a) Find root causes.
 - b) Identify trends.
 - c) Reduce the likelihood of the same types of incidents occurring again.
 - d) Recommend corrective action to prevent recurrence.
3. After the review board determines the preventability of incidents, it shall recommend corrective action(s) and monitor the action(s) taken to prevent recurrence.
4. When reviewing an incident, the review board will:
 - a) Consider available supervisor incident report forms, police investigation reports, insurance investigation reports, witness statements, diagrams, photographs, Risk Management statistical analysis, and other evidence.
 - b) Look at training records to determine if there are any deficiencies.
 - c) Consider departmental history for similar incidents.
 - d) Recommend corrective action to prevent or minimize recurrence of the same or similar incident.
 - e) Recommend corrective or remedial training when warranted.

- f) Make findings known within the department – without the employee’s name – to promote prevention.
 - g) Forward findings and recommendation(s) to the Fire Chief, the Risk Manager, and the City Safety Coordinator.
5. The Fire Chief will determine all disciplinary action required for individuals, if any.

X. SELF-AUDIT & SAFETY ASSESSMENT

A. Annual Formal Self-Audit

1. Formal self-audits will be conducted annually. (See Attachment XIII). Self-audits are an extensive top-to-bottom evaluation of: the DSP, training, incidents, property damage, liability claims, safety committee procedures, equipment usage, work areas, work practices, job sites, and asset assessment procedures.
2. The annual self-audit shall be completed every January.
3. The self-audit will list the hazards, corrective actions, person responsible for correction, and the date for correction.
4. All annual self-audit documentation shall be forwarded to the DSO who will forward to Risk Management.
5. Each facility/station shall keep a copy for their record management system.
6. Once corrective actions are made, the department will send written notice the DSO and to Risk Management. Follow-up assessments shall be conducted within 30 days to ensure corrective actions are effective.
7. If corrective actions are not possible within the prescribed time, written notice shall be made to the DSO and Risk Management. Written notice is due no later than one week after the correction completion date. Include an explanation as to why the corrective actions have not been completed and outline implementation plans for the corrective actions.

B. Facility, Worksite, Equipment, and Tool Assessment

1. Employees shall conduct daily assessments of their work area and equipment in accordance with the DSP and manufacturer’s recommendations. Employees are also responsible for documenting and notifying their supervisor of any identified hazard. Employees are responsible for abiding by any policy that ensures their safety. (See Attachment XI)
2. Discrepancies are to be corrected immediately. If this is not possible, the assessment item is to be scheduled for maintenance or replacement.

C. Vehicle Assessment

1. All vehicles shall be assessed thoroughly by the driver before use. Documentation should be done as per SOP 602.0.

2. If a safety discrepancy is annotated in the Firehouse Maintenance section, the vehicle is to be taken out of service until the deficiency is corrected.
3. All discrepancies not repairable through operator maintenance shall be annotated and scheduled for maintenance.

XI. PROGRAM REVIEW AND REVISION

A. Department Program Review and Revision

1. Upon revision of the Plan, WFD safety committee shall reevaluate the DSP. Changes shall be made by the Fire Chief and forwarded to the City Safety Coordinator to reflect the revised Plan. (See Attachment XIII)
2. Employees shall be instructed of revisions to the DSP.

B. Annual Review

FY _____	Date: _____	Performed By: _____
FY _____	Date: _____	Performed By: _____
FY _____	Date: _____	Performed By: _____
FY _____	Date: _____	Performed By: _____
FY _____	Date: _____	Performed By: _____