

	Standard Operating Procedure: Person 5	
	Subject:	Health and Safety
	Effective Date:	December 1, 2022
	Revision Date:	July 1, 2024
Director:		<i>Michael Fowler</i>

Purpose:

To establish safety practices for personnel.

I. PROCEDURES

Preventable accidents resulting in personal injuries, damage to property, and equipment are unnecessary.

- The safety of employees and the public are the Department of Public Safety's (FCDPS) priority.
- Safety procedures shall take precedence over expediency or shortcuts.
- Personnel are responsible for their own personal safety; however, a supervisor is ultimately responsible for the safety of those assigned to them.
- It is the responsibility of management to provide safe equipment, tools, and apparatus to perform the various services within the FCDPS mission.
- Personnel are expected to adhere to all Standard Operating Guidelines (SOGs) that impact areas of safety and health.

II. INJURY REPORTING AND SUPERVISORY RESPONSIBILITIES

- Immediately report all injuries to a supervisor (Volunteer Chief, Rescue Captain, or Shift Management Team (SMT) member for career staff).
- Ensure medical care is provided if warranted and transport to the closest appropriate medical facility. If warranted, complete a patient care report and obtain a refusal for any significant injuries where treatment and/or transport is refused.
- Report all injuries to the nurse hotline – 1-888-770-0925.
- Information regarding the nurse hotline, injury reporting, and the temporary prescription form can be found on the Public Safety website [Company Nurse | Franklin County, VA \(fcpublicsafety.com\)](http://Company Nurse | Franklin County, VA (fcpublicsafety.com)).
- The on-duty SMT member shall notify the Deputy Chief of Operations and Administrative Manager within 24 hours of any significant injury. Minor injuries can be reported through the daily Captains report.

- Career Staff shall also report any job-related injury to the Human Resources Director via the department phone at 540-483-6667.
- Attached to this SOG is the Franklin County Panel of Physicians form for job related injuries.

III. DAILY INSPECTIONS

- Apparatus, equipment, and protective clothing shall be inspected daily and maintained in a safe, sanitary, and reliable condition in accordance with appropriate FCDPS and manufacturer guidelines.
- Apparatus, equipment, and protective clothing found damaged or defective rendering it unsafe to operate or use shall be removed from service immediately. Report all deficiencies to the SMT.

IV. PERSONAL PROTECTIVE EQUIPMENT

- Personnel should wear full and proper protective clothing when responding to or engaging in any operation or incident where there is a risk of injury or exposure to hazardous and infectious fluids.
- Proper eye and face protection shall be worn to prevent eye injury or exposure due to particles, projectiles, hazardous, and infectious fluids.
- Protective footwear (issued black hard-toed shoes or steel-toed boots) shall be worn at all times, which includes while riding in apparatus and other vehicles. Authorized alternative footwear may be worn only while actively engaged in physical fitness training or downtime at the station.
- Self-Contained Breathing Apparatus (SCBA) shall be worn when engaged in any operation where employees may be exposed to immediately dangerous to life or health (IDLH) or oxygen-deprived atmospheres. Employees shall follow the procedures found in the FCDPS's Respiratory Protection Program Manual regarding all other operational environments.
- Appropriate protective measures and equipment shall be utilized when in contact with persons known or suspected of having infectious diseases.
- Full protective clothing or traffic vests shall be worn when operating in or near the roadway.
- Contaminated PPE shall not be worn in the living areas in stations and passenger areas of vehicles. Contaminated PPE shall be bagged on the scene and transported in an exterior compartment to a station where the PPE can be cleaned using one of the department's PPE extractors. For more information on PPE and procedures for exposure, refer to the Exposure Control SOG.

V. PERSONAL PROTECTIVE EQUIPMENT INSPECTIONS

- Pursuant to NFPA 1500 7.1.6, SMTs shall annually inspect the PPE of personnel assigned to their shift during the month of October using the PPE inspection form in ESO. Volunteer agencies should determine their own in-house policy for annual gear inspections.

VI. USE OF SELF-CONTAINED BREATHING APPARATUS (SCBA)

SCBA shall be “used” by all personnel operating:

- Inside structures that have been on fire or are experiencing a fire. The SCBA shall be worn during all phases of the operation up to and including suppression, overhaul, and the investigation (with exceptions as noted in section c).
- Outside of structures that have experienced a fire. The SCBA should be worn when outside of the structure if the firefighter is in close proximity to or where smoke or burnt material from the structure may be inhaled due to wind direction.
- Fire investigation personnel will occasionally enter a fire structure before overhaul for various investigative functions. During these times the investigator shall wear an SCBA. Once overhaul is completed and the scene is relinquished to the investigation team, every effort will be made to wear an SCBA when practical. It is understood that some investigative functions require unobstructed vision. The decision of when and what type of respiratory protection will be worn for investigations ultimately rests with the lead investigator by permission of the Incident Commander.
- Above an active fire area.
- When carbon monoxide is present at 30 ppm or greater
- Vehicle fires and dumpster fires.
- O2 levels outside the range of 19.5% and 23%

The use of full turn out gear is required during all fireground and rescue operations. This includes coat, bunker pants, Nomex hood, boots, gloves, helmet and goggles or appropriate approved eye protection, or SCBA when required. This does not include water rescues as turn out PPE should not be worn in the warm or hot zones of a water rescue event.

VII. VEHICLES

Employees who are on duty or on official county business shall be seat belted when driving or riding in any vehicle using an approved manufacturer’s restraint system.

- Vehicle drivers’ operators shall be responsible for ensuring that employees are seated, and seatbelts fastened as designed by the manufacturer before any vehicle is placed in motion.
- During emergency medical services transport, the patient(s) and provider(s) shall be fully seat belted. Providers may remove their seatbelt only if urgent patient care operations are required. Following these cases, it shall be refastened immediately.
- Personal safety takes precedence over donning personal protective equipment (PPE) and/or SCBA while responding to a call. Therefore, if SCBA cannot be safely donned while wearing a seatbelt, employees should wait until arriving at the incident scene before donning their SCBA
- Employees shall not board or depart from any vehicle that is in motion.
- Full turnout gear should be donned before a vehicle is placed in motion in response to emergency incidents. The exception is for drivers/operators. This policy does not apply to personnel on an

emergency medical services unit who should don the appropriate turnout gear after arrival at the incident.

- Whenever a driver and/or operator is out of the driver's seat, the parking or emergency brake shall be used if the apparatus is equipped. Two-wheel chocks should be used on all heavy apparatus; however, wheel chocks are not necessary when the apparatus is parked with the engine off and inside an FCDPS facility.
- Any operation in and around a moving vehicle or trailer should have all parties within sight and/or sound of each other. At a minimum, helmet, work gloves, eye protection, and steel-toed footwear should be worn as well as PPE equipment, vest, or coat specified for working in or near moving traffic.
- A backer shall be used at all times when backing apparatus. Exemptions are for staff vehicles and medic units when the AIC has a patient and there is no other personnel on scene to provide a backer.

VIII. FITNESS PROGRAM

General Requirements:

All career personnel are required to participate in the mandatory fitness program. Volunteers are highly encouraged to participate in a fitness program and can reach out to the Department's Fitness Coordinator for guidance and or assistance. SMTs shall be held responsible for providing time for fitness training and ensuring compliance to this policy. The employee shall always maintain an appropriate level of fitness to perform operational duties.

- Uniformed shift work personnel are required to engage in personal fitness training during their designated 24-hour shift.
- Individuals may be granted exception to fitness training on a day-to-day basis by the SMT for up to three consecutive workdays. Uniformed employees that refrain from fitness training for more than three consecutive shift workdays may be deemed to have a performance issue. This issue may require a fitness for duty evaluation.
- Competitive and/or contact sports while on duty are not allowed as they are not compensable under Workers' Compensation rules.

IX. MENTAL HEALTH AND STRESS MANAGEMENT

Personnel who observe other personnel experiencing or exhibiting physical or psychological reactions from post-traumatic events (PTE's) or other reasons, shall inform a supervisor, a department chaplain and/or refer the member to EAP. Refer to SOG GEN 2 for more information on the chaplain program and services.

Supervisors or incident commanders can activate the chaplain for assistance by requesting a chaplain through the dispatch center.

Examples of PTE's:

- Serious injury and/or death of an FCDPS employee or other emergency personnel.
- Mass casualties.
- Civilian serious injury and/or death resulting from FCDPS operations (e.g., collision of emergency units responding to a call).
- Death and/or violence to a child.
- Loss of life following physically challenging rescue efforts.
- Other signs of concern as determined by the SMT or another supervisor.

Incident commanders can impact on-scene stress management. Command level or line officers minimize the impact of PTE's by limiting exposure of employees. Options include going in service or rotating and/or removing unnecessary employees from direct exposure as the scene permits. Also, consider locating the incident staging location away from incident exposure.

An SMT member may recommend to the chain of command the need to relieve an employee from duty who exhibits signs of concern. This action is neither negative nor punitive. All personnel shall monitor other members for stress, anxiety, or other psychological impairments and report these findings to the appropriate chain of command.

X. ANNUAL PHYSICALS

Public Safety staff shall complete an NFPA 1582 annual physical. Public Safety utilizes the Carilion Occupational Health Center (COHC) located in the Community Hospital at 101 Elm Ave Roanoke VA 24013. To make an appointment, call 540-985-8521.

All Public Safety staff subject to wearing SCBA shall contact the COHC and schedule their physical during their birth month. Physicals are completed off duty and staff will be compensated for up to three hours for the physical. Prior to the physical, staff shall complete the medical questionnaire and bring to the physical. The questionnaire can be found on the Public Safety website under forms for download [Forms | Franklin County, VA \(fcpublicsafety.com\)](#). The COHC will provide additional instructions for the physical at the time the appointment is made. The cost of the physical is covered by Public Safety.

Once the physical is completed, staff shall update their physical certification date in ESO in the Personal Management section under the Medical section. Public Safety leadership receives a qualification letter identifying whether the member is fit or not fit for duty. Personal medical information is not shared with Public Safety leadership. If the member is deemed not fit for duty they will be immediately placed on light duty until they are cleared fit for duty by their primary care physician.



Franklin County Panel of Physicians

The following physicians have been selected to treat Public Safety employees who suffer work-related injuries or illness. If an employee chooses to be treated by a physician other than those listed below, he/she may be responsible for payment of the treatment.

- Carilion Franklin Memorial Hospital**
- Carilion Roanoke Memorial Hospital**
- Velocity Urgent Care-Westlake**
- Medical Treatment is not desired at this time**
I understand this does not preclude treatment in the future for this injury.

Employee Certification

I have been offered the physician panel for treatment of my work-related injury or illness. If I desire treatment at the present time or in the future, I have selected the physician indicated above.

Employee's Name (Print)

Employee's Signature

Date

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The above signature indicates that the claimant received a copy of this form.

On Duty Career Captain
Signature

Date

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This form must be turned in with the injury report to the administrative office manager.
