

# DEPARTMENT OF FIRE AND RESCUE SERVICES



## GENERAL ORDER

150.01



Originating From	Issue Date	Revision Date	Attachments
Administration	05/10/1995	N/A	A-C

**SUBJECT: Safety - DFRS**

**APPLICABILITY: All Personnel**

### POLICY:

Howard County and the Department of Fire Rescue Services (DFRS) are committed to eliminating accidents and maintaining a safe working environment for all personnel. The DFRS establishes this policy to further reinforce Howard County Policy, Risk Management Program, and the County Safety and Health Manual in the areas pertinent to the Fire & Rescue Service.

### 1 GENERAL

- 1.1 All personnel, regardless of rank, should familiarize themselves with the County Safety and Health Manual and Howard County Policy, Risk Management Program.

### 2 SUPERVISORY RESPONSIBILITIES

- 2.1 The Fire Chief shall administer the Department of Fire and Rescue Service's safety program and appoint a Department Safety Officer.
- 2.2 The Safety Officer shall evaluate (and as appropriate investigate) incidents for accurate reporting and preventative action. His/her official duties are to receive the annual safety inspection reports, respond to all major working incidents and function as the fireground Safety Officer. In his/her absence, a safety officer shall be assigned on all working incidents by the Incident Command. Orders issued to anyone (career or volunteer) by the Safety Officer to correct a safety violation or hazard shall be carried out immediately.
- 2.3 Supervisors (all levels, career and volunteer)
  - 2.3.1 Maintain safe work conditions.
  - 2.3.2 Reinforce the need for each employee to use personal protective equipment (PPE).
  - 2.3.3 Maintain tools and equipment in good working order.
  - 2.3.4 Enforce safety regulations.
  - 2.3.5 Assign jobs only to those qualified to execute them safely.
  - 2.3.6 Act immediately and decisively to correct any violation of safety regulations.
  - 2.3.7 Ensure accurate reporting of the incident.

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### 3 EMPLOYEE RESPONSIBILITIES

- 3.1 It is the responsibility of all personnel to check his/her protective equipment on a regular basis and ensure its serviceability at all times. Unsafe equipment shall be reported to his/her immediate supervisor.
- 3.2 Any job related injury or illness, however slight, shall be reported to his/her immediate supervisor within 24 hours.
- 3.3 It is the responsibility of all personnel to act and operate in a safe manner during all activities associated with the Department of Fire and Rescue Services.

### 4 PERSONAL PROTECTIVE EQUIPMENT

- 4.1 The personal protective equipment used by all classified employees and volunteer personnel shall be approved by the Fire Chief and shall be in compliance with OSHA, MOSH and NFPA Standards.
- 4.2 Helmets, bunker coats and pants, boots, gloves, hoods, work shoes, eye protection, and hearing protection, constitute personnel protective clothing.
- 4.3 New purchase items must meet current specifications approved by the Fire Chief.
- 4.4 Older clothing not meeting these specifications shall be phased out as soon as practical.
- 4.5 Helmet face shields are not considered adequate eye protection, safety glasses will be used.
- 4.6 Adjuncts to the PPE (SCBA, Haz-Mat Suits, PFD's, etc.) shall be included when appropriate.
- 4.7 All protective equipment will be used at an incident when operating inside a safety perimeter established by the incident commander. Reduced levels of protective equipment may be determined by the incident commander and safety officer.
- 4.8 Full protective equipment shall be carried on all EMS calls. When operating on EMS incidents personnel shall wear whatever protective equipment is required to afford complete personal protection.

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5 SAFETY INSPECTIONS:

- 5.1 A representative from the Bureau of Life Safety shall conduct a fire station safety inspection annually.
  - 5.1.1 Fire station safety inspections shall be accomplished in the first quarter of the calendar year (Attachment A).
  - 5.1.2 Vehicle inspections shall be completed annually and will be the responsibility of the Battalion Chief in charge of vehicle maintenance (Attachment B).
- 5.2 Each supervisor will complete a personal protective equipment safety inspection for their assigned personnel on the appropriate form.
  - 5.2.1 PPE for career personnel shall be inspected annually in conjunction with the employee's performance evaluation (Attachment C).
  - 5.2.2 PPE for County volunteer personnel shall be inspected annually during the first quarter of the calendar year. The assigned lieutenant shall conduct the inspection, and a record shall be kept in the volunteer station file.
  - 5.2.3 The respective volunteer Chief shall be responsible for PPE inspection of volunteer personnel and shall maintain records in the volunteer station file.

Approved:

Joseph A. Herr  
Fire Chief

**DEPARTMENT OF FIRE AND RESCUE SERVICES  
FIRE STATION SAFETY INSPECTION**

**STATION NUMBER:** \_\_\_\_\_

**DATE:** \_\_\_/\_\_\_/\_\_\_

**Y      N      N/A      HAZARDS NOTED**

**FIRE PROTECTION**

Fire Extinguisher accessible  
Fire Ext. Re-charged/12 mos.  
Exits unobstructed  
Exit signs operable  
Proper electrical fuses/breakers  
Storage near hot/elec. equip.  
Proper storage/ Flam. material  
Fire alarm system tested annually  
Smoke detector in sleeping area  
Sprinkler system(s) tested annually

**HOUSEKEEPING**

Material stored/piled correctly  
Wet or slippery floors/stairways  
Floors - holes, splinters, uneven  
Floors - rugs secured  
Obstructed stairs  
Objects overhead that are dangerous  
Improper lighting or ventilation  
Obstructed walkways  
Waste improperly disposed of  
Hazards in wash or locker rooms

**STATION EQUIPMENT (STATIONARY)**

Vehicle exhaust system  
House generator operates properly  
Defective wiring, grounded equip.  
Defective belts, pulleys, guards  
Oil leakage  
Battery condition, fluid level  
Lawn equipment storage  
Fuel pumps/hoses in good condition  
"NO SMOKING" Signs in fueling area  
Grounded outside antennas

**COOKING EQUIPMENT**

Stove vented to outside  
Stove fan working properly  
All stove features wrkg. properly  
Oven/broiler area - Grease free  
Towels/paper storage near stove

**GROUND**

Defects, hazards-Roadway, Prkg. Lot  
Defects, hazards-Sidewalk  
Yard/Parking lot - clean & orderly

**HAND TOOLS AND MATERIALS (STATION)**

Safety devices defective/missing  
Other tool defects  
Unprotected sharp edges  
Tools/materials improperly placed  
Tools/materials improperly placed  
Improper use of tools/materials  
Electrical hand tools grounded  
Electrical hand tool wire good  
Drive mechanisms properly guarded

**PRESSURE EQUIPMENT**

Check all compressors and steam  
equipment for leaks, wear, etc.  
Do gas and oxygen cylinders have  
safety caps on them?  
Are they stored properly?  
Are the hoses and fittings in good  
condition?

**MISCELLANEOUS**

Condition of in-station ladders  
Is the Lawn tractor PTO safety  
device connected?  
Is the grass deflector attached to  
the lawn mower?  
Supervisors' safety awareness

**TEST RECORDS AVAILABLE**

- |                        |            |
|------------------------|------------|
| 1. Pumper              | 5. Ladders |
| 2. Aerial Apparatus    | 6. Hose    |
| 3. Breathing Apparatus | 7. Rope    |
| 4. Breathing Air       |            |

**COMMENTS**

Inspected by: \_\_\_\_\_

Station Rep.: \_\_\_\_\_







**HOWRD COUNTY  
DEPARTMENT of FIRE RESCUE SERVICES  
Personal Protective Equipment  
Safety Inspection**



Name: \_\_\_\_\_

EID#: \_\_\_\_\_

Inspected by: \_\_\_\_\_

EID#: \_\_\_\_\_

TYPE of INSPECTION

Inspection Date: \_\_\_\_\_

**Routine** \_\_\_\_\_ **Annual** \_\_\_\_\_ **Special** \_\_\_\_\_ **Primary** \_\_\_\_\_ **Secondary** \_\_\_\_\_

Routine: In Station; Annual: Completed with Evaluation; Special: Contaminated or Special Needs

**Ratings: N - New or new condition, G - Good condition, M - Maintenance needed, R - Replace immediately**  
**"Maintenance Needed" and "Replace Immediately" items are to be REMOVED from service.**

<b>TURNOUT COAT (If manufactures date &gt;10 years old - remove from service)</b>	<b>N</b>	<b>G</b>	<b>M</b>	<b>R</b>
Free from rips, tears, cuts and abrasions				
Free of thermal damage (charring, burn holes, melting, discoloring of any layer)				
Hardware is free of damage, intact and attached, trim maintains reflectivity				
Moisture barrier is free of rips, tears, cuts, abrasions, discoloration & thermal damage				
Ensemble fits and coat overlaps pants				
Seams are unbroken with no missing stitches				
Wristlets has elasticity with no stretching, runs, cuts, burn holes				
Label is attached and legible				
Hook and loop closures are functional (Velcro is not worn, burned or matted)				
Liner attachment systems are functional				
No painted or added items on coat				
Presences of hazardous materials				
NFPA Label located in/on item.				
Marked with EID# and in-service date				

<b>TURNOUT PANTS (If manufactures date &gt;10 years old - remove from service)</b>	<b>N</b>	<b>G</b>	<b>M</b>	<b>R</b>
Free from rips, tears, cuts and abrasions				
Free of thermal damage (charring, burn holes, melting, discoloring of any layer)				
Hardware is free of damage, intact and attached, trim maintains reflectivity				
Moisture barrier is free of rips, tears, cuts, abrasions, discoloration & thermal damage				
Seams are unbroken with no missing stitches				
Label is attached and legible				
Hook and loop closures are functional (Velcro is not worn, burned or matted)				
Liner attachment systems are functional				
No painted or added items on pants				
Presences of hazardous materials				
NFPA Label located in/on item.				
Marked with EID# and in-service date				





**HOWRD COUNTY**  
**DEPARTMENT of FIRE RESCUE SERVICES**  
*Personal Protective Equipment*  
**Safety Inspection**



<b>HOODS</b> (If manufactures date >5 years old - remove from service)	<b>N</b>	<b>G</b>	<b>M</b>	<b>R</b>
Inspect for cuts, tears, worn areas				
Loose or open seams				
Discoloration or charring				
Hood not altered in any way				
Fits and interfaces with turnout coat with no gaps				
Elasticity around face opening				
NFPA Label located in/on item.				
Marked with EID# and in-service date				
<b>GLOVES</b> (If manufactures date >10 years old - remove from service)	<b>N</b>	<b>G</b>	<b>M</b>	<b>R</b>
Free from rips, tears, cuts and abrasions				
Free of thermal damage (charring, burn holes, melting, discoloring of any layer)				
Moisture barrier is free of rips, tears, cuts, abrasions, discoloration & thermal damage				
Seams are unbroken with no missing stitches				
Wristlets has elasticity with no stretching, runs, cuts, burn holes (If applicable)				
Presences of hazardous materials				
NFPA Label located in/on item.				
Marked with EID# and in-service date				
<b>EYE PROTECTION</b> (If manufactures date >10 years old - remove from service)	<b>N</b>	<b>G</b>	<b>M</b>	<b>R</b>
ANSI marking "Z.87" on item (Look closely, number is hard to spot on frame)				
No scratches, discoloration of lens (Must have a clear lenses)				
All parts are tight and work (Free range of motion)				
Marked with EID# and in-service date				
<b>BOOTS, SHORT</b>	<b>N</b>	<b>G</b>	<b>M</b>	<b>R</b>
Inspect entire boot for cracks, splits, tears, punctures				
Inspect tread/soles for excessive wear				
Inspect inner lining for excessive wear				
<b>HELMET</b>	<b>N</b>	<b>G</b>	<b>M</b>	<b>R</b>
Helmet markings				
Inspect outer shell for cracks or large chips				
Inspect outer shell for blisters from excessive thermal exposure				
Inspect liner/suspension/ratchet system for function				
Inspect exposed edge of impact cap for blistering from thermal damage				
Inspect for chinstrap and that it is serviceable				
<b>ACCESSORIES</b>	<b>N</b>	<b>G</b>	<b>M</b>	<b>R</b>
Suspenders				
Hearing protection				
Rope, personal				