

DEPARTMENT OF FIRE AND RESCUE SERVICES

	<h1>GENERAL ORDER</h1> <h2>150.14</h2>	
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Originating From	Issue Date	Revision Date	Attachments
Administration	12/20/2004	N/A	N/A

SUBJECT: Health and Fitness Program

APPLICABILITY: All Personnel

POLICY:

The purpose of this policy is to outline a Health and Fitness Program (HFP) for members who are involved in rescue, fire suppression, emergency medical services, hazardous materials operations, special operations, and related activities.

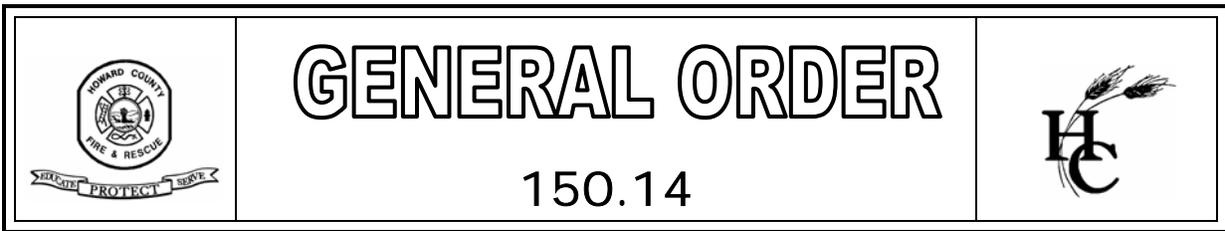
Implementation of this program will assist in promoting an improved quality of life for each member, increasing their ability to perform occupational activities and to demonstrate the traits and capacities normally associated with emergency services activities.

The HFP is not intended to establish physical performance criteria.

1 **DEFINITIONS**

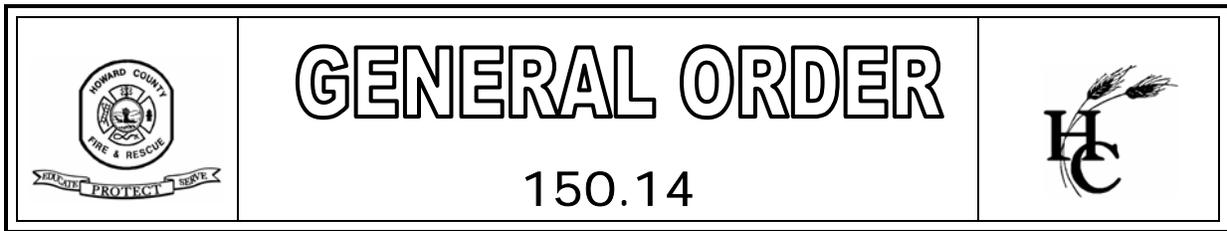
- 1.1 An **annual physical** is an annual examination performed or directed by The Howard County Department of Fire and Rescue Services (DFRS) licensed health care provider.
- 1.2 A **communicable disease** is a disease, sometimes known as a contagious disease that can be transmitted from one person to another.
- 1.3 **Confidential data** is information organized for analysis or used as the basis for decision making that is communicated only in a restricted manner.
- 1.4 A **debilitating illness or injury** is a condition that temporarily or permanently prevents a member from engaging in normal duties and activities as a result of the illness or injury.
- 1.5 The DFRS **fitness coordinator** is the person who, under the supervision of both the medical director and the DFRS Health and Safety Officer, has been designated by the department to coordinate and be responsible for the health and fitness programs of the department.
- 1.6 A **Health and Fitness Program (HFP)** is a comprehensive program designed to promote the member's ability to perform occupational activities with vigor.

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- 1.7 The DFRS **Health and Safety Officer** is the member of the department assigned and authorized by the Fire Chief as the manager of the department's safety and health programs.
- 1.8 The DFRS **health database** is a compilation of data that relates to the health experience of a group of individuals and is maintained in a manner such that it is retrievable for study and analysis over a period of time.
- 1.9 **Health promotion** is the presentation of preventive activities that identify real, and potential, health risks in the work environment. Health promotion also informs, motivates, and otherwise helps people to adopt and maintain healthy practices and lifestyles.
- 1.10 A **licensed health care provider (LHCP)** is the contractual organization used to provided medical, health, and wellness services for Howard County.
- 1.11 The **medical director** is the licensed doctor of medicine or osteopathy who has been designated by the DFRS to provide professional expertise in the areas of occupational safety and health as they relate to emergency services.
- 1.12 The **Member Assistance Program (MAP)** is a generic term used to describe the various methods used by DFRS for the control of alcohol and other substance abuse, stress, and personal problems that adversely affect member performance.
- 1.13 An **occupational injury** is an injury sustained during the performance of the duties, responsibilities, and functions as a DFRS member.
- 1.14 A **peer/group fitness trainer** is a department member who has completed a certified exercise fitness trainer program or holds a degree in health fitness. These certifications are known as "Personal Fitness Trainer" or "Group Fitness Trainer". This member will be under the direction of the fitness coordinator when performing duties associated with the HFP.
- 1.15 **Risk** is the measure of the probability and severity of adverse effects. These adverse effects result from an exposure to a hazard.
- 1.16 **Risk management** is the identification and analysis of exposure to hazards, selection of appropriate techniques to handle exposures, implementation of chosen techniques, and monitoring of results, with respect to the health and safety of members.
- 1.17 **Station Fitness Log** is a manual kept in each fitness room that will record the usage of the room and maintenance of the equipment. Each member is responsible for

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signing in the log when using the room.

- 1.18 **Station fitness representative** is a department member that will maintain the fitness room log and equipment at the fire station. This person will monitor the condition of fitness equipment and send maintenance/repair request to the fitness coordinator as needed.

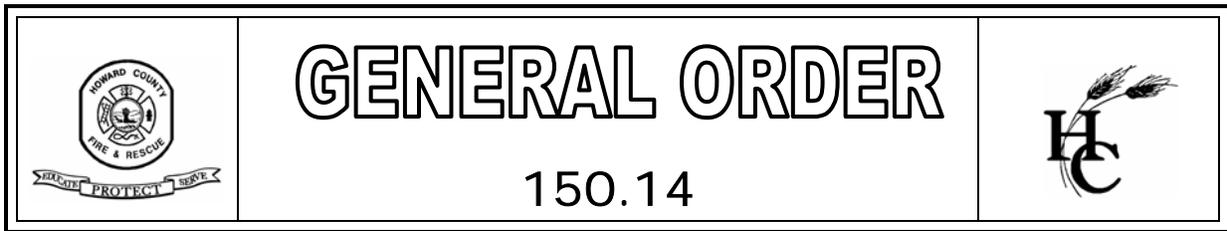
2 HEALTH AND FITNESS PROGRAM OVERVIEW

- 2.1 The Fire Chief will have the ultimate responsibility for the DFRS Health and Fitness Program.
- 2.2 Components of the program will include:
 - 2.2.1 The designation of a qualified DFRS fitness coordinator;
 - 2.2.2 The designation of qualified peer/group fitness trainers;
 - 2.2.3 A periodic fitness assessment for each member;
 - 2.2.4 An exercise and fitness training program that is available to all members;
 - 2.2.5 Education counseling regarding health promotion for all members; and,
 - 2.2.6 A process for collecting and maintaining HFP data.

3 ROLES AND RESPONSIBILITIES

- 3.1 All members (career and volunteer) are encouraged to cooperate, participate, and comply with the provisions of the HFP. However, DFRS requires the structured participation of all career members in the program. Each member will sign in on the fitness log when using the fitness room. All members who participate must have an annual physical before participating.
- 3.2 The fitness coordinator will be the administrator of all components of the HFP. He/she will have access to appropriate educational training and/or a formal certification from a professional fitness organization, relevant educational experience, appropriate academic degrees, completion of course work relevant to the program components, or attendance at workshops related to health and fitness. He/she will be responsible for maintaining the continuing education requirements for all departmental personnel.
- 3.3 The peer/group fitness trainers have numerous responsibilities assisting the fitness coordinator with implementation of the HFP, to include, but not limited to, developing personalized fitness programs for personnel as requested; encourage safety and participation in fitness through guidance and supervision; education of personnel on the benefits of fitness; performance of annual fitness assessments on

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personnel; maintenance of required continuing education credits for certification as a fitness trainer.

4 FITNESS ASSESSMENT

4.1 Participation in the HFP begins with the LHCP clearing each member, via the annual physical, for participation in the exercise and fitness training program. If a member has an acute medical problem, a newly acquired chronic medical condition or is on restricted duty, the exercise fitness training program will be postponed until the person has recovered from this condition and reports to the LHCP for review.

4.1.1 It will be an ongoing objective of DFRS to assist any member affected by occupational injuries or illnesses with his/her rehabilitation and to facilitate his/her return to limited duty or to full active duty after the release from the LHCP when possible. However, the peer/group fitness trainer will only provide continued oversight of a physician-directed rehabilitation program for individuals seeking guidance after returning to work. Activities will be coordinated with the rehabilitation therapist.

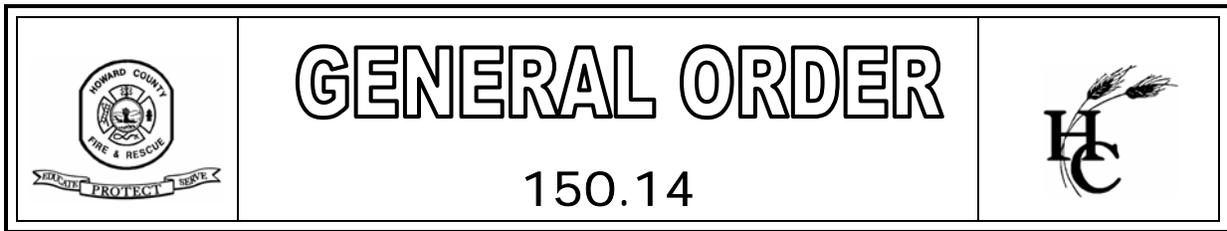
4.2 Once a member has been cleared by the LHCP for participation, the first steps of the fitness program are the pre-assessment questionnaires and the fitness assessment.

4.2.1 The peer/group fitness trainers, under the auspices of the fitness coordinator, will administer to each member pre-assessment questionnaires that seek to identify individual preferences for exercise, attitudes toward exercise, as well as any contraindications for participation in the fitness assessment and department exercise-training program. The Howard County Office of Risk Management has approved these pre-assessment questionnaires.

4.2.2 The peer/group fitness trainers are also responsible for performing a fitness assessment on each member. This assessment provides the trainer with data on which to develop an individualized exercise prescription, as well as data for the health database which the fitness coordinator uses to produce statistical information for evaluation of fitness trends.

4.2.2.1.1 Fitness assessments are an on-going component of the member's exercise prescription and will be performed at least annually on each member. The assessment will consist of aerobic capacity, body composition, muscular strength, muscular endurance, and flexibility components.

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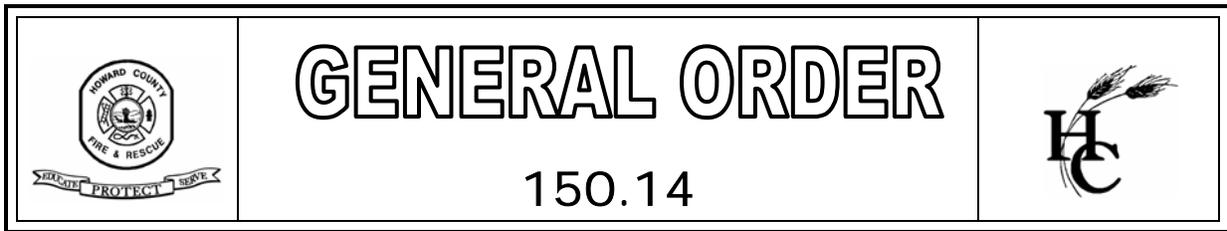
5 EXERCISE AND FITNESS TRAINING PROGRAM

- 5.1 The DFRS exercise and fitness training program will consist of several components, to include, but not be limited to,
- 5.1.1 An educational program that describes the components and benefits of exercise, fitness, fitness training, and weight management;
 - 5.1.2 An individualized exercise prescription based on the results of the fitness assessment;
 - 5.1.3 Warm-up and cool-down exercise guidelines;
 - 5.1.4 An aerobic exercise program;
 - 5.1.5 A muscular (strength and endurance) exercise program;
 - 5.1.6 A flexibility exercise program;
 - 5.1.7 A healthy back exercise program; and,
 - 5.1.8 A safety and injury prevention program.
 - 5.1.9 Record log in each fitness room.

6 EDUCATION COUNSELING REGARDING HEALTH PROMOTION

- 6.1 DFRS will provide health promotion education as an integral part of the Health and Fitness Program.
- 6.2 The department will provide for the education of members regarding general health maintenance, fitness, and the prevention of occupational injuries and illnesses, accidents, or fatalities as recommended by NFPA 1500, Standard on Fire Department Occupational Safety and Health Program; NFPA 1581, Standard on Fire Department Infection Control Program; and NFPA 1582, Standard on Medical Requirements for Fire Fighters and Information for Fire Department Physicians.
- 6.3 DFRS will also provide education to the membership regarding general exercise and fitness topics. Materials on these matters will be made available to all members on an ongoing basis, with resource materials updated periodically to ensure current information.
- 6.4 The department will provide education and guidance regarding access to the Howard County's Member Assistance Program (MAP) as recommended by the Howard County Government.
- 6.5 DFRS will also encourage each member to obtain ongoing health care from his/her primary care provider.

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7 DATA COLLECTION AND STATISTICAL SUMMARY

- 7.1 DFRS will ensure that a confidential, permanent Health and Fitness Program file is established and maintained for each member. The file will contain demographic information, pre-assessment questionnaires, fitness assessments, and program participation data. Access to the member's file will be limited to the member and his/her fitness trainer
- 7.2 Group statistical data, keyed on gender and age, will be maintained in an online health database. This information will be permitted for administrative uses as long as it is coded so as not to reveal any employee's personal information. Data accumulated will be used only to enhance the well being of members and to assist in various studies of occupational fitness and health.

8 LOGISTICAL CONSIDERATIONS

- 8.1 DFRS will be responsible for providing the opportunity and means for implementation of the HFP. The department will provide each member the opportunity and means for regular exercise training and allow members to participate during scheduled work times. However, participation times should not conflict with other departmental commitments.

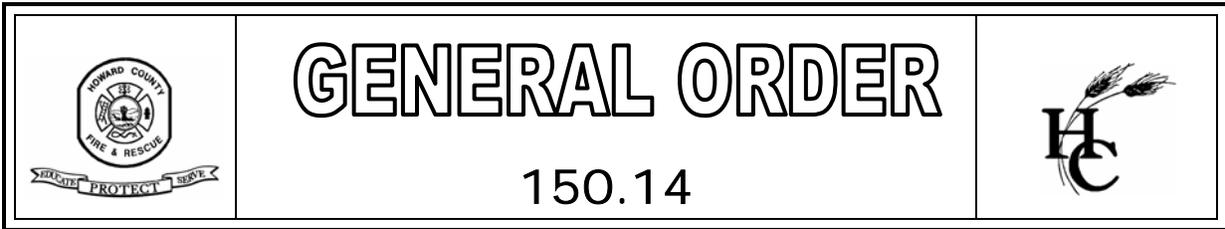
9 PROGRAM REFERRALS

- 9.1 DFRS will be responsible for providing educational resources and professional referrals regarding fitness or health issues, as needed. The department will be financially responsible for fees associated with referrals only as outlined in departmental policy, procedures, standard guidelines, or statutory obligations dictate.
- 9.2 DFRS will refer a member to his/her primary health care provider for injuries and illnesses not related to employment.

10 The following documents or portions thereof were used as references to create this order. These documents will be considered part of the requirements of this order. The edition indicated for each referenced mandatory document is the current edition as of the date of the NFPA issuance of this standard.

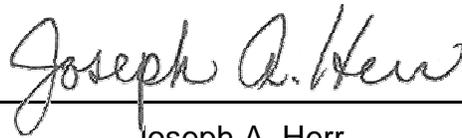
- 10.1 National Fire Protection Association, 1 Batterymarch Park, P.O. Box 9101, Quincy, MA 02269-9101.
- 10.2 NFPA 1500, Standard on Fire Department Occupational Safety and Health Program, 1997 edition and 2000 edition.
- 10.3 NFPA 1581, Standard on Fire Department Infection Control Program, 2000 edition.
- 10.4 NFPA 1582, Standard on Medical Requirements for Fire Fighters and Information for

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- Fire Department Physicians, 2000 edition.
- 10.5 American Council on Exercise Personnel Trainer Manual, 1997 edition.
 - 10.6 American Council on Exercise Group Trainer Manual, 2000 edition.
 - 10.7 Fire Service Joint Labor Management Wellness-Fitness Initiative, 1997 edition.

Approved:



Joseph A. Herr
Fire Chief