



Lacombe Fire Department Standard Operating Guidelines

Section 3 – Workplace Health and Safety

Policy Statement:

Lacombe Fire Department (LFD) shall provide for and operate with the highest possible levels of safety and health for all members. The prevention and reduction of accidents, injuries, occupational illnesses and stress are goals of LFD and shall be primary considerations at all times. This concern for safety and health applies to all members of LFD and to any other persons who might be involved in fire department activities.

Contents:

- 300 General Safety Program
- 301 Respiratory Protection Program
 - 301.1 Respiratory Protection Program
 - 301.2 Recharging Air Cylinders
- 302 Provision of Self-Contained Breathing Apparatus
- 303 Personal Protective Equipment
- 304 Incident Safety
- 305 Salvage and Overhaul Operations
- 306 Vehicle Response Safety
- 307 Training Safety
- 308 Equipment Safety
- 309 Workplace Hazardous Materials Information System
- 310 Personal Injury Procedures
- 311 Critical Incident Stress Debriefing



Lacombe Fire Department Standard Operating Guidelines

SOG 300 – General Safety Program

1. Scope

1.1 This guideline will apply to all procedures, operations and processes conducted within the Fire Department not covered by specific programs elsewhere in this policy manual.

2. Purpose

2.1 To ensure that hazards in the workplace are recognized and dealt with in an effective manner.

3. Safety Committee

3.1 The aim of the Lacombe Fire Department Safety Committee is to improve safety in the workplace and to ensure the Department conforms to Provincial regulations and Departmental policy.

3.2 The Safety Committee shall coordinate and review safety issues within the Department to prevent injuries and maintain safety within the workplace.

3.3 The Safety Committee shall be composed of the following members:

- a. Regional Fire Chief;
- b. District Chief (Chairman);
- c. all Lieutenants (one to be appointed Safety Coordinator);
- d. Engineer;
- e. Equipment Officer; and
- f. Training Coordinator.

4. Duties and Responsibilities

4.1 The Regional Fire Chief shall:

- a. monitor the program and ensure the provisions of this policy are followed;
- b. ensure that accident reports are completed correctly; and
- c. provide accident investigation advice to the Committee as required; and

d. actively promote safety within the Department.

4.2 The District Chief shall:

a. chair Safety Committee meetings;

b. review safety inspection reports for action items;

c. review accident reports before passing to the Regional Fire Chief;

d. ensure the Safety Bulletin Board is up to date;

e. ensure safety related deficiencies are actioned;

f. appoint a Secretary prior to the meeting to take minutes and prepare them for signature; and

g. actively promote safety within the Department.

4.3 The Safety Coordinator shall:

a. coordinate safety related assignments to Safety Representatives;

b. compile and submit weekly and monthly safety inspection reports to the District Chief;

c. review MSDS annually for currency;

d. ensure safety meetings are held as required;

e. prepare the agenda for such meetings; and

f. actively promote safety within the Department.

4.4 Safety Representatives shall:

a. conduct weekly and monthly safety inspections and submit written reports to the Safety Coordinator;

b. ensure required safety training is conducted;

c. submit agenda items for safety meetings as required;

d. act as Secretary at safety meetings;

- e. conduct accident investigations and submit findings to the Safety Coordinator; and
- f. actively promote safety on the crew.

4.5 The Engineer shall:

- a. provide advice to the Safety Committee on vehicle related matters;
- b. ensure that weekly turnover inspection deficiencies are corrected as soon as possible; and
- c. maintain individual defect logs on all Department vehicles.

4.6 The Equipment Officer shall:

- a. provide advice to the Safety Committee on equipment related matters;
- b. ensure that weekly turnover inspection deficiencies are corrected as soon as possible;
- c. maintain individual records on all applicable equipment as well as breathing apparatus and recharging equipment.

4.7 The Training Coordinator shall:

- a. ensure that WHMIS training requirements are carried out;
- b. ensure that safety briefings are conducted at all practical training sessions; and
- c. ensure that all safety training required by Provincial regulations and Department policy is carried out.

4.8 The membership shall:

- a. conduct their duties and operate equipment safely; and
- b. report safety hazards to their Safety Representatives.

5. Meetings

5.1 Meetings shall be held on an as required basis or at least quarterly.

5.2 Minutes once approved by the District Chief will be distributed as follows

- a. one copy to the Safety Bulletin Board
- b. one copy to the Regional Fire Chief; and
- c. one copy to safety file.



References

Alberta Regulation 448/83, Occupational Health and Safety Act General Safety Regulations, Part 97

1. Scope

1.1 This guideline will apply to the inspection, maintenance and recharging of Lacombe Fire Department's self-contained breathing apparatus (SCBA).

2. Purpose

2.1 To ensure that the highest level of safety is maintained for this critical piece of equipment.

3. General

3.1 Air for SCBA shall not exceed the maximum allowable limits permitted in CSA Standard CAN3-Z180.1-M-85.

3.2 An accredited laboratory or testing agency shall test the air quality from the compressor and cascade system cylinders:

- a. annually;
- b. whenever compressor filters are changed; or
- c. whenever major repairs or modifications are carried out on the system.

3.3 The Equipment Officer shall maintain records each air quality test.

3.4 If the required air quality is not being achieved, the use of the system shall be discontinued until repairs are made and the air quality verified by testing.

3.5 Any cylinders suspected of containing substandard air shall be emptied and purged.

4. Recharging Air Cylinders

4.1 A record shall be maintained for each component, i.e. air compressor, fill station, cascade cylinder and purification system used to produce or store air for Lacombe Fire Department SCBA. The record shall indicate the date of purchase, location, inspection, maintenance and testing of the device.

4.2 SCBA cylinders shall only be refilled with approved quality breathing air. Department SCBA cylinders shall be maintained at not less than 90% of the rated pressure stamped on the cylinders. Cylinders below 90% of rated pressure shall be segregated until they are refilled.

4.3 The Equipment Officer shall develop a schedule to ensure all SCBA cylinders are completely emptied and refilled annually.

4.4 SCBA cylinders shall be refilled in accordance with the procedures in SOG 301.2.



References

Alberta Regulation 448/83, Occupational Health and Safety Act General Safety Regulations, Part 96, 97 and 98

1. Scope

1.1 This guideline will apply whenever SCBA or cascade system air cylinders are recharged.

2. Purpose

2.1 To ensure maximum safety when working with high-pressure air systems.

3. Responsibilities

3.1 All LFD members must understand their responsibilities and duties when working with high-pressure air systems.

3.2 All LFD members shall ensure that this guideline is followed.

4. Safety

4.1 High-pressure air is extremely hazardous and must be dealt with very carefully. The following safety precautions are mandatory:

- a. only members specifically trained in the operation of the cascade system are permitted to recharge air cylinders;
- b. other than topping up the compressor oil, only qualified persons may conduct maintenance on the compressor, cascade cylinders or refill station;
- c. hearing and eye protection must be worn when recharging air cylinders;
- d. all cylinder valves are to be opened slowly; opening too quickly may burst supply lines;
- e. always operate the compressor mode in **HAND**; if an air line breaks, the compressor will shut down;
- f. do not allow the compressor to run unattended;

- g. there is to be no horseplay with high-pressure air; it can cause embolisms and severe skin or eye damage;
- h. the compressor room is to be kept clean at all times;
- i. SCBA cylinders not on vehicles are to be stored in the racks in the compressor room or on the mezzanine; and
- j. the Equipment Officer is to be informed of any problems with outdated test dates air cylinders or deficiencies in the compressor, cascade system or refill station.

5. Procedures

5.1 Inspect compressor, cascade cylinders and refill station:

- a. remove front panel of compressor and check oil (dipstick is on left side in middle of the housing);
- b. if the oil is below the mark on the dipstick, top up with oil specifically manufactured for high-pressure air compressor systems (rarus-827);
- c. visually inspect interior and exterior for oil or water leaks and cleanliness and obstructions;
- d. replace front panel;
- e. drain any condensate from system (drain valve is behind compressor on the right side of white plastic housing);
- f. turn mode switch to **HAND** and press **START** button;
- g. check air filter status panel – steady green okay, any other indication, do not use;
- g. turn mode switch to **OFF**;
- h. check that all cascade cylinders are full and valves are closed;
- i. ensure all refill station outlet valves are closed.

5.2 Check SCBA cylinder(s) to be recharged:

- a. for visible signs of damage, i.e. broken gauge glasses, bent valves, dents, cuts or worn wrappings;

- b. hydrostatic test date:
 - (1) fibreglass or Kevlar wrapped cylinders must be tested every three years and have a maximum life span of 15 years,
 - (2) carbon fibre (Stealth) cylinders must be tested every five years and have a maximum life span of 15 years,
 - (3) unwrapped steel or aluminium cylinders must be tested every five years and are permitted for use as long as they pass a hydrostatic test,
- c. if there are any defects or the hydrostatic test date is passed, tag and remove the cylinder from service immediately and inform the Equipment Officer.

5.3 Recharging SCBA cylinder(s):

- a. determine what the cylinder pressure should be;
- b. do not recharge 4500 psi bottles in the right side port (facing the station from the entrance door),
- c. place the cylinder in the fill port sleeve and connect the filling line;
- d. ensure the bleed valve on the fill line is closed and open the empty cylinder valve at least three full turns;
- e. set the fill pressure on the applicable fill port to 200 psi above rated pressure to allow for cooling off;
- f. open valve slowly on cascade cylinder #1 and check if there is sufficient pressure to recharge the bottle (if there is not enough pressure close the empty cascade cylinder before opening another);
- g. open fill valve on applicable port slowly so that the cylinder fill rate is approximately 300 psi per minute (when you can just see the needle moving);
- h. when the cylinder is full, close the fill valve and cylinder valve;
- j. open the fill line bleed valve slowly ensuring your hand does not block the outlet; and
- k. place protective cap over the cylinder valve outlet and enter the recharge data in the log book and FirePro as necessary.

5.4 Cascade cylinders may be recharged while or after SCBA cylinders are recharged. Procedures are:

- a. while recharging SCBA cylinders:
 - (1) wear eye and hearing protection,
 - (2) set compressor mode switch to **HAND**,
 - (3) press **START** button, and
 - (4) cascade cylinder will fill while SCBA cylinders are recharged;

- b. before recharging SCBA cylinders:
 - (1) carry out appropriate checks in Article 4.1
 - (2) wear eye and hearing protection,
 - (3) open cascade cylinder slowly,
 - (4) set compressor mode to **HAND**,
 - (5) press **START** button,
 - (6) when cylinder is full, press **OFF**, and
 - (7) close cylinder valve; or

- c. after recharging SCBA cylinders:
 - (1) wear eye and hearing protection,
 - (2) ensure refill station fill valves are closed,
 - (3) if closed, open cylinder valve slowly,
 - (4) set compressor mode to **HAND**,
 - (5) press **START** button,
 - (6) when cylinders are full, press **OFF**, and
 - (7) close cylinder valves.

- NOTE:
1. Top up cascade cylinders one at a time, not all together.
 2. Drain condensate every 15 minutes while the compressor is operating.
 3. If the compressor is operated in **AUTO**, it will not shut down automatically if there is a problem or an airline breaks.



References

Alberta Regulation 448/83, Occupational Health and Safety Act General Safety Regulations, Part 96, 97 and 98

1. Scope

1.1 This guideline will apply to the provision of SCBA to those responders that may be exposed to respiratory hazards.

2. Purpose

2.1 To ensure that there are sufficient SCBAs on hand and members are trained in its use to meet fire fighting and rescue requirements.

3. General

3.1 SCBA shall be provided to provide protection for members who may be exposed to respiratory hazards.

3.2 Reserve SCBA shall be provided to maintain the required number in service when maintenance or repairs are being conducted.

3.3 A reserve air supply shall be provided by use of reserve cylinders or by an on-scene refill capability, or both.

3.4 When carried on apparatus, SCBA shall be secured in brackets or carrying cases and shall be stored in a manner that will protect the regulator openings and facepiece from contamination by road dirt, dust or weather conditions.

3.5 All SCBA shall be stored in a ready-for-use condition, protected from damage or exposure to rough handling, excessive heat or cold, moisture or other elements.

4. Training

4.1 All members of the Lacombe Fire Department shall be trained, tested and certified annually in the safe and proper use of respiratory protective equipment that they are authorized to use.

5. Acceptance Testing

5.1 Equipment suppliers shall provide written certification that all SCBA being provided have been tested and meet the requirements of CSA Standard CAN3-Z180.1-M-85. This written certification shall be included in the individual records of the SCBA.

5.2 Competent Department personnel shall visually inspect all major components for completeness of assembly and signs of damage and all minor components for proper function and performance including manipulation of all adjustable slides, buckles, control valves, levers, etc.

6. Service Checks

6.1 Routine inspections of all Department SCBA and reserve cylinders shall be conducted at least weekly. All inspections shall be in accordance with the manufacturer's requirements.

6.2 The Equipment Officer shall develop a monthly inspection schedule for SCBA which shall include a check of the entire unit for deteriorated components, airtightness of cylinders and valves, gauge comparison, reducing valve and by-pass valve operation and a check of the regulator, exhalation valve, low air alarm and PASS alarm. The SCBA shall be cleaned and returned to service.

6.3 Users shall inspect SCBAs before and after each use.

7. SCBA Maintenance

7.1 Maintenance and repairs of Department SCBAs shall be conducted by qualified personnel in accordance with manufacturer's instructions.

7.2 Qualified personnel shall inspect and service SCBAs whenever an operational problem is reported.

8. Cleaning and Sanitizing

8.1 Each SCBA shall be cleaned and sanitized after each use. The entire device shall be cleaned and the facepiece and breathing tube sanitized.

9. Inventory

9.1 The Department Equipment Officer shall maintain a complete inventory record of all SCBA. Each SCBA regulator, harness assembly, facepiece and cylinder shall be individually identified by serial or inventory number.

9.2 An individual record shall be maintained on each of the above components. This record shall include inventory or serial numbers, date of purchase, date of manufacture, date placed in service, location, maintenance and repairs, replacement parts, hydrostatic test dates, upgrading and test performance.

10. Preventative Maintenance Program

10.1 The Department shall establish a preventative maintenance program in order to prevent SCBA malfunction and failures of equipment during use. If competent personnel are unavailable, these maintenance functions may be contracted out.



References

Alberta Regulation 448/83, Occupational Health and Safety Act

1. Scope

1.1 This guideline will apply to all emergency response operations within Lacombe Fire District.

2. Purpose

2.1 To ensure that LFD operates in a safe and effective manner.

3. General

3.1 Each member will be provided with the appropriate personal protective equipment (PPE) and clothing to provide protection from the hazards which the members may be exposed.

3.2 Each member shall use their PPE and clothing when exposed or potentially exposed to the hazards for which they were designed.

3.3 Members shall be fully trained in the care, use, inspection, maintenance and limitations of PPE and clothing assigned to them or available for their use.

3.4 The Department shall have a written guideline on periodic cleaning of fire fighter bunker gear.

3.5 PPE and clothing for issue to Lacombe Fire Department members include the following:

- a. bunker gear ensemble (coat and pants);
- b. fire fighting helmet;
- c. fire fighter gloves;
- d. balaclava;
- e. coveralls;
- f. surgical gloves;

g. flashlight; and

h. ear plugs.

3.6 Special purpose PPE and clothing available to the Department are:

a. cold water rescue ensembles;

b. ear defenders;

c. high visibility vests; and

d. traffic control signs and wands.



References

Alberta Regulation 448/83, Occupational Health and Safety Act

1. Scope

1.1 This guideline will apply to all emergency response operations within Lacombe Fire District.

2. Purpose

2.1 To ensure that LFD operates in a safe and effective manner.

3. General

3.1 Members shall be completely dressed in turnout gear before attempting to mount any fire apparatus responding to an alarm.

3.2 All personnel shall wear appropriate protective clothing on all alarms.

4. Equipment

4.1 All auxiliary equipment and portable fire extinguishers shall be operated in accordance with recognized safety practices and manufacturer's instructions.

4.2 All members shall exercise caution and use sound safety practices on the fire ground.

4.5 All suspected equipment safety problems shall be reported to the IC or Deputy Fire Chief immediately and appropriate action taken.

5. Attack Team

5.1 Interior attack and rescue activities will be comprised of at least 4 fire fighters. An attack team will be comprised of 2 fire fighters with SCBA and full protective gear and at least one portable radio. 2 other fire fighters with SCBA and full protective gear and at least one portable radio will remain outside and be ready to rescue the attack team should it become necessary.

5.2 Fire fighters on air should be replaced after changing air bottles 3 times.

6. Personnel Accountability

6.1 The IC or his designate will maintain fire ground personnel accountability procedures. LFD members will fully participate in these procedures.

7. Safety Officer

7.1 At large or complicated incidents with a high risk to personnel, the IC should appoint an Safety Officer. This Safety Officer will:

- a. report directly to the Incident Commander;
- b. ensure fire ground operations are being conducted in accordance with departmental guidelines or accepted practices;
- c. have the authority to immediately cause immediate correction of situations that create an imminent hazard to personnel; and
- d. participate in post-incident critiques in order to review the safety factors involved in the emergency incident.

8. Rehabilitation

8.1 The IC will establish a rehabilitation sector at every incident so that fire fighters will have an opportunity to rest and replenish their fluids.

8.2 At large or protracted emergencies, the IC should have ambulance personnel available to monitor fire fighters' conditions.

8.3 LFD should carry water, sports drinks and snacks for the fire fighters consumption. A restocking plan should be followed to ensure the freshness of the stocks.

8.4 The IC should consider rotating fire fighters from physically demanding jobs to less demanding jobs or bringing in replacements.

8.5 The IC must be aware of climactic conditions on fire fighters. Extreme cold or heat is extremely debilitating and must be dealt with. These conditions may require:

- a. cooling showers;
- b. buses or trailers; and
- c. specialized medical care.



1. Scope

1.1 This guideline shall apply to all salvage and overhaul procedures conducted by Lacombe Fire Department.

2. Purpose

2.1 To ensure that LFD members operate with maximum safety during these phases of fire fighting operations.

3. General

3.1 Salvage and overhaul are two important activities which have a major impact on public relations, reducing damage and assisting in determining fire cause.

3.2 Salvage operations are normally conducted in conjunction with fire suppression operations and can be hazardous to fire fighters through the spread of fire and toxic gases.

3.3 Overhaul operations are normally conducted after fire suppression and are hazardous to fire fighters because of:

- a. fire damaged or weakened structures;
- b. toxic by-products of the combustion process; and
- c. physical exhaustion from fire suppression activities.

4. Salvage Operations

4.1 If there is an opportunity to conduct salvage operations at an incident, the IC shall ensure that fire fighters filling this function are dressed in full protective gear and are wearing SCBA.

4.2 They should have radio communications so they can be informed on progress of the fire and they can report their progress.

4.3 At no time should they work directly over or under a fire.

4.4 Before entering the building they should be briefed on the signal for evacuation and how they should exit the building.

4.5 The IC must remember the “20 Minute Rule” for combustible construction and the “10 Minute Rule” for truss construction.

5. Overhaul Operations

5.1 Before overhaul operations are conducted it may be necessary to have the building’s structural integrity surveyed by an engineer.

5.2 Continuous air monitoring or wearing SCBA will be necessary for overhaul in basements or where there is restricted fresh air flow. The use of ventilation fans is recommended.

5.3 The IC should work closely with the fire investigator develop a plan to ensure evidence is not damaged or destroyed and that all fire extension or hot spots are eliminated.

5.4 The IC must consider the use of heavy equipment carefully. It may relieve the fire fighters from arduous physical labour but it is very difficult to use with pinpoint accuracy.

5.5 Fire fighters must be briefed on dangers such as electrical or puncture dangers and hazardous materials that may be present and how to deal with them if encountered.

5.6 Overhaul is conducted near the end of fire suppression activities when fire fighters are at the end of their physical limits. The IC may consider using replacement fire fighters to conduct overhaul, especially if any of the crew is at their 3 bottle limit.



Lacombe Fire Department Standard Operating Guidelines

SOG 306 – Vehicle Response Safety

1. Scope

1.1 This guideline shall apply to all emergency responses by Lacombe Fire Department.

2. Purpose

2.1 To ensure that the fire department arrives safely at any emergency incident.

3. General

3.1 All members responding to the Fire Hall shall follow the rules of the road and the requirements of the Highway Traffic Act.

3.2 All vehicles responding to alarms shall follow the rules of the road and the requirements of the Highway Traffic Act.

3.3 All members on apparatus going to or returning from an alarm shall only be seated in the cab or jump seats provided. Under no circumstances shall members stand up on the jump seat platform while the vehicle is moving.

3.4 All vehicles when backing shall have a guide visible to the driver.

3.5 No person shall mount or dismount a moving vehicle.

3.6 All vehicles should sound the horn before moving:

- a. 1 – stop;
- b. 2 – forward; and
- c. 3 - backup.

3.7 Lights and sirens shall be operated when responding to all alarms except training runs. Lights and siren shall not be operated when returning from alarms.

3.8 Lights and siren shall not be operated when returning from alarms.

3.9 Vehicles when unattended inside or outside the fire station shall be left in neutral with the parking brake applied.

3.10 Vehicles on scene shall have the parking brake applied and wheel chocks in place in front and behind left rear drive wheel.

3.11 Two-way radio communication shall follow Department of Communications approved procedures.



Lacombe Fire Department Standard Operating Guidelines

SOG 307 – Training Safety

1. Scope

1.1 This guideline shall apply to all training conducted within Clive Fire District.

2. Purpose

2.1 Safety in training is vitally important because this is where other than at an actual emergency, the potential for injuries or even death is greatest for a fire fighter. During training scenarios, only the situations are simulated. Fire and hazards presented by the training scenarios are real and are to be treated with the utmost seriousness.

3. Supervision

3.1 All members present shall be briefed on applicable safety precautions or procedures to be followed during the training session.

3.2 All activities during training, including the handling of fuels, shall be under the direct supervision of the Training Coordinator or the Captain who shall ensure that all safety precautions are observed.

4. Personal Protective Equipment

4.1 Members shall wear the full personal protective equipment required for the type of training being conducted.

5. Use of Flammable Liquids

5.1 Personnel pouring fuel shall wear full protective clothing whenever pouring fuel.

5.2 A charged safety line shall be rigged and manned by a member in full protective clothing before dispensing any fuel.

5.3 All instructions on the safe handling and dispensing of flammable liquids shall be observed.

5.4 **“NO SMOKING”** within 50 feet of any fuel shall be strictly enforced.

5.5 All unnecessary obstructions are to be removed from the area.

5.6 Flammable liquid containers shall be located as far from the spill area as possible and on the upwind side. Portable containers shall be moved to a safe distance prior to ignition of the fuel.

5.7 All embers shall be extinguished and surfaces cooled prior to dispensing fuel for further fires.

5.8 All personnel not involved in pouring fuel shall remain upwind and at a safe distance.

6. Ignition

6.1 Only the instructor or a person delegated by him shall ignite the spill/materials.

7. First Aid

7.1 A first aid kit shall be readily available.

7.2 Injuries shall be reported immediately to the instructor.

8. Completion

8.1 On completion of the exercise, the person in charge shall ensure that fires are out, equipment is returned to a serviceable condition, protective clothing cleaned, and the area left in a tidy condition.



Lacombe Fire Department Standard Operating Guidelines

SOG 308 – Equipment Safety

1. Scope

1.1 This guideline shall apply to all equipment utilized by Lacombe Fire Department.

2. Purpose

2.1 To ensure that vital fire fighting equipment is inspected and maintained to ensure maximum safety for fire fighters.

3. General

3.1 LFD shall consider safety and health as primary concerns in the design, acquisition, operation, maintenance, inspection and repair of all tools and equipment.

3.2 Hearing conservation should be considered whenever acquiring new power tools or equipment.

4. Equipment Maintenance and Inspection

4.1 All equipment carried on fire apparatus shall be inspected at least weekly and within 24 hours after any use. Inventory records shall be maintained for the equipment carried on each vehicle. Records shall also be maintained for training equipment.

4.2 All equipment carried on fire apparatus or designated for training shall be tested at least annually in accordance with the manufacturer's instructions and applicable standards:

- a. all ground ladders should be inspected and service tested annually in accordance with NFPA Standard 1932, *Standard on Use, Maintenance and Service Testing of Fire Department Ground Ladders*;
- b. All fire hoses should be inspected and service tested in accordance with NFPA Standard 1962, *Standard for the Care, Use, and Service Testing of Fire Hose Including Couplings and Nozzles*;
- c. All portable fire extinguishers should be inspected and tested annually in accordance with the applicable requirements of NFPA 10, *Standard for Portable Fire Extinguishers*.

4.3 All fire department equipment and tools shall be cleaned and disinfected after responding to an emergency incident where the potential for contamination from exposure to communicable diseases might have occurred.

4.4 Fire fighting equipment found to be defective or in unserviceable condition shall be removed from service and repaired or replaced.



Lacombe Fire Department Standard Operating Guidelines

SOG 309 – Workplace Hazardous Materials Information System

1. Scope

1.1 This guideline shall apply to the conduct of Lacombe Fire Department's Workplace Hazardous Materials Information System (WHMIS) program.

2. Purpose

2.2 To ensure that all LFD members are fully aware of the hazards present in their workplace.

3. General

3.1 WHMIS is a Canada wide system developed to make it easier for workers to find out about materials in their workplace that could injure them or be bad for their health.

4. LFD Responsibilities

4.1 LFD is required to provide training on:

- a. how to use WHMIS labels and MSDSs;
- b. Procedures for safe use, storage, handling and disposal of the controlled products on site;
- c. procedures to follow in the event of an emergency involving the controlled products; and
- d. special colour, number or letter codes used to identify pumps, pipes, and vessels containing controlled products on site.

5. Member Responsibilities

5.1 Each member has a responsibility to:

- a. learn how to use WHMIS;
- b. accept and review information on controlled products at the site
- c. follow recommended procedures to protect self and others
- d. inform the District Fire Chief of hazards and damaged or missing labels.

SUPPLIER MUST	CFD MUST	MEMBER MUST
Provide labels and hazard information on the MSDS	Ensure labels and information are available	Learn to use WHMIS
	Develop safe procedures	Follow Safe procedures
	Train workers on WHMIS, materials in use and procedures	Inform employer of hazards

6. Material Safety Data Sheets

6.1 The Equipment Officer will request a Material Safety Data Sheet (MSDS) from the supplier if the material is controlled under WHMIS.

6.2 CFD members will review all MSDS for department materials annually.

7. Right To Know

7.1 The District Fire Chief will maintain a “**Right To Know**” station that provides the following information on:

- a. MSDS on controlled products in the fire hall;
- b. WHMIS hazard marking system; and
- c. WHMIS legislation.



Lacombe Fire Department Standard Operating Guidelines

SOG 310 – Personal Injury Procedures

1. Scope

1.1 This guideline shall apply whenever a member of Lacombe Fire Department is injured while on duty.

2. Purpose

2.1 To ensure that all accidents are investigated with a view to prevent them from happening again and to meet the employer's obligations regarding Worker's Compensation.

3. When To Investigate

3.1 All accidents will be investigated in accordance with the form at the end of this guideline.

3.2 The supervisor or senior member present is responsible to investigate:

- a. who;
- b. what;
- c. why;
- d. when; and
- e. where.

4. Reporting

4.1 All accidents must be reported.

4.2 Every accident will be reported to:

- a. Town of Lacombe administration in the event of an accident occurring within the Town; or
- b. Lacombe County administration in the event of an accident occurring within Lacombe County.

4.3 All accidents will be reported on forms required by the respective municipalities.

5. Record Keeping

5.1 The District Fire Chief will keep all materials and information resulting from the accident confidential.

5.2 All records and reports will be turned over to respective administrations for storage.



Lacombe Fire Department Standard Operating Guidelines

SOG 310 - Personal Injury/Illness Investigation Form

Municipality _____ Date _____

Address _____

Name of Injured _____ Date of Birth _____

Address of Injured _____

Age _____ Sex _____ Height _____ Weight _____ Phone () _____

Occupation _____ Rank _____ Years in Dept _____

Date of Injury _____ Time of Injury _____

Date and Time Reported _____ Accident Reported To _____

Nature of Injury/Illness

- | | | |
|---|--|---|
| <input type="checkbox"/> Fractures | <input type="checkbox"/> Multiple Injury | <input type="checkbox"/> Heat Exhaustion, Fatigue |
| <input type="checkbox"/> Inflammation | <input type="checkbox"/> Recurrence | <input type="checkbox"/> Abrasions, Contusions, Bruises |
| <input type="checkbox"/> Infectious Disease | <input type="checkbox"/> Strain, Sprain, Torn Ligament | <input type="checkbox"/> Heart Malfunction |
| <input type="checkbox"/> Frostbite, Cold Exposure | <input type="checkbox"/> Cuts, Lacerations, Punctures | <input type="checkbox"/> Eye Injury |
| <input type="checkbox"/> Pinched Nerve, Ruptured Disk | <input type="checkbox"/> Inhalation, Fumes | <input type="checkbox"/> Burns |
| <input type="checkbox"/> Electric Shock | <input type="checkbox"/> Inhalation, Smoke | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Chemical Injury | | |

Parts of Body Affected

- | | | |
|---|----------------------------------|--------------------------------------|
| <input type="checkbox"/> Multiple Parts | <input type="checkbox"/> Abdomen | <input type="checkbox"/> Knee(s) |
| <input type="checkbox"/> Head | <input type="checkbox"/> Back | <input type="checkbox"/> Ankle(s) |
| <input type="checkbox"/> Eye(s) | <input type="checkbox"/> Heart | <input type="checkbox"/> Foot/Feet |
| <input type="checkbox"/> Ear(s) | <input type="checkbox"/> Groin | <input type="checkbox"/> Ribs |
| <input type="checkbox"/> Neck | <input type="checkbox"/> Arm | <input type="checkbox"/> Hip |
| <input type="checkbox"/> Shoulder | <input type="checkbox"/> Hand | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Chest | <input type="checkbox"/> Finger | |
| <input type="checkbox"/> Lung | <input type="checkbox"/> Leg(s) | |

Where Injury/Illness Occurred

- | | | |
|---|--|--|
| <input type="checkbox"/> Station Maintenance | <input type="checkbox"/> Fund Raising | <input type="checkbox"/> Standing By Station For Call |
| <input type="checkbox"/> Apparatus Maintenance | <input type="checkbox"/> Convention | <input type="checkbox"/> Training |
| <input type="checkbox"/> Emergency Scene | <input type="checkbox"/> Emergency Vehicle to Emergency | <input type="checkbox"/> Auxiliary Services |
| <input type="checkbox"/> Private Auto to Emergency | <input type="checkbox"/> Emergency Vehicle Non-Emergency | <input type="checkbox"/> Responding/Returning To Station (Non-vehicle) |
| <input type="checkbox"/> Private Auto Non-Emergency | <input type="checkbox"/> Parades, Picnics, Contests | <input type="checkbox"/> Other _____ |

Cause of Injury/Illness

- | | | |
|---|--|---|
| <input type="checkbox"/> Fall | <input type="checkbox"/> Improper Lifting | <input type="checkbox"/> Inadequate Illumination |
| <input type="checkbox"/> Weather | <input type="checkbox"/> Horseplay | <input type="checkbox"/> Inadequate Ventilation |
| <input type="checkbox"/> Making Safety Devices Inoperative | <input type="checkbox"/> Structural Collapse | <input type="checkbox"/> Lack of Knowledge or Skill |
| <input type="checkbox"/> Using Equipment Improperly | <input type="checkbox"/> Inadequate Guards or Protection | <input type="checkbox"/> Irrational Civilian |
| <input type="checkbox"/> Failure to use Personal Protective Equipment | <input type="checkbox"/> Improper Placement | <input type="checkbox"/> Abuse or Misuse |
| <input type="checkbox"/> Struck by Object | <input type="checkbox"/> Civil Disturbance | <input type="checkbox"/> Other _____ |

Injury/Illness Occurred - Performing What Task?

- | | | |
|--|--|--|
| <input type="checkbox"/> Forcible Entry | <input type="checkbox"/> Overhauling | <input type="checkbox"/> Rescue Operations |
| <input type="checkbox"/> Using Ladders | <input type="checkbox"/> Salvage | <input type="checkbox"/> Administering First Aid |
| <input type="checkbox"/> Advancing/Directing Hose Line | <input type="checkbox"/> Servicing/Repairing Equipment | <input type="checkbox"/> Physical Fitness |
| <input type="checkbox"/> Ventilating | <input type="checkbox"/> Extrication | <input type="checkbox"/> Other _____ |

Witness(es) _____

Injured Person's Signature _____ Date _____

INVESTIGATION REPORT

Thoroughly describe accident: (What, How, Where, Equipment, Activity, etc) _____

Hospitalized or Treated. Where? (Include Address) _____

Name and Address of Physician: (Include Referrals) _____

Did the injury require the individual to perform limited duties, or to be assigned to other duties or positions? YES or NO
If yes, what duties or position? _____
And, what period of time? _____

Investigated by _____ Rank _____ Date _____

SAFETY COORDINATOR'S REPORT

What acts, failures to act and/or conditions contributed most directly to this accident? (Immediate Cause)

What are the basic or fundamental reasons for the existence of these acts and/or conditions? (Fundamental Cause)

What action has or will be taken to prevent recurrence? Place "X" by items completed

Reviewed by District Fire Chief _____ Date _____



Lacombe Fire Department Standard Operating Guidelines

SOG 311 – Critical Incident Stress Debriefing

1. Scope

1.1 This guideline shall apply whenever there is an incident that may cause emotional distress or upset to Lacombe Fire Department members.

2. Purpose

2.1 To ensure that LFD members receive appropriate help when exposed to response related stress.

3. General

3.1 LFD is called upon to respond to all types of emergencies. In all cases, members are exposed to various levels of stress, some traumatic and some fatigue. It is understood that all members do not react in the same manner so there must be a procedure in place to provide assistance to members.

3.2 Critical incident stress debriefings will be considered on a call by call basis and may only involve field defusing or an after-call debrief at the fire hall.

3.3 Critical incident stress debriefings should only be conducted under the auspices of a mental health professional.

4. Procedures

4.1 If there has been a fatality on any call the District Fire Chief or in his absence the Deputy Fire Chief shall initiate:

- a. a Field Defusing; followed by
- b. a Critical Stress Debriefing.

4.2 If there has been serious injury to a victim or LFD member the District Fire Chief or in his absence the Deputy Fire Chief may initiate:

- a. a Field Defusing; or
- b. a Field Defusing and Critical Stress Debriefing.

4.3 An after-call debrief should be conducted after every call. If it is determined that further help is needed for any member the senior member present must:

- a. make note of those present;
- b. keep call sheet and make any further notes about call as necessary;
- c. inform the District Fire Chief or Deputy Fire Chief as soon as possible;
- d. the District Fire Chief or Deputy Fire Chief will call a meeting of those involved and determine which steps should be taken; and
- e. if further help is needed the District Fire Chief or Deputy Fire Chief will initiate a Critical Stress Debriefing.

5. Confidentiality

5.1 All defusings, debriefings and meetings will be conducted with the utmost privacy and confidentiality.