

SOUTH PORTLAND FIRE DEPARTMENT

STANDARD OPERATING GUIDELINES

Policy #:	5.105	Effective Date:	10/31/2023
Title:	General Safety	# of pages:	4
Category:	Administration	Classification:	Yellow

1. **PURPOSE:** To provide guidelines for safety and welfare of all Fire Department members, while in the stations and on the fire ground.
2. **POLICY:** It is the responsibility of all Fire Department members to know these guidelines. Members must know what safety practices are expected from them, as outlined below, both in the stations and on the fire ground.
3. **PROCEDURES:**

Facility Safety

1. House Captains shall see that a safety inspection of their station occurs at least monthly to identify and seek correction of any health or safety hazards. A report shall be filed with the Chief of the Department monthly.
2. The Officer in Charge (OIC) is responsible for station and maintenance duties being conducted in a safe manner.
3. Sleeping areas shall be protected by smoke detectors.
4. Members will use caution when walking on wet floors.
5. No running in the station at any time.
6. Eye protection shall be used with cutting and grinding equipment.

Hearing Protection

1. OSHA has deemed the 80 decibel level as a recommended high level. Noise levels may not reach this level but employees are encouraged to utilize hearing protection devices whenever they feel necessary.
2. In situations involving training, normal work routine or emergency incidents personnel may encounter high noise levels. Personnel are encouraged to use hearing protection from apparatus or other sources when they feel noise levels are high enough to warrant. This protection may be muffs or earplugs provided by the Department, individual or site hosts.
3. Exposure of personnel to high noise levels with or without protection is to be avoided in as much as practical. This includes shutting down high noise equipment as soon as practical, moving to a lower noise area, and limiting time spent in a high noise area.
4. Whenever personnel are at a commercial or industrial host site they shall, at a minimum, comply with that site's safety regulations concerning hearing protection. Personnel may utilize Department protection, individual protection or site host equipment.
5. Due to the uncontrolled nature of our work environment, personnel may be unexpectedly exposed to high noise environments without proper hearing protection. Personnel in those situations are encouraged to take emergency hearing protection measures as practical. These may include leaving the area, covering ears with hands, closing off high noise areas or other makeshift methods. Personnel are also encouraged to have personal ear plugs available while on duty which are

available in all stations and apparatus.

Vehicles and Equipment

1. Vehicles and equipment shall be inspected at the start of each shift to identify any unsafe conditions.
2. The OIC shall be notified immediately anytime any vehicle or equipment is found to be unserviceable or defective.
3. All pumps, ladders (including ground ladders) and hose shall be inspected and test annually as specified in NFPA standards.
4. SCBA cylinders shall be emptied and refilled if not utilized within a four month period.

Protective Clothing

1. All protective clothing shall be subject to a yearly inspection.
2. Protective clothing and protective equipment shall be used whenever the member is exposed, or potentially exposed, to the hazards for which the PPE is provided.
3. Protective clothing shall be maintained in accordance with manufacturer's instructions.
4. Protective clothing shall be only the type and style as issued by the Fire Department.
5. In as much as practical, protective clothing shall be donned prior to responding on apparatus.

Training

1. Members shall be provided with training and education appropriate for their duties.
2. OICs shall discuss safety procedures appropriate for any training subject material; supervise members conducting hands on evolutions and make on the spot corrections as required.
3. During training activities, members viewing any unsafe acts or conditions should immediately notify the OIC or Instructor.

Records

1. Any member injured, exposed to a hazardous material or contagious disease, shall notify their OIC and shall complete the proper reports as soon after the incident as possible, but no later than 24 hours.
2. The Fire Department shall maintain a permanent record of all accidents, injuries, or illness that are, or might be, job related.

4. REFERENCES:

- None

By Order Of:



Phil Selberg
Fire Chief

JOB SAFETY ANALYSIS FORM

Task:	Building Maintenance Operations
Dept. Name:	Fire Department
Job Title:	Department members or others performing maintenance
Analyzed by:	
Date:	
Approved by:	Chief Phil Selberg
Date:	October 31, 2023
Required PPE:	
<p>Task specific: hearing protection, protective eye wear, gloves, face mask (N95 particulate respirator 42CFR84 approved), face shield, protective clothing See PPE Quick Reference Guide for specific requirements and options; closed-toe footwear required</p>	
Required / Recommended Trainings:	
<p>Safety related training required, offered, or endorsed by South Portland Human Relations Department</p>	

HAZARD KEY

- ELECTRICAL SHOCK
- CHEMICAL
- INHALATION
- TEMP. EXTREMES
- FALLING OBJECTS
- PENETRATION
- CUTS / ABRASIONS
- PARTICLES / DUST
- THERMAL BURNS
- SLIP / FALL / SURFACES
- FALL (ELEVATION)
- VEHICULAR TRAFFIC
- NOISE
- OTHER _____

BODY PART KEY

- HEAD
- FACE
- EYE(S)
- EAR(S)
- TORSO
- ARM(S)
- HAND(S) / FINGER(S)
- LEG(S)
- FEET / TOE(S)
- ENTIRE BODY
- RESPIRATORY SYSTEM

PPE REQUIRED

- HARD HAT
- CHEMICAL GOGGLES
- SAFETY GLASSES
- FACE SHIELD
- EAR PLUGS
- EAR MUFFS
- BODY HARNESS
- GLOVES (SPECIFY)
- SHOES / BOOTS
- RESPIRATOR
- HIGH-VIS VEST
- FALL PROTECTION
- OTHER _____

POTENTIAL HAZARD	BODY PART(S)	PPE REQUIRED
Noise	Ears	Hearing protection
Particles / Dust	Eyes	Protective eye wear
Particles / Dust	Face	Face shield
Particles / Dust / Inhalation	Respiratory System	Mask
Cuts / Abrasions / Burns	Hands / Fingers	Gloves

SPFD PPE QUICK REFERENCE FOR STATION WORK

JOB TASK	HEARING PROTECTION	SAFETY GLASSES	SAFETY GOGGLES	FACE SHIELD	PROTECTIVE CLOTHING	LEATHER GLOVES	RUBBER GLOVES	DUST MASK	NITRILE GLOVES	OTHER
BUILDING MAINTENANCE OPERATIONS										
Changing Light Bulbs / Fluorescent Tubes		X	X		O	X	X	O		
Cleaning / Sanitizing Restrooms, Showers, and Kitchens		X	X		O		X	O		
Vacuuming, Sweeping, Mopping, Stripping, Waxing Floors	O	O	O		O		O	O		
Housekeeping and Decontamination of Surfaces		O	O		O		X		X	
Simple Plumbing Repairs		X	X		O		O	O	O	
General Carpentry (hand tools)		X	X		O	O		O		
Operating Power Tools (saws, drills, etc)	X	X	X	O	O	O		O		
Painting (brush or roller)		X	X			O	O	O		
Using Aerosol Spray Paint / Lubricants		X	X		X			O	O	
Servicing Small Engine Maintenance Equipment		X	X		O	O	O	O		
Steam Cleaning	O	X	X		O		O		O	
Climbing Ladders						O				
Recycling Pickup		X	X				X		X	
Trash Pickup		X	X				X		X	
OUTDOOR MAINTENANCE / OFF PREMISE OPERATIONS										
Operating or a Passenger in a City Owned Vehicle										X ₁
Mowing Grass	X	X	X		O	O		O		
Power Grass / Brush Trimming	X	X	X		X	O		O		
Back Pack Blower Operation	X	X	X	O	O	O		O		
Sharpening, Adjusting, Replacing Mower Blades		X	X		O	X		O		
Hand Sweeping / Raking		X	X		O	X		O		
Working with Gasoline or Fuel Tanks and Containers		X	X		O				X	
Hooking Up Plows						X				
Snow Blowing	X	X	X		X					X ₂
Snow Shoveling					X	X				X ₂
Handling CaCl Flakes or Rock Salt						X		O		X ₂

X₁ Using a seatbelt is required when operating a city-owned vehicle off the premises

X₂ Wearing a traffic vest / safety vest is required when working on public roads or esplanade

The PPE listed above are in addition to any general PPE requirements (e.g. closed-toed footwear, uniform) that are required for this position. It is assumed that you are dressed appropriately for the season and the weather conditions.

If you are assigned a task that is not listed or if there is any doubt about what PPE is required, check with your Supervisor.

"X" - PPE cited measure is required

"O" - PPE cited measure is not required but may be optionally used for added safety.

Where 2 similar measures are checked, for example safety glasses and safety goggles, PPE protection is required and the user has the option of using either of the 2 measures.