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# SAFE WORKPLACE PRACTICES SOG

## SCOPE

This guideline shall apply to all members of the Stoney Point Fire Department (SPFD) and shall be adhered to by all members.

## PURPOSE

The safety mission of the Stoney Point Fire Department is to provide a workplace free from recognized hazards to the most reasonable degree possible. National, State, and local regulations, and judgment decisions of SPFD officers will be followed to provide for the safety of all personnel during routine and emergency operations.

The intent of this policy is to provide a safe work environment for the members of the department. This includes all department facilities.

Stoney Point Fire Department encourages all members to work, act, and think safety at all times. Workplace safety is not just an organizational responsibility, but an individual responsibility that each and every member must participate in. Members also have the responsibility to report unsafe workplaces and practices and to stop unsafe acts.

The department strives to continuously provide a safe environment for members and visitors.

## DEFINITIONS

**SHALL** - Indicates a mandatory requirement.

**STANDARD OPERATING GUIDELINES (SOG)** - Documents that help establish how an organization will operate and how its members are expected to carry out specific duties outlined in general terms.

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## **GUIDELINES**

### **Reporting Unsafe Workplaces**

- Unsafe workplace conditions or hazards should be immediately reported to ones supervisor and throughout the chain of command until corrected utilizing the departments maintenance request form.
- Repairs or modifications to existing facilities will be coordinated by the Station Full-time Captain as well as the Deputy Fire Chief.
- Non-imminent repairs should follow the normal repair request form procedure.

### **Unsafe Work Practices**

- Unsafe work practices should be immediately stopped by those that observe them. Safety is everyone's responsibility.

### **Safe Facility Inspection Program Procedure**

- Each fire department facility will be inspected monthly by the Full-Time Captain or his designee. This is not intended to be a code compliance inspection but a safe workplace hazard inspection.

### **Safe Workplace Inspection Form**

- The attached Safe Workplace Inspection Form, which identifies the areas and items that will be inspected, will be utilized during the monthly inspections.

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