

CLAYTON FIRE COMPANY NO.1 INCORPORATED
STANDARD OPERATING PROCEDURE # IV-2

Date of Effect: May 11, 1993	To be reviewed: January, 2020
To: All Members	Revised: January 1, 2019
Ordered By :Alexander C Carrow, Fire Chief	
Subject: HEALTH & SAFETY COMMITTEE	

This guideline shall take effect immediately and shall remain in effect until superseded.

Purpose: To define the objectives and duties of the Health and safety committee concerning all aspects of this organizations activity.

I. APPOINTMENT OF HEALTH AND SAFETY OFFICER

It shall be the responsibility of the Fire Chief to appoint a Health and Safety officer and/or committee

II. APPOINTMENT OF SAFETY OFFICER

It shall be the responsibility of the OIC to appoint a safety officer and /or safety committee at their discretion. If the company Safety Officer and/or safety committee member is not present at an alarm it is recommended that the OIC appoint a mutual aid senior officer to fill that role. If no safety officer is appointed, the OIC maintains safety responsibility. Additional personnel may be assigned to assist the chief safety officer. This shall also be done by the OIC and they shall communicate to the chief safety officer. The chief safety officer will report only to the OIC.

III. DUTIES AND RESPONSIBILITIES

The safety officer shall have the authority to stop any unsafe operations during an incident and report same to the OIC.

IV. MISCELLANEOUS ISSUES

The Officer of each apparatus shall collect all ID tags from the apparatus. This shall be done on all calls that the crew of the apparatus is placed in service. All ID tags will be taken to the command post when the apparatus officer reports for assignment and given to the accountability officer. It will be the apparatus officers responsibility to gather that units ID tags when released from the scene.

In the event of injuries sustained on company property, on the scene of an emergency, or a traffic accident involving departmental vehicles and/or personnel, the chairman of the safety committee shall appoint a committee of five (5) members of the safety committee to investigate the incident. This shall be done as soon as possible or no later than 48 hours after the incident. The committee shall report their findings to the respective fire company officer for appropriate action.