



POLICY MANUAL

Daily Operations - Policy

Health & Safety Policy

Revised: 07-10-96

Code: 1 – 10 – 13

Book Chapter Subject

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13.0 Purpose: Establish a Health and Safety policy.

13.01 Scope: All Fire Department personnel

13.02 **HEALTH & SAFETY COMMITTEE MEETINGS**

It shall be the policy of the Clovis Fire Department to have a monthly Health & Safety Committee meeting.

1. There will be minutes taken at each meeting.
2. These minutes will be reviewed by all crews at their monthly Health & Safety meetings.
3. These minutes will reflect new and old health and safety items.
4. Issues that are not resolved will be addressed again at the following meetings until resolved. Safety related issues not resolved will be assigned a number; i.e., #96-1.
5. All injuries and accidents will be reviewed as to the reason or cause.
6. Committee members will consist of the Training Officer and a shift representative. The committee will also include the personnel staffing through the guidelines established in the City of Clovis' Loss and Prevention Plan.

13.03 **STATION & APPARATUS HEALTH & SAFETY INSPECTIONS**

Station and apparatus health and safety inspections will be administered quarterly.

1. Any safety problems will be brought to the attention of the station Captain for immediate correction.
2. If unable to correct immediately, a report will be given to the Command Team for correction.
3. All corrections will be reported and shared with department shifts via E-Mail.



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13.04 MONTHLY SHIFT HEALTH & SAFETY MEETINGS

Monthly shift health and safety meetings will be conducted on the second or third week of each month no later than the 20th of each month.

1. At these meetings, crew members will review prior month's minutes of the department's Health & Safety Committee meeting, health and safety bulletins, and any other information deemed important from the Command Team or Health & Safety Committee.
2. The [Monthly Station Safety Meeting Documentation form](#) shall be completed during these meetings.
3. Upon completion of the CFD Health & Safety form (all three shifts have signed), the form will be turned in to the Battalion Chief in charge of safety.

13.05 HEALTH AND SAFETY INFORMATION OR CONCERNS

Health and safety information or concerns will be forwarded from shift personnel through their shift representative.

It is the responsibility of each member of the Clovis Fire Department to maintain a safe and healthy work environment. The ultimate responsibility is the department Chief, shift Battalion Chief, and the station Captain or senior station Captain. All Clovis Fire Department and City of Clovis safety rules shall be enforced in spirit and intent. Each member is responsible for his/her own safety gear and is expected to work for the health and safety of fellow employees. Failure to maintain proper attitude and work environment or to follow the safety rules will be subject to disciplinary action by the Chief of the Clovis Fire Department.

This policy does not supersede any part of the City of Clovis' Loss and Prevention Plan.