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Franklin Township Fire District No.3
Somerset, New Jersey

SAFETY PROGRAM

INTRODUCTION:

The Franklin Township Fire District Number 3 has implemented this program for managing workplace safety and health in order to reduce the incidence of occupational deaths, injuries, and illnesses. These guidelines were developed to systematically identify and control workplace hazards and to provide each fire fighter with environment free from recognized hazards which may cause serious injury, physical harm or death.

The district shall establish comprehensive and realistic safety policies based on past experience and current scientific research to prevent unreasonable health and safety risks.

OBJECTIVES

The following objectives are not inclusive.

To encourage practices among fire fighters which are protective of human health, safety and the environment.

To evaluate program effectiveness for reducing the risk of injuries and illnesses.

Providing a safe and healthy learning and working environment for all fire fighters that results in the elimination of accidents and illnesses.

Maintaining compliance with all safety, health and environmental regulations as they relate to the fire fighting system.

Developing an awareness on the part of the fire fighters of their individual and collective responsibility for personal safety and the safety of others.

Developing permanent safety consciousness conditioned by doing things the safe way.

Assisting individuals in learning and implementing safe and healthy practices that can be integrated into their day-to-day activities.

Promoting on-going research and evaluation in the area of health and safety.

Develop a positive attitude in fire fighters towards safety in the workplace.

Establish and adhere to general safety standards and practices.

Develop and execute a plan to alleviate unsafe conditions.

Establish and maintain an accident reporting system compatible with State requirements.

Develop a consciousness in all participants of wearing specific protection gear as required or is necessary.

Develop the ability to recognize potential hazards and take appropriate measures to avoid or eliminate them.

SAFETY COMMITTEE

Committee Objectives

The objective of the safety committee is assist the fire district in establishing and maintaining a safe and healthful work environment. A primary goal of the safety committee will therefore be to promote safety attitude awareness of all district fire fighters consistent with the district safety policy. The safety committee will serve as an advisor to both the fire commissioners and fire departments on matters of safety and health, in addition to performing essential monitoring, educational, investigative and evaluate tasks.

Committee Functions

It is not appropriate for the safety committee chairperson or member, as a primary duty, to oversee safety issues at a fire scene but rather to accept recommendations from a fire department appointed safety officer and fire fighters after the conclusion of the incident. Committee members are to act as an administrative team to insure awareness of the district health and safety plan are realized.

Develop safety policies and recommend their adoption for the district.

Identify unsafe work practices and conditions and suggest appropriate remedies from fire fighter recommendations.

Develop and implement an effective safety training program.

Encourage feedback from all levels and all areas of the district with regard to problems, ideas, and solutions related to safety.

Encourage accident investigations and develop recommendations in light of findings.

Develop and recommend adoption of appropriate safety programs to supplement a general program (a specific housekeeping program, fire prevention program, protective clothing program, etc.).

Keep everyone in the district informed about new safety policies, training programs, accident causation, and other safety and safety-related matters.

Identify specific safety-related problems that seem to be recurring and develop appropriate prevention measures.

Initiate programs and activities to stimulate and maintain fire fighter interest in safety.

Annually review and evaluate the Safety and Health Program for completeness and effectiveness.

Conduct monthly meetings.

Safety Committee Officers and Members:

Safety Chairperson: One Fire Commissioner

Committee Members: Each Fire Chief
One Fire Fighter from each company

OFFICER RESPONSIBILITIES: (Responsibilities listed below are not inclusive.)

Safety Chairperson:

The chairperson will conduct and coordinate monthly safety meetings. He/She will insure all safety topics are fully covered during each meeting. He/She will also encourage recommendations and/or discussion on all safety matters. Acts as district liaison to out of district safety committees and workshops. Presents a safety report and safety committee recommendations to the Fire Commissioners at regular district meetings.

Committee Members

Receive reports of safety incidents from fire fighters and forward information to committee members. Make recommendations to improve the safety program. Oversee vehicle safety. Evaluates performance of safety program, Insure fire fighter safety training is conducted. Review driving records of individuals using district vehicles. Informs members of the committee of accidents and problems found. Makes recommendations to committee to elevate said problems.

Committee Meetings:

The use of a detailed agenda will assist in ensuring that committee meetings proceed in an orderly manner. The meetings should not be used as a forum for airing general complaints and grievances. Such activities should be addressed in another forum. Disciplinary and personnel matters should be left to the fire commissioners and fire departments. The committee will devote its attention to health and safety which will be resolved in a non-adversarial atmosphere based on known facts and logical thinking, that will lead to reasonable recommendations and solutions.

Agenda Format

1. Roll Call

2. Introduction of visitor (people interested in seeing how the committee functions, or persons who are making special presentations or announcements to your group).

3. Reading of last meeting's minutes and discussion of old business.

4. New business (outlined and approved ahead of time so as not to take up excess time).

5. Reports on programs or projects that the committee is currently engaged in.

6. Assignments for the next meeting (including time, date and location of next meeting).

Meeting Minutes

The basic reason for keeping minutes of committee meetings is to chronicle safety and health problems and specify what recommendations for corrective action have been made. They also serve to communicate safety to all fire fighters and as a permanent record of committee activities. Committee members will designate a minute-taker.

Minutes should include:

1. Time and date of meeting

2. Who attended

3. Items discussed (reports, problems, education..)

4. Specific recommendations (including who is responsible and when actions are to be carried out)

5. Reasons for recommendations

6. Time and date of next meeting

It isn't necessary to take verbatim notes of each discussion. Rather, major points should be summarized. After the meeting, the minutes should be typed and reviewed.

All minutes will be promptly posted for all to read. This helps educate everyone about health and safety problems and the work of the committee. The perceived value of the committee is increased when the entire workforce is aware of their health and safety issues and of the committee's activities.