

Subject:	MANAGEMENT'S RESPONSIBILITY
Section:	PPG# 4200.8.1
Chapter:	Operations
Effective Date:	7/1/98

1.0 POLICY

- 1.1** Thurston County Fire Protection No. 9 shall establish, supervise, and maintain, a safe and healthful working environment
- 1.2** Management shall ensure compliance with The Health and Safety Program of Thurston County Fire Protection No. 9 and all safety and health regulations. Management includes all persons who supervise members/employees.
- 1.3** Management shall ensure:
- 1.3.1** Completion of training required by the Health and Safety Program and remedial, annual or periodic training as necessary or required.
 - 1.3.2** Investigation and reporting of all incidents or accidents;
 - 1.3.3** Include in annual positional and program performance reviews, an evaluation on conformance with safety and health policies.
 - 1.3.4** Agendas of meetings with subordinates include safety and health issues and allow opportunity for discussion of new safety or health matters;
 - 1.3.5** Consideration of complaints, concerns or reports over safety and health issues, incidents or near misses as potential opportunities to improve the Department's safety and health program.
 - 1.3.6** Accident trends are studied and preventative measure prescribed.
- 1.4** Thurston County Fire Protection No. 9 shall establish an accident prevention program which will include, but is not limited to:
- (a) Programs for training employees in the fundamentals of accident prevention.
 - (b) Procedures to be used by the Department Health and Safety Officer and Incident Commander to ensure that emergency medical care is provided for members on duty.

- 1.5** Thurston County Fire Protection No. 9 shall establish an accident investigation program.
- 1.6** Members/employees who are under the influence of alcohol or drugs shall not participate in any fire department operations or other functions. This rule does not apply to persons taking prescription drugs as directed by a physician or dentist providing such use does not endanger the employee or others.
- 1.7** Alcoholic beverages shall not be allowed in stations.
- 1.8** A bulletin board or posting area exclusively for safety and health and large enough to display the required safety and health posters will be provided in each station.
- 1.9** Thurston County Fire Protection No. 9 shall maintain a hazard communication program which will provide information to all members and employees relative to hazardous chemicals or substances to which they are exposed, or may routinely be exposed to, in the course of their employment at our facilities.
- 1.10** Thurston County Fire Protection No. 9 shall establish and enforce a policy as to the roles and responsibilities of the Department's Health and Safety Officer on emergency incident sites.
- 1.11** Employees shall follow the practices, procedures and policies applicable to their work duties as found in the Health and Safety Program along with other practices or procedures which constitute good safety and health practice. Members/employees shall:
 - 1.11.1** Attend all assigned training;
 - 1.11.2** Properly maintain, use and request replacement or repair as necessary all assigned personal protective (PPE);
 - 1.11.3** Participate in safety meetings as assigned;
 - 1.11.4** File incident or accident reports as prescribed in this manual.
- 1.12** For the purposes of this manual and program, all persons employed by Thurston County Fire Protection No. 9 in any capacity or position, are considered employees or members.
- 1.13** Failure of any employee or member to comply with the requirements in the Health and Safety Program may result in corrective action.
 - 1.13.1** Any employee or member who fails to comply with the requirements of the Health and Safety Program may be counseled by his/her supervisor and a letter documenting the failure to comply and the counseling may be placed in his/her personnel file.
- 1.14** Thurston County Fire Protection District No. 9 Accident Program is described in Policy 4200.3.

2.0 RESPONSIBILITIES

- 2.1** The Assistant Chief of Operations shall be responsible for providing suitable expertise to comply with all testing requirements in WAC 296-305.
- 2.2** The Health and Safety Officer will be responsible for the Hazard Communication program
- 2.2.1** The Health and Safety Officer shall have the overall responsibility for administering the District's safety program.
- 2.3** The Infection Control Officer shall administer the District's Emergency Medical Protection program.
- 2.4** The Respiratory Protection Program Administrator will be responsible for administering the District's Respiratory Protection Program,
- 2.5** The Health and Safety Officer shall administer the District's hearing conservation program.

REFERENCES

WAC 296-305-01509
WAC 296-305-01503
Policy 4400.1 Emergency Medical Protection