

Unalaska Fire & Emergency Medical Service

MEMBER SAFETY HANDBOOK



WHAT YOU NEED TO KNOW ABOUT:

YOUR RIGHTS TO A SAFE WORKPLACE

YOUR RESPONSIBILITIES TO WORK SAFELY

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February 19, 2014

Memorandum to Unalaska Fire & EMS Members

Unalaska Fire & Emergency Medical Service's most valuable assets are the members whose efforts enable us to achieve a high level of success and provide service to the citizens of Unalaska.

The safety and well-being of each and every member is the most important element in protecting that asset. Consequently, Unalaska Fire & Emergency Medical Service (UFEMS) is committed to equipping members to perform their assigned tasks safely.

The safety program cannot be successful without active participation of all members. As a valued member, you should know your responsibilities so that if you see coworkers performing unsafe acts, you can remind them that safety is a top priority.

This "Member Safety Handbook" gives you a quick reminder of the many elements of the safety program. Although this handbook does not contain all requirements of the safety and health program, it does contain the general rules that all members must follow.

UFEMS members are expected to follow all safety and health rules. Failure to follow the important rules in this handbook could result in injury to yourself or others or damage to department property. Disciplinary action could be taken in accordance with current practices, up to and including termination of employment/membership.

Remember Safety is Everyone's Responsibility,



Abner L. Hoage, MM/PA
Fire Chief
Unalaska Fire & EMS

General Safety Conduct

- If you see any unsafe conditions, take immediate corrective action. If corrective action is beyond your capabilities, report the unsafe condition to your supervisor.
- Report all unsafe work practices or violations of the rules outlined below to your supervisor or any UFEMS officer immediately.
 - Members are never allowed to be armed during department sponsored activities or emergency response. Weapons should remain in privately owned vehicles and not be brought inside buildings or on apparatus.
 - Aggressive behavior of any type will not be tolerated.
 - Disorderly conduct such as shouting, pushing, throwing of objects, threats to inflict bodily harm, intimidating presence or harassment of any type.
 - Member actions or activities that might indicate a member is at risk for violent behavior.
- Abide by the safety rules and safe practices contained in this book and all supplemental safety and health rules and safe practices that may be distributed from time to time.
 - You have the responsibility to correct or repair unsafe conditions in your work area by yourself or with the aid of others, up to your capabilities, regardless of your job or classification.
- Take advantage of all safety information available to you and learn to work safely.
- Failure to comply with any department safety rules or safe practices, or the act of engaging in unsafe practices or conduct not specifically covered in this handbook, may result in disciplinary action.

Access to Medical and Exposure Records

UFEMS is responsible for and maintains a confidential medical record on each employee that contains your medical information as it may relate to your employment. This record includes but not limited to results of examinations, medical testing, post-exposure evaluation and follow-up procedures,

immunization records, copies of information provided to the health care professional, and the health care professional's written opinion.

- In addition to the records outlined above UFEMS is responsible for maintaining blood borne pathogen and needle stick exposure records.
- There is also a record of potential exposures to hazardous materials such as chemicals or radiations.
- These records are all stored in your confidential medical record. Access to confidential medical records is limited; however you may review your confidential medical record on request by contacting Fire-1, or Fire-2.
- These records will be maintained for the duration of your employment plus thirty (30) years, except if you should leave your position before you have been employed more than one year. In that case, the record will be given to you when you leave.

Anti-Violence/Security

Workplace violence has emerged as an important safety and health issue in the workplace. Although a specific workplace violence rule has not been adopted, Unalaska Fire & Emergency Medical Service recognizes the impact workplace violence can have on its members and intends to have a workplace that is secure and free from violence or potential violence.

- Only persons with legitimate reasons shall be allowed on premises.
- Visitors shall be escorted and never left unattended during their visit to the facility.
- Report unrecognized visitors to a supervisor, any UFEMS officer, or police officer.
- When moving to and from the parking lots, be aware of activities around you.
- Acts of aggression, such as shouting, pushing, throwing objects, slamming doors, etc., will not be tolerated.
- Do not bring firearms or weapons of any type to work unless authorized in writing by the Fire Chief.

- Report any type of intimidation or harassment to your supervisor, or any UFEMS officer who will in turn inform the Safety Coordinator (Fire-2). If the Supervisor is the aggressor, inform the Safety Coordinator directly.

Blood Borne Pathogens

The potential for exposure to blood borne pathogens is very significant in all health care professions. Therefore, you should take every step to understand the threat in your duties and how to protect yourself and those with whom you work.

- Universal precautions will be observed at this facility in order to prevent contact with bio hazardous materials. All bio hazardous materials will be considered infectious regardless of the perceived status of the source individual.
- Use mechanical controls to eliminate or minimize your exposure, as much as possible.
- In work areas where there is a reasonable likelihood of exposure to bio hazardous materials, do not eat, drink, apply cosmetics or lip balm, smoke or handle contact lenses.
- Do not store or keep food and beverages in refrigerators, freezers, shelves, cabinets, on counter tops, or bench tops where bio hazardous materials are present.
- Do not mouth pipette or suction bio hazardous materials.
- Conduct all cleaning in a manner that minimizes air borne droplets of bio hazardous materials.
- Wash your hands after removing personal protective gloves or when your skin has been exposed to bio hazardous materials.
- Place all specimens of bio hazardous materials in containers that prevent leakage during handling, processing, storage and transport.
- Wear personal protective equipment when other controls are not sufficient to protect you from potential exposure to bio hazardous materials.

- Before beginning work, you should be trained on bio hazardous materials where exposure to biohazards may occur and should be retrained annually after that.
- All containers of bio hazardous materials are labeled with the “BIOHAZARD” label.
- All sharps and regulated waste containers are red in color and labeled with the “BIOHAZARD” symbol and the words “BIOHAZARDOUS WASTE or SHARPS WASTE.” Handle them in a safe manner.
- If your duties include activities that could expose you to blood or other potentially infectious materials, you have a right to be vaccinated against the Hepatitis B Virus. If you choose not to be vaccinated, you will be asked to sign a refusal form. Your supervisor has the details and will direct you through this process.
- If you are exposed to blood or other potentially infections materials, immediately wash the area with soap and water and/or flush with water for at least 15 minutes and immediately report the incident to your supervisor, the senior fire officer, or the Safety Coordinator.
- If you are exposed to blood or other potentially infections materials, you have a right to be seen by a physician of your choice, at the expense of Unalaska Fire & Emergency Medical Service. The Safety Coordinator and your supervisor have the details and will direct you through this process.

Chemical Hygiene

Since many of the tasks performed at fire stations involve the use of chemicals, it is critical that you understand and follow the following rules:

- Do not eat, drink, smoke, chew gum or apply cosmetics in apparatus, apparatus bays or on the emergency scene, unless a designated rehab site has been established.
- Do not taste or smell chemicals.
- Store all food and beverages in designated refrigerators and authorized break areas, away from hazardous materials.

- Restrain long hair and loose clothing to minimize the risk of chemical contamination.
- Wash your hands after handling hazardous chemicals and before eating and drinking.
- Wash exposed skin before leaving the station or when chemicals have contaminated skin.
- Do not work alone in the station if the procedures being conducted are hazardous.
- Use equipment only for its designed purpose.
- Keep all work places clean and uncluttered, with chemicals and equipment properly labeled and stored. Clean your workspaces when you complete an operation or at the end of the day.
- Use only chemicals for which the quality of the available ventilation system is appropriate.
- Inspect all personal protective devices for degradation before using them and replace as needed.
- Follow waste disposal procedures in accordance with all Federal, State, and Local legislation.
- Minimize hazardous waste generation by substituting less hazardous chemicals, processing changes, recycling or reusing.
- Store hazardous waste in waste in appropriately labeled receptacles.
- Store non-hazardous solid and liquid waste in appropriately labeled receptacles.
- Do not discharge into the sewer concentrated acids or bases, highly toxic substances or any substances that might interfere with the biological activity of waste water treatment plants, create fire or hazards, and cause structural damage or obstruct flow.

Control of Hazardous Energy (Lockout/Tagout)

All equipment with a potential for unexpected start-up during routine adjustment or maintenance is subject to the requirements of this program, which is called Lockout/Tagout or LOTO. LOTO involves all sources of hazardous energy including electrical, hydraulic, pneumatic, chemical, thermal, etc.

- Notify your supervisor or another fire officer when a piece of equipment needs repair or adjustment.
- Leave all lockout or tagout devices in place while the equipment is being repaired or adjusted.
- Be sure the equipment is safe for use following repair or adjustment.
- Follow all rules for the safe operation of equipment during use.
- Follow LOTO procedures when you perform adjustments or maintenance on a piece of equipment.

Emergency Action Plan

These procedures are designed to help you in responding to potential emergencies such as fires, chemical spills and earthquakes. You will be trained in safe evacuation procedures and will know the parts of the evacuation plan that apply to you. You will receive update training as your responsibilities in the plan are changed. Learn the best escape route(s) from the various area(s) in the building(s) where you work.

If evacuation is necessary and with due regard to your safety, remove all apparatus from the structure. Upon leaving the building during a formal evacuation, proceed immediately to a designated safe area so an accounting of all members can be made.

In the Event of a Fire:

- Be familiar with locations of fire extinguishers in your work area. If you detect a fire, notify co-workers and your supervisor immediately.
- If the fire seems controllable, you may—*on a voluntary basis*—try to extinguish it as long as you can do so safely.
- Immediately sound the alarm and call 911 or notify dispatch if it appears the fire cannot be easily controlled.

In the Event of an Earthquake:

- If you are inside: Duck, Cover, and Hold away from windows or glass dividers and stay away from tall objects, such as files or cabinets.
- If you are outside: Stand away from buildings, and any other overhead obstructions.

When the Earthquake is Over:

- Remain at your location unless it becomes obvious that doing so would expose you to additional hazards. If evacuation is ordered, immediately evacuate the building and assemble in the designated safe area.

Ergonomics—Repetitive Motion Injuries (RMI)

Many of the tasks you will perform are repetitive in nature. If these tasks are not performed properly, repetitive motion injuries may result. Repetitive motion injuries result from performing the same motion(s) over and over and can occur regardless of the task(s).

- Use workstations, where possible, that have proper lighting, correctly arranged computer equipment and comfortable desks and chairs.
- Use laboratory equipment that is designed to alleviate injuries from tasks that are repeated many times each day.
- Organize the work area so that tasks can be performed in the most efficient manner and with the least physical strain from repetitive motion.
- Minimize repetitive stretching, bending, or sitting in the same position for long periods.
- Take periodic breaks to relieve stress do to repeating motions.
- Do not attempt to perform physical tasks that are beyond your physical capabilities.
- Report any tasks or situations where you believe repetitive motions may be contributing to pains you experience as the task(s) is being performed

Hazard Communications

This program is designed to provide information to you so that you can work with and around hazardous chemicals safely. This program is also called “The Right-To-Know” Program.

- A “right-to-know” station, which includes hazardous chemical information, is located in the hallway outside the corrections office at Station 1, and in the mechanical room at Station 2.
- Be familiar with the hazardous chemicals used or stored in your work area and know how to protect yourself from the hazards they represent.
- Do not use hazardous chemicals unless you have been trained to do so safely.
- Material Safety Data Sheets (MSDSs) or Safety Data Sheets (SDS) are located at the “right-to-know” stations, and online through the City of Unalaska MSDS/SDS program.
- Follow all safety instructions indicated by the MSDS and labels attached to containers.
- Never use a chemical in an unmarked container unless the contents are known specifically to you or a co-worker.
- Immediately report all spills of hazardous chemicals to a fire officer.
- Review safety procedures before undertaking any new and/or non-routine task.

Occupational Noise Exposure

UFEMS is committed to conserving the hearing of all members by encouraging and requiring members to practice safe habits related to hearing conservation and to comply with all pertinent noise control and hearing conservation regulations. All members working in areas of excessive noise shall wear hearing protection devices.

- **Hazardous Noise Area:** A hazardous noise area is any area where the continuous sound pressure level is greater than or equal to 90 dBA or where impulse or impact noise is greater than or equal to 140 dB.

- The Safety Coordinator is responsible for coordinating and administering the Noise and Hearing Conservation Program as required.
- If it is determined that your work area is a Hazardous Noise Area:
 - Always wear hearing protection in designated, posted areas.
 - Never share hearing protection devices with other members.
 - Do not expose yourself to an excess of 90 dBA without appropriate hearing protection.
- All records created as part of a Noise Control Program, will be kept in accordance with 29 CFR 1910.1020, Access to Medical and Exposure Records, describe elsewhere in this handbook.

Seatbelts

Every year fire departments experience roughly 16,000 vehicle accidents. Driving is one of the most dangerous activities for firefighters. Speed, inattention and the response of the public create additional hazards. There are approximately 25 to 35 firefighter fatalities each year. As a result of vehicle crashes! Accident investigations have revealed that deaths and injuries are greatly reduced by simply wearing your seatbelts!

- Personnel are required to use seatbelts in private and department owned vehicles when participating in department sponsored activities and/or emergency responses.
- Do not remove seatbelts to don PPE while responding; PPE that requires removal of the seatbelt to be donned will be in place prior to departure from the station or after arrival on scene

Personal Protective Equipment

Tasks performed by UFEMS personnel have been assessed for the need of personal protective equipment and guidelines for their use have been written. Full details are included in the Safety Manual.

- Required personal protective devices shall be provided, repaired, cleaned and maintained by the department at no expense to the member.

- Eye protection suitable for the procedure performed will be worn in all areas of the facility where potential eye injury exists.
- If contact lenses are worn, a chemical splash approved, full-face shield shall also be worn.
- Gloves will be worn to minimize potential skin contact with hazardous chemicals and bio hazardous materials.
- Wash your hands with soap and water after removing gloves.
- Personal protective equipment will be removed, laundered or disposed of once contamination has occurred.
- Personnel will wear closed toe shoes. Perforated shoes and sandals will be prohibited.
- All personal protective equipment must be properly disposed of when contaminated or worn beyond repair.
- Protective clothing potentially contaminated with bio hazardous material or chemicals will be removed before exiting the work area.

Respiratory Protection Plan

If your duties place you at risk of being exposed to tuberculosis or other potential air contaminants, you may be required to wear a respirator. If that is the case you should know:

- **There are two types of respirators:**
 - *Particulate Filter Respirators* — these respirators remove particles from the inhaled air. A respirator used to protect against the TB bacterium (*Mycobacterium tuberculosis*) is an example.
 - *Air Supplying Respirators* — this type of respirator may be necessary in environments where there is a lack of oxygen and/or toxic chemicals are present.
- All members who use respiratory protection will be medically approved and trained according to these requirements.

- You are responsible for using the respiratory protection equipment properly.
- Perform an inspection of the respiratory equipment before and after each use.
- Perform a leak test before you use a respirator.
- Use a respirator only for the specific situation and contaminants for which the respiratory was issued to you.
- Never share your respirator with another member
- Put the respirator on before entering a contaminated area and do not remove it until you leave the area.
- Complete details of this program are outlined in the Respiratory Protection Program SOG.

Drug and Alcohol Use

UFEMS is responsible for the health and safety of all its members and ultimately the community it serves. The use of alcohol and illegal drugs and the misuse of prescription medication amongst responding members increase the chance of injury or death to both responder and the public. The individual use of alcohol shall not be tolerated during emergency operations or any other official business. The use of illegal drugs or the improper use of prescription medication shall not be tolerated at any time and such use will be grounds for suspension or termination of employment/membership.

Emergency Operations and Other Official Business

- UFEMS shall not tolerate the use of illegal drugs. Counseling and/or substance abuse treatment programs are strongly recommended for members with drug problems.
- No member shall respond to any emergency or act in an official capacity within eight hours of consuming alcohol.
 - Member compliance with this policy must strictly be adhered to.
 - If a member is observed to show signs of impairment resulting from the influence of alcohol, drugs or prescription medication while operating at the scene of an emergency or other official capacity it shall be the responsibility of the observer to notify the

Incident Commander or senior most ranking UFEMS officer or responder.

- A member that is obviously impaired or where significant evidence of recent alcohol, drug or prescription medication use will immediately be relieved of their duties, and an official report will be made by the IC or senior UFEMS officer to the on duty Police Division Sergeant; if no Sergeant is on duty the report will be made to the Senior Police Officer on duty. In either case the Fire Chief will be notified of the situation immediately!

Department Social Functions

- The use of alcohol by the members attending department social functions is allowed under the following guidelines.
 - No member assigned to the standby crew or acting in any other official capacity shall consume alcohol.
 - No alcohol shall be stored or consumed within or on municipal property.

Disciplinary Action

- The Fire Chief, or Director of Public Safety shall determine all disciplinary actions if specifically called for. Failure to comply with this policy may include;
 - Probationary status for a time to be determined.
 - Letter of counseling to be placed in the individuals personnel file for no more than one year
 - Letter of reprimand to be placed in the individuals personnel record permanently
 - Mandatory enrollment with successful completion of a department approved drug/alcohol counseling and/or treatment program.
 - Termination of membership

Personal Electronic Devices

In order to ensure that the rights to privacy, the prevention of distractions while performing duties, the maintenance of evidence chain of custody and many other legal implications. This section shall define the conditions in which a personally owned electronic device may or may not be used while on duty and or representing UFEMS.

- Personal Electronic Devices (PED's) include such things as cellular phones, personal digital assistants (PDA's), netbooks and tablets, and digital cameras.

- PED's are permitted to be carried by all personnel while on duty, members should allow voice mail to answer the call while conducting business, engaged in work, and response related activities or training environments. Calls may be answered and messages may be checked when not actively involved in a response or about to perform or in the process of performing work duties, or training.
- PED's should never be cause for delay in responding to an emergency or beginning an assignment, and should never be used while completing an assignment.
- Use of PED's is prohibited while attending to a patient.
- PED's may only be carried into a hazardous environment if they are "intrinsically safe" consistent with the national standards for portable electronic equipment (such as portable radios) and must be carried in a safe and concealed area on the person that does not interfere with physical requirements of the job, will not fall off.
- PED's are prohibited while driving department vehicles and apparatus.
- When participating in training PED use is permitted if absolutely necessary, however ringtones should be silenced and calls should be taken so as not to disturb other students.
- Use of PED's for photography during any response is strictly prohibited. Only department owned cameras and other electronic devices may be used for photography during response. PED's may be used for photography during training sessions and other functions with approval by the senior UFEMS officer.

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MEMBER ACKNOWLEDGEMENT FORM

This certifies that a copy of the “**Member Safety Handbook**” was provided to the member named below on: _____.

UFEMS Officer’s Printed Name: _____

Signature: _____

I hereby acknowledge receipt of Unalaska Fire & Emergency Medical Service “**Member Safety Handbook**” which outlines important safety requirements and information for working as safety as possible. I agree to follow the safety and health rules as outlined in this handbook. I further understand that should I have any questions about these programs I should contact the Safety Coordinator for clarification.

Member’s Printed Name: _____

Signature: _____

Important: This receipt must be read, understood and signed by all Division of Fire & EMS members unless accomplished through Target Solutions.

A copy of this receipt shall be maintained in the member’s personnel and/or training record. Please retain the handbook for future reference.