



Lexington County Fire Service

Standard Operating Procedures
Safety Program (In-House) ADM-005

EFFECTIVE: April 25, 2007 **ISSUED BY:** Russell R. Rawl, Fire Service Coordinator

RECINDS: All previous policies

SCOPE: All Lexington County Fire Service Personnel

POLICY: It is the policy of the Department of Public Safety to conduct all work operations as safely and efficiently as possible and to promote safety awareness among all employees.

I. PROCEDURE

The responsibility, authority and accountability for work place safety is assigned to all supervisory personnel within their area of operation. Accident prevention must be of prime importance and a safe working environment is the highest priority. This includes insuring:

- A. Safe work methods are instructed and employees are trained to safely perform their duties.
- B. Personnel are provided with all reasonable safeguards to ensure safe working conditions.
- C. All personnel are provided a safe and healthful working environment.
- D. All equipment, tools and machines are kept serviceable and in good repair. It is important that everyone work closely to promote safe work practices, observe all rules and regulations and consistently maintain property and equipment in a safe working condition. Supervisors must consistently enforce all rules and

regulations, be alert for unsafe practices and conditions and take appropriate corrective action when deficiencies are found.

II. INVESTIGATION OF ACCIDENTS

Supervisors will investigate and complete accident report forms on all accidents in their assigned areas. Each person has the responsibility of performing their own work in a safe and efficient manner and to immediately report unsafe acts or conditions to their supervisor for corrective action. The Fire Service Coordinator must review any supervisor investigations when it involves lost work time or death.

III. INJURY REPORTS

A Supervisor's First Report of Injury must be completed by Supervisor and immediately forwarded to the Duty Chief, on personnel injured while in the performance of their duty.

IV. HEARING PROTECTION

- A. Hearing protection shall be provided for and used by all members operating or riding on fire apparatus when subject to noise in excess of 90 dBA.
- B. Hearing protection shall be provided for and used by all members when exposed to noise in excess of 90 dBA from power tools or equipment, except in situations where the use of such protective equipment would create an additional hazard to the user.