

POLICY - 2.5.2 - UNSAFE CONDITIONS
SCOPE - ALL PERSONNEL

- A. **EMPLOYEE & VOLUNTEER RESPONSIBILITY:** Every employee and volunteer is responsible for safety as a specific job assignment. To achieve the District's goal of providing a safe work place, everyone must be aware of safety at all times. Employees and volunteers shall report any unsafe or hazardous condition directly to their supervisor, if the unsafe condition cannot be corrected at the time of discovery, it must be clearly marked as a hazard or tagged and taken out of service immediately. Every effort will be made to remedy safety problems as quickly as possible. Unsafe conditions must be reported even when they have been remedied.
- B. **MANAGEMENT RESPONSIBILITY:** Each supervisor shall frequently review the need for implementing safety practices, policy or procedures warranted by hazards. Each accident and "near miss" is cause for review. A copy of each safety policy developed shall be delivered to all department supervisors for distribution to their subordinates. Department heads will periodically involve employees and volunteers in the policy development process. The need for periodic training shall be considered, and arranged as determined by the department head. Unsafe conditions that have been reported to a supervisor must be included in the monthly Safety Committee report.
- C. **SAFETY COMMITTEE:** There shall be a District Safety Committee comprised of volunteer and paid officer staff of the District and at least one chief officer. The Safety Committee shall meet on a monthly basis as a function of the regularly scheduled officer staff meeting. Minutes of the Safety Committee meeting shall be kept on file at the District office. The Safety Committee shall make inspections and resulting recommendations to the Fire Chief relating to: Operations, training, equipment including apparatus, and facilities.
- D. **MANAGING UNSAFE CONDITIONS:** It is the responsibility of all personnel to observe and identify conditions which could pose a hazard to other District personnel or to the general public.

After identifying a hazard, personnel are expected to employ avoidance procedures, use personal protective equipment as appropriate, warn others, control and where possible, eliminate the hazard.