

**POLICY - 3.2.1 - ADMINISTRATION OF SAFETY PROGRAM**  
**SCOPE - ALL OFFICER PERSONNEL**

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The Fire Chief shall be responsible for the day-to-day overall administration of the District's safety and loss prevention program. The Fire Chief may delegate responsibility for specific portions of the safety program.

The safety program includes:

1. Implementation of necessary loss prevention and risk control policies and programs including the following:
  - a. Participation by and accountability for all officers, employees and volunteers in loss prevention activities.
  - b. Hazard assessment and control.
  - c. Accident investigations.
  - d. Personal protective and safety equipment programs.
  - e. Training programs.
  - f. Operations evaluations.
  - g. Claims management and early return-to-work efforts.
  - h. Meetings of the Safety Committee as described in District Policy Number 2.5.2(C).
2. Legal compliance with all federal, state and local safety and health regulations.
3. Providing personnel with needed resources to ensure compliance with the District's loss prevention and control policies.
4. Review of District loss data and accident investigation findings; evaluation of loss prevention activities, comparing them with current needs; assignment of responsibility for corrective action measures; and maintenance of necessary records of District activities.
5. Consulting with the District's insurance agents and carriers in developing loss control policies and procedures.

6. Creating and managing an early return-to-work program for injured employees.
7. Ensuring that personnel policies, operation manuals, job descriptions, and job placement practices are in place, and that all District volunteers, employees and officers are in compliance.