

**EAST COUNTY FIRE & RESCUE**  
**POLICIES, PROCEDURES & GUIDELINES**

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**SUBJECT: Accident Prevention Program**

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**PPG NUMBER: 20.6.1**

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**APPROVED BY:**

  
**Board Chair**

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**1.0 REFERENCE**

WAC 296-305-01505

**2.0 POLICY**

- 2.1** It is the policy of East County Fire and Rescue to provide its employees with a safe and healthful work environment. The policies and guidelines in this Accident Prevention Program are designed to reduce or prevent employee occupational injuries or death.
- 2.2** The District shall develop, implement, and maintain a written safety program. District safety programs shall have an assigned Health and Safety Officer.
- 2.3** The District shall also develop a formal accident prevention program tailored to the needs of the department and hazards involved.
- 2.4** The Health and Safety Officer will be responsible for ensuring that members/employees are trained, knowledgeable of, comply with, and follow the Accident Prevention/Health and Safety program.
- 2.5** The District shall develop a safety orientation program which describes the District's safety program and includes, but is not limited to, the following:
  - 2.5.1** How and when to report injuries, including instruction as to the location of first-aid facilities.
  - 2.5.2** How to report unsafe conditions and practices.
  - 2.5.3** The use, care, selection and maintenance of required personal protective equipment.
  - 2.5.4** The proper actions to take in event of emergencies including exit routes from all areas.
  - 2.5.5** Identification of the hazardous gases, chemicals or materials involved, along with the instruction on the safe use and emergency action following accidental exposure.
  - 2.5.6** Description of the District's total Accident Prevention/Health and Safety program.

- 2.5.7** An on-the-job review of the practices necessary to perform the initial job assignments in a safe manner.
- 2.6** The District shall have a safety committee to serve in an advisory capacity to the fire chief. The number of employer-selected members shall not exceed the number of employee-elected members.
- 2.7** The frequency of safety meetings shall be determined by the safety committee, but shall not be less than one hour per calendar quarter.
- 2.8** Minutes shall be taken of all safety meetings. After review by the chief or his/her designee the minutes shall be conspicuously posted at all stations.
- 2.9** Employee submitted safety suggestions or complaints shall be considered. Action recommendations by the committee shall be transmitted in writing to the fire chief. The chief or his/her designee shall reply to the submitter within 72 hours of receipt.
- 2.10** Inspections of fire stations shall be made at least monthly and records maintained centrally to ensure that stations are reasonably free of recognized hazards. These inspections shall include, but not be limited to, tools, apparatus, extinguishers, protective equipment, and life, health and safety equipment.