

STANDARD OPERATING GUIDELINE - 5.1.4

TOPIC - HAZARD REPORTING

PURPOSE:

To establish a standard method for the reporting, and tracking the status, of hazards, unsafe conditions, or unsafe practices in the work place.

GENERAL:

The District is committed to the promotion of safety in all phases of District operations. This commitment includes the identification of a problem and the ability to follow up on any issue that was raised. To assist in promoting efficient reporting and tracking the District will use a form designed to report, acknowledge, and provide tracking of the status of a hazard, unsafe condition or unsafe practice. It is important to remember that this system is designed only for situations which need attention, but do not present an immediate danger to yourself or others.

GUIDELINE:

1. Copies of the form titled Report of Hazard, Unsafe Condition or Practice will be available at each fire station operated by the District.
2. The use of the form is not limited to only reporting conditions, practices, or hazards found at our fire stations or on our equipment. It may also apply to issues encountered during a response to an emergency.
3. To initiate a report, complete all of the portion titled ISSUE OF REPORT.

NOTE: Any report that is unsigned will be considered invalid and will be thrown away.

4. Once the reporting portion of the form is complete, do one of two things:
 - Place it on the maintenance clip board, or
 - Give it to your station officer.
5. Based upon the nature of the issue being reported the form must be routed to the most appropriate party.
 - Issues related to facilities, equipment, or apparatus need to be routed to maintenance staff.
 - Issues related to practices need to be routed to the Fire Chief, or designee.
6. Upon receipt of the form the appropriate party must, at a minimum,

check the appropriate status box and write an explanation in the REPORT ACKNOWLEDGMENT & ACTION portion of the form within one week of receipt of the report.

7. A copy of the completed form must be routed back to the original complainant for acknowledgment.
8. The original form must be routed to the safety committee for monitoring of the issue to ensure that the hazard is being addressed, and documented.
9. Once the hazard has been abated the original form may be destroyed after three (3) years.