

# Hurricane Fire & Rescue

Hurricane, WV

## Operation Guidelines

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| <b>Subject</b>          |
| <b>Guideline Number</b> |
| <b>Adopted</b>          |
| <b>Effective Date</b>   |
| <b>Pages</b>            |

|                       |
|-----------------------|
| Station/Office Safety |
| 800.112               |
| March 1, 2007         |
| April 7, 2007         |
| 3                     |

**Purpose:** A large percentage of personnel injuries occur while participating in routine activities at or around the station/office. Observing proper safety practices and adopting a safety conscious attitude could prevent most of these injuries.

**Scope:** All personnel.

**Responsibility:** It is the responsibility of all personnel to maintain a safe work environment.

## Facility Maintenance

Many personnel injuries could be avoided through a policy of safety conscious station maintenance.

Efforts should be made to keep apparatus floors free from slippery substances and obstruction; water, oil, hydraulic fluid, etc. should be mopped up whenever they appear, especially on the traffic areas around and between apparatus.

Station floors also must be free of slippery substances. Traffic route areas, hallways, etc., should be clear of unnecessary obstacles and obstructions.

## **Lifting/Pulling**

Utilize the following proper lifting techniques when lifting moderate to heavy objects:

1. Use your legs to lift - bend your knees
2. Keep your back straight
3. Do not twist your body while lifting; reposition your feet to avoid twisting
4. To lift heavy objects, get your body as close to the object as possible. Heavy objects should ideally be stored at approximately waist level - to prevent unnecessary lifting. Do not attempt to lift or carry more than you can easily handle - if necessary get help!

When you are dragging or raising with a halyard, do not pull more than you can pull with relative ease - if necessary get help!

## **Facility Ventilation**

In an attempt to reduce the possibility of exposure to personnel from vehicle exhaust emissions; the department is to implement the following guidelines at a minimum.

1. On incident responses, only the affected vehicle doors need to be opened and closed as necessary. Prior to starting vehicles for other than incident responses, all apparatus bay doors shall be opened and remain open for an adequate period of time to dissipate emission vapors.
2. All ventilation systems within the station apparatus area shall be utilized during vehicle operations to minimize vehicle emission build-up.
3. All interior doors adjoining the apparatus area shall be kept closed.
4. Vehicles shall be operated inside the station as little as possible. Vehicles are to be moved outside whenever possible to minimize emission exposure to personnel and equipment.



## **Storage Practices**

1. All flammable or combustible liquids shall be stored in an approved container, of not more than 5 gallon capacity, having a spring-closing lid and spout cover and so designed to safety vent excessive internal pressure.
2. All flammable or combustible storage areas should be kept free from accumulation of combustible material and remote from potential ignition or heat sources.
3. Safety glasses shall be worn when the potential for a splash exists.