

# Hurricane Fire & Rescue

## Hurricane, WV Operation Guidelines

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Station Safety Inspection Check sheet
800.128
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**Purpose:** FACILITIES SAFETY CHECKLIST

**Scope:** All Personnel

**Responsibility:** All Personnel

This checklist will provide direction for department officers to conduct inspections of the station on a monthly basis. The information referenced here comes from various resource materials.

### I. GENERAL:

- \_\_\_\_\_ The required West Virginia Occupational Safety and Health workplace poster shall be displayed in the station, as required, where all members are likely to see it.
- \_\_\_\_\_ Emergency instructions and telephone numbers shall be available for the general public in the event of an emergency and members are out of quarters.

### II. HOUSEKEEPING:

- \_\_\_\_\_ All rooms, offices, hallways, storage rooms, and the apparatus floor shall be kept clean and orderly and in a sanitary condition.
- \_\_\_\_\_ All hallways and/or passageways shall be free from any type of objects such as nails, splinters, and holes.
- \_\_\_\_\_ All waste containers shall be emptied regularly.
- \_\_\_\_\_ Waste containers shall be provided in the kitchen and/or eating areas. These containers shall have tight lids.
- \_\_\_\_\_ All areas of the station shall be adequately illuminated.
- \_\_\_\_\_ Stairways shall be in good condition with standard railings provided for every flight having four or more risers.
- \_\_\_\_\_ Portable ladders shall be adequate for their purpose, in good condition, and have secure footing.
- \_\_\_\_\_ Fixed ladders shall be equipped with side rails, cages, or special climbing devices.
- \_\_\_\_\_ Smoking shall not be permitted in designated no-smoking areas.
- \_\_\_\_\_ Containers of all cleaning agents shall be carefully labeled per the 1910.1200 standard of VOSH standards.
- \_\_\_\_\_ First-aid supplies shall be available and clearly identified as to location.
- \_\_\_\_\_ Shower curtains should provide adequate protection to prevent floors from becoming excessively wet and slippery.
- \_\_\_\_\_ Cooking appliances and eating utensils should be kept clean and in good working order.

III. EXITS:

- \_\_\_\_\_ All exits shall be visible and unobstructed.
- \_\_\_\_\_ All exits shall be marked with a readily visible sign that is illuminated.
- \_\_\_\_\_ Doors that might be mistaken for exits shall be marked "Not an Exit."
- \_\_\_\_\_ Exits and exit signs shall be free of decorations, draperies, and/or furnishings.
- \_\_\_\_\_ Primary exit routes shall be obvious, marked, and free of obstructions.
- \_\_\_\_\_ Exits should be wide enough for easy access.

IV. WALKING AND WORKING SURFACES:

- \_\_\_\_\_ Floors shall be kept as clean and dry as possible.
- \_\_\_\_\_ Adequate lighting shall be provided in all working areas.
- \_\_\_\_\_ Fire fighters' routes to apparatus shall be completely free of projections, tripping hazards, loose objects, and/or other impediments.
- \_\_\_\_\_ Handrails shall be of sufficient strength and proper design for all stairways.

V. APPARATUS FLOOR AND MAINTENANCE AREAS:

- \_\_\_\_\_ Ladders, pike poles, and other items projecting from the apparatus shall be clearly marked with bright colored flags, stripes, or other identification to warn against accidents.
- \_\_\_\_\_ Apparatus overhead doors shall be maintained in a safe, operating condition.
- \_\_\_\_\_ Apparatus doors shall have adequate space for proper clearance for vehicles.
- \_\_\_\_\_ Fire fighters shall use adequate eye protection when working with grinders, drills, saws, welding equipment, and other tools likely to cause an eye hazard.
- \_\_\_\_\_ Eye protection shall be worn by personnel when working under vehicles.
- \_\_\_\_\_ Work rests on grinders shall be adjusted to within 1/8 in. (.32 cm) to the grinding wheel.
- \_\_\_\_\_ Grinders and grinding wheels shall be adequately guarded. The safety guard shall cover the spindle end, nut, and the flange projections.
- \_\_\_\_\_ All power tools shall be provided with proper guarding for electrical, cutting, and moving parts.
- \_\_\_\_\_ Maintenance hand tools shall be safely stored when not being used. They shall be inspected periodically and maintained to assure their safe condition.

VI. UNSAFE CONDITONS TO CHECK ARE AS FOLLOWS:

- \_\_\_\_\_ The tools shall be clean.
- \_\_\_\_\_ The handles/grips shall not be broken.
- \_\_\_\_\_ There shall be no worn, defective points/parts on the tool.
- \_\_\_\_\_ There shall be no parts missing.
- \_\_\_\_\_ Pulleys and belts shall be properly guarded.
- \_\_\_\_\_ Chain drives and sprockets shall be guarded.
- \_\_\_\_\_ Air cleaning nozzles shall not emit more than 30 psi deadened pressure. This information will be stamped on the nozzle.
- \_\_\_\_\_ A spotter shall be used when vehicles are backed up.

VII. FIRE PREVENTION AND PROTECTION:

- \_\_\_\_\_ Portable fire extinguishers shall be maintained in a fully operable condition and kept in designated places when not in use. They shall be inspected on a monthly basis.
- \_\_\_\_\_ Fire extinguishers shall be of the proper type for the expected hazards.
- \_\_\_\_\_ The fire extinguisher shall have a durable tag securely attached to show the maintenance or recharge date. Also, the initials or signature of the person who performed the inspection shall be on the tag.
- \_\_\_\_\_ The fire alarm system shall be tested on a quarterly basis, if the station is so equipped.

\_\_\_\_\_ If the station is so equipped, the sprinkler system shall be serviced by a qualified person.

\_\_\_\_\_ The minimum amount of clearance, 18 in. (45.7 cm), shall be maintained below the sprinkler heads.

\_\_\_\_\_ Smoke detectors, which are in stations not equipped with a fire alarm system, shall be tested the second Thursday of each month.

VIII. HAZARDOUS MATERIALS:

\_\_\_\_\_ Cylinders of compressed gases shall be stored in an upright position away from combustible materials.

\_\_\_\_\_ Flammable and combustible materials shall be stored in tanks or closed containers per NFPA 30, Flammable and Combustible Liquids Code.

\_\_\_\_\_ Safety containers with self-closing lids shall be used for the storage of flammable liquids and soiled, oily rags.

IX. ELECTRICAL WIRING, FIXTURES, AND CONTROLS:

\_\_\_\_\_ Electrical cords shall be strung so that they do not hang on pipes, nail hooks, and so forth

\_\_\_\_\_ Conduit shall be attached to all supports and tightly connected to junction and outlet boxes.

\_\_\_\_\_ All electrical cords shall be checked for fraying.

\_\_\_\_\_ All equipment shall be securely mounted to the surface on which it sits.

\_\_\_\_\_ Flexible cords and cables shall not be used as a substitute for fixed wiring.

\_\_\_\_\_ All extension cords shall be properly grounded and approved.

\_\_\_\_\_ All electrical tools, whether department owned or personnel property, shall be properly protected for damaged power cords, plugs, worn switches, defective ground circuits, or other faults that could render them unsafe for use.

\_\_\_\_\_ Electrical switches and circuit breakers shall be marked to show their purpose.

X. OTHER:

\_\_\_\_\_ Portable heaters used in stations shall be placed out of travel routes and away from combustibles, and if turned over, they shall turn themselves off.

\_\_\_\_\_ Any situations that warrant a concern shall be brought to the attention of the health and safety officer.