

# Fauquier County Department of Fire Rescue

	<b>OPERATING PROCEDURE</b>	No. 704	
	<b>Occupational Health and Safety Committee</b>		
	Effective Date: December 8, 2017	Page 1 of 3	
	Revision Date: February 11, 2020	Forms:	
	Approved By: Darren L. Stevens, Fire Rescue Chief		
	Approved By: Tom Marable, President VFRA		

## PURPOSE

To improve overall safe operating procedures and conserve personnel, vehicles and equipment through accident prevention, training and maintenance.

## SCOPE

All Fauquier County Fire Rescue members (career, administrative and volunteer)

## I. POLICY

- A. It is the policy of the Fauquier County Fire Rescue to provide for, and to operate with, the highest possible levels of safety and health for all its members.
- B. The prevention and reduction of accidents, injuries and occupational illnesses are goals of this department and shall be the primary considerations at all times.
- C. This concern for safety and health applies to all members of the Fauquier County Fire Rescue and to any other persons who may be involved in fire department activities.

## II. SAFETY COMMITTEE

- A. The Occupational Health and Safety Committee will be the mechanism to carry out the above policy through recommendations to the chiefs.
- B. The composition of the committee shall be as follows:
  - The battalion chief whose area of responsibility is health and safety will serve as the committee chair. The Chairperson shall appoint a vice-chairperson from the appointed members of the committee.
  - Three At-Large Representatives selected and appointed by the Chief of the Department of Fire Rescue and Emergency Management.

Desire to Serve

Ability to Perform

Courage to Act

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- Two representatives from the employee association(s) selected by their membership and appointed by the fire chiefs group.
  - Two representatives from the Volunteer Fire and Rescue Association selected by their President and appointed by the fire chiefs group.
  - One department member to serve as reporting database administrator and statistical analyst.
- C. Appointments to the committee shall be on a two year basis. Upon completion of a term with the committee, the fire chief may reappoint, or may select new appointees. The term of appointments shall begin on January 1 of each two year period.
- D. In order to properly evaluate matters before the committee, active participation will be expected of all members. Members shall be notified in advance of time and place of meetings.
- E. A quorum shall consist of five members and a simple majority vote shall be required for any action.

**III. AUTHORITY OF THE COMMITTEE**

- A. The committee shall have authority to make investigations necessary to determine factual information for the purposes of analyzing and making decisions pertaining to matters of safety and accident prevention for the Fauquier County Fire Rescue.
- B. The committee shall have authority to develop and recommend safety rules, regulations, policies, procedures, and programs considered necessary to prevent and reduce losses due to accidents.
- C. The committee shall have the authority to contact any and all individuals within the Fauquier County Fire Rescue deemed necessary for review of specific cases and problems.
- D. The committee shall have the authority to impound all running gear to include the self-contained breathing apparatus worn by any seriously injured member of the Fauquier County Fire Rescue.
- E. Decisions and recommendations of the committee shall be directed to the fire chiefs group of the Fauquier County Fire Rescue.

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**IV. DUTIES OF THE COMMITTEE**

- A. Meet quarterly, or at any other time deemed necessary, to review and analyze the accident/injury experiences of the Fauquier County Fire Rescue.
- B. Serve as an advisory group to the fire chiefs group with respect to safety and accident prevention.
- C. Determine and develop safety rules and regulations to be implemented by the Fauquier County Fire Rescue personnel.
- D. Determine responsibility for negligence found as a result of accident investigations and the failure to report unsafe practices and conditions so that corrective action could have been taken.
- E. Cause to have made any further investigations or surveys deemed necessary for a comprehensive review of specific occurrences or general practices and problems.
- F. Recommend corrective or disciplinary action in those accident cases which are found to have been preventable and were caused by abuse, negligence, carelessness or reckless operation.
- G. Report to and advise the fire chiefs group of the department on the committee's activities and decisions.
- H. After approval by the Assistant Chief of the Department of Fire Rescue and Emergency Management, provide individual feedback to the employee/s regarding committee actions.