

Fauquier County Department of Fire Rescue

OPERATING PROCEDURE

No. 713



Environmental Exposures Reporting

Effective Date: January 23, 2019

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Revision Date:

Forms: FRF 936

Approved By: Darren L. Stevens, Fire Rescue Chief

PURPOSE

To assure that employees who believe they have been exposed to a possibly harmful environment have the proper means to document the occurrence.

SCOPE

This operating procedure pertains to all Fauquier County Department of Fire, Rescue and Emergency Management operational personnel who believe they have had an environmental exposure, excluding blood borne pathogens.

BACKGROUND

Fire and rescue personnel are frequently exposed to various known and unknown toxins, carcinogens, chemicals and other environmental conditions which may be considered harmful to the employee's present and future health. While every attempt should be made to reduce and eliminate environmental exposures, they may still occur.

This procedure outlines the necessary steps to take by the employee to document a known or suspected environmental exposure and how to request these records. It is of upmost importance that documentation is detailed and filled out in a timely manner for the benefit of the employee.

I. PROCEDURE

A. Form Submittal:

1. If a known or suspected environmental exposure has occurred, employees should access and complete FRF 936 via SharePoint as soon as possible but can be completed at any time and back dated if necessary. The date and time of exposure can be adjusted to account for a chronic or acute exposure (i.e. select days or years versus minutes or hours).

2. Ensure form is completed with all applicable, known information. Include details.

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3. Once the form is completed and reviewed press “Submit Form” at the bottom of the form.
4. The form will then be emailed to administrative staff to be placed in the employee’s health and safety file located in the administrative offices.
5. It is recommended that the employee email or retain a copy of the form for themselves as well.

B. Record Request:

1. Formal record requests can be made in writing with signature or can be emailed through the employee’s battalion chief or directly to office staff. Employees may only request their personal information unless they are a designated representative.
2. The record request shall include:
 - a. The date or date span of the documents requested.
 - b. The date the request was made.
 - c. What forms are being requested (e.g. FRF 936).
 - d. Any other pertinent information to assist staff with collecting the proper information.

II. RESPONSIBILITY

A. Employee:

1. If the employee reasonably believes they have been exposed to a harmful environmental condition (e.g. smoke, exhaust, mold, chemical etc.) it is their responsibility to report the event utilizing the described methods.
2. Record requests shall be made in writing and allow a reasonable time to fulfill.
3. Designate a representative in writing with signature or email if the employee wishes to allow others to access to their health and safety file.

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- 4. Submit notification of a designated representative with record request or send to office staff to be placed in SharePoint file.

- 5. Changes or access limitations of designated employee representatives is the sole responsibility of the employee

- B. Employer:
 - 1. Whenever an employee or designated representative requests access or copies of the records, the employer shall assure that access is provided in a reasonable time, place, and manner.

 - 2. If the employer cannot reasonably provide access to the record within fifteen (15) working days, the employer shall within the fifteen (15) working days advise the employee or designated representative requesting the record of the reason for the delay and the earliest date when the record can be made available.

 - 3. Copies of the records or the mechanical facilities needed shall be made available at no cost to the employee or designated representative.

 - 4. Records shall be maintained for a minimum of thirty (30) years.