

FIREFIGHTER HEALTH AND SAFETY PROGRAM

It is the intent of the authority having jurisdiction to place the safety of our firefighters as a priority and provide to our utmost ability for the safety of personnel by developing, implementing, monitoring and evaluating a safety and health program.

ORGANIZATIONAL STATEMENT:

The East Greenbush Fire District #3 (hereafter EGFD) is located in the County of Rensselaer, Town of East Greenbush and is duly authorized to provide fire protection for that portion of the Town identified as East Greenbush Fire District No. 3.

Membership is comprised of active, social, life, and honorary with an approximate membership of 200 members. Active membership is divided into interior structural, exterior and fire police.

The District is organized to suppress and control fire, and to serve in any needed capacity for which it is trained to assist the members of the community and our surrounding neighbors.

The District training program is designed to provide for training of all Fire District personnel to aid them in the discharge of their duties. Such training is done on an ongoing basis in accordance with generally accepted training procedures. Training is provided at the local level, the state level and the national level at no cost to EGFD personnel.

It is the commitment of this District to provide to the best of our ability a safe operation, to prevent accidents, illnesses, fatalities, comply with all applicable laws and regulations, establish safe work habits and establish guidelines as an attachment to this policy to help meet these objectives. Standard Operating Guidelines have been prepared for the wearing and use of self-contained breathing apparatus, special hazards such as gas leaks, hazardous materials, energized electrical equipment, fire ground accountability, and those areas as deemed necessary by the District Chief.

INCIDENT SAFETY OFFICERS:

To minimize the risk to personnel, an Incident Safety Officer (ISO) shall monitor and assess safety hazards or unsafe situations and address them as required. The ISO's will be appointed annually by the District Chief and shall remain in that position for a one year period and then either be re-appointed or relieved of his/her duties. There shall be a ISO appointed from each station and shall have the radio identifier as Safety One, Safety Two etc.. These ISO's will be identified by a green helmet shield approved by the District Chief.

The ISO (s) shall observe the operations at the scene of an emergency, drill or any other operation with his/her main objective to evaluate the risks of firefighting personnel. Items such as fire conditions, building stability, firefighter physical conditions, vehicular traffic, tactical operations with regards to special hazards, and any operation that may impact the safety of personnel shall be monitored. Should a problem be an immediate hazard where the danger to personnel is imminent, the ISO has the authority to cease the operation or correct the action immediately and then notify the OIC of the situation. At scenes where a ISO is not available or personnel is limited a Line Officer or a non-structural firefighter may be assigned for the remainder of the incident. It is the intent of an ISO to assist the Chief or the OIC at the scene of an emergency as to concerns for the safety of firefighters as well as, but not limited to station safety, response/return safety and any other areas as identified by the District Chief. Training for the ISO will be through the OFPC Incident Safety Officer curriculum held at the NYS Fire Training Academy in Montour Falls, NY.

The District Chief or his/her designee shall establish a record collection system for such records as injuries, illnesses, deaths, exposure to toxic products and infectious diseases, membership training, maintenance/inspection of equipment, apparatus, facilities and other areas as deemed appropriate. In addition, the driver's license shall be witnessed and its registration number and expiration date shall be recorded.

DISTRICT #3 EMPLOYEES:

District Employees are comprised of 4 categories:

- 1) Active Firefighter (Definition below)
- 2) Fire Police (Definition below)
- 3) Civilian (Definition below)
- 4) Code 100 (Definition below)

Firefighters are assigned by the fire chief to a station, truck assignment and firefighting classification as follows:

- 1) Class 1; include the use of SCBA, interior and exterior firefighting duties.
- 2) Class 2; include the use of SCBA, 1 bottle MAX for emergency use only, interior and exterior firefighting duties.
- 3) Class 3; include exterior firefighting duties with NO SCBA

Fire Police are assigned by the fire chief to a station and firefighting classification as described above.

Minimum Qualifications for District Employees

Class 1 Firefighter:

All active firefighters must be members of the East Greenbush Fire Company. Class 1 Firefighter is an interior firefighter who is in good standing with the fire district and has completed the NYSOFPC FireFighter I course of instruction. Class 1 firefighters are cleared thru the district physician in accordance with NFPA 1902 and 1582 to engage in building

interior firefighting, life safety and other fire district tasks for which the firefighter is trained or certified.

Class 2 Firefighter:

All firefighters must be active members of the East Greenbush Fire Company. Class 2 Firefighter is an exterior firefighter who is in good standing with the fire district and has completed the NYSOFFPC FireFighter I course of instruction. Class 2 firefighters are cleared thru the district physician in accordance with NFPA 1902 and 1582 to engage in building exterior firefighting, life safety and other fire district tasks for which the firefighter is trained or certified. Class 2 firefighters may use SCBA for interior and exterior emergency use only.

Class 3 Firefighter:

All firefighters must be active members of the East Greenbush Fire Company. Class 3 Firefighter is an exterior firefighter who is in good standing with the fire district and has completed the NYSOFFPC Scene Support course of instruction. Class 3 firefighters are cleared thru the district physician in accordance with NFPA 1902 and 1582 to engage in building exterior firefighting duties only. No SCBA.

Probationary Firefighter:

Newly appointed members of the East Greenbush Fire Company shall be probationary firefighters for a period of 1 year. During such time they must be cleared thru the district physician in accordance with NFPA 1902 and 1582 and complete NYSOFFPC FireFighter I, Scene Support or Fire Police course of instruction within 1 year of appointment. Prior completion of these courses may be accepted after appropriate review. They shall perform tasks under the supervision of a designated line officer or experienced firefighter as determined by the fire chief.

Fire Police:

Fire Police are active members of the East Greenbush Fire Company who are in good standing with the fire district and have completed the NYSOFFPC Fire Police course of instruction and who are authorized thru the district physician in accordance with NFPA 1902 and 1582 to engage in duties including traffic control, incident scene security and such other tasks as may be assigned by the fire chief.

Good Standing Requirements for active firefighters:

In addition to the criteria for firefighters given above, firefighters shall remain in good standing by maintaining certain training and activity point levels required by the district. To be an active firefighter, a firefighter must:

- 1) Must attend a minimum of 10 percent of emergency calls per calendar year.
- 2) Must meet all OSHA requirements as sited below

OSHA Training Level:

All firefighters shall satisfactorily complete the OSHA refresher course of instruction annually.

The OSHA refresher course of instruction includes:

- A) General Hazard & Safety Recognition
- B) SCBA
- C) PPE/Tool & Equipment Safety
- D) Response & Scene Safety
- E) Sexual Harassment
- F) Blood Borne Pathogens/Hazmat Awareness(MDS)

Activity Level:

All firefighters shall maintain service award points as described in the service awards program of the EGFD #3. Please refer to section 4-1 of the BOP's.

Any firefighters not in good standing may be subject to disciplinary action.

Civilian:

The fire district may employ administrative staff and others as needed in order to accomplish fire district business.

Code 100:

Code 100 are members of the East Greenbush Fire Company, whose services are activated by the FC/OIC are to provide refreshments, comfort and rehabilitation to firefighters at emergencies.

DRIVERS AND OPERATORS:

Shall be physically able to operate the vehicle, trained as described in the EGFD Rules and Regulations.

Vehicles shall always be operated in a safe and prudent manner and in accordance with any additional guidelines provided by the District Chief and in compliance with the NYS Vehicle and Traffic Law. In addition, all apparatus shall come to a full stop at all red lights, stop signs or other traffic control devices requiring a stop and proceed through the traffic control device with due regard.

As per department rules and regulations, drivers/operators of apparatus shall complete the department driver training program prior to qualifying to drive apparatus. This requirement includes that all drivers of pumper apparatus complete the NYS OFPC "Pump Operator" course, In addition, the NYS OFPC "Emergency Vehicle Operation" course or its equivalent.

While the driver is in control of the operation of the vehicle, the officer or acting officer is ultimately responsible to ensure the safe operations of the vehicle. And ensure that all passengers are seated and passenger restraint devices used.

All apparatus shall be equipped with a back up alarm. In addition, one freighter shall be positioned at the rear of the apparatus in view of the driver to assist in backing up.

All apparatus should be examined on a regular basis for routine maintenance items and the evaluation checklist as approved by the District Chief shall be completed. The District Chief shall also arrange for a maintenance program for each piece of apparatus as per the manufacturer's recommendation. The work should be completed by persons capable of doing such maintenance. Unsafe or non-serviceable equipment should be removed from service until it is repaired.

The District Chief shall arrange for the testing of equipment components such as pumps, hose, SCBA, extinguishers, etc., according to the manufacturer's recommendation, after its repair or if it appears damaged. In addition, aerial and ground ladders should be examined at least annually for defects.

As new apparatus is ordered, it will incorporate enclosed seating areas for all firefighters and, in addition, may incorporate other safety features as recommended by NFPA Standard 190 1, the District Chief or the apparatus committee.

PERSONAL PROTECTIVE EQUIPMENT:

Personal Protective Equipment (PPE) for all Firefighters will be provided by the Fire District to fulfill their duties. Personal Protective Equipment shall be OSHA and NFPA approved and shall include a turn out coat with proper liners, helmet, eye protection, SCBA face piece, Nomex hood, gloves, and bunker pants with appropriate boots. The equipment shall be used as directed by the Operational Guidelines.

Full PPE must be worn for all calls

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All Structural Fires, Auto Accidents, Dumpster and Hazardous conditions.

Grass, brushfires (bunker pants, boots, coat, gloves, and helmet. (officers discretions)

¾ length boots are only allowed at the following:

Pump operators who REMAIN with the truck will be allowed to wear rubber boots, coat, gloves and helmet.

Pump Outs- Rubber boots, gloves and helmet.

Responses on Active roadways- Traffic Safety Vests as per vest guideline (page: 6-31).

Care and Placement of Personal Protective Equipment:

All personnel are issued personal protective equipment (PPE) and are expected to use and maintain their assigned PPE. Personnel that leave from work to answer calls are encouraged to place their assigned PPE on their assigned apparatus for their use **only**. It is a discouraged practice for members to carry PPE in their personal vehicle unless permission has been obtained from a Chief Officer and it complies with industry and Fire District standards for storage and protection from damage. Primary storage of PPE shall be hung in the firefighters assigned station in the appropriate PPE rack for that station. Coats and Pants can be cleaned using the gear cleaner located in the North Station. Use of chlorinated cleaners is prohibited.

Self contained breathing apparatus (SCBA) of the positive pressure type shall be used by Firefighters. All SCBA shall be maintained and tested according to the manufacturer's recommendations and as per OSHA 1910.134. Each member shall be trained in performing a visual examination of the unit and to record such examinations on the unit's maintenance log.

Personal alert safety system (PASS) shall be used at all times the SCBA is in use.

All training evolutions and emergency operations shall be conducted in as safe a manner as is practical and in a manner to recognize and prevent accidents and injuries. Live fire training should be conducted using NFPA 1403 as a guideline. (See SOG #17)

The personnel accountability tag system shall be used as directed by the District Chief. All personnel shall comply with the use of the system. (See SOG #9)

Special hazards may require special safety precautions. The special hazards shall be described along with the special precautions to be taken in the District's SOG'S. In addition, the SOG will be distributed to each member for inclusion in his/her SOG manual.

The incident commander shall be responsible for overall safety of the Firefighters and each Officer shall monitor the safety of the Firefighter in his/her charge.

The Fire District shall provide an adequate number of personnel to safely conduct emergency scene operations. EGFD shall use the "buddy system" for all interior operations, "2 in, 2 out". Whenever possible, a operational company shall be staffed with at least 4 Firefighters within 5 minutes after arrival at an incident that may require such a company.

FACILITY SAFETY:

Fire stations shall comply with all applicable codes and be inspected annually for code compliance. In addition, a safety evaluation should be conducted at least quarterly for items that affect member safety and a checklist should be used by the person performing the safety evaluation.

New apparatus rooms shall be equipped with a vehicle exhaust system to automatically vent the vehicle exhaust. If practical the current area may be retrofitted and until such time it is, the area shall be well ventilated any time a vehicle is operated.

Medical

New Members:

After a prospective member is elected to the East Greenbush Fire Company, said member shall present themselves for review before the East Greenbush Board of Fire Commissioners at the next regular meeting of the Board. Once the Board approves the member for active duty, said member shall submit to a medical examination by a licensed physician who is chosen and compensated by the Board. The components of the examination shall include at a minimum heart, lungs, sight, ears and any other area identified by the physician that may questionably restrict the candidate's ability to perform the functions of a Firefighter as identified by the Occupational Safety and Health Act Parts (OSHA) 1910.156 and 1910.134. The physician shall identify the level of firefighting activity the member may perform based on the findings of the examination and shall report the same to the East Greenbush Fire District Chief Engineer.

The Chief Engineer shall in-turn direct that the member be equipped with appropriate personal protective equipment as supplied by the District as soon as possible. The new member SHALL NOT engage in strenuous firefighting activities until successfully completing the physical examination.

Existing Members Annual Examination:

All members shall have a physical by a licensed physician who shall be provided by the District. The following schedule will be used to determine timing:

Fire police and non interior firefighters every 2 years,
interior firefighters aged 40 and over every year,
interior firefighters between ages of 30 and 39 years every 2 years,
and interior firefighters between the ages of 18 and 29 years every 3 years.

Note: any member wishing to be a DRIVER, NON INTERIOR Firefighter, may submit a federal DOT physical in place of the District physical.

This regular examine shall to recertify and/or reclassify the member's ability to perform their required duties. Medical guidelines for Firefighters will be commensurate with OSHA requirements. While it is the member's sole responsibility to stay physically fit to perform the duties of a Firefighter, the Fire District strongly encourages each member to take their physical well being seriously and not to present risks to themselves or fellow firefighters by attempting to perform tasks beyond their physical limitations and capabilities.

Injuries and Illness:

Any member who requires professional emergency medical assistance or is hospitalized due to illness shall have a physical examination by a licensed physician provided by the District,

once that member feels fit to return to duty. If the physician determines the member is fit for duty, the member shall bring written documentation from the physician to the Chief Engineer stating the same, at which time the member shall immediately be returned to active duty.

MEMBER ASSISTANCE:

If at such time the Fire District becomes the primary employer of the firefighters the Fire District will develop a member assistance program, establish a referral Wing for assistance and guidelines for the referral including the confidentiality of the records of referral.

The volunteer firefighter's primary employer shall be the source for member assistance.

Should the performance or actions of a firefighter compromise the safety of himself/herself, other firefighters, the general public in performance of official duties, it shall be referred to the safety committee by the District Chief for review. Recommendations regarding the individual shall be made to the District Chief and the governing board for their review and action.

Under no circumstances shall a fire district member act in any official capacity for the District when the consumption of alcohol or other substance may affect their ability to perform in a safe manner.

The District Chief shall contact the Rensselaer County Stress Team during or following all incidents that an incident commander deems necessary. Such incidents include, but are not limited to, death or serious injury to civilians or emergency service personnel.

RIGHT TO KNOW:

The East Greenbush Fire District #3 shall provide its members the following information under the Right to Know Act.

Notification	Inform employees of their right to information, concerning all known toxic substances present in the work place.
Information	Will respond to employee requests with specific information in written form concerning any known toxic substance present in the work place.
Training	Will train employees in the identification of, properties of, and safe use of toxic substances they can expect to encounter in the course of their assignments.
Record Keeping	Will keep a record of employees exposed to substances with enforceable exposure standards, OSHA subpart Z

FIREFIGHTER SAFETY:

Safety is the most important topic and is to be considered before undertaking every task, whether operating at an emergency or working in the firehouse.

The following guidelines shall be observed by all personnel when performing the duties of a firefighter in the East Greenbush Fire District #3.

RESPONSE SAFETY:

When responding to an alarm in your personal vehicle:

- 1) Use caution, obey all vehicle & traffic laws and give due regard to driving safely;
- 2) When arriving at the station, use caution for other Firefighters arriving, apparatus leaving, personnel walking, etc.
- 3) Park at all times with consideration for others and do not place your vehicle such as to be a hazard to public highways.

Turn out Gear will be donned prior to boarding of the apparatus.

No firefighter will ride the side running boards at any time. There will be no riding of the back step. The only exception will be when loading of large diameter hose (LDH) and there is a freighter at the rear of the apparatus assisting the driver backing up.

Always use standard **audible** signals: (bells, air horn, step buzzer or electronic horn)

- 1 ring - Stop (emergency stop when in motion)
- 2 rings -Forward
- 3 rings - Reverse

No smoking on the apparatus, emergency scene, drill site or truck room at any time.

FIRE GROUND SAFETY:

Do not run on the fire ground.

Watch out for holes, ruts and open ditches.

Watch out for clothes lines, wires and fences.

Watch out for tools, toys, debris and pets.

Wait for orders before entering a hazardous area.

PERSONAL HEALTH:

Do not respond if in poor health or injured.

Advise Officers of your physical limitations and capabilities. Advise Officers of your fears: such as ladders, smoke, driving etc.

Report all injuries to an officer regardless of the nature. If necessary, obtain immediate first aid,

A Chief Officer may remove a firefighter from the fire ground if, in the judgment of the Officer, the man's injuries or other physical or mental condition endangers the firefighter themselves or his/her fellow firefighters.

Keep yourself in good physical shape so that you can be fully productive on the fire ground and will not be prone to injury.

In accordance with the rules of conduct specified in the Constitution and Bylaws of the Fire Company, you will not consume mind altering substances of any type while acting on behalf of the Fire District or Fire Company. If you answer an alarm while under the influence of a mind altering substance, you will be ordered to refrain from participation in the activities connected with the alarm and you will be subject to dismissal from the company. If you have been drinking prior to an alarm, and are unfit to answer the alarm, DO NOT RESPOND!

RESPIRATORY PROTECTION:

(Self Contained Breathing Apparatus) Also refer to SOG #8

Breathing equipment shall be worn only by qualified Firefighters.

Glasses, long hair, sideburns and beards may cause your mask to leak, no beards are to be worn by class A or Class b firefighters. Personnel with beards will not be allowed.

Work slowly, evenly, stay calm. Excitement causes heavy breathing and tanks will empty quickly forcing you and your partner to leave the area.

Firefighters will leave a hazardous atmosphere immediately when the low air warning device sounds.

When using S.C.B.A. you shall:

Be sure your equipment is in proper operating condition before entering a hazardous atmosphere.

Be sure your air pressure gauge indicates a full tank.

Be sure to place your mask on your head then place the Nomex hood over the mask covering all exposed skin and the mask straps with the Nomex hood thereby protecting your skin and the mask from excessive heat.

REFER TO S.C.B.A. OPERATING & MAINTENANCE PROCEDURES - SOG #8

LADDERS:

Use an appropriate carrying technique with sufficient personnel.

Do not run with a ladder or position a ladder with excessive speed or haste,

Watch for wires when placing and raising a ladder,

Climb slowly to avoid vibration and slipping.

First firefighter up checks the dogs.

Use of the leg lock and a ladder belt are required when working from a ladder.

Any extended ladder will have a firefighter at the butt. Any firefighter so committed will not leave this position.

Only firefighters with ladder training will go up the ladder at the emergency scene.

If you are not comfortable, stay on the ground.

FORCIBLE ENTRY AND OVERHAUL:

Learn to handle tools correctly.

Clear fellow Firefighters and obstructions when swinging tools. Consider using the K- 1 2 or the sawzall if possible. Swing an axe in short strokes.

Be alert to weak and slippery floors and roofs, holes and openings. Be alert to falling debris when pulling ceilings.

Be alert to broken glass and other sharp objects and have adequate lighting for all overhaul operations.

Lift carefully; **avoid foolish injuries.**

HAZARDOUS MATERIALS

DO NOT participate in an incident where the materials involved have not been identified unless you have been trained in Hazardous Materials Response.

REFER TO THE HAZARDOUS MATERIALS PLAN - SOG #13

EAST GREENBUSH FIRE DISTRICT #3

Rehabilitation Program:

1. All command personnel must maintain an awareness of the condition of members operating under their span of control and ensure that adequate steps are taken to provide for their safety and health. The command structure will be utilized to request relief and reassignment of crews.
2. Command personnel shall keep aware of the physical condition of their crews. The amount of work that they will be able to perform will vary depending upon the physical ability of a crew before they started work, the weather, the type of work being performed, and the clothing being worn while working, among other factors. Supervisors must take all of these factors into account and make sure that crews do not injure themselves due to overexertion. Relief should be called for through the command structure when needed.
3. The incident commander shall consider the circumstances of each incident and make suitable provision for rest and rehabilitation for members operating at an incident. The East Greenbush Fire District #3 will utilize the services of the East Greenbush Fire Company Ladies Auxiliary for food and fluid rehabilitation and the service of first the Bruen Rescue Squad, thereafter the resources of the EMS system to provide Emergency Medical Care and evaluation. All of which must take into consideration the relief from extreme climatic condition, according to the circumstances of the incident. The results of which will mandate the needs for shelter and/or safety from the elements.
4. Operations which occur during extremes of heat or cold and those which cover long durations of time or require heavy lifting or exertion increase the potential risks to personnel.
5. Typical rehabilitation consideration for operations are (1) moving fatigued or unassigned personnel away from the hazardous area of the incident; (2) removal of personal protective equipment; (3) ensuring that personnel are out of direct sunlight; (4) ensuring that there is adequate air movement over personnel, either naturally or mechanically; (5) providing personnel with fluid replenishment, especially water; and (6) providing medical evaluation for personnel showing signs or symptoms of heat exhaustion or heat stroke/fatigue, frostbite, hypothermia, or other cold related injuries; (7) providing shelter from wind & temperature extremes.
6. The services of the Bruen Rescue Squad or other EMS provider as stated above will be to meet the needs of on-scene rehabilitation service which will be a minimum of Basic Life- Support Care. The use of EMS personnel is imperative to the safety of on-scene personnel because of the level of training EMS personnel have to recognize and treat fatigue and stress.

EMERGENCY MEDICAL SERVICE:

- 1) It is the position of the East Greenbush Fire District #3 and it's personnel to provide a level of training customary to those involved in non-primary emergency medical service. With the existence in the protection area covered by the East Greenbush Fire District #3 of a

primary emergency medical service, that being the W.F. Bruen Rescue Squad. The East Greenbush Fire District #3 and its personnel will provide a basic life support (BLS) service.

2) All interested East Greenbush Fire District #3 personnel will be provided with the following emergency medical first-aid training as needed:

A. Community CPR provided through the American Heart Association.

B. Basic emergency medical first-aid in a 3 hour course taught through the East Greenbush Fire District #3 training program.

C. New York State Department of Health Certified First Responder. Taught in Rensselaer County by Certified Instructors of the Rensselaer County Ambulance and Rescue Association.

D. New York State Department of Health Emergency Medical Technician. Taught in Rensselaer County by Certified Instructors of the Rensselaer County Ambulance and Rescue Association.

LOCKOUT/TAGOUT:

To prevent further injury to the victim (s) or rescuers, all machinery or energized equipment must be isolated from all energy sources. Once isolated, the energy shall be locked out with the appropriate device or tagged out and signed by the personnel completing this task. The key to the lock (s) shall then be delivered to the Incident Commander (IC) or Operations Officer. If the energy source cannot be locked out the source will be tagged out and a Fire District member will stand guard until relieved by another member approved by the IC. The Incident Safety Officer (ISO) shall confirm that the lockout/tagout procedure has been followed and only then will the evolution begin. Caution should still be used as there may be residual energy stored in the equipment or machinery. Cribbing should be deployed or bleed down hydraulic parts as needed and without further endangering the victim. Once the evolution is complete, and all equipment is picked up and all safety guards are replaced, the IC will allow the piece of equipment to be unlocked. If there is damage to, or parts disassembled, the lockout/tagout will remain on the energy source until repairs are made and the key will be given to management or the person responsible for the repair to that piece of equipment or machinery.

EAST GREENBUSH FIRE DISTRICT #3

Infection Control Program:

Purpose:

To provide a comprehensive infection control system which maximizes protection against communicable diseases for all members, and for the public that they serve.

Intent:

This Fire District recognizes that communicable disease exposure is an occupational health hazard. Communicable disease transmission is possible during the aspect of emergency response, including in station operations. The health and welfare of each member is a joint concern of the member, the chain of command, and this District. While each member is ultimately responsible for his or her own health, the District recognizes a responsibility to provide as safe a work place as possible. The goal of this program is to provide all members with the best available protection from occupationally acquired communicable disease.

It is the policy of this District:

1. To provide fire and rescue services to the public without regard to known or suspected diagnoses of communicable disease in any person.
2. To regard all persons contacted as potentially infectious. Universal precautions will be observed at all times and will be expanded to include all body fluids and other potentially infectious material.
3. To provide all members with the necessary training, immunizations, and personal protective equipment (PPE) needed for protection from communicable diseases.
4. To recognize the need for work restrictions based on infection control concerns
5. To encourage participation in member assistance programs.
6. To prohibit discrimination of any member for health reasons, including infection and/or seroconversion with HIV or HBV.
7. To regard all medical information as strictly confidential. No members health information will be released without the signed written consent of the member.

INFECTION CONTROL TRAINING:

All members will be provided annually with infection control training, which will be taught within the guidelines of the District's minimum standard training.

. All infection control training materials will be appropriate in content and vocabulary to the education level, literacy, and language of members being trained.

Training will be in compliance with OSHA CFR 29,1910.1030.

A general explanation of the epidemiology and symptoms of bloodborne pathogens.

An explanation of the modes of transmission of bloodborne pathogens.

An explanation of the District exposure control protocol.

An explanation of the appropriate methods of recognizing tasks that may involve exposure to blood and other infectious material.

Information on the type, proper use, location, removal, handling decontamination and disposal of personal protective equipment.

Information on the hepatitis B vaccine, including information on its efficacy, safety, and the benefits of being vaccinated and the information on how to obtain the vaccination at no charge

Information on the appropriate actions to be taken by personnel who come in contact with blood or other potentially infectious materials including reporting and medical follow-up.

All personnel will take all necessary precautions when coming in contact with persons needing the services of this Fire District and will be provided with the personal protective equipment needed. No operating guideline or personal protective equipment ensemble can cover all situations. Common sense must be used. When in doubt, select the maximal rather than minimal personal protective equipment.

The East Greenbush Fire District #3 will make available to all personnel disposable latex gloves, face shields that will protect the mucous areas and standard turnout to make up the PPE envelope. Helmet face shields do not constitute infection control protection but SCBA will provide a PPE barrier.

Members should refer to Infection Control Training protocol to further define the overall program as it pertains to Training, Preventing, Reporting and Following up on any infectious exposure incident to help protect them (the member) and the people which are served by the East Greenbush Fire District #3 and its agents.

CONTAGIOUS DISEASES:

The following guidelines are intended to protect Firefighters and serve in making decisions concerning the use of personal protective equipment, as well as for decontamination, disinfection, and disposal procedures if they should be exposed to blood or body fluids in their support roles. Contact with any body fluids through inhalation, percutaneous inoculation (through the skin) or contact with an open wound, non-intact skin, or mucous membrane shall constitute an exposure.

A. Personal Protective Equipment

Full structural fire-fighting gear will be worn during any incident that may expose a firefighter to blood and any other potentially infectious body fluids in the course of their work activities.

Helmets

Department issued helmets or helmets that are approved by OSHA or NFPA Standard # 1972. Any other head protection will need the OIC's approval for each incident as encountered.

Mask/Eyewear, SCBA Face pieces

Mask/Eyewear, SCBA Face pieces will be present on all emergency vehicles that respond to emergencies. The choice of protective barrier will be in accordance with the level of exposure encountered. Minor lacerations or small amounts of blood do not merit the same extent of protection as required for massive arterial bleeding. Mask and eyewear will be worn together. The SCBA Face piece will be worn by all personnel prior to any situation where splashes of blood or other body fluids may occur in which an exposure may be encountered.

3. Coats - Bunker Pants - Bunker Boots Gloves

Turnout Coats, Bunker Pants, Bunker Boots and gloves will be worn to protect personnel and personal clothing from splashes of blood or body fluids. These items must meet the requirement of NFPA standards # 1971 respectively to afford the proper protection of blood and body fluids via these moisture barriers. The structural NFPA gloves may be replaced by disposable gloves meeting ASTM Standard D 3578 for rubber examination gloves if dexterity, durability, and fit are a factor in performing the required task. Each firefighter will be issued gloves meeting these requirements.

4. Resuscitation Equipment

These devices should be of disposable airway equipment or resuscitation bags and once used, disposed of.

5. Decontamination, disinfection and disposal

Biohazard bags will be on each emergency vehicle to contain any items needing decontamination, disinfection or disposal. Any items needing this attention will be handled through a third party certified in their respective field and general accepted public health practices.

B. Training

Training will cover, but not be limited to, the proper personnel equipment to use, precautions around blood and other body fluids, the removal and storage of contaminated items, self disinfection, and disposal procedures.

Any and all contact with a body fluid, through inhalation, percutaneous inoculation (through the skin), or mucus membrane shall constitute an exposure and be considered contaminating.

If a member has sustained exposure, the exposed area shall be thoroughly washed immediately using water on mucosal surfaces, and soap and running water on skin surfaces. If soap and running water are not available, alcohol or other skin cleansing agents not requiring running water are to be used until soap and running water are available.

All exposures or suspected exposures shall be reported to the Officer in Charge of the incident immediately and to the Chief within 3 hours of the exposure. The Chief will be the person that shall investigate or cause to be investigated each incident, notify all members who were potentially exposed, and ensure that those members receive appropriate medical follow up.

C. Medical

In addition to the responsibilities noted above, the District will provide for the reduction of risk of infection by counseling the firefighter concerning issues regarding HIV, HBV, and other blood borne pathogens. All phases of medical and counseling will be held in the strictest confidentiality.

Any and all members are eligible for Hepatitis "B" vaccination or any other contagious diseases they feel a need for protection from, at no cost to the firefighter for these vaccinations.

East Greenbush Fire District #3 Infectious Exposure Form

Exposed Member's Name-

Soc. Sec. #.

Rank

Home Phone-

Date of Birth: Incident #: Location:,

Name of Patient,

Sex

Age: Address:

Suspected **or Confirmed** Disease:

Transported to -

Date of Exposure-

Transported by:

Time of Exposure,

Type of Incident (auto accident, trauma)

What were you exposed to:

Blood_____ Tears_____ Feces_____ Urine_____ Saliva_____
Vomit_____ Sputum_____ Sweat_____ Other_____

What part of your body became exposed? Be specific:

Did you have any open cuts, sores, or rashes that became exposed? Be Specific:

How did the exposure occur? Be specific:

Did you seek medical attention? Yes..

Where?

Members Signature:

Chief s Signature-

HIV & HEPATITIS B INFECTIONS FACT SHEET

HIV

Cause:

A virus which, years after the initial infection, destroys white blood cells in the immune system breaking down the body's defense against disease.

Routes of HIV transmission:

NOT TRANSMITTED BY CASUAL CONTACT OR CLOSE NON-SEXUAL CONTACT

Method

Description

Inoculation of blood or body fluids

As occurs by accidental needle-sticks, sharing hypodermic needles or transfusion of infected blood or blood products

Sexual

Unprotected anal or vaginal intercourse.

Perinatal

To the fetus before birth from an infected mother, or during birth and to the newborn through infected breast milk

Symptoms:

Fever, diarrhea, fatigue, night sweats, weight loss, discolored areas of the skin or mouth, swollen lymph glands.

Prevention:

Avoid blood and body fluid contact. Prevent needle sticks. Wear protective equipment as needed.

Treatment:

There is no effective treatment for HIV infection at this time although some medications can slow the effects of the disease.

Prognosis:

Poor. Almost all HIV infected persons will, after a delay of years, develop AIDS and die of complication of loss of immune function.

HEPATITIS B (SERUM HEPATITIS)

Cause:

A virus.

Method of transmission:

Transfusions, Infected needles

Contact with contaminated blood or blood products.

Close intimate contact where there is an exchange of body fluids such as semen.

NOTE: **Anyone who comes in contact with blood is at risk of HIV infection,**

Symptoms:

General fatigue, joint and muscle pain loss of appetite, nausea, vomiting, diarrhea, fever, Possibly jaundice or yellowing of the skin and whites of the eyes.

Prevention:

HBV vaccination for those who perform tasks which may expose them to blood or blood contaminated body fluids. If not immunized, Hepatitis B Immune Globulin can be administered following needle stick or exposure.

Avoid blood and body fluid contact. Prevent needle sticks. Wear protective equipment. as needed.

Treatment:

In most cases, no special treatment is required. Appetite usually returns after the first few days and bed rest is not required.

Prognosis:

Usually resolves spontaneously after a 4-8 week illness. May progress to chronic hepatitis with cirrhosis or a chronic carrier status (can infect others).

EAST GREENBUSH FIRE DISTRICT NUMBER #3
Of East Greenbush N.Y., INC.
THE EAST GREENBUSH FIRE COMPANY

Hepatitis B Vaccine Acceptance/Declination Record

NAME:

DATE

Declination

I understand that due to my firefighting occupation, exposure to blood or other potentially infectious materials, I may be at risk of acquiring the Hepatitis B Virus (HBV) infection. I have been given the opportunity to be vaccinated with the hepatitis B vaccine, at no charge to me. I **DECLINE** the vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B a serious disease. If, in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Name:

Date:

Declination Due to Previous Immunization or Exposure

[**Decline** the Hepatitis B vaccination series because I have had either previous immunization or exposure as indicated below:

I have been previously vaccinated with the Hepatitis B vaccine. The dates and record of this immunization series are listed on the reverse side of this form.

I have been previously exposed to Hepatitis B and have developed antibodies. The dates of exposure and blood documentation is listed on the reverse side of this form.

Name:

Date:

Acceptance

I hereby Accept the offer of receiving the Hepatitis B vaccination series and any booster injections that are recommended. I understand that the injection series will be documented on the reverse side of this acceptance form and a copy will be maintained in my personnel file.

Name:

Date:

68 Phillips Rd. Rensselaer, NY 12144 Corporate Headquarters 518-479-4168

East Greenbush Fire District #3
East Greenbush Fire Company 68 Phillips Rd. Rensselaer, N.Y. 12144

Blood borne Pathogen Training

Pre & Post Test

Date: Location:

Employee's Name:

Employee's Job Title:

Instructor's Name:

Where is the location of the OSHA Regulatory Test in your department?

2. Briefly describe the contents of the OSHA Regulatory Text.
3. Describe how to contract AIDS.
4. Describe how to contract Hepatitis B
5. Describe the modes of transmission of bloodborne pathogens.
6. Explain your duties as a FireFighter that could put you at potential risk for exposure to bloodborne pathogens.
7. Explain the precautions to be taken to minimize your exposure to bloodborne pathogens,
8. List the protective equipment that is provided to you and proper use of this equipment for protection against bloodborne pathogens.
9. Describe the EGFD Hepatitis B vaccination Policy.
10. Describe the procedure to be followed if you have had an occupational exposure to blood borne pathogens.

EAST GREENBUSH FIRE DISTRICT NUMBER 3 OF EAST GREENBUSH N.Y., INC.
EAST GREENBUSH FIRE COMPANY

Health Certification

was examined and tested in accordance with the East

Greenbush Fire District Guidelines

on _____

The above named firefighter fits into one of the following classes:

CLASS I Includes the use of Self Contained Breathing Apparatus (SCBA) Interior and Exterior Firefighting duties.

CLASS 2 Includes Exterior Fighting duties with **No** Self Contained Breathing Apparatus (SCBA).

@@ OTHER

Special Restrictions as listed:

Next examination is scheduled:

annually

other

Date:

Signed:
Examining Physician

68 Phillips Rd. Rensselaer, NY 12144 Corporate Headquarters 518-479-4168

FIREFIGHTER INJURY:

- A. Medical treatment of the injured is the number one priority,
- B For an injury that is treated at the scene of an incident, drill, or other approved fire dept. function:
 - 1. The injured is to be provided with form VF- 1 05 (10-75) "Notice of Compliance" form Contains information if additional treatment is required.
 - 2. Form VF-2 (NYS Compensation Board - Injury To Volunteer FireFighter form) to be completed by OIC in triplicate. One copy each to Chief, Board of Fire Commissioners, and to insurance company (address appears on rear of form).
- c For an injury where the firefighter is transported to a hospital
 - 1. Provide transporting agency with form VF-105 (10-75) "Notice of Compliance" form Contains information needed for treatment.
 - 2. Ranking officer and friend of the injured to notify family ASAP. Provide family with
 - a. nature of injury(s)
 - b. hospital transported to
 - c. assistance as needed (transportation, etc.)
 - 3. Chief/Ass't Chief (or designee) to follow up as needed@

D, Press Information

- 1. Prior to notification of family, the **ONLY** information to be released is the confirmation of a firefighter injury.
- 2. Following family notification, full information to be released by EGFD information officer or EGPD.

E Permanent injury or disability. In addition to the above the Chief of the dept. will provide

- 1. Full copy of Volunteer FireFighter's benefit Law to the firefighter or family,
- 2. Any requested assistance possible.

LINE OF DUTY DEATH:

- A. Line of duty death is defined as death of a firefighter:

- responding to or at the scene of an incident - on arrival at a hospital
- alive on arrival, but later expires
- upon returning to the station or the residence following an incident

B. OIC to notify District Chief

C. OIC to notify Board of Fire Commissioners

D. The District Chief and/or OIC and/or closest friend available of deceased, to notify next of kin, in person.

1. All attempts to secure permission for an autopsy must be obtained. Many benefits will depend on this information.
2. **DO NOT** make any statement indicating that stress, listrain, or exertion was a contributing factor in the incident as this will lead to denial of benefits." (Source: NYS Fire Service Guide 21)
3. The public information officer shall **ONLY** confirm a firefighter death until the next of kin is notified.

E. Notification of the County stress team will be made ASAP. Full cooperation with this team will be offered by the District to aid all fire personnel.

F A Line of Duty Death Committee shall immediately be appointed. Said committee to consist of all Chief officers, I Commissioner, President of the Fire Company, closest friend of the deceased, any other person(s) deemed necessary by the aforementioned committee members.

The committee shall:

1. File all necessary forms and benefit claims that it can, and shall assist the family in filling their forms and benefits claims.
2. Set the procedures for fire department funeral allowing for religious considerations and family wishes.
3. Provide assistance to the funeral director, as needed.
4. Provide press statements and releases.
- 5 . Obtain sources of information of all official records and reports necessary for filing claims.

G. Addresses:

PUBLIC SAFETY OFFICER IS BENEFIT PROGRAM

U.S. Dept. of Justice
Law Enforcement Assistance Administration Public Safety Officer's Benefit Program 623
Indiana Avenue., NW Washington, DC 20531

(202) 724 -7620 (ask for Program Planning Specialist)

FINANCIAL AID-CHILDREN OF DECEASED FIREFIGHTERS

New York State Higher Education Services Corporation Albany, New York 12255

VOLUNTEER FIREMENS BENEFIT LAW AND WORKERS COMPENSATION LAW

100 Broadway - Menands Albany, New York 12241

(518) 474-2667

Federal Public Safety Officers Death Benefit

This program provides for a \$50,000 death benefit to the dependents of a career or volunteer firefighter who dies in the line of duty. After the PSOB has been contacted initially (see "Agencies to Notify"), they will send forms and instructions for completing them. The instructions are simple and direct but must be followed or benefits may be delayed. Please read all instructions and notes, in particular, those on the submission of supportive documents.

1. Official documents submitted in support of the Claim for Death Benefits and/or the Report of Public Safety Officers Death must be certified by the document's official custodian. The custodian must affirm the document in question is a true and exact copy of the official record. Additionally, if the certifying official's original signature is not accompanied by the raised seal of his agency, a notary public seal and signature are necessary for certification.

2. Statements by individuals submitted in support of a claim must be in the form of an affidavit signed by the person making the statement and witnessed by a notary public.

3. Copies of documents or affidavits are acceptable providing they contain an original seal and signature of both the certifying official and the notary public. Copies of a certified document (e.g. seals and signature are copied) are not acceptable.

4. The department should assist the family in preparing its claim to insure that all materials are included and properly certified. It is recommended that both the family's and the Department's claim materials be submitted as one package to the following address: Public Safety Officer's Benefits Program, Office of the Comptroller, Law Enforcement Assistance Administration, 633 Indiana Avenue NW, Washington, DC 20531. It needs to be emphasized that every document requested must be provided to support a claim and that each of these documents must be an original or certified copy (e.g. raised seal and certifying officer's original signature). If a required document is not certified, the officer's benefits will be significantly delayed.

General Municipal law, Section 205(A)

Section 205(A) of the General Municipal Law provides for a \$1,000 injury settlement or a \$5,000 death settlement to the survivors of an injured or a deceased firefighters. This applies if the firefighter was injured or killed as a direct or indirect result of neglect, omission, willful or culpable negligence of any person or persons who fail to comply with any local, state or federal statutes, ordinances, rules, orders or requirements.

This benefit provision is in addition to any other available benefits and is paid by the person or persons who failed to comply with the statute.

This program is administered by the New York State Worker's Compensation Board while the benefits are paid by the **local** political subdivision or their insurance carrier.

Death **benefits**, in most cases, consist of a funeral benefit, a lump sum death benefit and weekly death **benefits**. The Worker's Compensation **Board** provides a **pamphlet** explaining the **benefits** in detail.

As previously mentioned, the first step is to contact the Worker's Compensation Board's district office for your area. They can provide guidance and assistance. District offices and the counties they serve are listed on the VF forms.

Forms

There are four forms utilized for payment of benefits.

VF-1: Serves as a notice to the liable political subdivision of a volunteer firefighters injury or death.

This form must be **filed** within 90 days after the date of death or injury. Particular attention should be paid to the instructions at the top of the form, stating with whom it is to be **filed**.

Serves as political subdivision's report of injury of a volunteer firefighter to New York State Worker's Compensation Board.

This report shall be filed within 10 days. Remember that a copy should be sent to the insurance carrier or county plan of self-insurance for the political sub-division.

VF-3:

Serves as volunteer fireman's claim for benefits

This form shall be filed as soon as possible after the injury is incurred but no later than two years from date of injury. A copy should be submitted to the liable political subdivision. A medical report should also accompany this form.

This form must also be submitted in the event of a death case.

Important items that need to be included with this form or brought to the **first** hearing include

- **copy** of medical report from doctor who treated the deceased;
- proof of relationship between deceased and the claimant, such as birth certificates, marriage certificates, adoption papers, etc.;
- death **certificate**; and
- itemized funeral bill.

This form must be **filed** with the Worker's Compensation Board and the liable political subdivision within two years after death.

One important item to remember is that persons eligible to claim death benefits must meet one of the following criteria:

- widow/widower;
- children under the age of **18** at time of death;
- children of any age who are totally blind or physically disabled and whose disablement is total and permanent;
- grandchildren brothers or sisters of the deceased who were under the age of 18 at time of death and were wholly or partially dependent on deceased for support;
- wholly or partially dependent parents or grandparents; and
- dependent children or grandchildren under 25 years of age who are full time students,

Lastly, each claimant must **file** a separate claim. Only one claim need be **filed** by spouse and/or children under **18** years of age or under 25 years of age enrolled as a full-time student.

Student Financial Aid

In addition to the death benefits outlined, the New York State Higher Education Services Corporation has a program of student financial aid for children of deceased firefighters.

In order to be eligible, the parent must have been a firefighter (career or volunteer) of New York State or its municipalities and died as a result of injuries sustained in the line of duty. Additional qualifications placed upon the recipient include:

- enrolled full-time in an approved post-secondary education program in New York State;
- be a New York State resident at the start of the term for which payment is sought;
- meet one of the US citizenship requirements;
- matriculate in an approved educational program; and
- be in good academic standing.

The amount of the award is \$450 per year for up to 4 years of undergraduate study or 5 years of undergraduate study in an approved 5 year baccalaureate program.

Two forms need to be filed for this program: a "Student Payment application" and a "Child of Police Officer-Firefighter Award" supplement. Copies can be obtained from: the New York State Higher Education Services Corporation, Albany, New York 12205.

Medical Leave

All Firefighters injured in the line of duty shall be immediately placed on medical leave and shall remain on medical leave until approved for return to duty by the district's physician.

All personnel injured must have a return to duty order that states, *"The member may return to full duty as a volunteer-firefighter"*. If the member is injured off duty the member may not return to full duty unless they have a return to duty order from the district physician.

Members on medical leave may participate in the following activities prior to receiving their return to duty order;

Company meetings, lecture drill programs, wake and/or funerals, training programs and classes that *do not* involve physical activity, fund raising activities and assigned administrative duties that *do not* involve physical activity.

Members who are on medical leave will be considered members in good standing and will remain on the district roster. While on medical leave the member will still receive all member services and will not be penalized for inactivity or loose service credit time.

Members that fail to comply with the above will be subject to disciplinary action.

Sexual Harassment Policy

Policy Statement

It is the policy of this Fire District to prohibit the harassment of any personnel or member of the public by any personnel on account of that person's sex. The District does not condone and will not tolerate sexual harassment by its personnel or the sexual harassment of its personnel by anyone, including any officer, member, vendor, or member of the public.

Every member of the District is expected and required to abide by this policy. Any District personnel who violates this policy will be subject to appropriate disciplinary action, up to and including discharge.

Definition of Sexual Harassment

Sexual harassment refers to behavior of a sexual nature that is unwelcome and personally offensive to its recipient. Unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature constitute sexual harassment whenever:

1. Submission to such conduct is made either an explicit or an implicit condition of an individual's membership;
2. Submission to or rejection of such conduct is used as a basis for an employment decision which either positively or adversely affects any personnel;
3. The harassment is severe or pervasive enough to unreasonably interfere with a member's work performance or to create an intimidating, hostile, or offensive workplace.

For example, unwanted physical contact, foul language, sexually oriented propositions, jokes or remarks, obscene gestures or the display of sexually explicit pictures, cartoons or other materials may be considered offensive to another member and, thus, should not occur.

-

Complaint Procedure

Any member who feels that they have been sexually harassed should immediately report the matter to the Assistant Chief of their station or in their absence to the District Chief. Similarly, any member who believes that they have witnessed sexual harassment or who has reason to believe that sexual harassment is taking place should do likewise. If neither the Assistant Chief or the District Chief are available to receive the complaint, or if the member believes that it would be inappropriate to contact either person, then the member should immediately contact the Chairman of the Board of Fire Commissioners with their complaint. The District will handle all allegations of sexual harassment in a lawful manner to ensure that any such conduct does not continue. As a matter of routine, the District will investigate all complaints of sexual harassment. Such investigations will be conducted as discreetly and as confidentially as circumstances allow. The District will not permit any person to be adversely affected in membership with the District as a result of their having brought a complaint of sexual harassment so long as such complaint was made in good faith.

Traffic Safety Vests

Purpose: To establish a policy regulating the Federal Regulation 23 CFR 634 Traffic Safety Vest to ensure the safe operation of department personnel on "all active roadways" and near moving fire apparatus.

Guideline:

When operating in "all active roadways" the following steps should be taken to ensure the safety of all personnel on scene:

- A) All Fire-Police & Firefighters "assisting with traffic control" should wear an approved safety vests.
- B) In the event that a roadway is "non active" (closed) the use of traffic vest will be at the discretion of the Incident Commander or Senior Officer in charge.
- C) Firefighters operating as support function (pump operator, safety officer, etc.) are encouraged to wear an approved safety vest, in the event he/she is not wearing full structural firefighting equipment (approved PPE).
- D) Firefighters operating "directly with emergency or the call for service" (Fires, Extrication, Alarm Activations, etc.) are not required to wear safety vest.