

| GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures | | |
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| Functional Area: SUPPORT SERVICES/FIRE SERVICES | Reference Number: IVN10-0012 | Revises Previous Effective Date: |
| Subject: OCCUPATIONAL SAFETY & HEALTH/FIRE STATION SAFETY | | NEW |
| Authority: WETHERINGTON/HODGE | Effective Date: 4/01/02 | Page 1 of 3 |

I. POLICY:

This standard establishes safety regulations to be followed by Firefighters assigned to GDC fire stations.

II. APPLICABILITY:

All Department of Corrections Certified Firefighters in State and County Fire Departments.

III. RELATED DIRECTIVES:

NFPA 1500

IV. DEFINITIONS:

NONE

V. ATTACHMENTS:

NONE

VI. PROCEDURE:

A. (General)

1. Fire stations shall comply with all applicable health, safety, building and fire code requirements.
2. All fire stations are designated as tobacco free, and no one will be permitted to smoke or use smokeless tobacco products within a fire station. The use of tobacco will be confined to areas outside of the building.
3. Floors shall be kept clean and free from obstruction. Slippery substances such as water,

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|--|----------------------------|---------------------------------|
| Functional Area: SUPPORT SERVICES/FIRE SERVICES | Prev. Eff. Date: NEW | Page 2 of 3 |
| | Effective Date: 4/01/02 | Reference Number: IVN10-0012 |

oil, and other fluids shall not be allowed to accumulate on a floor surface and shall be mopped up as soon as is practical.

4. All tools and equipment shall be maintained in a clean and serviceable condition and shall be returned to their proper place immediately after use.
5. All flammable and combustible liquids and gases shall be stored in the station's flammable and combustible liquids cabinet. The cabinet shall be maintained in a clean and orderly manner and shall be kept closed and free of obstructions.
6. Prior to each use, all electrical equipment such as extension cords shall be inspected to prevent the possibility of shock or electrocution.
7. Horseplay is strictly forbidden.
8. Proper care shall be exercised when using any chemical product, pesticide, solvent, or other harmful or toxic substance.
9. Caution shall be exercised when using a ladder for cleaning, painting, etc.
10. All smoke detectors, fire extinguishers, exit signs, and other safety equipment shall be maintained in proper working order.
11. Running inside the station is prohibited.
12. Any defective equipment or unsafe condition shall be reported immediately.
13. Fire stations shall always be locked and secured whenever the station is unattended.
14. Automatic overhead door closures shall not be activated until the apparatus has completely cleared the door.

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|--|----------------------------|---------------------------------|
| Functional Area: SUPPORT SERVICES/FIRE SERVICES | Prev. Eff. Date: NEW | Page 3 of 3 |
| | Effective Date: 4/01/02 | Reference Number: IVN10-0012 |

15. All lawn work shall be conducted in proper attire and the appropriate safety precautions shall be taken.
16. Apparatus will not be run in the engine bays unless the doors can be opened to allow the removal of engine exhaust or the apparatus' exhaust is connected to the exhaust removal system.

B. RESPONSIBILITIES

1. Firefighters shall strictly adhere to all safety regulations.
2. Station Chiefs shall be responsible for maintaining their assigned station in a safe and healthy manner and shall promptly correct any deficiencies.
3. Any Firefighter who violates a safety regulation shall be promptly reprimanded.
4. The District Chief shall inspect each fire station at least once each month. The District Fire Chief shall check the station for compliance with all applicable codes and safety standards. The inspection shall be conducted using the Department's Inspection Report Form. A copy of the form will be given to the Warden at the time of the inspection and a copy shall be forwarded to the Fire Services Manager.
 - a. If possible, corrections should be made immediately.
 - b. If necessary, a re-inspection shall be scheduled prior to concluding the inspection.
 - c. The results of these inspections shall be reviewed during the Station inspection.