



OFFICE OF THE FIRE COMMISSIONER

FIRE DEPARTMENT INSPECTION AND AUDIT CHECKLIST

Revised November 2012

BACKGROUND:

This document was originally created by the Office of the Fire Commissioner in response to a Coroner's Judgement of Inquiry recommendation regarding the line of duty death of a firefighter in 2004. It was recommended that:

"The Office of the Fire Commissioner together with the employer of volunteer fire departments in British Columbia (Districts, Municipalities and Regional Districts, etc) initiate and maintain a regular inspection and audit process to ensure volunteer fire departments and firefighters meet provincially recognized standards for equipment, training and operational policy."

On recommendations from the fire service province-wide, the Office of the Fire Commissioner has revised the inspection and audit document, and recommends that ALL fire departments within British Columbia use this document as part of a regular inspection and audit process.

Part B of the checklist is almost entirely concerned with Occupational Health & Safety issues that are mandatory requirements of WorkSafeBC. All questions in Part B of the checklist have been reviewed by WorkSafeBC to ensure that they reflect compliance with WorkSafeBC regulations.

INSTRUCTIONS:

It is recommended that the governing body of the fire department be engaged in the completion of the Fire Department Inspection and Audit Checklist to ensure they are fully aware of what it takes to make their fire department compliant with regulations and other aspects of governance. It is also recommended that the Checklist be considered as a minimum and that it be expanded on a customized basis to suit the needs of the fire protection districts being served.

The Fire Department Inspection and Audit Checklist should be completed by a senior fire department officer. Upon completion, the results of the audit should be communicated clearly to the governing body of the fire department. It is recommended that for each item on the Checklist that has been marked "non-compliant", "compliance pending" or "no," the governing body adopt a remedy that includes an action plan and a fixed date for that remedy.

It is anticipated that budget planning, operational guideline or policy development and level of service issues will form part of the remedies. The actions of the fire department may, as a result, be limited to levels that are commensurate with the level of training, staffing or equipment available.

The Fire Department Inspection and Audit Checklist should be reviewed regularly for completeness as regulations and/or services change.

DEFINITIONS:

Governing Body: The municipality, regional district, improvement district, registered society or other organization responsible for the funding of the fire department.

Non-compliant: Fire department does not meet the criterion.

Compliance Pending: Fire department does not meet the criterion. This shortfall has been recognized and there is a target date identified at which time the situation will be rectified.

Fully Compliant: Fire department meets the criterion.

N/A: The criterion is not applicable to the fire department being audited.

INSPECTION and AUDIT INFORMATION:

Name(s) and rank(s) of Officer(s) Completing Inspection and Audit:

Date: _____

Implementation Support Contacts/Resources:

FCABC website www.fcabc.bc.ca

WorkSafeBC Safety at Work Section <http://www2.worksafebc.com/Safety/Home.asp>

WorkSafeBC Part 31: Firefighting Regulations

<http://www2.worksafebc.com/Publications/OHSRegulation/Part31.asp>

Part A – FIRE DEPARTMENT ORGANIZATION

GOVERNANCE AND AUTHORITY

	Non-compliant	Compliance Pending	Fully Compliant	N/A
1) Does the governing body have a fire department establishment bylaw?	NO		YES	
2) Is that bylaw current, and does it reflect all services being provided by the fire department?				
3) Are the fire protection district boundaries clearly defined?				
4) Are the different service boundaries defined? Note: This applies where services are contracted to First Nation lands; Regional District specified areas, Industrial sites, etc. It is not intended to refer to areas served under Mutual Aid agreements.				
5) Does the governing body have a contract fire protection area?	NO		YES	
(a) The documents are current.				
(b) The documents are specific to the service provided.				
(c) Contract area maps are in place.				
6) There are <u>written</u> agreement(s) with:				
(a) The Ministry of Forests and Range				
⇒ Has it been duly authorized by your governing body?				
(b) Emergency Health Services regarding First Response				
⇒ Has it been duly authorized by your governing body?				
(c) Other fire service related agreement(s). List: e.g. Agreements for inspections, investigations, rescue services, etc.				
⇒ Has it (they) been duly authorized by your governing body?				
7) Are there written Mutual Aid agreements in place?	NO		YES	
If yes, are the following covered:				
⇒ chain of command				
⇒ common terminology				
⇒ inter-department training				
⇒ inter-departmental communications				
⇒ maps				
⇒ they are current				
⇒ they are outlined in your Operational Guidelines				
⇒ if yes, provide OG#				
⇒ they have been duly authorized by your governing body.				
8) If there are written Automatic Aid agreements in place, do they satisfy all of the points addressed in question 6 above.				

ADMINISTRATION

	Non-compliant	Compliance Pending	Fully Compliant	N/A
9) Are the following types of records available for inspection?				
(a) Apparatus maintenance, including inspection and repair. YES <input type="checkbox"/> NO <input type="checkbox"/>				
(b) List of apparatus. YES <input type="checkbox"/> NO <input type="checkbox"/>				
(c) Maintenance records including annual pump tests. YES <input type="checkbox"/> NO <input type="checkbox"/>				
(d) Driver training records. YES <input type="checkbox"/> NO <input type="checkbox"/>				
(e) Drivers abstract and license. YES <input type="checkbox"/> NO <input type="checkbox"/>				
(f) Vehicle pre-trip inspection. YES <input type="checkbox"/> NO <input type="checkbox"/>				
(g) Vehicle post trip inspection (back in service inspections and/or call logs acceptable). YES <input type="checkbox"/> NO <input type="checkbox"/>				
(h) Trip log. YES <input type="checkbox"/> NO <input type="checkbox"/>				
(i) Weekly air brake checks. YES <input type="checkbox"/> NO <input type="checkbox"/>				
(j) Vehicle weights. YES <input type="checkbox"/> NO <input type="checkbox"/>				
(k) Overweight permits (if required). YES <input type="checkbox"/> NO <input type="checkbox"/>				
(l) Practice (training) attendance. YES <input type="checkbox"/> NO <input type="checkbox"/>				
(m) Call (on shift) attendance. YES <input type="checkbox"/> NO <input type="checkbox"/>				
(n) Equipment maintenance (including SCBA, turnout gear, ropes, gas testing equipment, PASS alarms). YES <input type="checkbox"/> NO <input type="checkbox"/>				
(o) Hose testing. YES <input type="checkbox"/> NO <input type="checkbox"/>				
(p) Ladder testing. YES <input type="checkbox"/> NO <input type="checkbox"/>				
(q) Fire prevention and inspections. YES <input type="checkbox"/> NO <input type="checkbox"/>				
(r) Personnel including:				
⇒ work performance YES <input type="checkbox"/> NO <input type="checkbox"/>				
⇒ discipline YES <input type="checkbox"/> NO <input type="checkbox"/>				
⇒ WCB (work related incidents). YES <input type="checkbox"/> NO <input type="checkbox"/>				
(s) Public relations and education programs/activities. YES <input type="checkbox"/> NO <input type="checkbox"/>				
(t) Training records, including new firefighter and officer training. YES <input type="checkbox"/> NO <input type="checkbox"/>				
(u) Map indicating water supplies. YES <input type="checkbox"/> NO <input type="checkbox"/>				

ADMINISTRATION - STAFFING

	Non-compliant	Compliance Pending	Fully Compliant	N/A
10) Are minimum standards and qualifications established for officers by the governing body? List the standards.				
11) Chief Officers are formally appointed by the governing body.		NO		YES
12) Are Department officers formally appointed by the Chief?		NO		YES
13) Is there a published and posted organization chart?		NO		YES
(a) This chart illustrates the relationship with governing and advisory bodies.				
(b) This chart shows the chain of command.				
14) There are written job profiles for all positions.				
15) There are posted rules and regulations.				
16) There is a clear, documented distinction between operational and social activities.				
17) There is a written policy regarding a designated duty crew during social events (re: alcohol consumption).				
18) Does a senior officer conduct a formal post-incident critique (aka lessons learned) for major incidents and all calls that resulted in injury or had a 'near miss' of injury?		NO		YES
The findings from injury or near miss incidents are documented and effectively communicated.				
19) Are there written hiring practices for new recruits?		NO		YES
They include the following:				
⇒ background checks (including criminal)				
⇒ drivers abstracts				
⇒ physical/medical assessment				
⇒ probation period with performance assessment				
⇒ the tasks permitted of probationary members clearly defined and explained to probationary members and firefighters.				
20) Do you have a junior fire fighting program?		NO		YES
21) Written policies have been developed providing restrictions of duties for junior firefighters and probationary members.				
22) Do you use at least the first step of your disciplinary system?		NO		YES
23) Has a Local Assistant to the Fire Commissioner been duly appointed?		NO		YES
24) Are fire safety inspections conducted by the Local Assistant to the Fire Commissioner?		NO		YES
(a) There is a defined schedule of inspections.				
(b) This schedule has been endorsed by your governing body.				

SCOPE OF OPERATIONS

	Non-compliant	Compliance Pending	Fully Compliant	N/A
25) Are the following areas covered by an operational guideline or other documentation (ex. governing body policy)? If so, list OG or policy #.				
(a) Apparatus – vehicle response safety.				
(b) Apparatus – warning devices.				
(c) Apparatus – operation and placement.				
(d) Chain of command.				
(e) Dangerous goods.				
(f) Disaster planning & response.				
(g) Dispatch procedures.				
(h) Electrical emergencies.				
(i) Emergency planning.				
(j) Emergency response to fire scene.				
(k) Entry into buildings (including rescue).				
(l) Managing and tracking firefighters at an emergency incident (accountability).				
(m) Exposure to blood borne pathogens and reporting system.				
(n) Firefighter training standard.				
(o) Fire suppression – vehicle.				
(p) Ground ladders.				
(q) Hazardous materials and substances.				
(r) Hose.				
(s) Hydrants.				
(t) Incident Command System.				
(u) Incident safety.				
(v) Medical examinations and health monitoring (i.e.: hearing test, lung function, etc.).				
(w) Health and safety provisions during salvage and overhaul, specifically:				
⇒ air quality				
⇒ physical condition of firefighters				
⇒ site structure stability.				
(x) Manage stress arising from an incident that is likely to cause adverse health effects to firefighters.				
(y) Personal protective clothing.				
(z) Rescue team (RIT).				
(aa) Respiratory protection program.				
(bb) Safety.				

SCOPE OF OPERATIONS – con't

	Non-compliant	Compliance Pending	Fully Compliant	N/A
(cc) Self-contained breathing apparatus.				
(dd) Special operations such as:				
⇒ hazardous materials				
⇒ confined space				
⇒ first responder				
⇒ auto extrication				
⇒ high angle				
⇒ trench or excavation				
⇒ swift water				
⇒ flat water				
⇒ ice rescue				
⇒ building collapse.				
(ee) Buildings seven stories up or higher.				
(ff) Fire fighting underground.				
(gg) Fire fighting over water.				
(hh) Traffic control at incidents.				
(ii) Use of alcohol and drugs.				
(jj) Vehicle air brake systems.				
(kk) Vehicle response safety.				
(ll) Operating vehicles in emergencies, including mandatory use of seat belts.				
(mm) Operating vehicles in non-emergency situations including mandatory use of seat belts.				
(nn) Personal accountability system.				
(oo) Rescue team of two firefighters on the scene after initial attack/SCBA/10 minutes.				
(pp) Effective voice communication with firefighters inside buildings.				
(qq) Water supplies.				
(rr) Wildland/urban interface.				
(ss) Work site safety.				
(tt) Investigation of accidents.				
(uu) Occupational Health and Safety Program.				
(vv) Supervision of workers.				

SCOPE OF OPERATIONS – con't

	Non-compliant	Compliance Pending	Fully Compliant	N/A
26) There are operational guidelines specific to your regulatory bylaw that define the extent of involvement of firefighters in the following types of incidents. If so, list OG #.				
<u>FIRE</u>				
⇒ Wildland				
⇒ Structure				
⇒ Multi-story				
⇒ Involving hazardous materials				
⇒ Offensive or defensive firefighting				
⇒ Response out of district				
⇒ Mutual aid.				
<u>MEDICAL</u>				
⇒ First responder level.				
<u>RESCUE</u>				
⇒ Auto				
⇒ Water				
⇒ High angle				
⇒ Confined space				
⇒ Hazardous materials.				
27) Are operational guidelines dated and signed by the current Fire Chief?	NO		YES	
28) There is a fire prevention committee or appointed responsible member.				
29) Are fire flows from hydrants calculated and included on maps?	NO		YES	
(a) Alternate water sources are formally identified on a map.				
(b) User agreements are in place.				
30) Pre-plans are developed				
They are used in training.				

TRAINING AND COMPETENCY

	Non-compliant	Compliance Pending	Fully Compliant	N/A
31) There are written policy statements on requirements and standards for firefighting training and certification that dictate what firefighters cannot do at the fire scene, i.e. defensive (exterior) or offensive (interior) firefighting. List standards for the following: Chief officers Company officers Firefighters Driver/Apparatus operators.				
32) Is there a training officer in place?	NO		YES	
(a) There are standards and qualifications established for the training officer.				
(b) A training schedule is posted.				
33) There is a written recruit training program in effect.				
34) Inter-agency training is conducted.				
(a) With Mutual Aid partner departments.				
(b) With Automatic Aid partner departments.				
(c) With Ministry of Forests & Range.				

Part B – HEALTH AND SAFETY

OCCUPATIONAL HEALTH AND SAFETY PROGRAM

A compliant Occupational Health and Safety Program is a requirement of WorkSafeBC

	Non-compliant	Compliance Pending	Fully Compliant	N/A
35) Is there a health and safety program for the fire department addressing the following items?				
(a) A policy statement of the employer's aims and the responsibilities of the employer, supervisors and workers.				
(b) Provision for the regular inspection of premises, equipment, work methods and work practices, at appropriate intervals, to ensure that prompt action is undertaken to correct any hazardous conditions found.				
(c) Appropriate written instructions, available for reference by all workers, to supplement the Occupational Health and Safety Regulation.				
(d) Provision for holding periodic management meetings for the purpose of reviewing health and safety activities and incident trends, and for the determination of necessary courses of action.				
(e) Provision for the prompt investigation of incidents to determine the action(s) necessary to prevent their recurrence.				
(f) The maintenance of records and statistics, including reports of inspections and incident investigations, with provision for making this information available to the joint committee or worker health and safety representative, as applicable and, upon request, to an officer, the union representing the workers at the workplace or, if there is no union, the workers at the workplace.				
(g) Provision by the employer for the instruction and supervision of workers in the safe performance of their work.				
(h) Operational Guideline and/or governing body policy for the training of new and young workers as required by WorkSafe BC.				

OCCUPATIONAL HEALTH AND SAFETY - QUESTIONNAIRE FOR OFFICERS

This questionnaire section shall be completed separately by at least 25% of the officer group (minimum of 3, randomly selected).

The intent of this questionnaire is to gauge the level of awareness among department officers of the department occupational health and safety program. Responses for this section will be kept anonymous and answers summarized (i.e. 2 out of 3 officers indicated yes to...)

	NO	DON'T KNOW	YES
1) Do you participate in inspections of the fire hall and all equipment?			
2) Are inspections documented?			
3) Are workplace (fire halls and training sites) safety inspection conducted monthly?			
4) Are health and safety committee meetings held monthly?			
5) Are first aid records maintained and available for review?			
6) Are there informal workplace safety inspections?			
7) Have supervisors received safety and health training?			
8) Is there a formal process for reports or observations of unsafe acts or conditions?			
9) Has a hazard analysis been performed on the various job functions within your department?			
10) Is there an operational guideline or policy regarding harassment and discrimination?			
11) During a major incident are incident command system procedures established and does the Incident Commander assign a Safety Officer?			
12) Are Officers trained in the following incident command principles:			
a) Establishing and transferring of command.			
b) Single or unified command structure.			
c) Management by objectives.			
d) Consolidated incident action plans.			
e) Comprehensive resource management.			
f) Unity and chain of command.			
g) Manageable span of control.			
h) Modular organization.			
i) Personnel accountability.			
j) Integrated communications.			
13) Are there regular Officers' meetings and do they contain a component where occupational health and safety issues are discussed?			
14) Have you participated at an Officers' meeting where health and safety issues are discussed?			

OCCUPATIONAL HEALTH AND SAFETY - QUESTIONNAIRE FOR OFFICERS – con't

	NO	DON'T KNOW	YES
15) Do Officers' meetings adequately address health and safety matters, such as:			
a) Injuries.			
b) Prevention strategies.			
16) Are you aware of what accidents to report to the WCB?			
17) Is there an accident investigation for each incident that resulted in injury, involved equipment failure or was a "near miss"?			
18) Do you receive copies of accident reports?			
19) Are accident investigation reports reviewed by Officers and the Joint Health and Safety Committee?			
20) Are copies of accident reports forwarded to your governing body?			
21) Are the recommended corrective actions communicated to firefighters and/or incorporated into training?			
a) Do you ensure that corrective action is taken?			
b) Is this corrective action reported to governing body?			
22) Do you think you have adequate authority to develop, instruct and enforce:			
a) Safe work rules and procedures?			
b) Employee work practices?			
23) Are the written work procedures (operational guidelines) referred to when conducting training sessions?			
24) Are you aware of your rights and responsibilities as a supervisor, as outlined in WCB regulation?			
25) Are you aware of your rights and responsibilities with regard to the refusal of unsafe work?			
26) Your department provides training in the following:			
(a) Workplace inspections.			
(b) Investigation of accidents.			
(c) Presentation of safety fire crew talks.			
(d) Follow-up on worker training.			
(e) Rules, procedures and work practices for controlling emergency incident hazards.			
(f) Instruction on your legal requirements, such as compliance with:			
⇒ Occupational Health & Safety Regulation			
⇒ First Aid			
⇒ WHMIS.			
(g) How to conduct task hazard analysis to check and revise work procedures?			
(h) Traffic control at incident.			

OCCUPATIONAL HEALTH AND SAFETY - QUESTIONNAIRE FOR OFFICERS – con't

	NO	DON'T KNOW	YES
(i) Operation of fire fighting vehicles in emergency and non-emergency travel as per <i>Motor Vehicle Act</i> .			
(j) Operation of personal vehicle to and from work/fire station.			
27) Are you held accountable by your governing body for meeting your health and safety responsibilities?			
28) Describe your role in ensuring that your employees understand and follow the safety and health rules.			
29) Does your department provide PFD or lifejackets in compliance with WCB reg.8.27 (a-d)?			
30) Are there operational guidelines for firefighter rescue and rehabilitation?			
Does it include the following:			
a) Hydration after one tank or approximately 30 minutes of strenuous work.			
b) Sit out after two tanks or approx. 60 minutes of strenuous work.			
c) Assessment of blood pressure, heart rate and temperature after 10 minutes rest with criteria for returning to work/training.			
31) Does your department provide fall protection training for firefighters?			
32) Are the last three Occupational Health and Safety meeting minutes posted at the hall?			
Are the minutes regularly sent to your governing body?			
33) Is there a written personnel accountability system?			
34) Is there a critical incident stress debriefing program?			
35) Is there a written respiratory protection program?			
(a) Does it include the following:			
⇒ Maintenance program			
⇒ Air quality testing ANNUALLY			
⇒ Records keeping			
⇒ Fit testing			
⇒ Scheduled training			
⇒ Appropriate operational guidelines.			
(b) Is there interior inspection of air cylinders at intervals acceptable to WorkSafeBC and consistent with the manufacturer's recommendations?			
(c) Are SCBA and regulators serviced and repaired by qualified persons?			
(d) Are air cylinders hydrostatic tested at intervals as required?			

OCCUPATIONAL HEALTH AND SAFETY - QUESTIONNAIRE FOR OFFICERS – con't

	NO	DON'T KNOW	YES
(e) Are records kept and available for SCBA and air cylinders?			
(f) Are four SCBA units and four full spare cylinders available on each engine?			
(g) Is there a personal alert safety system (PASS) for each SCBA?			
(h) Does the PASS device meet the requirements of the current NFPA standard? NFPA19823, 1993 EDITION?			
(i) Is there an OG related to PASS devices?			
(j) Is the PASS system tested:			
⇒ weekly			
⇒ before each use.			
36) Is there:			
a) Full body harnesses available to ensure that all FF located on aerial platforms are wearing fall protection meeting CSA-Z259.10--M90.			
b) Safety belts and lanyards provided to ensure firefighters working on aerial ladder platforms are using wearing fall restraint meeting CSA Z259.1-95.			
c) Rescue ropes, safety belts, harness, hooks and rope grabs – NFPA1983, 1990 edition?			
37) Is there an OG instructing structural firefighters to leave a building if rescue team is expected to not be in place within 10 minutes of initial entry?			
38) Are there operational guidelines for the control of vehicle exhaust emissions in the fire hall?			
39) Is vehicle exhaust mechanically removed from the hall?			
40) Is there a flashlight available for each firefighter per shift? Meet CSA C22.1-94 Class 1 Div 2 Group A,B,C.			
41) Are there four hand lanterns on each firefighting vehicle? Meet CSA C22.1-94 Class 1 Div 2 Group A,B,C.			
42) Are plaster hooks and pike poles fitted with non-conductive shafts?			
43) Personal Protective Clothing.			
a) Helmets for Structural Fire Fighting meet the requirements of the current NFPA standard.			
b) Hard hats (safety headgear) only for fire prevention, investigation, brush fires.			
c) Bunker gear coats, pants, flash hood, meet the requirements of the current NFPA standard.			
d) Gloves meet the requirements of the current NFPA standard.			
e) Station Wear at least 35% COTTON.			

OCCUPATIONAL HEALTH AND SAFETY - QUESTIONS FOR FIREFIGHTER

This questionnaire section shall be completed separately by at least 10% of the firefighter group (minimum 4, randomly selected). Responses for this section will be kept anonymous and answers summarized (i.e. 2 out of 3 firefighters indicated yes to...)

The intent of this questionnaire is to gauge the level of awareness among department firefighters of the department occupational health and safety program.

	NO	DON'T KNOW	YES
1) Do you participate in inspections of the fire hall and all equipment?			
2) Are inspections documented?			
3) Are workplace (fire halls and training sites) safety inspections conducted monthly?			
4) Are health and safety committee meetings held monthly?			
5) Are first aid records maintained and available for review?			
6) Are there informal workplace safety inspections?			
7) Is there a formal process for reports or observations of unsafe acts or conditions?			
8) Is there an operational guideline or policy regarding harassment and discrimination?			
9) has a hazard analysis been performed on the various job functions within your department?			
10) Are there regular Officers' meetings and do they contain a component where occupational health and safety issues are discussed?			
11) Are you aware of what accidents to report to the WCB?			
12) Is there an accident investigation for each incident that resulted in injury, involved equipment failure or was a "near miss"?			
13) Are accident investigation reports reviewed by Officers and the Joint Health and Safety Committee?			
14) Are copies of accident reports forwarded to your governing body?			
15) Are the recommended corrective actions communicated to firefighters and/or incorporated into training?			
16) Do you think you have adequate authority to develop, instruct and enforce:			
1) Safe work rules and procedures?			
2) Employee work practices?			
17) Are the written work procedures (operational guidelines) referred to when conducting training sessions?			
18) Are you aware of your rights and responsibilities with regard to the refusal of unsafe work?			

OCCUPATIONAL HEALTH AND SAFETY - QUESTIONS FOR FIREFIGHTER – con't

	NO	DON'T KNOW	YES
19) Does your department provide training in the following:			
(a) Rules, procedures and work practices for controlling emergency incident hazards.			
(b) Instruction on your legal requirements, such as compliance with:			
⇒ Occupational Health & Safety Regulation			
⇒ First Aid			
⇒ WHMIS.			
(c) Traffic control at incident.			
(d) Operation of fire fighting vehicles in emergency and non-emergency travel as per <i>Motor Vehicle Act</i> .			
(e) Operation of personal vehicle to and from work.			
20) Are you held accountable by your governing body for meeting your health and safety responsibilities?			
21) Does your department provide PFD or lifejackets in compliance with WCB reg.8.27 (a-d)?			
22) Are there operational guidelines for firefighter rescue and rehabilitation?			
Does it include the following:			
(a) Hydration after one tank or approximately 30 minutes of strenuous work.			
(b) Sit out after two tanks or approx. 60 minutes of strenuous work.			
(c) Assessment of blood pressure, heart rate and temperature after 10 minutes rest with criteria for returning to work/training.			
23) Does your department provide fall protection training for firefighters?			
24) Are the last three Occupational Health and Safety meeting minutes posted at the hall?			
25) Is there a written personnel accountability system?			
26) Is there a critical incident stress debriefing program?			
27) Is there:			
(a) Full body harnesses available to ensure that all FF located on aerial platforms are wearing fall protection meeting CSA-Z259.10--M90.			
(b) Safety belts and lanyards provided to ensure firefighters working on aerial ladder platforms are using wearing fall restraint meeting CSA Z259.1-95.			
(c) Rescue ropes, safety belts, harness, hooks and rope grabs – NFPA1983, 1990 edition?			

OCCUPATIONAL HEALTH AND SAFETY - QUESTIONS FOR FIREFIGHTER – con't

	NO	DON'T KNOW	YES
28) Is there an OG instructing structural firefighters to leave a building if rescue team is expected to not be in place within 10 minutes of initial entry?			
29) Are there operational guidelines for the control of vehicle exhaust emissions in the fire hall?			
30) Is vehicle exhaust mechanically removed from the hall?			
31) Is there a flashlight available for each firefighter per shift?			
Meet CSA C22.1-94 Class 1 Div 2 Group A,B,C			
32) Are there four hand lanterns on each firefighting vehicle?			
Meet CSA C22.1-94 Class 1 Div 2 Group A,B,C			
33) Are plaster hooks and pike poles fitted with non-conductive shafts?			
34) Personal Protective Clothing			
(a) Helmets for Structural Fire Fighting meet the requirements of current NFPA standard			
(b) Hard hats (safety headgear) only for fire prevention, investigation, brush fires			
(c) Bunker gear coats, pants, flash hood, meet the requirements of current NFPA standard			
(d) Gloves meet the requirements of current NFPA standard			
(e) Station Wear at least 35% COTTON			

TRAINING RECORDS

New Firefighter Orientation: What percentage (%) of firefighters have completed New Firefighter Orientation and have documented records verifying that? _____

- | | |
|---|--|
| <input type="checkbox"/> Firehouse health and safety rules | <input type="checkbox"/> Emergency procedures |
| <input type="checkbox"/> Working alone or in isolation | <input type="checkbox"/> Rights and responsibilities |
| <input type="checkbox"/> Violence in the workplace, appropriate behaviour, impairment | <input type="checkbox"/> Fire Department's H&S Program and core OGS |
| <input type="checkbox"/> Personal protective equipment | <input type="checkbox"/> WHMIS |
| <input type="checkbox"/> Location of first aid, reporting of injuries | <input type="checkbox"/> Contact information for H&S Committee, chain of command |

Basic/Fundamental Firefighter: What percentage (%) of firefighters have completed Basic/Fundamental Firefighter (Exterior team member) Training and have documented records verifying that? _____

Firefighter Level I: What percentage (%) of firefighters have completed Firefighter Level I (Interior attack team member) Training and have documented records verifying that? _____

Firefighter Level II: What percentage (%) of firefighters have completed Firefighter Level II (Interior attack team leader) Training and have documented records verifying that? _____

All firefighters responding to emergency calls should have first completed New Firefighter Orientation.

All firefighters responding to emergency calls and working as exterior attack team members should have first completed Basic/Fundamental Firefighter training.

All firefighters working as interior attack team members should have first completed Firefighter Level I training

All firefighters working as interior attack team leaders should have first completed Firefighter Level II training

Does the Governing Body have written policy that clearly states the acceptable level of training standards for all functions and services being provided? _____

SUMMARY:

Upon completion of this inspection and audit document, a report should be prepared and presented to the fire department's governing body. That report should include;

1. Copy of the completed audit document.
2. Summary of outstanding issues (non-compliant and compliance pending).
3. Itemized action plan that addresses issues of non-compliance.