



# **OFFICE OF THE FIRE COMMISSIONER**

## **FIRE DEPARTMENT INSPECTION AND AUDIT CHECKLIST**

**Revised February 2019**

## 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, in cooperation with the employer of volunteer and career fire departments in British Columbia (Districts, Municipalities and Regional Districts, etc.), provide advice and recommendations regarding, initiating and maintaining a regular fire department inspection and audit process to help ensure fire departments and firefighters meet provincially recognized training, industry standards for equipment, and site specific fire department operational policy."

Upon recommendation from fire services within British Columbia, 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 fire department inspection and audit process.

Part B of the checklist includes WorkSafe BC Occupational Health & Safety *mandatory* requirements for firefighters. All questions in Part B of the checklist have been reviewed by WorkSafe BC to ensure that they reflect compliance with WorkSafe BC 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 help ensure they are fully aware of their responsibility to comply with provincial regulations and best practices. The Checklist establishes a minimum level of oversight and should be expanded or customized to suit the site specific needs of the each individual fire department.

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 reviewed by 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 to remedy the applicable items.

It is anticipated that budget planning, operational guideline or policy development, and establishment of service levels 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 as regulations and/or services may change from time to time.

## 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](http://www.fcabc.bc.ca)

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

WorkSafe BC 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 bylaw that establishes a fire department service?	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.				
⇒ Have the agreements been 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) Are there 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.				
(b) List of apparatus.				
(c) Maintenance records including annual pump tests.				
(d) Driver training records.				
(e) Drivers abstract and license.				
(f) Vehicle pre-trip inspection.				
(g) Vehicle post trip inspection (back in service inspections and/or call logs acceptable).				
(h) Trip log.				
(i) Weekly air brake checks.				
(j) Vehicle weights.				
(k) Overweight permits (if required).				
(l) Practice (training) attendance.				
(m) Call (on shift) attendance.				
(n) Equipment maintenance (including SCBA, turnout gear, ropes, gas testing equipment, PASS alarms).				
(o) Hose testing.				
(p) Ladder testing.				
(q) Fire prevention and inspections.				
(r) Personnel including:				
⇒ work performance				
⇒ discipline				
⇒ WCB (work related incidents).				
(s) Public relations and education programs/activities.				
(t) Training records, including new firefighter and officer training.				
(u) Map indicating water supplies.				

## ADMINISTRATION - STAFFING

	Non-compliant	Compliance Pending	Fully Compliant	N/A
10) Are minimum competency levels established for officers by the governing body? List any standards if applicable.(Playbook, NFPA, other.)				
11) Chief Officers are appointed by the governing body.	NO		YES	
12) Are Department officers 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) Are there written job profiles for all positions?				
15) Are there posted rules and regulations?				
16) Is there a clear, documented distinction between operational and social activities.				
17) Is there 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/or any calls that resulted in injury or had a 'near miss' of injury?	NO		YES	
Are the findings from injury or near miss incidents are documented and effectively communicated.				
19) Are there written hiring policies for new recruits?	NO		YES	
Do 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) Are there written policies that provide restrictions of duties for junior firefighters and probationary members.				
22) Do you use a disciplinary system?	NO		YES	
23) Do any of the staff have a Local Assistant to the Fire Commissioner designation?	NO		YES	
24) Are fire prevention inspections conducted?	NO		YES	
(a) Is there a defined schedule of inspections?				
(b) Is the schedule of inspections established by bylaw?				

## 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)?				
(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) Mitigating or recovery measures for post-traumatic stress arising from incidents that may 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) Are there operational guidelines specific to your 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) Is there a fire prevention committee or appointed responsible member?				
29) Are fire flows from hydrants calculated and included on maps?	NO		YES	
(a) Are alternate water sources formally identified on maps?				
(b) Are user agreements in place?				
30) Have pre-plan been developed?				
Are they used in training?				



## TRAINING AND COMPETENCY

	Non-compliant	Compliance Pending	Fully Compliant	N/A
31) Are there written policy statements 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) Are there standards and qualifications established for the training officer?				
(b) Is a training schedule posted.				
33) Is there a written recruit training program in effect.				
34) Is Inter-agency training 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 employees that address the following items?				
(a) A policy statement describing the aims and responsibilities of the employer, supervisors, and workers.				
(b) A regular inspection of premises at appropriate intervals for equipment, work methods and work practices, to help ensure that prompt action is undertaken to correct any hazardous conditions found.				
(c) Written instructions, available for reference by all workers, to supplement the Occupational Health and Safety Regulation.				
(d) The holding of 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) The prompt investigation of incidents to determine necessary action(s) to prevent recurrence.				
(f) The upkeep of records and statistics, including reports of inspections and incident investigations, with provision for making this information available to any applicable health and safety committee or representative, officials, workplace union representative, and workers.				
(g) The instruction and supervision of workers to ensure the safe performance of their work.				
(h) Operational Guideline and/or governing body policy for the training of all 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 inspections conducted regularly (e.g. monthly)?			
4) Are health and safety committee meetings held regularly (e.g. 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 practices, 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) Are incident command system procedures established for major incident, which includes the Incident Commander assigning 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 regular Officers' meetings conducted whereby 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 the type of incidents that are reportable to WorkSafeBC?			
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 as an employee have adequate authority to develop, instruct and enforce:			
a) Safe work rules and procedures?			
b) Safe work practices?			
23) Are the written work rules and procedures (operational guidelines) referred to when conducting training sessions?			
24) Are you aware of your rights and responsibilities as a supervisor, as outlined in WorkSafeBC 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) Conducting task hazard analysis to review 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 consuming one respiratory air cylinder or $\leq 30$ minutes of strenuous work.			
b) A rest period after consuming two respiratory air cylinders, or after $\leq 60$ minutes of strenuous work.			
c) Assessment of blood pressure, heart rate and temperature after 10 minutes of the rest period 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 meeting 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 respiratory 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 respiratory air cylinders?			
(f) Are four SCBA units and four full spare respiratory air 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? e.g. NFPA19823-1993 EDITION			
(i) Is there an OG related to PASS devices?			
(j) Is the PASS system tested:			
⇒ weekly			
⇒ before each use.			
36) Are there:			
a) Full body harnesses available to ensure that all FF located on aerial platforms are wearing fall protection that conform to CSA-Z259.10--M90.			
b) Safety belts and lanyards provided to ensure firefighters working on aerial ladder platforms are using wearing fall restraints that conform to CSA Z259.1-95.			
c) Rescue ropes, safety belts, harness, hooks and rope grabs – e.g. NFPA1983-1990 edition?			
37) Is there an OG instructing structural firefighters to leave a building if rescue team is <b>not</b> expected to be available 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?			
Compliant with CSA C22.1-94 Class 1 Div 2 Group A,B,C.			
41) Are there four hand lanterns on each firefighting vehicle?			
Compliant with 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) Is Personal Protective Clothing provided?			
a) Helmets for Structural Fire Fighting conforming to the requirements of the current NFPA standard.			
b) Hard hats (safety headgear) only for fireprevention, investigation, brush fires.			
c) Bunker gear coats, pants, flash hood, conforming to the current NFPA standard.			
d) Gloves conforming to the current NFPA standard.			
e) Station Wear that is 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 regularly (e.g. monthly)?			
4) Are health and safety committee meetings held regularly (e.g. 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 practices, 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 WorkSafeBC reg.8.27 (a-d)?			
22) Are there operational guidelines for firefighter rescue and rehabilitation?			
Does it include the following:			
(a) Hydration after consuming one respiratory air cylinder or ≤ 30 minutes of strenuous work.			
(b) A rest period after consuming two respiratory air cylinders, or after ≤ 60 minutes of strenuous work.			
(c) Assessment of blood pressure, heart rate and temperature after 10 minutes of the rest period 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 that conform to CSA- Z259.10--M90.			
(b) Safety belts and lanyards provided to ensure firefighters working on aerial ladder platforms are using wearing fall restraint that conform to CSA Z259.1-95.			
(c) Rescue ropes, safety belts, harness, hooks and rope grabs – e.g. 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 <b>not</b> expected to be available 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?			
Compliant with CSA C22.1-94 Class 1 Div 2 Group A,B,C			
32) Are there four hand lanterns on each firefighting vehicle?			
Compliant with 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) Is Personal Protective Clothing provided?			
(a) Helmets for Structural Fire Fighting conforming to the requirements of the current NFPA standard.			
(b) Hard hats (safety headgear) only for fireprevention, investigation, brush fires			
(c) Bunker gear coats, pants, flash hood, conforming to the current NFPA standard.			
(d) Gloves conforming to the current NFPA standard			
(e) Station Wear that is 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.