

**MUNICIPAL FIRE SERVICE SAFETY AUDIT/SURVEY TOOL**  
**Fire service injury prevention during fire, EMS and training operations**

**Instructions:** This is a scored pro-active safety auditing tool designed for periodic use to reduce high risk behaviors and increase safe behaviors. “Yes” answers should be scored at (1) and “No” answers should be scored at (0). In the corrective action column, either a time frame for completing the correction or the actual date corrective action was completed should be noted. Check the “NA” column if this item is not applicable. Total and track audit scores over time to track up or down trends along with tracking the number of incidents, accidents and injuries sustained.

Fire ground operations require emergency response on short notice and a multitude of situations where heavy lifting is required. It is essential for municipal fire agencies to promote occupational safety and health among employees. The NFPA 1500, *Standard on Fire Department Occupational Safety and Health Program*, and Annex B, *Fire Service Occupational safety and Health Program Worksheet* cover this information for fire service operations.

The most common illnesses and injuries among firefighters are heart attacks and injuries related to motor vehicle accidents. Back injuries from heavy lifting and knee injuries from slips and falls must also be addressed in safety programs. The efficacy of on duty health and wellness programs such as *The Fire Service Joint Labor Management Wellness-Fitness Initiative* developed by the International Association of Fire Fighters and others is proven and can greatly reduce injury and illness workers’ compensation claims.

Task/Job Part – Human Resources	Yes	No	Corrective action date	NA
Personnel policies applied in a consistent manner				
Fairness – all employees treated the same				
Progressive discipline in place with emphasis on worker integrity and accountability				
Sexual harassment prevention training completed				
Other				

Task/Job Part – Facilities, Logistics and Records	Yes	No	Corrective action date	NA
Completed all weekly equipment inspections, maintenance and checklists				
Completed all necessary records				
✓ Incident reports, injuries, illness, deaths				
✓ Training completed				
✓ Equipment, maintenance, service records				
✓ Safety meeting attendance				
✓ Blood-borne pathogen & occupational exposures				
✓ Inspections				
✓ Emergency response and other calls				

Task/Job Part – Facilities, Logistics and Records	Yes	No	Corrective action date	NA
Facility safety and design <ul style="list-style-type: none"> <li>✓ Sleeping areas separated from equipment areas and fire safe</li> <li>✓ Air quality monitoring in equipment bays (CO detectors), ventilation adequate</li> <li>✓ Facilities equipped with fire alarms and sprinklers (if newer)</li> </ul>				
Other?				

Task/Job Part – Illness Prevention and Environmental Safety	Yes	No	Corrective action date	NA
Proper Vaccinations for Hepatitis A and Hepatitis B				
Proper work practices around hazardous wastes, blood borne pathogen exposure risks with proper clean up				
Use of respiratory protection, sun block and insect repellent if needed				

Task/Job Part – Training and Certifications	Yes	No	Corrective action date	NA
All training completed with passing scores in a timely manner in accordance with department policies				
Blood-Borne Pathogen/Universal Precautions training				
Hazardous materials awareness or HAZWOPER				
All licenses (EMT) required are current				
All certifications and CEUs current				
All written procedures and systems of operation reviewed during training operations at least once annually				
New procedures and equipment training before use				

Task/Job Part – Vehicle Operation and Code Responses	Yes	No	Corrective action date	NA
Fire apparatus in compliance with NFPA 1901 ( <i>Standard for Automotive Fire Apparatus</i> )				
Proper emergency communications including frequent notification of vehicle location to other emergency responders				
All code responses in accordance with department policies and best practices for safe driving				
All drivers properly trained				
Code III responses no more than 10% above posted speed limits				
Code III response includes stopping at intersections before clearing intersection unless it is totally free of traffic				

Task/Job Part – Vehicle Operation and Code Responses	Yes	No	Corrective action date	NA
Proper vehicle egress and exiting procedures with three point contact and no jump-offs				
Any problems with code response or vehicle operations reviewed at monthly management or safety committee meetings				

Task/Job Part – Safe Fire Ground Operations	Yes	No	Corrective action date	NA
Entry and suppression policies followed				
Safe work practices, lifts, tool use, ergonomics				
Rescue crew back up standing by				
Use of technology to limit penetration; sensible life saving risk taking (heat sensing devices, use of portable deck guns on large structure fires)				
Proper work zone set up and traffic control on motor vehicle accident/fire responses on roadways				
Policies followed and all personnel properly trained for Haz Mat responses				
Management keeps workers on task with safety best practices				
All personnel held accountable for unsafe actions				

Task/Job Part – Use of Personal Protective Equipment (PPE)	Yes	No	Corrective action date	NA
Use of Universal Precautions PPE during first aid/BBP exposures				
Proper use of gloves during emergency response, training, and routine operations				
Proper use of bunkers & boots (this equipment should be OSHA approved, but also state of the art in terms of being light weight and as comfortable as possible heat-wise.				
Use of 8" steel toe and shank, zippered duty boot				
Proper use of wild land fire suits – designed for minimum heat retention during use, fire-resistant treated fabric				
Proper use of under hood, shielded helmet, radio equipped if possible, safety goggles under shield for eye protection				
All personnel radio equipped				
Use of eye protection as needed for routine maintenance				
SCBA & respiratory safety program, annual check up				
Proper use of hearing protection				
Proper PPE use during training and drills				
Any PPE problems reviewed at management or safety committee meetings				

Task/Job Part – Proper lifting technique & Equipment Design	Yes	No	Corrective action date	NA
Proper training on all lifting procedures, including ladders, smoke ejectors, saws, rescue equipment, and hose stretches				
Proper technique and position while lifting				
2 or more workers if load is more than 50# during all maintenance and training operations (e.g. smoke ejector fans, rescue equipment, hoses, and ladders)				
No lift above waist level or out of position whenever possible	Yes	No	Corrective action date	NA
Task/Job Part – Proper lifting technique & Equipment Design	Yes	No	Corrective action date	NA
Minimize heavy lifting during training (e.g. single raise on 24' ladder)				
When possible, apparatus fitted with pull-out equipment trays, heavy equipment stored at waist level, and hydraulic ladder pull-downs so ladders can be removed at below shoulder level				
Pre-connect hose lines on reels				
Proper patient lifting during EMS operations including at least 4 people on backboard lifts and gurneys when needed				
Other?				

Task/Job Part – Proper use of incident reporting forms & logs with proper recording	Yes	No	Corrective action date	NA
All worker injuries reported to supervisor and recorded				
All worker accidents involving property, chemicals reported and recorded				
All “near misses” reported to supervisors and recorded				
If a reporting program was in place, all hazards and potential hazards reported and recorded				
A workers compensation claim was filed if a) an injury involved lost time, b) medical care with costs, or c) the worker requested a claim be filed				

Task/Job Part – Workplace Wellness and Fitness	Yes	No	Corrective action date	NA
On duty exercise – physical fitness program; custom fitness program for each worker with personal trainer as needed				
Annual physical and job relevant agility testing				
Employee assistance program				
Injury rehab program				
Pre-employment physical, mental health test				

Task/Job Part – Communications and Culture of Respect and Caring	Yes	No	Corrective action date	NA
All employees understand they are a very important asset to the fire service and municipality <ul style="list-style-type: none"> <li>✓ Core fitness needed to perform the job safely maintained</li> <li>✓ Mental health best practices such as Critical Incident Stress Management (CISM)</li> <li>✓ Employees accountable for following safety policies and watching out for each other</li> </ul>				
Proper communication during emergency response and on scene				
Task/Job Part – Communications and Culture of Respect and Caring	Yes	No	Corrective action date	NA
Implementation and maintenance of a non-punitive, candid reporting culture with open communication of safety and other concerns between management and employees				
Open communication and cooperation between management and union representation				
Proper inter-departmental communication to provide for optimal safe operations for the entire municipality				
Issue customized work out clothing and PPE (e.g. boots)				

Task/Job Part – Employee Integrity and Accountability	Yes	No	Corrective action date	NA
All staff expected to be honest and forthright in reporting complaints, mistakes, and actions that need corrective actions				
Pre-employment background check completed				
Fire ground operations reviewed as needed, with frank communication concerning problems and mistakes, and corrective actions taken				
All workers monitor safe practices and safety check ups among each other, with a culture of safety first				
All workers subject to consistent discipline for any unsafe behaviors that are not in compliance with safety policy				

<b>TOTAL SCORE</b>
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Signature \_\_\_\_\_  
Print Name \_\_\_\_\_  
Date \_\_\_\_\_