

SPOKANE COUNTY FIRE DISTRICT 8

Standard Operating Procedures

40.01.08
SAFETY COMMUNICATION



Adopted: 12/20/16
Reviewed: 11/18/21
Revised: 11/18/21

Approved:

A handwritten signature in black ink, appearing to read "Jan J. Pahl".

Purpose: When a member observes a safety problem or circumstances that cannot be immediately corrected, and/or authority to correct the problem or circumstance is not sufficient, the following process shall be used to communicate the issues up through the chain of command until the problem reaches a level in the organization that has the authority to solve the problem.

References: N/A

Procedure:

1. If the issue is deemed to be emergent, the issue should be brought to the attention of the 820 officer. If the issue is deemed non-emergent, the below procedure should be followed.
2. Describe the problem and recommend a solution.
 - a) Describe the safety problem and any circumstance that may be contributing to the problem.
 - i. Example: There is a slipping hazard at station X in the apparatus bay that is caused by personnel not removing standing water from the floor after washing apparatus.
 - ii. Some personnel have been reminded several times to mop up water but are not consistently doing so.
 - b) List any WAC's, Department SOP's or other applicable standards that apply.
 - i. Example: WAC 296-305-06509 (3) states that the floor shall be kept free of water.
 - c) List an evaluate options to mitigate or resolve the safety problem.
 - i. Examples:
 - 1) Provide a reminder to all personnel to keep the water off the floors. This has no cost and is easy to do, but it has already been done numerous times and is apparently not sufficient motivation for some members to ensure compliance.
 - 2) Hold firefighters and supervisors accountable for failure to keep water off the floors. No cost, easy to implement. Should motivate those members who need it. Will likely create short-term unhappiness and could result in discipline of some members.
 - d) Recommend the preferred alternative.
 - i. Example: Implement both options 1 and 2.
3. Forward up the chain of command.

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- a) Each officer up the chain of command is responsible to review the report for clarity and completeness.
 - b) If lacking, return the report back down the chain of command and have it rewritten until clear and complete information is obtained.
 - c) If a receiving officer can take appropriate action to resolve the problem they are to do so, however, the report must be forwarded to the District Safety Officer (DSO) for review and possible additional action.
 - d) If the officer cannot resolve the problem, they are to append their recommendation and forward up the chain of command to the DSO.
 - e) The DSO is responsible for reviewing and handling safety communication reports.
 - f) The DSO can take action to resolve the problem, request involvement from the safety committee to resolve the problem, or forward the problem and recommend action to the Fire Chief for resolution.
4. Safety committee involvement and approval of the Fire Chief.
- a) Any member may document a safety issue and present it to the chair of the safety committee prior to the safety committee meeting to be placed on the agenda.
 - b) Action recommended by the safety committee and approved by the DSO will be forwarded to the Fire Chief for final resolution.