

## Alaska Fire Service safety and Health Management

Alaska Fire Service  
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### MANAGEMENT COMMITMENT AND PLANNING

The Alaska Fire Service's safety culture can directly influence the success of the safety and health management program. Our management will play a major role to ensure its success. Management commitment requires managing safety and health like other organizational concerns, integrating safety and health into the entire organization, becoming personally involved and establishing accountability for safety and health at all levels in the organization.

### SAFETY AND HEALTH POLICY STATEMENT

“Every employee at Alaska Fire Service is entitled to a safe and healthful workplace. All employees will follow safe and healthful work practices, obey safety and health rules and regulations, and work in a manner which maintains high safety and health standards. Alaska Fire Service will provide and maintain safe and healthful working conditions, and we will establish and insist upon work methods and practices that promote a safe and healthful workplace at all times. Ensuring a positive employee environment with open communication, employee involvement, participation, accountability, and respect will help the Alaska Fire Service operate as a highly reliable organization.”

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Manager, Alaska Fire Service

### SAFETY MANAGER'S RESPONSIBILITY

It is the responsibility of Doug Mackey, Safety Manager to coordinate and implement the Alaska Fire Service's safety and health program. Those responsibilities include:

- Ensure AFS employees receive adequate and meaningful safety and health training.
- Serve as a safety and health resource for all supervisors and employees including volunteers and EFF.
- Create statistical reports that compare severity and frequency rates against prior records.

- Accompany inspectors on all regulatory inspections (OSHA, Fire Inspector, SWPP, etc.).

## SUPERVISOR'S RESPONSIBILITY

Alaska Fire Service supervisor's participation plays an important part in obtaining or preventing the acceptance of safe and healthful work practices, policies, and procedures. It is the supervisor's responsibility to identify potential hazards, identify methods to control or eliminate the hazards, ensure employees engage in safe and healthful work practices, and ensure employees receive safety and health training to do their work. Safety and health performance will be part of our supervisor's evaluation. Supervisors will complete required supervisory safety training in a timely manner.

## SAFETY COUNCIL

Both management and employees will take an active role on the safety and health council. At least annually the safety council will review written safety and health goals and track progress. These goals will be communicated to all employees. The safety council will be comprised of permanent and seasonal employees. Members may either be appointed or volunteer and will serve on the committee for two years minimum. For additional information, see Alaska Fire Service Safety Council Charter.

## EMPLOYEE INVOLVEMENT; SAFETY COUNCIL

The purpose of our safety and health committee is to encourage employee involvement in the implementation of the safety and health system at the Alaska Fire Service.

Our committee will be comprised of management and employee representatives. Our committee will meet annually

The committee will:

- Have defined goals and objectives.
- Address safety and health issues.
- Record and post minutes of the meetings.
- Involve employees in problem solving.
- Document action taken and post on the bulletin boards for all employees to read and/or comment.
- Have a formal agenda.

For additional information, see Alaska Fire Service Safety Council Charter.

Council members are:

## RESPONDING TO SAFETY AND HEALTH ISSUES

Management will take prompt consistent action when responding to safety and health issues. They will demonstrate our organizations commitment to addressing safety and health concerns and encourage employee participation. Management will respond to employee's reports of hazards or potential hazards in the following manner:

Immediate supervisors along with safety management will review, investigate, and take any necessary and appropriate action on all employee report of hazards or potential hazards. The employee reporting the hazard or potential hazard will be notified of the outcome. Reporting of hazards or potential hazards will be without fear of reprimand.

## SAFETY AND HEALTH MEETINGS

The Safety Manager will hold safety and health meetings to communicate with employees on safety and health issues. These meetings will be held annually or more often if needed and may be held in conjunction with other all employee gatherings.

## POLICIES, PROCEDURES, SAFETY AND HEALTH RULES

Our management is responsible for implementing major decisions, policies and safety and health procedures above what is already in place on local and national levels. Specific safety and health procedures that are required by OSHA will be put in writing such as: lockout, right to know, personal protective equipment policy, confined space, respiratory program, etc. Copies of these written programs are available on the AFS website and in the safety manager's office. These rules will be enforced and followed by everyone at our facility. The required OSHA posters will be located in the appropriate areas as well.

## SAFETY INSPECTIONS

The Safety Manager will conduct regular safety and health inspections (Monthly/Quarterly) to help identify potentially hazardous conditions and unsafe actions and initiate corrections. Findings will be presented to the appropriate personnel for review. Corrective action will be implemented under the direction of the appropriate personnel in a timely manner.

## SUGGESTION SYSTEM

Our employees are encouraged to make safety and health suggestions to help improve a process, prevent an accident, or to make any improvement in the safety and health system. Safety suggestions will be shared with the safety and health committee for input. Suggestions can be emailed or verbally relayed to the safety manager for consideration.

## EMPLOYEE PARTICIPATION

Our employees will be given an opportunity to provide input regarding recommendations on safety and health products, procedures, and training as it pertains to daily work operations. For example, employees may be given some responsibility to test out products or conduct research to substantiate recommendations. Employee input may be provided through the suggestion system, report of hazard, or

through actions the safety and health committee initiates. Employees may participate in a variety of ways such as; a trainer, inspector, or problem solver.

## WORKSITE ANALYSIS

We will conduct a worksite analysis, through systematic actions that provide information as needed to recognize and understand the hazards and potential hazards of our workplace. Listed below are types of worksite analysis actions that can assist with making an inventory of potential hazards in our workplace:

- A. Comprehensive hazard surveys (insurance inspections, OSHA On-site, etc.).
- B. Hazard analysis of changes in the workplace (new equipment, new processes).
- C. Regular site safety and health inspections (employee and management).
- D. Employee report of hazards or potential hazards.
- E. Accident and incident investigations with corrective actions and follow-up.
- F. Injury and illness trend analysis.
- G. Personal protective equipment assessment.
- H. Job safety analysis.
- I. Ergonomic analysis.
- J. Specific identification of confined spaces.
- K. Identification of energy sources for specific machines.
- L. Copies of written inspections and surveys by: fire department, in-house as required by safety and health standards (e.g., overhead crane inspections, powered industrial truck daily inspection, etc.).

## NEW EQUIPMENT, PROCESSES, AND FACILITY HAZARD ANALYSIS

(Name/Title) will analyze new facilities, equipment, processes, and materials for hazards and potential hazards. Findings will be documented and plans developed to minimize or design out the hazards.

## JOB SAFETY ANALYSIS (JSA) AND PERSONAL PROTECTIVE EQUIPMENT (PPE) ASSESSMENT

The main purpose of our JSA is to prevent accidents by anticipating and eliminating hazards. (Name/Title) will periodically perform the JSAs and personal protective equipment assessments to assure the appropriate safeguards and protection are in place and to develop safe work practices and procedures. When JSAs and personal protective equipment assessment are performed, employees will be involved in the process.

## EMPLOYEE REPORT OF HAZARDS

Our employees play a key role in identifying, controlling, and reporting hazards that may occur or already exist in the workplace. Employee reports of potential hazards can be an effective tool to trigger a closer look at a piece of equipment, operation, or how work is being performed. Reports of potential hazards can also provide suggestions to eliminate a hazard.

## ACCIDENT/INCIDENT INVESTIGATION

We will conduct an investigation for all accidents/incidents and near misses. Our primary goal of conducting an investigation is to determine the “root cause” to prevent the risk of a future occurrence. Investigation reports can help determine injury and illness trends over time, so that patterns with common causes can be identified and prevented. Investigations are not intended to place blame.

Accidents and “near-miss” incidents will be investigated by (Name/Title). The reports will be reviewed by (Name/Safety Committee) within (Days/Hours) of an accident/incident.

## HAZARD PREVENTION AND CONTROL

Our management will develop systems to prevent and control hazards. These include: the establishment of controls through engineering, work practice, personal protective equipment, and/or administrative actions; systems to track hazard correction; preventive maintenance systems; emergency preparation; and medical program.

Our written system will be implemented to assure guards, housekeeping, and personal protective equipment are provided and being used.

A written plan of action for the correction of hazards found in the workplace will be implemented by (Name/Title). Actions will be communicated to all employees.

A machine-specific maintenance schedule will be established by (Name/Title). Maintenance logs will be kept to document work performed and repairs scheduled or ordered.

Required written programs such as: lockout/tagout, respiratory protection, right to know, confined space, bloodborne infectious diseases, asbestos, benzene, lead, hearing conservation, and fork lift permits will be developed.

Copies of applicable MIOSHA standards will be located at (Location) for employee review or can be viewed on line at [www.michigan.gov/mioshastandards](http://www.michigan.gov/mioshastandards).

Our supervisors will correct and reinforce safe and healthful work practices as part of their daily routine. Our written disciplinary procedure will assist in fair and consistent enforcement, and will include remedies and follow-up.

Through a team effort all employees at (Name of Establishment) will make “safety checks” a part of routine work practices.

## SAFETY AND HEALTH TRAINING

Our goal of safety and health training is to provide a mechanism for our employees to understand safety and health hazards and how to protect themselves and others. Safety and health training programs include determining the training needs, involving our employees in the program design, and implementing the training.

Our training should be designed for the type of work and potential hazards employees may be exposed to. Listed below by groups are the employees that need training:

- Supervisors
- Maintenance
- Hourly/Line Workers
- Set up Operators
- Machine Operators
- Office Workers
- Other (Contractors, temporary, etc.)

All of our employees at (Name of Establishment) will be thoroughly trained to perform their jobs safely and productively. Our employee training will be documented and reviewed as necessary to ensure consistent safe and healthful work practices.

## TRAINING WILL BE CONDUCTED

- A. For new and current employees.
- B. When required by a specific standard, equipment, or procedure.
- C. When new methods are developed or changed.
- D. When an employee's responsibilities or designated job duties change.
- E. When a pattern of unsafe or unhealthy behaviors are observed.
- F. When new hazards are identified.
- G. When new controls are implemented.
- H. When personal protective equipment is provided.
- I. When an employee shows a deficiency in knowledge of a company rule and procedure.

J. When a specific health standard such as: asbestos, benzene, lead, cadmium, ethylene oxide, formaldehyde, hexavalent chromium, and others mandate it.

#### TRAINING RECORDS

A. The records will be maintained by (Name/Title). Training documents will include: who was trained, training subject, content, and date.

B. Our training schedules will follow, at a minimum, the training requirements of the MIOSHA standards.

C. Our training shall consist of a combination of lecture, discussion, interactive computer learning, videotape, written materials, practical training and testing, or one-on-one (on the job) training.

#### NEW EMPLOYEE TRAINING

A. Our new employee orientation training program will be provided for all new employees and will be specific for the duties performed. New employee training will be conducted before the employee operates equipment or machinery or exposed to hazards. Training will be conducted by (Name/Title).

B. Examples of training to be conducted:

- Bloodborne Infectious Diseases
- Confined Space Entry
- Ergonomics
- First Aid/CPR
- Hazard Communication Program
- HAZWOPER
- Hearing Conservation Program
- Lockout/Tagout 12
- Personal Protective Equipment
- Powered Industrial Trucks
- Respiratory Protection Program

#### SAFETY LITERATURE-BULLETIN BOARD

At Alaska Fire Service, a portion of our bulletin boards are reserved for safety and health documents, memos, and safety and health committee minutes.

#### SAFETY AND HEALTH WORK OBSERVATIONS

Safety and health work observations will be performed periodically by supervisors or designated observers.

Safety and health work observations ensure: 1) an employee has the knowledge to perform the work as trained, and 2) is actually performing their work task safely. Specific observations or audits are especially critical for lockout/tagout, confined space, or where the risk of exposure is high. Results will be documented and follow-up training will be provided as needed.