



# ABINGTON TOWNSHIP FIRE DEPARTMENT

## OPERATIONAL GUIDELINE

### Environmental Health and Safety Reporting System

#### **BACKGROUND:**

An environmental safety hazard discovered by a member or fire fighter can improve the safety of fire station environment. Reporting environmental health and safety hazards in Abington Township will help prevent an injuries.

#### **1.0 PURPOSE:**

The Environmental Health and Safety Reporting System is a voluntary, peer-driven, non-punitive and secure reporting system with the goal of improving station safety.

#### **2.0 RESPONSIBILITIES:**

Submitted reports will be reviewed by the Chief and Safety Officers. A Safety Officer from the station shall initiate an investigation into the allegation and identify corrective actions, if any. Any lessons learned appropriate for other companies will be posted on the ATFD web site for other fire fighters to use as a learning tool. It is recommended that a summary be presented monthly at company meetings and forwarded to the Township Safety Officer Committee.

The Safety Officer Committee shall review the reports and make recommendations for training, equipment, and/or operational guidelines based on the reports. The recommendations shall be presented to the Fire Chief's.

#### **3.0 ENVIRONMENTAL HEALTH AND SAFETY REPORTING FORM**

The Environmental Health and Safety Reporting form will be available in an accessible manner that provides ready access in each of the fire stations. The supply will be maintained by the staff from the ATFD.

Upon completion of the form, it is placed in the Environmental Health and Safety collection box. If the event or hazard is immediately dangerous to life and health, the reporting person shall immediately notify a Chief Officer.