Bath Township Fire Department			Standard Operating Guideline	
Section **Safety**	**Referral No.** **S-10**	**Subject:** **Safety Investigation Reporting**	**Date Issued** **01/03**	**Date Revised** **05/08**

Purpose:

- To provide guidelines for the reporting unsafe work conditions, equipment or personnel behavior.

Scope:

- This standard operating guideline shall apply to all personnel.

Responsibilities:

- Officer
  - Ensure that all unsafe conditions are reported in a timely fashion and if necessary take immediate corrective action regarding the unsafe condition.
- Personnel
  - All personnel have the responsibility of unsafe work conditions, equipment, or personnel practices to ensure the safest possible working environment.

Guidelines:

- Safety investigation forms are available to all personnel.
- The safety investigation reporting form will be kept in the same area as the apparatus check sheets.
  - Additional copies are available in the captain's office or from the Chief and Deputy Chief.
- Any dangerous condition will be reported to an officer as soon as possible to ensure that corrective action is taken.
- All safety investigation reports will be investigated and corrective actions documented.
- The Chief, Deputy Chief and Safety Officer will meet regarding these forms and they will be kept in a binder by the safety officer.
  - The safety officer may elect to report the safety issue anonymously to www.firefighternearmiss.com for other agencies to use.
- Any equipment needing emergency repair due to unsafe operation will be taken out of service until such repair can be completed.
- Response sequences will be adapted or mutual-aid arranged if equipment taken out of service is necessary equipment for emergency response (example: water rescue boat).