Bath Township Fire Department			Standard Operating Guideline	
Section **Safety**	**Referral No.** **S-17**	**Subject:** **PPE - Inspection and Maintenance**	**Date Issued** **11/03**	**Date Revised** **1/16**

Purpose:

- To provide guidelines for inspection and maintenance of firefighter protective clothing.
- To establish a system to regularly inspect protective clothing and equipment assigned to its members, and to set standards for the maintenance of these items.

Scope:

- This standard operating guideline shall apply to all personnel.

Responsibilities:

- Officer
  - Ensure that personnel keep their firefighting PPE clean and well maintained
- Personnel
  - All personnel have the responsibility of keeping their firefighting PPE clean and well maintained.
  - All personnel have the responsibility of wearing proper personnel protective equipment.

Guidelines:

- **Safety is always our first priority**
- It is the policy of the Bath Township Fire Department to provide its members with protective clothing and equipment to safeguard them from injury when involved in fire department activities.
- The protective clothing and equipment shall be appropriate for the various activities and services the fire department members may provide.
- This inspection is intended to assure that all personnel are provided with a complete set of protective clothing and equipment, maintained in safe and functional condition.
- Protective clothing inspections will use the following inspection criteria to evaluate the condition of protective clothing.
- Each item will be rated in at least **<u>one</u>** of the five categories:

1. Satisfactory 2. Clean 3. Repair 4. Replace 5. Missing Item

- Protective clothing and equipment items to be inspected are included on Protective Clothing Inspection Report Form.

- Any issued item not listed on form shall be written in on the form in the blanks provided.

- A designated officer shall be responsible for the management of the protective clothing and equipment inspection program. Protective clothing inspections will be conducted two (2) times annually.
    - Every time after use by the individual Firefighter
    - Once annually by the Fire Chief
- The Fire Chief or designee may conduct an inspection at anytime.
- When conducting an inspection, All turnout gear and face piece must be properly donned and then visually and physically inspected for proper fit, function, and coverage of skin surfaces.
- The inspecting officer shall verify proper fit of turnout coats and pants while the clothing is actually being worn by the firefighter when conducting the inspection.
- All personnel are responsible for inspecting, cleaning, and maintaining his/her protective clothing, gear, and equipment on a frequent and regular basis. Defects and/or needed repairs must be reported to a member of the officer staff as soon as detected.
- Protective Clothing Inspection Forms will be filled out for each scheduled inspection.
- The Inspecting Officer & employee will sign the completed form and forward it to the Deputy Chief.
    - A copy will be kept on file.
- Protective clothing or equipment that will not provide adequate protection shall be replaced as soon as possible.
- Personnel will not be permitted to engage in operations in the absence of, or with seriously deficient, protective equipment.
- Only protective clothing issued or approved by the Fire Chief or Deputy Chief shall be worn and protective clothing may not be modified without their approval.

HELMETS

Helmets shall be maintained reasonably clean with proper badge numbers in place. Face-shield, chinstrap, earflaps and suspension shall be in good condition.

Cleaning:

1. Helmets should be cleaned with hot tap water and mild (household) detergent.
2. The following is a list of additional cleaning materials which can be used to remove stubborn dirt and smoke stains:
    A. Isopropyl alcohol (rubbing alcohol)
    B. Windex (regular, not ammoniated)
    C. Dishwashing detergent
    D. Dupont Wash-wax
    E. Jeweler's polish for face-shield scratches
3. Do not use other materials such as strong (industrial strength) detergents, solvents, petroleum products, etc. These will damage the shell and face-shield, and reduce the protective capability of the helmet.

- Repair or Replace: missing nuts, damaged or missing face-shield adapters, excessively scratched face-shields, broken or torn chin strap or assembly, worn helmet liner, web suspensions that are shredded, split, cracked, blistered, or broken, company numbers missing or wrong.
- Replace: severely stained or split face-piece, helmet with visible cracks, helmet which is warped or bubbled from exposure to heat, helmet which has been exposed to mist or fumes which are known to weaken polycarbons.

MSA MASKS

- Heads up display will be removed and cleaned with a MSA towellete (do not submerge)
- Voice amplifier will be removed, inspected and cleaned.
- Cleaned MSA mask in warm water and mild detergent.
- Rinsed in a 1/10 bleach water solution
- Allow to air dry and inspect items as they are reassembled.

PROTECTIVE HOOD

- Cleaning--use warm water and any mild detergent.
- Replace: hoods that have holes or tears in them, hoods which are not Fire Department approved, hoods stretched out of shape and/or do not provide coverage of all face or neck skin surfaces, hoods that have significant burn discoloration.

Personnel Accountability Tags (PAT)

- The personnel accountability tags will be checked.
    - Obtain or replace missing or damaged nametags.
- Four (4) tags per firefighter are required. Three (3) tags per EMS only will be required

GLOVES

- Cleaning--use warm water and mild detergent.
- Replace: Stiff or rigid gloves, stitching worn or rotten, insulation worn through, leather split, holes or tears, improper fit, Gloves not Fire Dept. approved.

TURNOUT COATS AND PANTS

- Cleaning: Liners and shell can be washed with mild detergent, heavily soiled spots can be removed with general spot cleaners.
    - The station washer has automatic soap dispensing.
- Repairs: All repairs requiring stitching must be made with Nomex or PBI thread, broken snaps, rivets pulled loose from fabric and from the objects they secure, suspenders, snaps, and leather eyes which are broken or elongated, stitching missing, holes or rips in shell of garment, frayed or worn collars, ripped liners, reflective stripes which are burned, cracked, melted or torn, wristlets that are torn or stretched.
- Replace: coats and pants on which the stitching is damaged beyond repair, coats and pants on which the fabric is worn through, coats and pants soiled to the point they cannot be cleaned, or saturated with oil, tar, etc., coats with charring or evidence of other fire damage, improper fitting coats - i.e. sleeves too short.

BOOTS

- Inspect the rubber or leather boots.
- Replace: boots that are severely cracked, boots with any holes in them, improper fitting boots, obvious excessive tread wear.

Turnout Gear Cleaning Log:

- All turnout gear that is cleaned will be logged in the Turnout Gear Cleaning Log.
- All turnout gear must be cleaned at least once a year.
- Turnout gear must be cleaned after each use in a fire and/or haz-mat incident or whenever soiled.

Turnout Gear Washer:

- Only the commercial front-loading washing machine in the Fire Station will be used to clean firefighter protective clothing.
    - Fire gear will not be washed at home in non-approved machines.