

SAFETY COMMUNICATIONS

1704

(No. 45 August 2003)

It is the department's policy to encourage employees to submit ideas for improving safety in the workplace. Employees must report unsafe practices, procedures, and equipment so that they may be corrected before an accident occurs, utilizing form [IIPP-8 \(Employee Safety Suggestion and Unsafe Practice Report\)](#). Employees are obligated to protect themselves and their co-workers by immediately reporting safety problems.

Employees may submit observations and ideas to their immediate supervisor, the safety committee, the safety officer, and through the merit award process.

At a minimum, employees must report unsafe conditions to their immediate supervisor (e.g., informal discussions, work planning sessions, etc.). This contact is the first the employee should make since the supervisor is in the best position to take immediate corrective action.

Field supervisors (e.g., Battalion Chiefs, Fire Captains, and Fire Apparatus Engineers) should conduct weekly safety topic tailgate briefings to encourage positive accident and injury prevention communications. These meetings present an opportunity for employees to report unsafe conditions they have discovered. Other communication channels include the local safety committee or the unit safety coordinator.

Reports of alleged Unsafe Work Practices shall be documented on form IIPP-8, and all responses shall be consistent with the directions provided on the IIPP-8 form.

PUBLIC PROTECTION

1704.1

(November 1991)

Employees must make an effort to protect people and property from injury or damage which may result from an activity of the department or because of the hazardous conditions existing on department property.

Employees should act in a safe manner to prevent personal injury, loss of life, or needless damage to property. Experienced firefighters who recognize the hazards of a situation should warn members of the public and inexperienced volunteer workers of obvious dangers.

SAFETY BULLETINS

(No. 32 August 2001)

1704.2

PURPOSE:

To provide timely information and distribution of Safety Alerts, Safety Advisories, or Safety Bulletins that can potentially reduce the number and severity of work related accidents, illnesses and injuries.

DEFINITIONS:

Safety Alert – [Red Border and/or Red Paper]

- Requires immediate notification and/or action to correct life threatening working conditions.
- Issued by the Occupational Safety and Health Programs.

Safety Advisory – [Yellow Border and/or Yellow Paper]

- Informational Only.
- Issued by the Occupational Safety and Health Programs
- Used to prevent or correct unsafe working conditions.

Safety Bulletin [No specific design]

- Informational only.
- Issued by Unit, Region or Departmental Safety Officer.
- Format used can include email, fax, radio transmission, or a combination.
- Used to provide immediate short-term emphasis to a specific safety topic.

PROCEDURE

1. These notices will be generated from several sources such as but not limited to the Green Sheets, Cal/OSHA information, National Fire Protection Association, and the National Forest Service.
2. Suggestions for Safety Advisories/Alerts should be submitted to the Departmental Safety Officer at Headquarters.
3. Safety Alerts and Safety Advisories will be in a standard format and sequentially numbered starting at 1 for each new year using the last two digits of the year and the next number in sequence, (i.e. 5th Safety Advisory in the year 2000 will be Safety Advisory #00-05)

RESPONSIBILITY

- Safety issues/accidents/injuries should be reported to the Departmental Safety Officer to determine if a Safety Bulletin should be issued.
- The Occupational Safety and Health Programs (OSHPros) will publish all Safety Alerts and Advisories.
- OSHPros will post all Safety Alerts and Notices to the [CAL FIRE Intranet](#) and the OSHPros Bulletin Board. Printed copies will be sent to the all Region and Unit Safety Officers; the Academy, Davis Mobile Equipment, Aviation; and the State Fire Marshal.
- Safety Officers will ensure that all appropriate personnel receive the Safety Notice information through tailgate training sessions, printed copies, or email.
- The authority to issue Safety Bulletins is the responsibility of the Unit Chief, or designee for unit safety bulletins and the Region Chief or designee for regional safety bulletins.

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[\(see Forms or Forms Samples\)](#)