



Standard Operating Procedure 04-01

Date
6/2011

Training Division

Safety

I. Purpose

Establish the Department of Emergency Services and Public Protection/Connecticut Fire Academy (DESPP/CFA) safety policy.

II. Policy

It is the policy of DESPP/CFA is to provide safe work conditions for all staff, instructors and students. The success of the program depends on everyone's participation.

III. Procedures

- A. Communication and training of new procedures, new equipment, safety activities, hazards, and safe work practices will be done by one or a combination of the following:
 1. train-the-trainer
 2. recruit orientation
 3. one-on-one training
 4. training meetings
 5. posting on the bulletin board
- B. All supervisors, program managers, program coordinators, lead instructors, and instructors will be knowledgeable about the safety and health hazards to which staff and students under their immediate direction and control may be exposed. Supervisors, program managers, lead instructors, and instructors are responsible for initiating first aid and medical care and completing all necessary safety related forms.
- C. Procedures used to investigate occupational injury, training related injury, illness, or exposure to hazardous substances will include collecting appropriate information that will lead to a plan to prevent reoccurrence.
- D. Procedures for correcting unsafe or unhealthy conditions and work practices will consist of either one or a combination of the following:
 1. hazard reduction or abatement
 2. training
 3. personal protective equipment
 4. safe guarding
- E. All staff members must inform their supervisor of, or themselves correct, all safety, health and fire hazards upon discovery.
- F. All accidents shall be reported immediately to the next immediate supervisor.

- G. The Safety Officer will conduct monthly safety inspections to identify and evaluate unsafe conditions and work practices. These inspections are in addition to daily health and safety checks that are part of routine duties.