

**Standard Operating Procedures Manual**  
**City of Poquoson Fire and Rescue**



**City of Poquoson  
Fire and Rescue**

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**SAFETY AND HEALTH**

**SOP#:** SH 5.00

**Title:** Facility Safety Checks

**Effective Date:** 01/01/2009

**Revised Date:** 01/01/2009

  
Fire Chief's Signature

  
City Manager's Signature

**FACILITY SAFETY CHECKS**

**I. PURPOSE**

To reduce the hazards that cause accidents, to provide a safe workplace at all fire department facilities and to establish safety procedures for Shift Commanders and Company Officers to use when conducting station, apparatus and equipment safety inspections

This SOP is not all-inclusive and cannot encompass all situations that may be encountered.

**II. POLICY**

To provide a safe workplace at all Fire Department facilities. Supervisors must be continually observant and cause unsafe conditions and unsafe acts to be corrected immediately

**III. RESPONSIBILITIES**

Shift Commanders/Company Officers are responsible for the safe condition in their respective areas of authority. To facilitate this the following shall be completed:

- Conduct monthly inspections of all stations and grounds.

- Conduct daily inspections of equipment, work practices, work sites, materials under their supervision to ensure a safe workplace.
- If recognized, immediately stop any unsafe work condition or practice.
- All inspection reports are to be forwarded to the Deputy Fire Chief or their designated representative for follow up, record keeping and final disposition. Notification of unsafe conditions shall immediately be made to the Deputy Chief of Operations by email and/or phone.