



Rogers Fire Department Standard Operating Procedures

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PURPOSE

The purpose of this policy is to ensure the safety of the Community Risk Reduction Division personnel.

Policy

Jobsite Equipment

The inspector shall assess the jobsite to determine if hazards are present or hazards that are likely to be present. The inspector shall have the responsibility to determine the level of personal protective equipment (PPE) needed. If inspectors chooses to use equipment (e.g. ladders, hard hats, lifts) provided by a contractor, it is the inspectors' responsibility to inspect the condition and safety of such equipment. If at any time, inspectors feel that the equipment provided is not safe discontinue the use of equipment and notify the contractor that you are requesting a safe means of conducting the inspection.

PPE issued to each inspector:

- Hard Hat
- Closed toe boots
- Stocking Cap
- Gloves
- Jacket
- Safety Glasses/Goggles
- Safety Vest
- Ear Plugs
- N95 Respirator

PPE required on all jobsites:

- Hard Hat
- Closed toe boots
- Safety Vest (when heavy equipment is being used onsite or when work within five feet of a roadway)

Ladders Safety

Condition:

- A uniform step spacing shall be employed which shall be not more than 12 inches. Steps shall be parallel and level when the ladder is in position for use
- The spacing of rungs or steps shall be on 12-inch centers
- From top to bottom, the side rails shall spread at least 1 inch for each foot of length of stepladder
- Single ladders longer than 30 feet shall not be supplied
- Extension ladders shall be equipped with positive stops
- Ladders shall be maintained in good condition at all times, the joint between the steps and side rails shall be tight, all hardware and fittings securely attached, and the movable parts shall operate freely without binding or undue play
- Frayed or badly worn rope shall be replaced
- Portable rung and cleat ladders shall, where possible, be used at such a pitch that the horizontal distance from the top support to the foot of the ladder is one-quarter of the working length of the ladder (the length along the ladder between the foot and the top support)
- Ladders with broken or missing steps, rungs, or cleats, broken side rails, or other faulty equipment shall not be used; improvised repairs shall not be made

Use:

- A simple rule for setting up a ladder at the proper angle is to place the base a distance from the vertical wall equal to one-fourth the working length of the ladder
- The ladder shall be so placed as to prevent slipping, or it shall be lashed, or held in position
- Ladders shall not be used in a horizontal position as platforms, runways, or scaffolds
- When ascending or descending, the climber must face the ladder
- Ladders must not be tied or fastened together to provide longer section
- Ladders should not be used as a brace, skid, guy or gin pole, gangway, or for other uses than that for which they were intended, unless specifically recommended for use by the manufacturer
- The inspector shall always observe the area for electric lines prior to touching a ladder
- Ladders shall not be used within ten feet, six inches of any electric line

Inspections in Crawl Spaces

At no time shall an inspector conduct inspection that requires the inspector to crawl into a crawl space without a second inspector onsite to monitor their condition.

Lifting

Only in an emergency situation shall an inspector assist in moving or lifting objects on a jobsite.

Weather

Lightning Strikes

Inspectors are not to conduct outdoor inspections if a lightning strike has been within three miles of their location. The inspector shall remain inside of his/her vehicle or inside an enclosed structure for such time no lightning strikes have been noted within a three mile area for a period of fifteen minutes. Inspectors shall use the count method to determine the distance from the lightning strike.

- The count method is based on the principle that sound travels at approximately one-fifth of a mile per second
- The approximate distance to the storm can be determined by counting the number of seconds between the flash of lightning and the sound of thunder
- Divide the number of seconds by 5 to arrive at the approximate distance of the strike in miles

Tornado

In the event that a tornado warning has been issued for the City of Rogers, inspectors are to immediately stop their inspection and take shelter. If an inspector is driving and a tornado warning is issued, the inspector is to attempt to find shelter at a city facility or a critical infrastructure facility (e.g. hospital, school). After the inspector has sought shelter, they are to call the Risk Reduction Division Office and report the location.

Flooding

During a flash flood warning, inspectors are to cancel any inspections that require them to cross over any FEMA identified floodplain.

Winter Weather

Inspectors are to dress properly to prevent cold stress/hypothermia. Whenever possibly stay dry, inspectors are to keep one extra set of clothing handy in the event clothing becomes wet. Inspectors are to utilize Department issued PPE to help prevent them from succumbing to cold stress. Department issued PPE include the following:

- Stocking Cap
- Coat
- Gloves

Watch for symptoms, which include, but are not limited to; uncontrollable shivering, fatigue, loss of coordination, confusion, and numbness in extremities. If symptoms are noticed, immediately stop work and seek an area of warmth (e.g. heated indoors, vehicle). If the temperature is above 32°F, the inspector shall leave the vehicle running with the heater set to high. Inspectors shall secure their vehicle and carry an extra set of keys.

Use extra precaution when driving on snow and ice. Inspectors shall fill fuel levels to full, one business day ahead of a forecast of snow or ice.

Outdoor Duration

Temperature (Wind chill)	Maximum Work Duration Between Breaks	Minimum Break Duration	Maximum Work Duration Total
20°F - 32°F	60 minutes	15 minutes	8 hours
10°F - 19°F	45 minutes	15 minutes	8 hours
1°F - 9°F	30 minutes	15 minutes	4 hours
<1°F	20 minutes	15 minutes	40 minutes

Summer Weather

Inspectors are to dress properly to prevent heat exhaustion/hyperthermia.

Watch for symptoms, which include, but are not limited to; nausea, headache, dizziness, fatigue, loss of coordination, confusion, rapid heartbeat, and profuse sweating. If symptoms are noticed, immediately stop work and seek an area to cool down (e.g. indoors, vehicle). If the temperature is above 85°F, the inspector shall leave the vehicle running with the air conditioner set to high. Inspectors shall secure their vehicle and carry an extra set of keys.

Outdoor Duration

Temperature	Maximum Work Duration Between Breaks	Minimum Break Duration	Maximum Work Duration Total
85°F - 90°F	60 minutes	15 minutes	8 hours
91°F - 99°F	45 minutes	15 minutes	8 hours
100°F +	30 minutes	15 minutes	4 hours
Attics 85°F+	20 minutes	15 minutes	1 hour