



OHIO SPECIAL RESPONSE TEAM, Inc

HEALTH AND SAFETY INSTRUCTION

Summary. This procedure for Health and Safety is for the benefit of and for all members of the Ohio Special Response Team, Inc. (OSRT).

Applicability. This procedure applies to all personnel of the Ohio Special Response Team

Supplementation. Supplementation of this regulation and establishment of command and local policies is strictly prohibited.

Suggested Improvements. Suggested improvements which may be considered for this procedure should be forwarded in writing to the proponent agency of this regulation, OSRT Health and Safety Officer, 597 Park Avenue East, Mansfield, OH 44905.

RECORD OF CHANGES

Change Number	Date Entered	Entered By	Remarks

FOR OFFICIAL USE



Commander

REFERENCED DOCUMENTS

ISO/PAS 22399 Guideline for Incident preparedness and operational continuity management
NFPA 1500 Standard on Fire Department Occupational Safety and Health Program
NFPA 1521 Standard for Fire Department Safety Officer
NFPA 1561 Standard on Emergency Services Incident Management Systems
NFPA 1581 Standard on Fire Department Infection Control Program
NFPA 1670 Standard on Operations and Training for Tech. SAR Incidents
29 Code of Federal Regulations (CFR) 1910.1030 Bloodborne Pathogens
2008 Emergency Response Guidebook

ACRONYMS

AHJ.....Authority Having Jurisdiction
FEMA Federal Emergency Management Agency
HAZMAT.....Hazardous Materials
HSO.....Health and Safety Officer
IDLH.....Immediately Dangerous to Life and Health
ISO..... Incident Safety Officer
NFPA..... National Fire Protection Association
OSRT..... Ohio Special Response Team Inc.
PPE.....Personal Protective Equipment
The Act Occupational Safety & Health Act
WMD.....Weapons of Mass Destruction

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CHAPTER 1

1.1. Ohio Special Response Team (OSRT)

OCCUPATIONAL HEALTH AND SAFETY POLICY- A message from the President of OSRT

We are committed to providing a safe, accident-free, and healthy work environment for everyone. However, excellent safe and healthy conditions do not occur by chance. They are the result of diligent work and careful attention to all OSRT policies by everyone.

Safety demands cooperation on everyone's part. Thus, it is important that communication be kept open at all times between the management and members. Members who notice hazards or other safety problems, or feel that they need additional training, must notify their supervisor. Supervisors and management at all levels must address these concerns and take corrective action when warranted.

Everyone is obligated to know the safety standards for their area or job, and just as important, to abide by them. Supervisors must instill a positive attitude and safety awareness in their members through personal adherence, personal contact, training, and regularly scheduled safety meetings. It is the duty of all members to perform their training or actual exercises with maximum regard for the safety of themselves co-members and victims.

Our safety policies are based on past experience and current standards, and are also an integral part of the OSRT personnel policies. This means that compliance with the policies is a condition of membership and must be taken seriously. Failure to comply is sufficient grounds for disciplinary action or for termination of membership.

Safety and health are a top priority in this organization and are every bit as important as performing our missions. In fact, they go hand in hand. Of course the best reason for you to observe these policies is because it's in your own self-interest to do so. Conscientiously following them can help you stay safe, healthy, and able to work, play, and enjoy life to its fullest.



Elvin W. Burnell
President COL OSRT

1.2. HEALTH AND SAFETY PROGRAM - AN OVERVIEW

1.2.1. It is the policy and number one priority of OSRT to provide an accident-free and comfortable training and mission environment by eliminating recognized hazards from our sites and practices. Our health and safety program, and specific individual programs, have been developed to assure compliance with federal, state, and local regulations with particular emphasis on the Occupational Health and Safety Rules and Regulations that apply to our operations.

1.2.2. In order to maintain the safety standards desired by our organization, it is necessary to actively pursue an accident prevention program through all levels of OSRT, from top management through all members. Health and safety are functional responsibilities of each supervisor.

1.2.3. Health and safety are of vital interest to everyone in OSRT: each level of our organization is accountable for a safe environment. Compliance with this program and safety and health rules is taken very seriously. This means that failure to comply is sufficient ground for disciplinary action or for termination of membership. These policies are an integral part of OSRT's personnel policies.

1.3. OCCUPATIONAL HEALTH AND SAFETY ACT

The Occupational Health and Safety Act of 1970 provides that every employer engaged in business shall:

1.3.1. Furnish to each member an environment as free as possible from recognized hazards that are causing or likely to cause death or serious physical harm.

1.3.2. Comply with occupational health and safety standards and rules, regulations and orders pursuant to the Act that are applicable to OSRT training and operations.

1.3.3. Comply with, and require all members to comply with, occupational health and safety standards and regulations under the Act which are applicable to their actions and situations.

1.3.4. Encourage members to contact their immediate supervisor for information that will help them understand their responsibilities under the Act.

NOTE: OSRT will comply with this act as if we were a business and in effect, we will conduct ourselves and comply with, all health and safety standards

CHAPTER 2

2.1. HEALTH AND SAFETY RESPONSIBILITIES

2.1.1. Our goal is to protect members and others (ie: non-members) from injury while participating in activities for OSRT. This must receive top priority from everyone.

2.1.2. Duties and responsibilities of all personnel under our health and safety program are listed in the following paragraphs.

2.2. President and Executive Committee

2.2.1. The ultimate moral and legal responsibility for health and safety resides in the President and the Executive Committee. This responsibility can not be delegated but

administratively it is conducted by the Health and Safety Officer as part of the Command Staff.

2.3. Health and Safety Officer (HSO)

2.3.1. Administers all aspects of the health and safety program.

2.3.2. Assists management and supervisors in the health and safety training of members.

2.3.3. Conducts inspections to identify unhealthy or unsafe conditions or work practices, scheduled or unscheduled. Complete written reports of inspections, using **OSRT Form 14-5 Health and Safety Inspection**. This report will be submitted to the Executive Committee, including corrective actions taken, one copy will be filed by the HSO and one copy will be kept at the unit level.

2.3.4. Recommends disciplinary action for repeat violators of health and safety rules.

2.3.5. Develops and maintains accident and incident investigation and reporting procedures and systems. Investigates serious or reportable accidents and takes action to eliminate accident causes. Reportable incidents consist of fatalities, lost work day cases, and without lost work days requiring medical treatment. The Executive Committee will be given the results of these findings. These forms and procedures are listed in paragraphs 3.4. and 4.12.

2.3.6. Report accidents that result in an occupational fatality or one or more hospitalized members within eight (8) hours of occurrence.

2.3.7. In conjunction with the Logistics staff insures that all equipment or material, listed as health or safety, prior to issue and after turn-in meets all safety standards for that equipment or material. If the equipment or material is stored at the unit level, the inspections will be conducted by the supply person and the unit commander or First Sergeant. Such equipment includes items such as;

2.3.7.1. Water Flotation Devices

2.3.7.2. PPE stored by OSRT logistics

2.3.7.3. Medical Equipment stored by OSRT logistics

2.3.7.4. Other equipment items or supplies deemed health or safety critical

2.3.8. Responsible for training Incident Safety Officers (ISOs) for each unit per NFPA 1500 and NFPA 1521. ISO's are not a Table of Organization (TO) position, but is a collateral duty. See paragraphs 2.4.

2.3.9. Responsible for a complete front to back review of this regulation annually. Responsible for submitting any necessary changes, corrections, and edits to the Executive Committee for approval, and upon approval, submitting to Admin Officer to make the actual changes, corrections, or edits.

2.4. Incident Safety Officers (ISO)

2.4.1. In most of our missions, the Incident Commander will be from another organization, and OSRT will be a supporting unit under that agency. In the event that OSRT will have Incident Command, then normally an Incident Safety Officer is appointed. If OSRT HQ is deployed, then the ISO is the Health and Safety Officer. If just a unit or units are deployed, then the ISO is a collateral duty. The Incident Safety Officer is appointed to assist Incident Commanders with multitask incidents. They will offer aid in any way for

training or mission evolutions. It is not the intent of the Incident Safety Officer (ISO) to control the scene or counteract the Incident Commander. The ISO is an additional set of senses and expertise that should be used by the Incident Commander for the purpose of a safe and successful incident outcome.

2.4.2. The ISO shall have the responsibility to assist, evaluate and make accurate useful suggestions, concerning health and safety issues, to the Incident Commander.

2.4.3. The ISO shall have a good understanding of all major and minor missions that OSRT might be called upon to perform.

2.4.4. At no point will an ISO take control of an incident. An ISO may stop any situation deemed **Immediately Dangerous to Life and Health (IDLH)** but then must report this fact to the Incident Commander as soon as possible. The Incident Commander has the authority to override any ISO.

2.5. Unit Commanders or First Sergeants/Staff Officers

2.5.1. Familiarizes them self with health and safety regulations related to their area of responsibility.

2.5.2. Directs, implements, and coordinates health and safety program elements and activities within area of responsibility.

2.5.3. Requires all members supervised to use individual protective equipment and safety devices, as needed.

2.5.4. Ensures that safety equipment is available, maintained, used, and stored correctly.

2.5.5. Ensures that all persons within area of responsibility receive safety and health training as required.

2.5.6. Conducts health and safety audits/inspections of training areas and conditions on at least a quarterly basis, using **OSRT Form 14-5 Health and Safety Inspection**. Directs correction of unsafe conditions and forwards the report to the HSO. The HSO will provide the Executive Committee with a copy of the report, and a copy will be filed with the HSO and at the unit level.

2.5.7. Conducts periodic safety briefings with all supervisors and/or members under their control. The HSO will provide safety briefs from a master file of safety briefs.

2.5.8. Ensures that supervisors are aware of and comply with requirements for safe practices by following this regulation and any other safety information generated by the HSO.

2.5.9. Investigates all accidents within area of responsibility. Reviews all accidents/incidents with supervisors and members involved. Insures accident reports and insurance forms are completed and submitted to the HSO who will then review and forward to the Executive Committee. The investigation should insure that any corrective action is taken as soon as practical to eliminate the cause(s) of the accident from re-occurring. Depending upon the incident it might be reported under Form 14-1 (Members) or 14-2 (victims) or 14-6 (Non duty).

2.5.10. Requires all trainers and outside personnel working within OSRT's training/mission locations to comply with health and safety regulations. Any non-members shall be briefed by commanders (HSO at headquarters, unit commanders at unit level) prior to deploying with OSRT in a training mode or actual missions.

2.5.11. Maintains copies of applicable programs and Safety forms in the training or mission area, in accordance with OSRT practice and policy.

2.6. Team Leaders

2.6.1. During some training or missions, there might be a deployment of a single team.

2.6.2. For team deployments, team leaders shall insure that members under their supervision use safety devices and proper individual protective equipment.

2.6.3. Ensures that injuries are treated promptly and reported properly using **OSRT Form 14-1 Accident Illness or Injury Report**. Send the report to the HSO who will review and submit to the Executive Committee. One copy will be filed by HSO and one at the unit level.

2.6.4. Insure that if victims are treated during an actual mission, **OSRT Form 14-2 Victim Treatment Report** is promptly filled out and forwarded to OSRT HSO who will review and submit to the Executive Committee.

2.6.5. Investigates all accidents/incidents under their control, obtains all pertinent data, and initiates/takes corrective action, if at all possible.

2.6.6. Acts on reports of hazards or hazardous conditions reported to them by members.

2.7. Safety Clerk

2.7.1. Maintains all records and reports of accidents that have taken place during OSRT training or mission operations. These forms and reports may include the **OSRT Form 14-1 Accident Illness and Injury Report**, **OSRT Form 14-2 Victim Treatment Report**, or **OSRT Form 14-6 Reportable Incident/Possible Injuries-Non Duty**.

2.7.2. Insures that an insurance form is filled out, reviewed by the HSO which submits the form to the Executive Committee, within ten days of a members' notification of an occupational injury or illness. The paperwork will be sent to the Executive Committee for review and forwarding to the Insurance Company, or with the State if the unit is covered by Workman's Compensation during an actual mission.

2.7.3. Processes all paperwork associated with accidents, on-site inspections and in-house audits. Maintain permanent records of any such reports in the locked files at OSRT HQ.

2.7.4. Maintains all medical treatment records and medical evaluation records for a period of 30 years.

2.7.5. Maintains all health and safety training records for a minimum of three (3) years.

2.8. All Members

2.8.1. Must be familiar with and comply with proper health and safety practices.

2.8.2. Use the required safety devices and proper personal protective safety equipment.

2.8.3. Notify supervisor immediately of unsafe conditions/acts, accidents, and injuries.

2.8.4. Must wear **metal identification tags** (dog tags), unless it presents a safety hazard during a task, during all field training exercises or actual missions.

2.8.5. Must wear **medical warning tags** in conjunction with “dog tags”, indicating any health conditions of a permanent nature, and any known allergies. EX: Heart Patient, Diabetic, Using Anti-Coagulant, Allergic to Bee Stings, etc.

2.8.6. Insure that your locator card, **FORM 30-2 Locator Card**, is kept current. Of particular importance is “Person to be notified in case of emergency” and their contact information.

2.8.7. Insure that your medical card, **FORM 30-3 Medical Card**, is kept current. Current medical conditions and current medications are very important if you need medical care during field training or an actual mission.

2.8.8. Insure that whenever in the field, for training or on an actual mission that you have on your person, your personal hip pocket survival kit. A list of recommended items to carry in this kit are shown in Appendix A.

2.8.9. Insure that a copy of your shot record is on file with the Admin section and that your shots are kept current. Bring your original shot record with you on an actual deployment. The shot record recognized nationally and internationally is the Public Health Service Form PHS-731 International Certificates of Vaccination as approved by The World Health Organization. These vaccine record forms are readily available at any County Board of Health. The Health and Safety Officer will acquire and make these forms available to any member that needs one.

CHAPTER 3

3.1. MEMBERS' CLAIMS MANAGEMENT

The following actions will be taken/followed on all accidents/injuries being submitted as a Members' claim through Workman's Comp or OSRT's Private Insurance Company;

3.1.1. Injured members must report all accidents/injuries to their supervisor immediately, who in turn will notify other appropriate OSRT officials, such as the Health and Safety officer. The Executive Committee is also notified within this 24 hour period. All accidents/incidents will be investigated by the Health and Safety officer, or supervisor, to determine the facts and take corrective action to prevent recurrence.

3.1.2. Members, within ten (10) days after notification to the OSRT, must complete necessary Private Insurance forms package, or the Ohio State form for Workman's Comp., whichever is the case.

3.1.3. The Health and Safety officer will complete OSRT's Information section of the same report within ten days of the notification.

3.1.4. The accident investigation must confirm that the injury was job related for the resultant claim to be valid. These results will be sent to the Executive Committee for concurrence and forwarding

3.1.5. Injured members will be entered into a Leave of Absence program if necessary, thru written Orders from the Admin Chief, when such is recommended by the attending physician.

3.2. TRAINING

Training and education cannot be over-emphasized as a means of learning a healthful and safe approach to members' efforts. Knowledge of the safety rules and how and when to function under the rules, supplemented by compliance, is essential to safety.

3.2.1. Members scheduled for any safety and health training shall attend such training, or they will not be allowed to train or perform in a mission. Examples of such training, though not all inclusive are listed in paragraph 3.2.3.

3.2.2. New members will be provided **orientation training** and will be furnished information and literature covering OSRT health and safety policies, rules, and procedures. This orientation training must be provided prior to the member's exposure to training and/or actual mission environments.

3.2.3. Various individual Members' Safety programs specify that training be provided to members. Supervisors will ensure their members are scheduled and provided this training as required. Examples of specified training include (but not limited to):

- * Fire extinguisher training
- * Confined space awareness
- * Lockout/tagout procedures
- * Swift water awareness
- * HAZMAT Awareness
- * AED training
- * 1st Aid training
- * CPR
- * Wilderness 1st Aid Basics
- * Blood Borne Pathogens
- * K-9 Health and Safety
- * Risk Assessment
- * Downed electrical lines, to name a few.

3.2.4. Training addressed above will be documented in the members' personnel records and/or in a master training record by the training section.

3.3. HAZARD IDENTIFICATION, ASSESSMENT, AND CONTROL

3.3.1. Hazard identification and elimination is not only an inherent responsibility of supervision in providing a safe environment for members, but also requires member involvement. As such, hazard evaluation and control shall be an on-going concern for all. It is the responsibility of everyone (management, supervisors and all members) to identify, report, and correct, all possible hazards. Members are particularly important in this process as they are in the best position to identify hazards in the workplace and day-to-day operations. **Reporting hazards is a protected activity and no action will be taken against anyone for identifying unsafe conditions, unless the person reporting the hazard is responsible for creating said hazard.** Reports should be made to the Health and Safety Officer or supervisor for appropriate action.

3.3.2. OSRT shall conduct inspections of training/mission sites for compliance with health and safety rules. The purpose of the internal inspection is to identify hazards and unsafe practices before they cause an injury or accident.

3.3.2.1. For field training, the Lead Trainer for a class shall submit to the Health and Safety Officer, **Form 14-3 Training/Mission Hazard and Risk Assessment**, for approval prior to any actual field training. This assessment by the Lead Trainers signifies that they have conducted a feasibility study of the training to be conducted. The assessment shall include an evaluation of the environmental, physical, social, and cultural factors influencing the training and the impact that these factors might be on the training to be conducted while minimizing threats to the members during these training sessions. If the Health and Safety Officer disapproves the training for health or safety reasons, the Lead Instructor may appeal to the OSRT President.

3.3.2.2. For actual deployments on missions, the Incident Safety Officer (ISO) submits **Form 14-3 Training/Mission Hazard and Risk Assessment** to the Incident Commander, as his/her assessment recommendations to Incident Plans and Objectives. This assessment by the Incident Safety Officer signifies that they have conducted a feasibility study of the mission. The assessment shall include an evaluation of the environmental, physical, social, and cultural factors influencing the mission and the impact that these factors might be on the mission to be conducted while minimizing threats to the members during the mission.

3.3.3. Formal safety and health inspections will be conducted, using **OSRT Form 14-5 Health and Safety Inspection**, under the following minimum timelines:

3.3.3.1. Health and Safety Officer: {periodically} of all fixed facilities and Training areas being used.

3.3.3.2. Unit Commander or First Sergeant/Staff Officers: {at least quarterly} of his/her area of responsibility.

3.3.4. After completing training site or mission location inspections, the person (HSO, Unit CO, or 1SG) making the inspection will:

3.3.4.1. Discuss findings with members/persons responsible for any discrepancies. Invite their comments, suggestions and aid in correcting the discrepancies.

3.3.4.2. Ensure recommended corrections/changes are transmitted to/discussed with the proper supervisor/person for correction.

3.3.4.3. Follow up on changes, corrections, and other actions necessary.

3.3.4.4. Provide copy of checklist to OSRT health and safety officer, along with statement of corrective actions taken or still required. HSO will submit to the Executive Committee.

3.3.4.5. This listing (Form 14-5 is the actual listing) includes items, areas, and categories that may be looked at during health and safety inspections of the work, or training and mission sites. It is generic and not all inclusive, but provides a guideline of areas to be surveyed or developed into a checklist for use during the inspection.

3.3.4.5.1. First aid, safety, and health equipment.

3.3.4.5.2 Accident reporting records.

3.3.4.5.3. Member training provided, such as health and safety talks, member safety orientation. Records maintained.

3.3.4.5.4. Equipment and tools (hand, chain saws, pumps, generators, vehicles, etc.): condition, use.

3.3.4.5.5. Protective guards and devices: availability, use, proper maintenance and operating condition.

3.3.4.5.6. Housekeeping: maintaining clean work areas, free of trash/debris accumulation, tripping, and slipping hazards.

3.3.4.5.7. Lighting: for adequacy and safety (in the field).

3.3.4.5.8. Sanitation: water, toilets for cleanliness and proper operation (in the field).

3.3.4.5.9. Noise hazards, hearing protection (this is primarily only a problem when operation generators or chain saws in the field).

3.3.4.5.10. Availability of personal protective equipment: Hard hats/head protection, safety belts, life lines, eye protection, ear protection, gloves, etc.

3.3.4.5.11. Fire protection, prevention and control, use of fire protection equipment (fire extinguishers in the field).

3.3.4.5.12. Temporary buildings, trailers, sheds, tents (in the field).

3.3.4.5.13. Open yard storage (in the field).

3.3.4.5.14. Storage of flammable and combustible liquids (in the field).

3.3.4.5.15. Temporary heating devices (in the field, heaters).

3.3.4.5.16. Fall protection requirements: in place and in use.

3.3.4.5.17. Electrical system and devices; condition and use of cords; ground fault protection; circuit breaker panels; receptacles and switches (in the field).

3.3.4.5.18. Ladders: condition and use.

3.3.4.5.19. Lockout/Tag-out procedures (field electrical equipment).

3.3.4.5.20. Preventive maintenance program: all inclusive, up to date (vehicles, trailers, generators).

3.3.4.5.21. Other items as appropriate.

CHAPTER 4

4.1. HEALTH AND SAFETY RULES

4.1.1. In order for a health and safety program to be effective, it is vital that it be understood and implemented at all levels from management to all members.

4.1.2. The following are the primary Safety occupational health and safety rules and regulations applicable to our operations that must be complied with by our organization. A complete set of standards may be found in the OSHA Rules and Regulations for General Industry, 1910.

4.2. General Workplace Safety Rules

4.2.1. Report unsafe conditions to your immediate supervisor.

4.2.2. Promptly report all accidents/injuries/incidents to your immediate supervisor.

4.2.3. Use eye and face protection where there is danger from low hanging limbs, thorns, or dust particles.

4.2.3. Dress properly. Wear appropriate work clothes, gloves, and shoes or boots. Loose clothing and jewelry shall not be worn.

4.2.4. Operate machines or other equipment only when all guards and safety devices are in place and in proper operating condition.

4.2.5. Keep all equipment in safe working condition. Never use defective tools or equipment. Report any defective tools or equipment to an immediate supervisor.

4.2.6. Properly care for and be responsible for all personal protective equipment (PPE). Wear or use any such PPE when required.

4.2.7. Lockout or tag-out or disconnect power on any equipment or machines before any maintenance, un-jamming, and adjustments are made.

4.2.8. Do not leave materials in aisles, walkways, stairways, work areas, or other points of egress.

4.2.9. Practice good housekeeping at all times.

4.2.10. Training on equipment is required prior to unsupervised operation.

4.3. Housekeeping

4.3.1. Proper housekeeping is the foundation for a safe work environment. It definitely helps prevent accidents and fires, as well as creating a professional appearance in the work area.

4.3.2. Combustible scrap, debris, and garbage shall be removed from the work/training/mission area at frequent and regular intervals.

4.4. Fire Prevention

4.4.1. All portable fire extinguishers will be conspicuously located, accessible, and maintained in operating condition. Portable fire extinguishers will receive an annual service check and a monthly visual inspection. These will be documented on the tag on the extinguisher or other form.

4.4.2. At a minimum, fire extinguishers will be kept at all generators, and at the command post and each major rest/sleeping area

4.4.3. Only approved safety cans shall be used for handling or storing flammable liquids in quantities greater than one gallon. For one or less gallon, only the original container or a safety can/shall be used.

4.4.4. When heat producing equipment is used (portable heaters), the work area must be kept clear of all fire hazards and all sources of potential fires will be eliminated.

4.5. Industrial Hygiene and Occupational Health

4.5.1. When no medical facility is reasonably accessible (time and distance) to the training/mission site, a person who has a valid certificate of first aid training and first aid supplies will be available at the training/mission site to render first aid.

4.5.2. Members exposed to high noise levels above the permissible noise level will wear ear plugs or ear protection muffs. This would include working around generators, chain saws, or similar such equipment.

4.6. Personal Protective Equipment

4.6.1. Personal protective equipment must be worn as required for each job in all operations where there is an exposure to hazardous conditions. This exposure is determined by a personal protective equipment hazard assessment of the workplace by the supervisor, lead trainer, or ISO. Equipment selection and wearing requirements are determined from this assessment.

4.6.2. **Eye protection** will be worn when there is a reasonable probability of injury to the eye from tree limbs, thorns, dust, or other eye hazards.

4.6.3. **Head protection (hard hats)** will be worn for protection from falling objects or work near energized electrical contact. They will also be worn when conducting rappelling training or operations, and in all case where there is night time training or missions.

4.6.4. **Foot protection** will be worn where there is danger to the foot from falling/rolling objects, objects piercing the sole, or electrical hazards.

4.6.5. **Hand protection (gloves)** is required when hands are exposed to severe cuts/abrasions, thorns, sharp objects, field training or missions.

4.6.6. The use of **safety harnesses, and lanyards** are required when working more than ten feet above a floor or ground level and there are no guardrails or other form of fall protection, and on certain steep terrain features. Each member will be on a separate safety line, and this line will be adjusted so that the member cannot fall more than six feet.

4.6.7. The use of **gloves, face masks, face shields, protective aprons** will be used when an anticipated or actual exposure to a blood borne pathogen may occur.

4.6.8. While in the field, members should **blouse their boots** with blousing bands, or keep trousers tucked into the top of their boots. This is to minimize exposure to insects such as ticks, chiggers, and spiders. An alternative to blousing trousers is to use **gaiters**, and these will also protect the lower legs from snakes and other harmful animals.

4.6.9. Any mission that places members within 15 feet of swift water, or at least 1 foot of standing water shall require members to be wearing US Coast Guard approved Type 2 or 3 Personal **Water Flotation Devices**.

4.6.10. Whenever directing traffic or training or a mission on or near a road surface all members will wear a **reflective vest** with an ANSI Rating of type 2 or 3 reflective capabilities. Reflective vests will also be worn in wilderness training or missions in order that members can keep site of each other, and members are easily spotted by aerial observers.

4.7. Lockout/Tag-out

4.7.1. Before any work or maintenance is performed on any machine, equipment, tool, or electrical system, they will be made totally safe before work starts by removing any source of energy or power to them, such as electrical, air/hydraulic pressure, spring/stored energy, or thermal (heat/cold). This primarily applies to generators in a field environment.

4.7.2. The Lockout/Tagout Program provides for a safe method of working on, near, or in machinery or equipment that can cause serious injury. This program will be used by all members to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources, and locked out before members perform any servicing or maintenance where the unexpected energization or start-up of the machine or equipment, or release of stored energy, could cause injury.

4.8. Electrical

4.8.1. Live electrical parts shall be guarded against accidental contact by cabinets, enclosures, location, or guarding. Open circuit breaker openings or knock out holes, broken receptacles/switches, missing covering plates, etc., will be reported to supervisors for repair or replacement.

4.8.2. Working and clear space around electric equipment and distribution boxes will be kept clear and assessable.

4.8.3. Circuit breakers, switch boxes, etc. will be legibly marked to indicate its purpose.

4.8.4. All extension cords and electric powered tools (except double insulated) will be grounded. Ground prongs will not be removed.

4.8.5. Only authorized and trained members will operate generators, run electrical service, or tear down electrical service when in a field environment.

4.8.6. Electric cords and their strain relief devices will be in good condition, with no splices.

4.8.7. Electric wiring/cords entering/exiting any panel/control/junction box will be secured with clamps or other appropriate strain relief device.

4.8.8. All lamps below seven feet used for general illumination will have the bulbs protected against breakage.

4.9. Ladders

4.9.1. Ladders will be inspected frequently to identify any unsafe conditions. Those ladders which have developed defects will be removed from service, and repaired or replaced. They will be tagged or marked as such.

4.9.2. Portable ladders will be placed as to prevent slipping, or if used on other than stable, level, and dry surfaces, will be tied off or held. A simple rule for setting up a ladder at the proper angle is to place the base from the vertical wall equal to one-fourth the working length of the ladder.

4.9.3. Portable ladders will extend at least three feet above the upper level to which the ladder is used to gain access.

4.9.4. The top of a stepladder will not be used as step.

4.9.5. Only one person will be on a ladder at a time.

4.10. Flammable & Combustible Liquids

4.10.1. Only approved safety cans, original containers, or portable tanks will be used to store flammable or combustible liquids.

4.11. Tools

4.11.1. Hand tools with broken/cracked handles, mushroomed heads, or other defects will not be used. Files will have handles installed.

4.11.2. Take special precautions when using power tools. Defective tools will be removed from service.

4.11.3. Power tools will be turned off and motion stopped before setting tool down.

4.11.4. Tools will be disconnected from power source before changing drills, blades or bits, or attempting repair or adjustment. Never leave a running tool unattended.

4.12. Mis-conduct Related to Safety.

4.12.1. OSRT must, at all times, present itself as a professional volunteer organization and as such various forms physical or mental punishment and other such incidents that could result in physical injury or mental trauma will not be tolerated.

4.12.2. Such incidents could result in loss of membership, or a decline in morale. It has the potential of being treated as a criminal case or in being brought before civil proceedings. Injury claims as a result of injuries could potentially be come a personal liability to the person, or persons inflicting such injury. Any of these could potentially bring discredit on OSRT.

4.12.3. In the event that such an incident does occur, the senior member or members witnessing such an incident will immediately stop it, and file an incident report, using **OSRT Form 14-6 Reportable Safety Incident.** This form will be immediately submitted to the HSO. Failure of the senior person or persons to report such incident is cause for disciplinary action by the Executive Committee. The HSO will review the report for accuracy immediately.

4.12.4. The HSO will deliver the Form 14-6 as rapidly as possible to the President or Vice-President of OSRT. The Executive Committee will convene a meeting concerning the incident and its ramifications. The Executive Committee, after investigating the incident, to include calling witnesses, will issue its decision as to the consequences of the incident. Such consequences may be in the form of a required apology, an unofficial reprimand, an official written reprimand to be placed in the personnel records for a set period of time, a suspension of membership for a set period, or as much as a complete dismissal from the OSRT. The Executive Committee's decision, on matters of this sort, is not revocable.

CHAPTER 5 INDIVIDUAL SAFETY AND HEALTH PROGRAMS LISTING

5.1. The Occupational Health and Safety Rules and Regulations specify various individual programs that are applicable to our organization. Highlights of these programs are provided below, and specific written programs or procedures are available separately.

5.2. OSRT Health and Safety Rules.

5.2.1. These rules provide safety guidance for the organization and members to follow in our facilities, training and mission sites. They cover various requirements in such areas as housekeeping, fire prevention, electrical, ladders, scaffolds, machine guarding, material handling, etc, that can be encountered in our facilities or on the training/mission sites. These are incorporated in this manual.

5.3. Personal Protective Equipment Hazard Assessment.

5.3.1. OSRT must assess their training and mission practices to determine if hazards are present, or are likely to be present, which necessitates the use/wear of personal protective equipment (eye/face, head, foot, or hand protection). This assessment must be documented through a written certification that identifies the training or mission evaluated, the person certifying that the assessment has been completed, the date(s) of the assessment, and which identifies the document as a certification of hazard assessment. This is known as **Risk Assessment**.

5.4. Confined Space Program.

5.4.1. Members of OSRT **shall not enter a confined space**, whether in training or an actual mission. To insure members know what a confined space is, the potential hazards of a confined space, and what to do or not to do when encountering a confined space, all members shall be required to be **trained to the Confined Space Awareness Level**.

5.5. Blood Borne Pathogens.

5.5.1. If members are exposed to **blood borne pathogens** during the course of their training or missions, this/these program(s) is/are required. Program elements include a written plan, protective procedures and/or universal precautions, member training, exposure incident treatment and follow-up. All members are required to attend an **annual Blood Borne Pathogens class** which covers all of the items.

5.6. Swift Water.

5.6.1. Several of OSRT's missions could potentially expose members to swift water. Any training or missions near or on the water exposes a complete new set of hazards and different PPE. In order to understand the potential for dangerous hazards when involved in missions near water, all members of OSRT shall be trained to **Swift Water wareness Level**. A steadfast rule for OSRT members when working near water on any mission, is that when within 15 feet of swift water or a body of water over one foot deep, that members shall have a **water flotation device on**. That device must be **US Coast Guard Approved Type 2 or 3**. Units will plan for this during training exercises and missions and arrange sufficient flotation devices to be issued to the unit from logistics.

5.7. HAZMAT and WMD.

5.7.1. Another case where any mission could potentially expose OSRT members to HAZMAT (hazardous materials) or WMD (weapons of mass destruction). Because of this all members of OSRT will be **trained to at least a HAZMAT with WMD Awareness Level**. This will enable members to identify potential hazardous material and respond accordingly. To assist each member in identifying HAZMAT every member of OSRT should have with them, during training or missions, the **2008 Emergency Response Guide** (or newer addition when one is published). Members can obtain a copy of this guide from OSRT HQ or can print one on-line.

5.8. Wilderness Search and Rescue.

5.8.1 Many of OSRTs SAR Missions will be in a wilderness setting. Many potential Hazards exist in a wilderness setting. Among them are terrain dangers (swift water, cliffs, slippery surfaces, obstructions, holes, darkness, navigation problems, thorns, poisonous plants), animals (some dangerous to humans), insects (all annoying, some dangerous), weather (heat, cold, rain, snow, ice), searchers getting lost, and many more. All these can be overcome by training and practice. To function effectively in a wilderness environment a member must participate in every training opportunity that is given. A member shall take at least **SAR TEC 3 training, before they are allowed to participate in Wilderness SAR. ALL SAR teams will be lead at least by a SAR TEC 2.** All members should also train in **Wilderness First Aid Basics.**

5.9. High Angle Rescue.

5.9.1 Many rescues will require the use of ropes, especially in rough or dangerous terrain. The main danger with high angle rescues is the danger of fall or ropes not holding properly. Not all members of OSRT require the knowledge of High Angle Rope Rescue, but sufficient numbers must be trained to facilitate this type of rescue, Members that take this training must also be proficient in 15 different knots and will **train to the High Angle Rescue Operations Level.**

5.10. Vehicle Searches.

5.10.1. Vehicle Search and Rescues pose their own set of hazards. All members should be trained to at least **HAZMAT and WMD Awareness Level** due to the dangers of an explosion or other hazards. All members must also be trained in **Traffic Control** to control traffic around the vehicle in question. Members may also be called upon to help stabilize the vehicle and stabilizing and extracting the victims. This will require **specialized training in safely stabilizing the vehicle, and First Aid Training** in stabilizing and extracting the victims.

5.11. Light Urban SAR

5.11.1. **To be written at a later date**

5.12. Security Operations

5.12.1. **To be written at a later date**

5-13. K-9/Handler Teams

5.13.1. K-9s and their handlers are an integral part of OSRT. The handlers and dog have to meet certain standards. Basically the human handlers have to meet most training requirements of any other member of OSRT. The dogs and handlers must also meet training requirements as listed in manual TM 74-001. K-9 Training Standards, The handlers are also responsible for the health and safety of their dogs. They must bring sufficient, food, water, shelter, heat and cooling, first aid supplies, paw protections, etc. for their dogs for at least 72 hours. The dogs also have to be trained to go thru a decontamination station, with special attention being paid to decontaminating their paw areas. The dogs also have to have reflective vests just as their handlers do. Dogs also can only work a short period, as determined by their handler and must be given mandatory rest periods.

APPENDIX A-HIP Pocket Personal Survival Kit

1. Plastic container, waterproof, able to fit in hip pocket of field uniform (I use a soap dish)
2. Book of matches or small lighter (I have both)
3. Fish hooks and/or fishing flies (I have both)
4. Fishing line (approximately 50 ft at least)
5. Water purification tablets (can buy a small bottle in sporting goods sections of most stores)
6. 2 or 3 chicken or beef bullion cubes
7. A few Band-Aids
8. 2 or 3 safety pins
9. 2 or 3 kim wipes in individual packets
10. A 1'x1' piece of aluminum foil (can be used as a cooker or for signaling)
11. A small packet of 3 day supply of individual prescription and non-prescription drugs if needed
12. Wire saw
13. Small Knife (I use a small Swiss Army knife)
14. Needle and thread
15. Unlubricated condom (Can be used to hold water)
16. Small, no larger than a quarter, compass
17. Emergency space blanket
18. \$1 in 4 quarters

Other items that might fit-I put chewing gum in mine, also small supply of aspirin or stomach medicine, and a key chain size flashlight for signaling