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P. E. I. Fire Fighters Association

## P.E.I. Fire Fighter Association Occupational Safety and Health Policy

# PEIFFA

## Occupational Health and Safety Policy

**References** – The following documents and publications were referenced in developing this safety policy; PEIFFA SOP's and Administrative Directives and

- **National Fire Protection Association (NFPA) Standard 1500 - Standard on Fire Department Occupational Safety and Health Program.**
- **NFPA 1001, Standard for Fire Fighter Professional Qualifications.**
- **NFPA 1002, Standard for Fire Apparatus Driver/Operator Professional Qualifications.**
- **NFPA 1021, Standard for Fire Officer Professional Qualifications.**
- **NFPA 1041, Standard for Fire Service Instructor Professional Qualifications.**
- **NFPA 1403, Standard on Live Fire Training Evolutions.**
- **NFPA 1971, Standard on Protective Ensemble for Structural Fire Fighting.**
- **NFPA 1851, Standard on Selection, Care, and Maintenance of Structural Fire Fighting Protective Ensembles.**
- **NFPA 1975, Standard on Station/Work Uniforms for Fire and Emergency Services.**
- **NFPA 1981 Standard on Open Circuit Self Contained Breathing Apparatus.**
- **NFPA 1982, Standard on Personal Alert Safety Systems (PASS).**

This policy is approved by: \_\_\_\_\_

Official stamp: \_\_\_\_\_

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## **Chapter 1**

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**Chapter 2**

**Safety Policy Revisions** – The PEIFFA health and safety policy will undergo changes as new regulations come into effect and experiences are gained through course critiques. All revisions to this policy shall be recorded on this page by indicating the change with the initials of the official making the change and the date. When changes are made, all old copies of the policy shall be destroyed.

No.	Change	Init.	Date
1	Health and Safety Policy Created	PGL	8/17/05
2	Paragraph 18 revised	PGL	8/20/05
3	Paragraph 19 and 21 Revised	PGL	3/21/07
4	Paragraphs 26, 27 and 28 Added	PGL	1/6/15
5	Paragraph 9 Removed	PGL	1/7/15
6	Simulated Smoke Police Added Paragraph 25	PGL	2/6/15

## **Chapter 3 - Administration**

### **1. GENERAL**

It is the policy of the Prince Edward Island Fire Fighters Association (PEIFFA) to comply with current and developing fire service safety standards and occupational health and safety legislation. In this regard the PEIFFA endeavors to ensure, in so far as is reasonably practicable, the health and safety of all PEIFFA volunteer staff members, Atlantic Police Academy (APA) staff members and students and the safety of other persons entering the precincts of the PEIFFA training facility.

The director and governing body of the PEIFFA have overall responsibility for safety. However in line with contract requirements with the APA, the PEIFFA has devolved safety responsibility to the designated APA directing staff that operates at individual levels of responsibility. (Such responsibility is for the staff - student's areas, activities under their control (during practical fire training), within the limitations of the resources available to them and excluding functional activities outside of their control). To ensure positive understanding in terms of devolving safety responsibilities, pre-training meetings between the director of the PEIFFA and APA fire training staff shall be convened to specifically determine areas of individual and collective responsibilities.

Directing staff and students have legal responsibilities for their own safety and must co-operate with and assist the PEIFFA and APA in the discharge of his/her statutory duties. Directing staff is responsible for the safety of the students, which they teach and supervise, for the safety of their invited visitors, for the activities of contractors, which they engage, and for the impact of the activities of all of the aforementioned on others.

The strategic health and safety management policies and best practice which underpins these documents is periodically updated by the PEIFFA Safety Officer (director) to give effect to changes in statutory legislation, health and safety authority guidance. New and updated material is copied to safety representatives (director and directing staff). The PEIFFA health and safety policy is an evolving document.

### **2. OCCUPATIONAL HEALTH AND OCCUPATIONAL HYGIENE**

The health and safety of all directing staff and students is of primary concern. Any staff member or student who is experiencing ill health, which he/she attributes to his/her work or is concerned that his/her health status or special needs is incompatible with his/her work or workplace may see an occupational health physician for an assessment. Contact the department of human resources at APA when this pertains to an APA staff member or student. The hands on practical phase of fire fighter training involve live fires with all of the associated hazards of high temperatures and smoke contamination. Personal clothing and fire fighting gear (PPE) will get very dirty and wet from perspiration. It is very important to dry out the gear between training days and always have a clean set of personal clothing each training day. If a directing staff member or student is ill with the flu or a cold, ensure that the proper authorities are aware. Good occupational hygiene combined with good personal hygiene will help ensure a safe and healthy fire fighter course.

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### 3. SAFETY TRAINING

The PEIFFA shall establish and maintain a training, education, and professional development program with a goal of preventing occupational deaths, injuries, and illnesses. The PEIFFA shall provide training, education, and professional development for volunteer staff members and APA directing staff commensurate with the duties and functions that they are expected to perform. Pre-training meetings and pertinent safety briefings shall be conducted to ensure all principals understand their roles and responsibilities in terms of staff and student safety. In addition, on the day of the commencement of training all directing staff and students will attend a safety briefing pertinent to the course. An in depth safety briefing and tour of the PEIFFA training facilities will be conducted on the first day of the practical phase training.

### 4. ACCIDENTS/ DANGEROUS OCCURENCES

The PEIFFA and APA require the immediate reporting of accidents, dangerous occurrences and property damage incidents. All directing staff and students are obliged to immediately report all such events to their senior fire training supervisor and the director of the PEIFFA. In addition, staff members are required to complete an accident report or dangerous occurrence report form. These forms are available from the director of the PEIFFA and in the case of the APA, from the human resources department and must be submitted within 24 hours of an accident or incident.

### 5. OCCUPATIONAL FIRST AID

All PEIFFA volunteer staff Instructors and APA directing staff shall be Saint John Ambulance or Red Cross first aid trained and first aid kits shall be readily available at all PEIFFA training facilities. First aid shall be administered to all accident victims who are injured on PEIFFA precincts. All accident scenes on these precincts shall be immediately taken under the control of the senior directing staff member and injuries assessed. If required, call 911 and request an ambulance for possible *Basic Life Support (BLS)* or *Advanced Life Support (ALS)* for victim transport.

### 6. FIRE PREVENTION AND FIRE EVACUATION

All directing staff and students have a responsibility to become familiar with the location of fire exits, fire extinguishers, means of activating the fire alarm (if they exist) and assembly points in relation to their place of work. They must also assist the PEIFFA and APA in fire prevention and evacuating themselves and other persons from their building on activation of the fire alarm or notification of fire emergency. Fire Action Notices and Assembly Area signs are posted in the PEIFFA notice boards of the main lecture theatres. Fire and Emergency Procedures are to be included in the safety briefing on commencement of training at the PEIFFA facilities. At least one fire evacuation drill shall be conducted during the first week of training at the PEIFFA facility to ensure compliance with safety and evacuation procedures.

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## 7. INHERENT HAZARDS

There are well-documented hazards inherent to fire fighter training. The very nature of fire fighting is dangerous. The fires are real as are the products of combustion that produces a *Hazardous Atmosphere*. The challenge in practical fire fighter training is to blend realism with inexperienced student candidates so that the students can gain experience and confidence in this dangerous environment and in their abilities. The goal of safety in the training environment at PEIFFA facilities is to minimize the risk through thorough preparation of training scenarios by the directing staff, supervision of training evolutions, cease training immediately procedures and in depth critiquing during the post-scenario phase.

## 8. DIRECTING STAFF QUALIFICATIONS

- All directing staff members who are engaged to instruct in structural fire fighting shall meet the requirements of **NFPA 1001**, *Standard for Fire Fighter Professional Qualifications*.
- All apparatus driver/operators shall be directing staff; possess a valid provincial driver's permit and shall meet the requirements of **NFPA 1002**, *Standard for Fire Apparatus Driver/Operator Professional Qualifications*.
- All fire officers shall meet the requirements of **NFPA 1021**, *Standard for Fire Officer Professional Qualifications*.
- All Instructional staff shall meet the requirements of **NFPA 1041**, *Standard for Fire Service Instructor Professional Qualifications*.
- All live fire training evolutions and scenarios shall be conducted in the training center live burn building which is specifically designed for conducting live fire training evolutions on a repetitive basis in accordance with **NFPA 1403**, *Standard on Live Fire Training Evolutions*.

9. **SMOKING POLICY** (See paragraph 28 Smoking Policy).

## 10. Conclusion

Occupational health and safety is taken very seriously at the PEIFFA precincts as it is at the APA. This safety policy is not exhaustive but is a work in progress in terms of development. The PEIFFA will endeavor to continue to fine tune this policy through collaborative discussions with the APA, health and safety meetings and hands on critiques during course training.

## Chapter 4 - Definitions

**4.1 General.** The definitions contained in this chapter shall apply to the terms used in this safety policy. Where terms are not defined in this chapter or within another chapter, they shall be defined using their ordinarily accepted meanings within the context in which they are used. Obviously not all stated definitions are applicable, however they are included for reference purposes and inclusion as this policy evolves.

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### **4.2 Official National Fire Protection Association (NFPA) and P.E.I. Fire Fighters Association (PEIFFA) Definitions.**

**4.2.1 Approved.** Acceptable to the authority having jurisdiction.

**4.2.2 Authority Having Jurisdiction (AHJ).** Is the organization, office, or individual responsible for approving equipment, materials, an installation, or a procedure?

**4.2.3 Shall.** Indicates a mandatory requirement.

**4.2.4 Should.** Indicates a recommendation or that which is advised but not required.

### **4.3 General Definitions.**

**4.3.1 Advanced Life Support (ALS).** This means Emergency medical treatment beyond basic life support level as defined by the medical authority having jurisdiction.

**4.3.2 (NOT USED)**

**4.3.3 (NOT USED).**

**4.3.4 Air Transfer.** The process of transferring air from one SCBA cylinder to another SCBA cylinder of the same rated pressure capacity by connecting them together with properly designed fittings and a high-pressure transfer line.

**4.3.5 (NOT USED)**

**4.3.5.1 Hazardous Atmosphere.** Any atmosphere that is oxygen deficient or that contains a toxic or disease-producing contaminant.

**4.3.5.2 Oxygen-Deficient Atmosphere.** Air atmospheres containing less than 19.5 percent oxygen by volume at one standard atmosphere pressure.

**4.3.6 Basic Life Support (BLS).** Emergency medical treatment at a level as defined by the medical authority having jurisdiction.

**4.3.7 (NOT USED)**

**4.3.8 Candidate.** A person who has submitted an application to become a student at the P.E.I. Fire Fighters Association training precincts.

**4.3.9 (NOT USED).**

**4.3.10 Clear Text.** The use of plain language in radio communications transmissions.

**4.3.11 Closed-Circuit SCBA. See 4.3.75.1.**

**4.3.12 Communicable Disease. See 4.3.20.1.**

**4.3.13 Fire Department Company.** A group of members (1) under the direct supervision of an officer; (2) trained and equipped to perform assigned tasks; (3) usually organized and identified as engine companies, ladder companies, rescue companies, squad companies, or multi-functional companies; (4) operating with one piece of fire apparatus (pumper, aerial fire apparatus, elevating platform, quint, rescue, squad, ambulance) except where multiple apparatus

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are assigned that are dispatched and arrive together, continuously operate together, and are managed by a single company officer; (5) arriving at the incident scene on fire apparatus.

**4.3.14 Confined Space.** An area large enough and so configured that a member can bodily enter and perform assigned work but which has limited or restricted means for entry and exit and is not designed for continuous human occupancy.

**4.3.15 Contaminant.** A harmful, irritating, or nuisance material foreign to the normal atmosphere.

**4.3.16 Control Zones.** The areas at an incident that are designated based upon safety and the degree of hazard.

**4.3.16.1 Cold Zone.** The control zone of an incident that contains the command post and such other support functions as are deemed necessary to control the incident.

**4.3.16.2 Hot Zone.** The control zone immediately surrounding a hazardous area, which extends far enough to prevent adverse effects to personnel outside the zone.

**4.3.16.3 Warm Zone.** The control zone outside the hot zone where personnel and equipment decontamination and hot zone support takes place.

**4.3.17 Crew.** A team of two or more fire fighters.

**4.3.18 Debilitating Illness or Injury.** This is a condition that temporarily or permanently prevents a Fire Fighter student candidate or staff member of the association from engaging in normal duties and activities as a result of illness or injury.

**4.3.19 Defensive Operations. See 4.3.59.1.**

**4.3.20 Disease.**

**4.3.20.1 Communicable Disease.** A disease that can be transmitted from one person to another.

**4.3.20.2 Infectious Disease.** An illness or disease resulting from invasion of a host by disease-producing organisms such as bacteria, viruses, fungi, or parasites.

**4.3.21 Drug.** Any substance, chemical, over-the-counter medication, or prescribed medication that can affect the performance of the fire fighter candidate or P.E.I. FF Association staff member.

**4.3.22 Emergency Incident. See 4.3.43.1**

**4.3.23 Emergency Medical Services.** The provision of treatment, such as first aid, cardiopulmonary resuscitation, basic life support, advanced life support, and other pre-hospital procedures including ambulance transportation, to patients.

**4.3.24 Emergency Operations. See 4.3.59.2.**

**4.3.25 Facility. See 4.3.29, Fire Fighters Association Facility.**

**4.3.26 Fire Apparatus.** A vehicle designed to be used under emergency conditions to transport personnel and equipment, and to support the suppression of fires and mitigation of other hazardous situations.

**4.3.27 Fire Chief.** The highest ranking officer in charge of a fire department.



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**4.3.28 Fire Department.** An organization that provides fire suppression and other services.

**4.3.28.1 Industrial Fire Department.** An organization providing rescue, fire suppression, and related activities as well as emergency medical services, hazardous material operations, or other activities that occur at a single facility or facilities under the same management.

**4.3.29 Fire Fighters Association Facilities.** Any building or area owned, operated, occupied, or used by the P.E.I. Fire Fighters Association on a routine basis for the purpose of training.

**4.3.30 Fire Fighter Association Staff Member.** See 4.3.53, *Member*.

**4.3.31 Fire Fighting.**

**4.3.31.1 Proximity Fire Fighting.** Specialized fire-fighting operations that can include the activities of rescue, fire suppression, and property conservation at incidents involving fires producing very high levels of conductive, convective, and radiant heat such as aircraft fires, bulk flammable gas fires, and bulk flammable liquid fires.

**4.3.31.2 Structural Fire Fighting.** The activities of rescue, fire suppression, and property conservation in buildings, enclosed structures, aircraft interiors, vehicles, vessels, aircraft, or like properties that are involved in a fire or emergency situation.

**4.3.31.3 (NOT USED).**

**4.3.32 (NOT USED).**

**4.3.33 Fire Suppression.** The activities involved in controlling and extinguishing fires.

**4.3.34 Hazard.** A condition that presents the potential for harm or damage to people, property, or the environment.

**4.3.35 Hazardous Area.** The area where student candidates or staff members might be exposed to a hazard or hazardous atmosphere. A particular substance, device, event, circumstance, or condition that presents a danger.

**4.3.36 Hazardous Atmosphere.** See 4.3.5.1.

**4.3.37 Hazardous Material.** A substance (solid, liquid, or gas) that when released is capable of creating harm to people, the environment, and property.

**4.3.38 Hazardous Materials Operations.** See 4.3.59.3.

**4.3.39 (NOT USED).**

**4.3.40 Health and Safety Officer.** The staff member of the P.E.I. Fire Fighters Association assigned and authorized by the Director of the Association as the manager of the safety and health program.

**4.3.41 Health Data Base.** A compilation of records and data that relates to the health experience of a group of individuals and is maintained in a manner such that it is retrievable for study and analysis over a period of time.

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**4.3.42 Immediately Dangerous to Life or Health (IDLH).** Any condition that would pose an immediate or delayed threat to life, cause irreversible adverse health effects, or interfere with an individual's ability to escape unaided from a hazardous environment.

### **4.3.43 Incident. (Training Environment)**

**4.3.43.1 Emergency Incident.** Any situation to which emergency services organization responds to deliver emergency services, including rescue, fire suppression, emergency medical care, special operations, law enforcement, and other forms of hazard control and mitigation.

**4.3.43.2 Rescue Incident.** An emergency incident that primarily involves the rescue of persons subject to physical danger and that can include the provision of emergency medical services.

**4.3.44 Incident Action Plan (Training Scenarios).** The objectives reflecting the overall incident strategy, tactics, risk management, and member safety that are developed by the incident commander. Incident action plans are updated throughout the incident.

**4.3.45 Incident Commander (IC).** The person who is responsible for all decisions relating to the management of the incident and is in charge of the incident site.

**4.3.46 Incident Management System (IMS).** A system that defines the roles and responsibilities to be assumed by responders and the standard operating procedures to be used in the management and direction of emergency incidents and other functions.

**4.3.47 Incident Safety Officer.** An individual staff member appointed to respond or assigned at an incident scene by the incident commander to perform the duties and responsibilities of that position as part of the command staff.

**4.3.48 Industrial Fire Department. See 4.3.28.1**

**4.3.49 Infection Control Program.** The Fire Fighter Association's formal policy and implementation of procedures relating to the control of infectious and communicable disease hazards where student candidates and staff members or the general public could be exposed to blood, body fluids, or other potentially infectious materials in the fire department work environment.

**4.3.50 Infectious Disease. See 4.3.20.2.**

**4.3.51 Life Safety Rope.** Rope dedicated solely for the purpose of supporting people during rescue, fire-fighting, other emergency operations, or during training evolutions.

**4.3.52 Life Support. See 4.3.1, *Advanced Life Support (ALS)* and 4.3.6, *Basic Life Support (BLS)*.**

**4.3.53 Member (P.E.I. FF Association Staff Member).** A person involved in performing the duties and responsibilities of an instructor, contractor support or administrator, under the auspices of the organization.

**4.3.54 Member Assistance Program (MAP).** A generic term used to describe the various methods used in the P.E.I. Fire Fighters Association for the control of alcohol and other substance abuse, stress, and personal problems that adversely affect student candidate or staff member performance.

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### **4.3.55 National Fire Protection Association (NFPA).**

**4.3.56 Occupational Illness.** An illness or disease contracted through or aggravated by the performance of the duties, responsibilities, and functions of a student candidate or staff member of the association.

**4.3.57 Occupational Injury.** An injury sustained during the performance of the duties, responsibilities, and functions of a student candidate or staff member at the P.E.I. Fire Fighters Association facilities.

### **4.3.58 Offensive Operations. See 4.3.59.4.**

### **4.3.59 Operations.**

**4.3.59.1 Defensive Operations.** Actions that are intended to control a fire by limiting its spread to a defined area, avoiding the commitment of personnel and equipment to dangerous areas.

**4.3.59.2 Emergency Operations (Training Environment).** Activities of the student candidates and staff members relating to rescue, fire suppression, emergency medical care, and special operations, including response to the scene of the incident and all functions performed at the scene.

**4.3.59.3 Hazardous Materials Operations (Training Environment).** Activities performed at the scene of a hazardous materials incident that expose student candidates and staff members to simulated hazardous materials.

**4.3.59.4 Offensive Operations.** Actions generally performed in the interior of involved structures that involve a direct attack on a fire to directly control and extinguish the fire.

**4.3.59.5 Special Operations (Training Environment).** Those emergency incidents to which the student candidate and staff members respond that require specific and advanced training and specialized tools and equipment.

### **4.3.60 Oxygen-Deficient Atmosphere. See 4.3.5.2.**

**4.3.61 Personnel Accountability System.** A system that readily identifies both the location and function of all members operating at an incident scene.

**4.3.62 Procedure (Training SOP or SOG).** An organizational directive issued by the authority having jurisdiction or by the association that establishes a specific policy that must be followed.

**4.3.63 Protective Ensemble (Turnout Gear).** Multiple elements of clothing and equipment designed to provide a degree of protection for fire fighters from adverse exposures to the inherent risks of fire-fighting operations and certain other emergency operations.

### **4.3.64 Proximity Fire Fighting. See 4.3.31.1.**

**4.3.65 Qualified Person.** A person who, by possession of a recognized degree, certificate, professional standing, or skill, and who, by knowledge, training, and experience, has demonstrated the ability to deal with problems related to a particular subject matter, work, or project.

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**4.3.66 Rapid Intervention Crew/Company (RIC).** A minimum of two fully equipped members who are on-site and assigned specifically to initiate the immediate rescue of injured or trapped student candidates or staff members.

**4.3.67 Related Activities.** Any and all functions that student candidates and staff members can be called upon to perform in the execution of their duties.

**4.3.68 Rescue.** Those activities directed at locating endangered persons at an emergency incident, removing those persons from danger, treating the injured, and providing for transport to an appropriate health care facility. *See also 4.3.80, Technical Rescue.*

**4.3.69 Rescue Incident.** *See 4.3.43.2.*

**4.3.70 Respiratory Protection Equipment (RPE).** Devices that are designed to protect the respiratory system against exposure to gases, vapors, or particulates.

**4.3.71 Risk.** A measure of the probability and severity of adverse affects that result from an exposure to a hazard.

**4.3.72 Risk Management.** The process of planning, organizing, directing, and controlling the resources and activities of an organization in order to minimize detrimental effects on that organization.

**4.3.73 SCBA.** Acronym for Self-Contained Breathing Apparatus.

**4.3.74 Seat Belt.** A two-point lap belt, a three-point lap/shoulder belt, or a four-point lap/shoulder harness for vehicle occupants designed to limit their movement in the event of an accident, rapid acceleration, or rapid deceleration by securing individuals safely to a vehicle in a seated position. *(See also 3.3.81, Vehicle Safety Harness.)*

**4.3.75 Self-Contained Breathing Apparatus (SCBA).** A respirator worn by the user that supplies a respirable atmosphere that is either carried in or generated by the apparatus and is independent of the ambient environment.

**4.3.75.1 Closed-Circuit SCBA.** A recirculation-type SCBA in which the exhaled gas is re-breathed by the wearer after the carbon dioxide has been removed from the exhalation gas and the oxygen content within the system has been restored from sources such as compressed breathing air, chemical oxygen, and liquid oxygen, or compressed gaseous oxygen.

**4.3.76 Service Test.** The regular, periodic inspection and testing of apparatus and equipment, according to an established schedule and guideline, to ensure that they are in safe and functional operating condition.

**4.3.77 Special Operations.** *See 4.3.59.5.*

**4.3.78 Structural Fire Fighting.** *See 4.3.31.2.*

**4.3.79 Tactical Level Management Component (TLMC).** A management unit identified in the incident management system commonly known as “division,” “group,” or “sector.”

**4.3.80 Technical Rescue.** The application of special knowledge, skills, and equipment to safely resolve unique and/or complex rescue situations.

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**4.3.81 Vehicle Safety Harness.** A restraint device for vehicle occupants designed to limit their movement in the event of an accident, rapid acceleration, or rapid deceleration by securing individuals safely to a vehicle either in a seated position or tethered to the vehicle. (See also 4.3.74, *Seat Belt*.)

### Chapter 5 – Safety Procedures at PEIFFA Precincts

11. In this chapter the intention is to establish specific procedures to be implemented at PEIFFA training facilities to ensure good occupational health and safety for the directing staff, students and approved visitors to the precincts.

12. **Fire Fighter Protective Clothing** - Each fire department and the Atlantic Police Academy (when on site) that uses the PEIFFA training facility shall provide their staff and students who engage in or are exposed to the hazards of structural fire fighting a protective ensemble that shall meet the applicable requirements of **NFPA 1971**, *Standard on Protective Ensemble for Structural Fire Fighting*. Structural fire-fighting protective clothing shall be cleaned at least every training course as specified in **NFPA 1851**, *Standard on Selection, Care, and Maintenance of Structural Fire Fighting Protective Ensembles*. Uniforms worn by directing staff and students under the fire fighter protective clothing, such station uniforms shall meet the requirements of **NFPA 1975**, *Standard on Station/Work Uniforms for Fire and Emergency Services*. While undergoing practical fire fighter training, directing staff and students candidates shall not wear any clothing that is unsafe due to poor thermal stability.

13. **Self Contained Breathing Apparatus (SCBA)** – All fire departments, industrial training organizations and the APA using PEIFFA precincts for training purposes shall utilize SCBA that meet the requirements of **NFPA 1981** *Standard on Open Circuit Self Contained Breathing Apparatus*. Due to the wide variety of SCBA in use by Island fire departments and the Atlantic Police Academy (when on site), the onus is on the training directing staff to ensure their SCBA meet the requirements of **NFPA 1981**. The PEIFFA encourages all departments that use the precincts for training that they should implement the use of Personal Alert Safety System (PASS). All PASS devices shall meet the requirements of **NFPA 1982**, *Standard on Personal Alert Safety Systems (PASS)*. If any department or organization has questions about their SCBA or PASS devices meeting the requirements of the NFPA standards then the decision by the director of the PEIFFA on the equipment is final.

14. **Fire Fighting Apparatus** – These apparatus shall be driven and operated by qualified instructors in accordance with paragraph 8 of this safety policy, except when conducting driver training. All posted provincial road sign and speed limits are to be adhered to. Under no circumstances will students be allowed to drive or operate fire apparatus on PEIFFA precincts.

15. **Personal Protective Equipment (PPE)** – To ensure safety for all directing staff and students, PPE shall be fully and properly worn during fire fighting operations. The onus is on directing staff to ensure students are properly protected. All PPE shall be in accordance with paragraph 12 of this safety policy.

16. **Tour of PEIFFA Precinct** – As a first step in implementing safety at the precincts, all new courses shall be given a thorough tour of all the training facilities by the director or his designated official. This initial tour is designed to orientate directing staff and students to point out facilities, first aid kits and 911 communications points.

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17. **Tour of Live Fire Burn Facility** – Prior to the commencement of practical training at the live fire burn facility, a thorough tour of the facility shall be conducted by the director of the PEIFFA or his designated official. All directing staff and students shall be fully dressed in PPE without SCBA during this tour.

18. **Interior Building Simulator** – The first training evolution to be conducted on every course shall be a student verification tour inside the Interior Building Simulator under blackout conditions. This verification best serves the directing staff and its need to complete a preliminary assessment of candidates and in particular the volunteers who perhaps have little or (as in some cases) no prior experience in smoke or darkened conditions. The directing staff shall closely monitor the candidates for any claustrophobic behavioural signs or symptoms.

19. **Live Burn Facility** – This is the only facility that is authorized for live fires. All fires shall be initiated by the directing staff utilizing the approved method of ignition. Only PEIFFA approved materials shall be used as fuel for training fires. Under no circumstances shall any flammable or combustible liquid be used as fuel for fires or used as an ignition source other than in the PEIFFA approved ignition burner device. A back up ignition procedure is approved by the PEIFFA using a small propane torch. Prior to igniting any fires in the live fire facility, the directing staff shall conduct a head count of all staff and students to ensure nobody is in the facility and that all doors to the facility are verified unlocked. Entry to the facility to conduct fire fighting operations is then at the discretion of the course directing staff. In all live fire training evolutions, only fuels with known burning characteristics that are controllable are to be used and only in quantities needed to create the desired training fire effect. In the structural burn facility wood (excluding painted or varnished) products or wood in small pieces and straw bales, two bales for the first fire and one bale for each fire afterwards. This creates an environment that adequately simulates actual firefighting conditions without placing students and instructors at unnecessary risk for injury. Training fires of this nature are considered appropriate for the length of exposure required to complete the standard training evolutions on the Fire Fighter Level 1 and 2 courses. Room ceiling temperatures should not exceed 400 ° F. Training fires should be limited to no more than four minutes before knockdown and ventilation. Longer exposure time could increase the risk of thermal illness or injury to the Firefighter student or instructor.

20. **Cease Training** – In the event of a staff or student encountering a situation that is considered Immediately Dangerous to Life or Health (IDLH) in the precincts, training shall cease immediately and the directing staff shall conduct a head count and take action as necessary to provide medical care and reporting in accordance with paragraphs 4 and 5 of this safety policy. Training shall not recommence until the situation has been thoroughly investigated and all safety considerations have been implemented.

21. **Heat Stress** – All staff and students involved in live fire training shall be closely monitored for heat stress. This can rapidly develop into a very serious medical condition requiring immediate action. Heat stress during firefighting may come from hot air, radiant heat, contact with hot surfaces or endogenous heat that is produced by the body during exercise but which cannot be cooled during the fire. Heat stress is compounded in fire fighting by the insulating properties of the protective clothing and by physical exertion, which result in heat production within the body. Heat may result in local injury in the form of burns or generalized heat stress, with the risk of dehydration, heat stroke and cardiovascular collapse. The course directing staff should provide instructions to the students prior to and during firefighter emergency training to encourage proper hydration. The following recommendations should be followed:

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- Drink at least eight 8 ounce serving of water each day in addition to what is consumed in fruit juices and or sports drinks. More active individuals will require more water to replenish lost fluids.
- Do not wait until you are thirsty to drink water. By the time you feel thirsty, you have probably already lost two or more cups of your total body water and your performance will suffer.
- Do not substitute beverages with alcohol or caffeine for water. Caffeine and alcohol act as diuretic beverages and can cause water loss through increased urination.
- On training days, drink three glasses of water two hours before exercising, and another two glasses 10 – 15 before exercising.
- Once training begins, drink up to one litre of water per hour, either as pure water or an isotonic carbohydrate drink, throughout the training session.
- Do not underestimate the amount of fluids lost from perspiration. Following exertion, drink two cups of water for each pound lost.

22. **Jewelry** – Metal and plastic jewelry shall not be worn during fire fighter training evolutions. This applies to rings, watches, earrings, necklaces and other jewelry items that come in contact with or pierce other parts of the body that are not readily visible.

23. **Confined Spaces Facilities** – The PEIFFA is committed to preventing injuries to staff, students and visitors whilst on its premises and to minimizing property damage due to incidents in the confined spaces training facility. Confined spaces can be hazardous even in a training environment. All reasonable efforts shall be made to eliminate any existing or potential hazard in this training facility. The PEIFFA directing staff shall ensure that all persons carrying out training involving confined spaces work in such a manner so as to maintain a safe working environment. To this end the PEIFFA has established procedures in its training syllabus, which are designed to ensure a healthy and safe training environment. The following safety specifics apply to the confined spaces simulator:

- Course loading shall consist of an optimum of eight (8) students for the confined spaces rescue course and two (2) instructors. Confined spaces awareness and entry courses should have an optimum of (16) students and (2) instructors.
- All simulator tanks shall be thoroughly ventilated for twenty-four hours prior to confined course commencement.
- All simulator tanks shall have labels prominently displayed indicating that they are confined spaced used for training.
- All simulator tank access hatches shall have locking devices (lock backs) installed to ensure the hatches are locked open during training. This is to ensure a hatch does not fall on a staff or student.
- A telephone landline shall be installed in the confined spaces training facility. In addition a first aid kit and stretcher shall be maintained in the facility during training.

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- All confined spaces training shall be conducted in accordance with the PEIFFA training syllabus, provincial regulations and accepted practices.

**24. Hearing Conservation** - Hearing protection shall be provided for and used by all staff and students operating or riding on fire apparatus when subject to noise in excess of 90 dB, the NFPA standard or the provincial standard of 85 dB. Hearing protection shall be provided for and used by all staff and students exposed to noise in excess of the standard caused by power tools or equipment, other than in situations where the use of such protective equipment would create an additional hazard to the user. The PEIFFA shall engage in a hearing conservation program to identify and reduce or eliminate potentially harmful sources of noise in the training environment.

**25. Simulated Smoke Safety Policy** – The National Institute for Occupational Safety and Health (NIOSH), conducted smoke and heat tests involving oil and glycol based simulants. Results of these test confirmed that serious health conditions existed when firefighters were exposed to smoke from these simulants. The complete report can be accessed here:

<http://www.cdc.gov/niosh/hhe/reports/pdfs/2012-0028-3190.pdf>

**Health Effects** - Short-term exposure to inhaled mineral oil mist may result in lipid pneumonia or chemical pneumonitis. Other effects of exposures include eye, skin, and upper respiratory tract infection; central nervous system effects; and respiratory distress.

Short-term exposure to diethylene glycol may have adverse effects on the blood, liver, kidneys, and central nervous system. Short-term exposure to formaldehyde, acrolein, and crotonaldehyde may result in skin, eye, and respiratory tract irritation, and inhaling high concentrations of these aldehydes may cause pulmonary edema. Short-term exposure to benzene may cause skin, eye, and respiratory tract irritation as well as adverse effects on the central nervous system.

The results of this evaluation show that exposure to the smoke simulants and their breakdown products when heated may exceed exposure limits, which are intended to prevent adverse health effects resulting from short-term exposures. Because of the potential for adverse health effects, firefighters should not be exposed to smoke simulants without appropriate personal protective equipment (PPE), even for brief periods.

**PEIFFA Safe Training Procedures** – It shall be the policy of the PEIFFA training institution that the following safety procedures are adhered to when conducting training using oil and or glycol-based simulants on PEIFFA precincts. This policy shall apply to all PEIFFA member departments, the Atlantic Police Academy (APA) when using PEIFFA facilities and any or all guest entities using PEIFFA institutional precincts.

- Instructional staff and students shall wear full PPE with SCBA during exercises involving these smoke simulants.
- Rotate instruction staff to reduce their exposure to the effects of these simulants.
- Ensure training facilities are well-ventilated post exercise before firefighters are allowed inside the facility. If the facility does not have a exhaust ventilation system then positive pressure ventilation should be used to clear the facility.
- PPE should be cleaned post exercise and hands washed thoroughly.



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## Chapter 6

26. **School Fire Orders** - Directing Staff are to conduct a roll call to account for and verify that all students and directing staff has safely exited the PEIFFA School building(s). Directing Staff are to report to the Senior Member of the **Emergency Response Crew** and provide assistance as required.

All directing staff and students have a responsibility to become familiar with the locations of fire exits, fire extinguishers, means of activating the fire alarm (if they exist) and assembly points in relation to their place of work. They must also assist the PEIFFA and Atlantic Police Academy (when on site) in fire prevention and evacuating themselves and other persons from their building on activation of the fire alarm or notification of fire emergency.

- ◆ Warn Others Nearby
  - ◆ Dial 9-911 (You are located at 68 Miles Boulter Drive, Miltonvale, PEI)
  - ◆ Exit via the Nearest Safe Emergency Exit
  - ◆ Assist Those Requiring Assistance
  - ◆ Assemble at Assembly Area
  - ◆ Await arrival of Emergency Response Personnel
  - ◆ Do Not Re-enter Until Authorized by Emergency Response Personnel
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## Chapter 7

27. **Alcohol and Drug Use Policy** - The policy of the PEIFFA is to provide, maintain, encourage, and support a drug and alcohol-free training environment. The Association is committed to providing a workplace and learning environment that is alcohol-free. The commitment of this policy is to education, prevention, rehabilitation, and recovery. An alcohol-free and drug-free environment will promote the safety and health of students, employees, and the public.

All staff and students are clearly and expressly prohibited from the manufacture, distribution, dispensation, possession or use of illegal drugs or controlled substances on school property. The term "illegal drugs" and "controlled substances" shall include all chemical substances or drugs listed in any controlled substances laws or regulations.

All directing staff and students are clearly and expressly prohibited from being under the influence of illegal drugs or controlled substances while on school property. Any employee or student may possess or use prescribed drugs as long as any such possession or use is under and consistent with the specific direction of a physician and does not seriously impair the performance of the employee or class activity of the student.

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**Chapter 8**

**28. Smoking Policy - "SMOKING IS NOT PERMITTED INSIDE ANY CLASSROOM, BUILDING, SIMULATOR OR VEHICLE ON PEIFFA PROPERTY."**

Smoking may be permitted as directed and in designated smoking areas which are to be a minimum of 15' (5 meters) from any Classroom, Building, Simulator or Vehicle.

For personal safety, cigarette lighters are not permitted to be carried inside individual personal protective clothing.

Smoking is restricted in PEIFFA precincts and is discouraged. Non-smoking is regarded as the norm within all PEIFFA facilities. The only area designated as a smoking area is the public parking area. Other area(s) may be designated with the compliance of the director of the PEIFFA and Atlantic Police Academy directing staff (when on site).

This policy applies to all staff, students, and visitors. Individuals violating this policy shall be reminded of the policy and asked politely to step outside to the designated areas to smoke (except those times where smoking on the grounds is prohibited for safety reasons).

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