



Policy No. 2300

Fire Safety & Maintenance Program Policy

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REVISION RECORD

Date	Version	Revision description
November 12, 2007	1	Original Fire Safety and Maintenance Program Policy
September 27 2011	2	Revised Fire Safety and Maintenance Program Policy
April 19 2016	3	Reviewed and Revised Fire Safety and Maintenance Program Policy

1. TITLE:

1.1 Fire Safety and Maintenance Program Policy

2. POLICY STATEMENT:

- 2.1 In order to ensure that safety and maintenance is a top priority within the Village of Heisler Fire Department, the recommendations put forward by the Government of Alberta, Ministry of Transportation must be followed.**

3. PURPOSE:

- 3.1 To ensure that the Village of Heisler Fire Department follows the recommendations of the Government of Alberta, Ministry of Transportation, and are accountable for their infrastructure and equipment, each firefighter and person involved with the Heisler Fire Department must follow this policy.**

4. SCOPE:

- 4.1 The scope of this policy includes but is not limited to the Heisler Fire Department and the staff and Councillors within the Village of Heisler.**

5. OBJECTIVES:

- 5.1 The Objective of this policy is to ensure that the ideas presented in the Purpose of this Policy will be upheld.**

6. POLICY DETAILS:

- 6.1 The following is the general information of this policy**

- 6.1.1 The Village of Heisler recognizes the dangers of and severe penalties for driving in non-conformance with the Alberta *Traffic Safety Act* and Regulations. This section will apply to the operation of all department vehicles including all responses relating to structural, hazardous materials and general emergency responses.**

- 6.1.1.1 The administration of this section is the responsibility of the Safety Officer**

designated by the Heisler Village Council;
the Safety Officer is Amanda Howell

- 6.2 The Village of Heisler Fire Department must comply with the law, speed limits, seat belt use, etc.**
- 6.2.1 Drivers of department vehicles will obey all traffic laws and rules of the road including speed limits. Unless operating in conformance with the *Traffic Safety Act* and Alberta Regulation 304/2002, *Use Of Highway And Rules Of the Road Regulation*, Part 2, Division 2 Emergency and Maintenance Vehicles.**
 - 6.2.2 Members reporting to the Fire Hall in their personal vehicles will obey all traffic laws and rules of the road. Under no circumstances will they exceed the speed limit, pass on the shoulder, etc.**
 - 6.2.3 All members will wear seatbelts when provided and the vehicle is moving.**
 - 6.2.4 All members shall comply with the municipality's WHMIS and TDG policies as part of this policy.**
- 6.3 Be a professional and courteous driver by driving in a defensive manner. Be prepared to avoid accident producing situations by practising and promoting safe defensive driving skills.**
- 6.3.1 Be aware of surroundings and look ahead. Leave a safe distance between vehicles, keep the vehicle under control at all times and be prepared for changes in road, weather and traffic conditions.**
- 6.4 The Village of Heisler recognizes the dangers of and severe penalties for driving or conducting emergency operations under the influence of alcohol or drugs. This Section will apply to the operation of all department vehicles including all responses relating to structural, hazardous materials and general emergency responses.**
- 6.4.1 Members who fail to follow this section may be subject to immediate dismissal from the Department.**
 - 6.4.2 Any member on prescribed drug(s) that may affect their ability to respond safely shall notify their senior officer**

and shall not drive or operate any emergency vehicle:
operate any motorized auxiliary equipment; or be a
member of an attack or rescue team while on these
drug(s).

- 6.4.3 Members shall not drive or operate emergency vehicles if they have consumed any alcohol within the past eight hours.
- 6.4.4 Any member using non-prescribed drugs or drugs controlled under the *Narcotics Control Act* may be subject to immediate dismissal from the department.

6.5 The Village of Heisler recognizes the dangers of and severe penalties for operating a vehicle with unsecured equipment. This section will apply to the operation of all department vehicles including all responses relating to structural, hazardous materials and general emergency responses.

- 6.5.1 Members shall ensure that all equipment carried on the vehicle is secured according to design prior to placing the vehicle in motion.
- 6.5.2 Vehicles shall be inspected at the end of each response in preparation for the next response to ensure that all equipment is secured according to design.
- 6.5.3 Vehicles shall be inspected at the emergency scene prior to returning to the station to ensure that all equipment is secured according to design.

6.6 The Village of Heisler recognizes the dangers involved in fuelling vehicles. This section will apply to the operation of all department vehicles including all responses relating to structural, hazardous materials and general emergency responses

- 6.6.1 The driver shall ensure that the vehicle ignition is turned off during fuelling.
- 6.6.2 The driver shall supervise fuelling continually during the fuelling process and if any fuel leaks or safety hazards are detected, stop the fuelling process immediately.
- 6.6.3 The driver shall not conduct ancillary activities (e.g. wash windows, check fluid levels, etc.) while fuel is being

dispensed into the vehicle.

6.6.4 The driver shall replace the fuel cap when fuelling is complete.

6.6.5 Any fuel spills shall be cleaned up using approved materials and disposed of in conformance with Alberta Environment regulations.

6.7 Approved warning devices to be in each Department vehicle are: flags and reflectors; flares; or advance warning triangles.

6.7.1 During daytime (sunrise to sunset), when a Department vehicle has a breakdown on a highway, the driver will immediately activate the four way flashers (not the response mode emergency warning lights) on the vehicle and place the warning devices on the highway in line with the vehicle, at a distance of approximately 30 metres in front of the vehicle, and approximately 30 metres behind the vehicle.

6.7.2 During night-time (sunset to sunrise), when a Department vehicle has a breakdown on a highway, the driver will immediately activate the four way flashers (not the response mode emergency warning lights) on the vehicle. Within 10 minutes of the vehicle becoming stationary. Place warning devices on the highway in line with the vehicle at a distance of approximately 75 metres on front of the vehicle and approximately 75 metres behind the vehicle.

6.7.3 During night-time (sunset to sunrise), when a Department vehicle has a breakdown on a highway and where the vehicle lighting is not working, the driver will immediately place warning devices on the highway in line with the vehicle at a distance of approximately 75 metres on front of the vehicle, and approximately 75 metres behind the vehicle.

6.8 The Village of Heisler recognizes the benefits of continuing driver training. This section will apply to the operation of all Department vehicles including all responses relating to structural, hazardous materials and general emergency responses.

6.8.1 All drivers shall be properly licensed by the Province to operate Department vehicles they are authorized by the Department to drive.

6.8.2 All drivers shall meet the requirements of the Municipality's Insurance Underwriters to be authorized to operate department vehicles. This may include demerit or violation limits set by the Underwriter or the Municipality.

6.8.3 All drivers shall undergo an orientation on operating Department vehicles before operating any vehicles.

6.8.4 All drivers shall be evaluated by the Department Safety Officer, or their designate, prior to operating vehicles. Records of the evaluation shall be maintained as per the requirements of this section.

6.8.5 All drivers shall receive ongoing annual driver training as part of the Department's regular training program.

6.8.5.1 Training will cover the following subjects:

**Department Safety and Maintenance Program;
Vehicle operation and maintenance;**

The Traffic Safety Act and its regulations;

Pre/Post trip vehicle inspections;

Monthly vehicle inspection.

6.9 The Village of Heisler recognizes the benefits of identifying driver responsibilities. This section will apply to the operation of all Department vehicles including all responses relating to structural, hazardous materials and general emergency responses

6.9.1 All drivers are responsible to maintain valid operator licenses of the correct class to operate Department vehicles

- 6.9.2 All drivers shall report to the Department Safety Officer any change to the status of their operator's license.**
 - 6.9.3 All drivers are responsible to participate in annual driver training as part of the Department's regular training program.**
 - 6.9.4 All drivers are responsible for reporting accidents involving Department vehicles to the Chief utilizing the chain of command. The Chief will determine any follow-up steps to be initiated.**
 - 6.9.5 All drivers are responsible for completing vehicle inspections at the end of each trip in preparation for the next trip.**
 - 6.9.6 After conducting vehicle inspections, all drivers are responsible for completing deficiency reports to ensure that any necessary repairs are made.**
 - 6.9.7 All drivers are responsible for compliance with this Safety Program section.**
- 6.10 The Village of Heisler recognizes the benefits of identifying the disciplinary process for drivers who fail to comply with this section. This section will apply to the operation of all Department vehicles including all responses relating to structural, hazardous materials and general emergency responses. The administration of the disciplinary process will comply with the section of the Village of Heisler and be administered within the Fire Department by the Fire Chief, Joe Martz.**
- 6.10.1 Any driver who operates while suspended may be subject to immediate dismissal from the department.**
 - 6.10.2 Any driver who violates any of this policy not covered by an immediate dismissal clause will be verbally counselled on the section.**
 - 6.10.3 Any driver who repeats a violation of these policies will receive a written warning.**

6.10.4 Any driver that violates these policies with a written warning on file will be prohibited from operating department vehicles until completion of successful retraining.

6.10.5 All written warnings will be maintained on a driver's files.

6.11 The Village of Heisler recognizes the benefits of maintaining vehicle and driver's records in conformance with the requirements of the *Commercial Vehicle Certificate and Insurance Regulation (AR 314/2002)*.

6.11.1 All vehicle records will be maintained in conformance with Sections 8 and 9 of the *Commercial Vehicle Maintenance Standards Regulation (AR118/89)*.

6.11.2 All driver records will be maintained in conformance with Section 43(1) of the *Commercial Vehicle Certificate and Insurance Regulation (AR314/2002)*.

6.11.3 Where a written agreement exists, between the Registered Owner and Primary User, that addresses driver files and vehicle files then the written conditions will be implemented.

7. ROLES AND RESPONSIBILITIES

7.1 It is the role of the Administration Department and the Fire Department of the Village of Heisler to uphold this policy.

7.2 It is the role of the Safety Officer of the Village of Heisler to ensure that the Heisler Fire Department is following this policy and acting in a safety orientated manner.

7.3 It is the responsibility of the firefighters to follow this policy when representing the Village of Heisler

7.4 It is the role of the Fire Chief of the Heisler Fire Department to ensure that firefighters who contravene this policy are disciplined.

8. MONITORING, EVALUATION AND REVIEW

- 8.1 The monitoring, evaluation, and review of this policy is the responsibility of the Administration Department of the Village of Heisler.

9. DEFINITIONS AND ABBREVIATIONS

- 9.1 All Definitions are subject to those found within the Municipal Government Act Revised Statutes of Alberta 2000 Chapter M-26.

10. ASSOCIATED DOCUMENTS

- 10.1 Heisler Fire Department Service/Maintenance Check List
- 10.2 Attachment "A" – Post Trip Inspection Form
- 10.3 Attachment "B" – Monthly Fluids and Mechanical Checklist
- 10.4 Attachment "C" – 12-Month/2,000 Kilometre Vehicle Inspection
- 10.5 Attachment "D" – Driver Evaluation Form
- 10.6 Alberta Driver Abstract Consent Form
- 10.7 Alberta Driver Abstract Statement of Consent Form
- 10.8 Government of Alberta – Municipal Firefighting Vehicle Permit Application

Council Approved: _____

Motion # _____

Responsibility: Administration

Next Review Date: April 19, 2021