

2017- 121 Risk Management



Westbrook Fire & Rescue Department
Standard Operating Procedure

Section: Administration	TOPIC: Risk Management
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Purpose:

The Westbrook Fire & Rescue Department has developed this Risk Management policy to provide the safest possible working environment and to limit the exposure to situations that could be harmful to the department or its members. This is done utilizing the risk v benefit concept as well as recognizing the inherent dangers of the fire service.

Scope:

This policy shall apply to all members in the department. This policy will aid in the process of reducing risks regarding property loss, legal liability and most importantly, personnel loss.

Policy:

Responsibility:

1. The Fire Chief has the responsibility for the implementation and operation of the Department's risk management plan.
2. The Department's Officer Group shall be responsible for management and revision of the risk management plan annually based on potential exposures.
3. All members have the responsibility for their health and safety through compliance with the requirements set forth in the Risk Management Plan.

Risk Management Plan Process:

1. **Risk Identification:**

Identification of potential exposures for all operations, both emergency and non-emergency. This shall include, but is not limited to the following information:

- a. Listing of risks to which members are or may be exposed.
- b. Records of previous accidents, illnesses, injuries, and exposures both locally and nationally.
- c. Information on potential exposures specific to known hazards.
- d. Facility, apparatus, and equipment inspections.

2. **Risk Evaluation:**

Evaluate the list of exposures using the following criteria:

- a. Frequency of occurrence.
- b. Severity and impact of occurrence

3. **Prioritization:**

Risks are prioritized based on the findings of the risk evaluation. Risks with low or high frequencies and high severity shall be considered high priority and require immediate action. Special attention should be given to low frequency, high severity risks. Training, hazard identification, and sound decision making are critical for successful mitigation of low frequency, high severity risks.

4. **Risk Control measures:**

a. **Avoiding Risk:**

Avoiding the activity creating risk. This is the ideal method of risk management, but is frequently impractical in the emergency services. It can be employed in certain cases.

Example:

Risk: Needle stick from recapping needles

Avoidance: Activity avoided by use of sharps containers

b. **Controlling Risk:**

Using control measures to reduce the likelihood of occurrence and severity. Such control measures include; administrative controls (SOPs, etc.), engineering controls (apparatus safety features, etc.), and personal protective equipment (SCBA, etc.).

Example:

Risk: Smoke inhalation

Control: Using SCBA for IDLH atmospheres according to SOPs

c. **Transferring Risk:**

Transferring the risk to someone else. The most common method of transferring risk (financial) is through insurance. Transferring risk in emergency operations is not always practical, but can be done in certain situations.

Example:

Risk: Exposure to hazardous materials during cleanup

Transfer: Using independent contractors for cleanup

5. **Monitoring the Risk Management Program:**

The Department's Officer Group shall, periodically evaluate (at least annually) the Risk Management Plan for effectiveness. New risks will be identified and methods of managing those risks shall be developed and implemented.

6. **Risk Management at Emergency Operations:**

The concept of risk management shall be utilized on the basis of the following principles:

- a. Activities that present a significant risk to the safety of members shall be limited to situations where there is a potential to save endangered lives.
- b. Activities that are routinely employed to protect property shall be recognized as inherent risks to the safety of members. Actions shall be taken to reduce or avoid these risks.
- c. No risk to the safety of members shall be acceptable when there is no possibility to save lives or property.
- d. Where the risk to the safety of members is excessive, activities shall be limited to defensive operations.
- e. At significant incidents or special operations, the Incident Commander shall designate qualified personnel with specific authority and responsibility to evaluate hazards and provide direction with respect to the safety of operations.