

**DISTRICT OF COLUMBIA
FIRE AND EMERGENCY MEDICAL SERVICES DEPARTMENT**

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SUPERVISORS QUARTERLY SAFETY INSPECTION

It is the policy of the Government of the District of Columbia to maintain an effective Occupational Safety and Health Program, for its operations to ensure a safe and healthful environment in order to protect, conserve and maintain its human and material resources. To this end the Fire Department has developed a written safety inspection program which will include the equipment, facilities and activities to be inspected and evaluated. These inspections will be carried out to identify, minimize or eliminate unsafe practices and conditions and to provide for the necessary follow up action in order to remedy unsafe situations and conditions.

The responsible Property Officer of each Department facility (Article XIX, Section 1, Fire Department Order Book) shall be responsible for conducting and documenting periodic inspections of their assigned workplace and the activities performed therein. These inspections will aid the Department in identifying and controlling potential or existing hazards.

The responsible Property Officer shall use the Supervisor's Quarterly Safety Inspection Report (FD Form 108) as a checklist in an effort to specify these probable hazards. In the Fire Fighting Division, the platoon battalion commander shall accompany the responsible Property Officers of his battalion platoon on this quarterly inspection and shall sign the completed form in the space provided. An employee representative is authorized to accompany these officers during the physical inspection of the workplace in order to assist in the inspection and to bring possible violations to their attention. This report shall be submitted quarterly, on the first day of January, April, July and October. All items on the form shall be checked in the appropriate box. All "NO" answers shall be explained on the reverse side of the form.

Many of the violations can be remedied by the Property Officer by a change in methods of storage, revision of housekeeping policy, reassignment of duties, etc. For those violations which call for repair or replacement, the established channels of request shall be used. If the inspecting officer desires any technical assistance, the divisions of the Fire Department with expertise in the area in question, or the Safety Officer, shall be notified.

The safety of the employees and the physical condition of their workplace is a matter of prime concern to this Department; therefore, every effort and complete cooperation are necessary for the successful accomplishment of this goal.