

Yamhill Fire Protection District

District Policies, Procedures, & SOG's

MISSION

*Yamhill Fire Protection District is dedicated to
serve and protect our community*

District Procedure

OPERATIONS

OPS-GEN – 414.1

Issuing Personal Protective Equipment

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Issued: December 23, 2015

Purpose:

To establish a procedure to meet the intent of Oregon OSHA requirements 437-002-0182, and provide a means of tracking and monitoring personnel protective equipment.

The Officer in charge of Protective equipment shall be the Quartermaster for the District.

Issuing and returning equipment:

1. The quartermaster shall be responsible for issuing all protective equipment. In an emergency situation, i.e. equipment is broken taking a firefighter out of service an officer of the district may issue the replacement gear only, and shall do so in compliance with this procedure.
2. Personnel Protective Equipment (PPE) shall be issued clean and in serviceable condition. It shall be the responsibility of the receiving member to maintain their PPE in the same condition issued to them.
3. All PPE shall have a unique identification number. All id numbers shall be logged on a Gear Issuance form that will be signed by the person receiving the gear and the person issuing the equipment.
4. It shall be the responsibility of the Quartermaster to insure that the Gear Issue forms are entered in the computer in a timely manner.
5. PPE shall be returned clean and will be inspected for deficiencies, if any are found, gear will be marked out of service until repaired and an entry will be placed in the computer for that gear. All equipment returned shall be noted on a Gear Issue Form and signed by the person checking it in and the person receiving the equipment, and then entered into the computer.
6. The Quartermaster shall insure that the inventory in the computer and what is in the equipment storage room is the same and that the status of all gear and who it is issued to is accurate.

Inspection:

1. PPE shall be inspected on a semi-annual basis or after any significant exposure.
2. The person the gear is checked out to is responsible for performing the inspection and completing the documentation provided by the Quartermaster.
3. All deficiencies shall be noted on the inspection form.
4. The inspection form shall be turned into the individual's company officer for review. The company officer will decide if gear is in-service with deficiencies noted or out of service. The company officer will then forward onto the Quartermaster his recommendations for the gear. If the gear is out of service the Company officer shall try and contact the Quartermaster for new gear, if unable, can issue replacement gear if available in accordance with this procedure.

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5. The semi-annual inspection shall be completed within thirty days of the individual receiving the inspection form from the Quartermaster. If the inspection is not completed the gear will be removed to the equipment storage room until such time that the quartermaster can perform the inspection. The firefighter who failed to perform the inspection when asked will be out of service until the Quartermaster returns the gear.
6. If the equipment is damaged in between inspections, report the damage to the company officer who will document the damage and determine the serviceability of the gear.

Cleaning:

1. PPE shall be washed on a semi-annual basis, preferably prior to inspections or any time the gear is contaminated or heavily soiled.
2. Company turnout inspections shall be performed on the first Thursday of every month, the company officer shall supervise the inspection of his or her company.
3. Turnout gear shall only be washed in the turnout washer at Station 4.
4. Turnouts will be washed as followed:
 - a. Remove all items from pockets.
 - b. Separate inner liner from outer shell.
 - c. If gross contamination is present, use garden hose and a soft bristle scrub brush to loosen and remove large particles and pre-treat with provided turnout cleaner.
 - d. Wash inner liners together with warm water and wash outer shells together with hood and gloves in hot water, follow the directions on the washing machine.
 - e. Set the mode.
 - f. Set the water temperature too hot for outer shell and warm for inner liner.
 - g. Press and hold the start button for 1 second.
 - h. Air dry turnouts by hanging them up, or place in dryer on air fluff with NO heat.

Repair:

1. Turnout gear will be repaired as soon as possible.
2. Replacement gear will not be issued by anyone unless a repair form has been completed.
3. All replacement gear must be issued in accordance with the above portion of this procedure, including the proper documentation and computer entries.

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4. Equipment in need of repairs shall be cleaned and then tagged out of service with an out of service tag that lists the reason gear is out of service. The gear will then be placed in the out of service bin.
5. All repairs will be documented and entered into the computer.
6. All equipment repairs will be completed by a qualified turnout repair company.