



POLICY MANUAL

Daily Operations - Reports

Monthly Station Safety Meeting Document

Revised: 05-04-98

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Code: 1 – 12 – 9

Book Chapter Subject

9.0 Purpose: To Establish Documentation of Inspection of Stations/Apparatus.

9.01 Scope: All Suppression Floor Personnel: Firefighters, Engineers and Captains.

9.02 **GOAL**

To establish a monthly safety program to identify and recommend solutions to safety needs of station/apparatus of the Clovis Fire Department.

9.03 **POLICY**

Each Station must submit a [Monthly Station Safety Meeting Documentation form](#) that is to be completed by the Company Officers of each Station.

There will be one Monthly Station Safety Meeting Documentation from each Station and one from Headquarters.

After each Company Officer on each shift has completed their safety meeting and documented all issues identified, the last Company Officer completing this form shall forward the documentation sheets to their Battalion Chief along with their monthly report.

After review by the Battalion Chiefs, this form shall be forwarded to the Safety Committee chairperson.

Review, research and information on a decision will be sent back to the Station by the Safety Committee and Battalion Chief.

9.04 **MONTHLY STATION SAFETY MEETING DOCUMENTATION**

See following form Insert Sheet 1-12-9A 1 & 2.