

City of Belleville Fire Department

Number: 5003

POLICY:

It is the policy of the Belleville Fire Department that all Personnel be provided with information, instruction and supervision to protect their Health and Safety.

Date S.O.G. Comes Into Effect: November 28, 2005

Date S.O.G. Revised: May 24, 2017

Date Committee Approved S.O.G.: September 28, 2005

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GUIDELINE

1:00 **Purpose:**

1:01 To ensure that all Personnel are trained to safely perform their duties as per Section 25 (2)(a) & (h) of the Occupational Health and Safety Act.

2:00 **Procedures:**

2:01 **Training Officer**

The Training Officer will coordinate the delivery of fire service related training programs such as recruit training, officer development, emergency care, vehicle driver/operator training, fire suppression and fire prevention so that the continuity of training is maintained and the Belleville Fire Department training goals and objectives are maintained.

The Training Officer would accomplish this by performing activities such as:

- a) Develop standardized teaching plans so that all personnel are receiving the same subject material and training opportunities.
- b) Organizing training logistics including facilities, equipment, apparatus, videos, operation manuals, etc...

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- c) Arranging of certified instructors for training and recertification of Water Rescues, CPR, Defibrillator, etc
- d) Monitoring Instructor and Fire Department personnel performance.
- e) Developing monthly and ongoing training schedules.
- f) Ensure all personnel are fully trained on the use, precautions and maintenance of all new equipment before placing it into service.

2:02 **Captain or Officer in Charge**

The Captain or Officer in Charge shall train all personnel from the training schedule and materials supplied by the Training Division so that the Fire Department goals and objectives are met. The Captain/ Officer in Charge shall complete the training records and forward onto the Training Officer.

3:00 **Scope:**

- 3:01 It shall be the responsibility of the Captain/ Officer in charge of each shift to ensure that this guideline is explained and followed.
- 3:02 It shall be the responsibility of **all employees** to understand and adhere to this guideline.

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