



SHIRE OF
MANJIMUP



**FOG 3.0 Crew Safety and Operational
Responsibility at Bushfires
and
SOP BFBs Appendices**

This page has been left Blank



Fire Operational Guideline

3.0 Crew Safety and Operational Responsibility at Bushfires

Introduction

The following *Fire Operational Guideline* (FOG) and *Safe Operating Procedure's* (SOP) are designed to minimise the risk associated with operational firefighting. Crew safety at bushfires is underpinned by a developed knowledge and experience of bush fire behaviour, situational awareness, local knowledge and the application of Safe Operation Procedures.

All Bush Fire Brigade members are responsible for their own safety and the safety of others at an incident. The Incident Controller (IC) or Officer in Charge (OIC) has responsibility to ensure the implementation of safe working practices at an incident.

This *Fire Operational Guideline* is to be read in conjunction with the *Bush Fires Act 1954*, *Shire of Manjimup Bush Fire Brigade Operational Procedures 2022 – 2027*, *Safe Operating Procedures* and any relevant Shire of Manjimup Policy.

Objectives

To effectively provide Guidelines and Safe Operating Procedures to the Shire of Manjimup Bush Fire Brigade Network on crew safety and operational responsibilities at an emergency incident, with the fundamental overarching priority being:

1. Safety of all emergency services personnel.
2. Safety of the community.

Area of Application

Shire of Manjimup Bush Fire Brigade Network.

Procedure

During bushfire operations, there is a requirement to continuously reassess the changing dynamics of the fire to ensure a safer working environment for all. All personnel are to utilise **LACES** to plan their safety at an incident.

Control	Description	Tasks
Lookouts	The establishment of lookouts at a bushfire is vital. Lookouts maintain awareness of the environment immediately surrounding personnel.	<ul style="list-style-type: none"> • Monitor the immediate surroundings of the crew. • Look for potential hazards. • Observe current weather and any changes. • Monitor fire behaviour. • Monitor vehicle movements. • Maintain line of sight with crew.

<p>Awareness</p>	<p>Awareness is the responsibility of all personnel. The OIC (and the crew leader) are responsible for ensuring common operating picture between personnel.</p>	<ul style="list-style-type: none"> • Remain aware of the fire situation including (current and potential weather, terrain and aspect, fuel type and fuel loads, hazards, crew locations). • Be alert and act decisively before situations become critical. • Consider welfare, fatigue management and requirements.
<p>Communications</p>	<p>The OIC (and crew leader) are responsible for establishing and maintaining effective communications. It is not acceptable for personnel to be without communications at any time at a bushfire.</p>	<ul style="list-style-type: none"> • Receive a pre-deployment briefing from the Incident Controller (SMEACS). • On arrival at the fire foreground establish radio communications. • Maintain radio communications by ensuring planned regular communications within the chain of command. • Ensure that visual and/or verbal communications are maintained between crew. • Immediately communicate any changes in situation.
<p>Escape Routes</p>	<p>The OIC (and crew leader) are responsible for identifying and communicating to a crew a minimum of two (2) suitable escape routes.</p>	<p>Locating Suitable Escape Routes that include:</p> <ul style="list-style-type: none"> • Containment lines of appropriate width. • Firebreaks. • Roads. <p>OIC are to ensure all personnel:</p> <ul style="list-style-type: none"> • Know their escape route at all times. • Ensure vehicle/s are positioned to allow for rapid escape.

Safety Zones	A Safety Zone is an area clear of flammable material and large enough to provide adequate space for crew protection.	<ul style="list-style-type: none"> • Safety Zones must be monitored by the OIC to ensure they remain suitable for use. • All personnel must be aware of the location of established safety zones. • OIC are to ensure that an appropriate Safety Zone is identified and accessible to crews at all times at a bushfire.
---------------------	----------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Routine Safety Practices / Hazards

The safety of Bush Fire Personnel is to be the highest priority. Hazards exist at bushfires and the ongoing reassessment of risk to all personnel on the fire ground need to be undertaken.

Safety Practice / Hazard	Description / Control
Red Flag Warning	Red Flag Warning is a message system that provides a process to ensure critical messages (such as weather changes) are confirmed and received by all relevant personnel.
Briefings (SMEACS)	Provide personnel with critical information relating to the incident. The briefing/s should include previous, current and predicted information on the incident as well as safety messages, tasking, predicted outcomes and contingency plans.
Situation Reporting	Regulate reports on the progress of an incident and the efforts to control it. It confirms the location of the fire, its status and potential, the number, nature and effectiveness of resources deployed. Situation reports are normally provided at regular intervals to the Chief / Deputy Bush Fire Control Officer or to the relevant position.
Protective Water Supply	<p>Crews should maintain 25% reserve of the water on an appliance during bushfire suppression operations. This is to ensure there is sufficient water to protect crews while exiting the incident area should they be impacted by fire.</p> <p>All appliances are to be totally full of water when on station.</p>

Appliance Fuel Supplies	<p>Crews should maintain a minimum fuel supply in appliances of one third (1/3) to ensure that the appliance and water deluge systems maintain functionality whilst on the fire ground.</p> <p>All appliances are to be totally full of fuel when on station.</p>
Personnel Attendance recording on fire ground	<p>To ensure all personnel are adequately covered the IC or OIC of the fire ground is required to maintain a list of all personnel on the fire ground. This list is to be reported to the Chief / Deputy Bush Fire Control Officer, Community Emergency Services Manager or the Shire of Manjimup Fire Duty Officer within 24 hours. Shire of Manjimup will maintain Personnel Attendance Record list for all fires.</p>
Notification of Hazard / injury / incident	<p>Shire of Manjimup "<i>Incident and Hazard Reporting and Investigation</i>" procedure and "<i>Worker Incident Report</i>" form applies to all Bush Fire Brigade Volunteers.</p>
Drug and Alcohol	<p>Shire of Manjimup <i>Alcohol and Other Drugs Management Policy</i> applies to all Bush Fire Brigade Volunteers.</p>
Discrimination, Harassment and Workplace Bullying	<p>Shire of Manjimup <i>Discrimination, Harassment and Workplace Bullying Policy 2.6.1</i> and Procedure applies to all Bush Fire Brigade Volunteers</p>
Shire / Brigade owned Fire Fighting Appliance	<p>Shire of Manjimup <i>Policy 5.3.25 Fire Protection Shire / Brigade owned Appliances</i> applies to all Bush Fire Brigade Members.</p>
Dead Man Zone	<p>The 'dead man zone' is the area directly around a bushfire that is likely to burn within 5 minutes and encompasses the distance the fire can travel in 5 minutes if the wind changes direction, turning a flank fire into a head fire.</p> <p>While conducting fire suppression in the dead man zone, there is a risk that the fire intensity and spread can suddenly increase dramatically if the wind direction changes, leaving little or no time for firefighters to seek refuge before being enveloped in a burnover.</p> <p>The safest place to be when conducting fire suppression duties within vegetation is on burnt ground where the fuel load has already been consumed by the fire, well out of the dead man zone.</p>

Entrapment	A situation in which individuals are exposed to life threatening or potentially life-threatening conditions from which they cannot safely remove themselves.
Burnover	A section of bushfire that overruns personnel and / or equipment.
Smoke Hazard on Roads	Smoke over roads poses a risk to both members of the public and operational crews. This risk is minimised through the use of warning signage, protective techniques and appliance location. Where the risk is assessed as beyond the control of local crews, the IC is to formally request Traffic Management through the Chief / Deputy Bush Fire Control Officer.

Appendices (The following documents apply to this FOG)

Safe Operating Procedures



- SOP BFB 3.1 – Fire Bug Fuel and Refuelling*
- SOP BFB 3.2 – Refuelling Plant and Equipment*
- SOP BFB 3.3 – Riding on Firefighting Appliance*
- SOP BFB 3.4 – Driving to an incident*
- SOP BFB 3.5 – Personal Protective Clothing*
- SOP BFB 3.6 – Use of A Class Foam*
- SOP BFB 3.7 – Callouts involving Western Power Infrastructure*
- SOP BFB 3.8 – Tree Removal at Bush Fires*
- SOP BFB 3.9 – Fatigue Management*
- SOP BFB 3.10 – Trailer Firefighting Units*
- SOP BFB 3.11 - Spontaneous Volunteers Engagement*

Shire of Manjimup Policies

- Management Policy – Alcohol and Other Drugs*
- Management Policy - Discrimination, Harassment and Workplace Bullying*
- Discrimination, Harassment and Workplace Bullying Procedure*
- Management Policy – Grievance Resolution Policy*
- Management Policy and Procedure – Incident and Hazard reporting and investigation*
- Council Policy – Fire Protection Shire Brigade Owned Appliances*
- Worker Incident Report Form*

NEXT DUE FOR REVIEW OCTOBER 2025

The Administration of this Fire Operational Guideline is by Ranger & Emergency Services.








Title: Safe Operating Procedure SOP BFB		No 3.1	
Fire Bug Fuel and Refuelling		Authorised By: BFAC	
Issue Date: October 2022 Last Reviewed: August 2024 Next Review Date: October 2025		Page 1 of 1	

DO NOT use this machine/equipment unless you have been trained in its safe use and operation

Description of Work:	Fuel required and the refuelling of a Fire Bug
-----------------------------	------------------------------------------------



Potential Hazards: Explosion, Fire Bug catching a light, contaminated fuel.

Personal Protective Clothing (PPC) Required *(Check the box for required PPC):*

 Gloves	 Face Masks	 Eye Protection	 Mask	 Appropriate Footwear	 Hearing Protection	 Protective Clothing
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Safe Work Procedure Checklist:

1. PRE-Operation:
 - A Fire Bug should be stored in an appropriate holder whilst on a vehicle.
 - Check that the Fire Bug has only Kerosene fuel.
 - If the fuel is a mixed fuel then the Fire Bug should not be used.
2. Operation:
 - Kerosene is the only fuel type to be used in a Fire Bug.
 - Refuelling of a Fire Bug should only occur a safe distance from fire or operating machinery.
 - Where possible a Funnel should be used to refuel.
 - The flow switch should be turned to the off position.
 - Remove bung and refuel.
 - Replace bung before use.
3. POST-Operation:
 - Flow switch to be returned to the off position.
 - Store Fire Bug in the appropriate holder.








Title: Safe Operating Procedure SOP BFB		No 3.2	
Refuelling Plant and Equipment			Authorised By: BFAC
Issue Date: October 2022 Last Reviewed: August 2024 Next Review Date: October 2025		Page 1 of 1	

DO NOT use this machine/equipment unless you have been trained in its safe use and operation

Description of Work:	When refuelling plant and equipment during operations firefighters are exposed to a significant risk of injury should fuel or vapour ignite. Fuel cans stored on appliances are likely to become pressurised due to exposure to higher ambient temperatures, direct sun, and proximity to heat sources. If opened too quickly, pressurised fuel and fuel vapours will discharge rapidly. It is possible for fuel to ignite and cause significant injury to personnel.
-----------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Potential Hazards: Explosion, catching alight, eye or skin damage.

Personal Protective Equipment (PPE) Required (*Check the box for required PPE*):

 Gloves	 Face Masks	 Eye Protection	 Mask	 Appropriate Footwear	 Hearing Protection	 Protective Clothing
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Safe Work Procedure Checklist:

1. PRE-Operation:



- Remove the equipment / vehicle away from the active fire ground.
- Move equipment / vehicle to clear area.
- Remove the fuel can from the vehicle.

2. Operation:

- Ensure minimum PPC is worn.
- Kneel behind the fuel can with cap facing away from the body.
- Fully withdraw the retaining pin.
- Lift cap handle slowly to allow pressure build up to vent, with any venting away from the body.
- Control opening with hand pressure as required.
- Lift cap handle completely once venting has ceased.
- Prior to pouring fuel from the fuel can into pump engine fuel tank, ensure that your feet are on the ground, you earth yourself by touching the appliance and the pouring funnel is in contact with the fuel tank.

3. POST-Operation:

- Replace fuel lids.
- Clean off excess fuel from the tank with a rag.

Title: Safe Operating Procedure SOP BFB		No 3.3	
Riding on Firefighting Appliance			Authorised By: BFAC
Issue Date: October 2022 Last Reviewed: August 2024 Next Review Date: October 2025		Page 1 of 1	








DO NOT use this machine/equipment unless you have been trained in its safe use and operation

Description of Work:	At bushfires, deaths and injuries have occurred to personnel traveling on the back of firefighting appliances. To ensure the ongoing safety of firefighters attending bushfires, the following is to be observed.
-----------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Potential Hazards:

Falls, damage to limbs or back, unsafe area in the event of a vehicle accident.

Personal Protective Clothing (PPC) Required *(Check the box for required PPC):*

 Gloves	 Face Masks	 Eye Protection	 Mask	 Appropriate Footwear	 Hearing Protection	 Protective Clothing
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Safe Work Procedure Checklist:



1. Operation:

- Appliances are not to carry more than its designated seating capacity.
- Riding on the back of appliances is **only to occur** under the following circumstances:
 - a. When the appliance is directly involved in firefighting operations and moving at a safe working speed.
 - b. Where the appliance has been specifically designed to do so.

Riding on the back of appliances while traveling between sectors / divisions or refilling with water is not to occur. Firefighters are to be seated in the cabin wearing a seat beat.

2. Private Vehicles

- At no time are firefighters or spontaneous volunteers to be riding on the back of a private vehicle.
- At no time are firefighters or spontaneous volunteers to be riding on the back of a trailer unit.








Title: Safe Operating Procedure SOP BFB		No 3.4	
Driving to an Incident			Authorised By: BFAC
Issue Date: October 2022 Last Reviewed: August 2024 Next Review Date: October 2025		Page 1 of 1	

DO NOT use this machine/equipment unless you have been trained in its safe use and operation

Description of Work:	To ensure that Appliances are operated in a safe manner when responding to an incident.
-----------------------------	-----------------------------------------------------------------------------------------

Potential Hazards: Traffic accidents.

Personal Protective Clothing (PPC) Required (*Check the box for required PPC*):

 Gloves	 Face Masks	 Eye Protection	 Mask	 Appropriate Footwear	 Hearing Protection	 Protective Clothing
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Safe Work Procedure Checklist:

Generally there is no requirement to travel under lights and siren when responding to an incident and all traffic rules should be followed. However, if the Chief / Deputy Chief Bush Fire Control Officer approves to travel under lights and siren, then the following applies:



- All drivers must not be impaired or under the influence of drugs or alcohol.
- All drivers must hold a current and appropriate class of driving licence necessary for the appliance being driven.
- Drivers are not to operate any fire appliance for longer than a 12 hour shift.
- Drivers must at all times, drive with due care and attention and continue to show consideration to other road users.

CODE 1 (*Appliance to respond with due haste – life / property in immediate danger*)

1. Emergency Warning Lights at all times during travel.
2. SIREN to be used during travel to incident as deemed appropriate by driver.
3. ALL speed signs / limits to be obeyed.
4. ALL Traffic Lights and Road Traffic Signals / Signs to be obeyed unless the driver of the Appliance is confident that it is safe and expedient to “contravene” and that all other traffic will give way to the appliance.
5. Rail crossing and boom gates to be obeyed at all times.

CODE 2 (*When normal response is required, returning to fire station, attending training and general operations*)

1. No emergency warning lights or sirens are to be used.
2. ALL Road Traffic Codes to be complied with.








Title: Safe Operating Procedure SOP BFB		No 3.5	
Personal Protective Clothing			Authorised By: BFAC
Issue Date: October 2022 Last Reviewed: August 2024 Next Review Date: October 2025		Page 1 of 1	

DO NOT use this machine/equipment unless you have been trained in its safe use and operation

Description of Work:	To ensure a minimum standard of protective clothing is worn at all times on any fire ground.
-----------------------------	----------------------------------------------------------------------------------------------

Potential Hazards: Burns, falls, eye injury, head injury.

Personal Protective Clothing (PPC) Required (*Check the box for required PPC*):

 Gloves	 Face Masks	 Eye Protection	 Mask	 Appropriate Footwear	 Hearing Protection	 Protective Clothing
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Safe Work Procedure Checklist:

Personal Protective Clothing will be issued in accordance with the *Shire of Manjimup's Bush Fire Brigade Operational Procedures 2022 – 2027*.



Whilst on the fire ground and actively firefighting, the below must be worn:

Shire of Manjimup Registered Trained Brigade Members.

- Helmet (White - Firefighter) (Yellow - Fire Control Officer or Captain)
- Firefighting Goggles.
- Firefighting Jacket.
- Firefighting pants.
- Firefighting boots.
- Firefighting mask (recommended).
- Firefighting Gloves.

Spontaneous Volunteers

- Cotton / woollen long trousers.
- Long sleeve shirt.
- Enclosed boots.
- It is the responsibility of the Incident Controller or Officer in Charge of the fire ground to make sure all personnel under his / her direction meets the minimum requirements for PPC.







Title: Safe Operating Procedure SOP BFB		No 3.6	
Use of A Class Foam			Authorised By: BFAC
Issue Date: October 2022 Last Reviewed: August 2024 Next Review Date: October 2025		Page 1 of 1	

DO NOT use this machine/equipment unless you have been trained in its safe use and operation

Description of Work:	Suppressants such as A Class Foam greatly enhance the penetration and insulation properties of water.
-----------------------------	-------------------------------------------------------------------------------------------------------

Potential Hazards: Inhaling foam vapour, ingesting foam, slip hazard.

Personal Protective Clothing (PPC) Required (*Check the box for required PPC*):

 Gloves	 Face Masks	 Eye Protection	 Mask	 Appropriate Footwear	 Hearing Protection	 Protective Clothing
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Safe Work Procedure Checklist:

In the event of personnel coming into contact with foam concentrate.

- Eyes or Skin – immediately flush with clean water and seek medical assistance if required.
- Soaked Clothing – remove and flush with copious amounts of water as soon as possible.
- If any side effects occur from exposure to foam concentrates (i.e. dry red itchy skin) seek medical advice.

Clean Appliance



- As the foam concentrate is corrosive and will cause damage to equipment, all firefighting appliances and equipment used with foam are to be thoroughly flushed with clean water after use.

Environmental Considerations

The use of foam can pose environmental risk to waterways, some agricultural operations and some fauna.

The following factors should be taken into consideration before firefighting crews use foam:

- Protection of domestic water supplies - Domestic water tanks contaminated with foam or wetting agents are to be flushed before re-use.
- Protection of Aquatic Environments - All possible care is to be taken to ensure that foam does not enter water bodies.
- Protection of Agricultural Interests - Care should be taken when using foam near agricultural operations to ensure that the foam does not contaminate crops or produce.








Title: Safe Operating Procedure SOP BFB		No 3.7	
Callouts involving Western Power Infrastructure			Authorised By: BFAC
Issue Date: October 2022 Last Reviewed: August 2024 Next Review Date: October 2025			Page 1 of 1
			

DO NOT use this machine/equipment unless you have been trained in its safe use and operation

Description of Work: Working around live, damaged or pole top fires.

Potential Hazards: Electric Shock.

Personal Protective Clothing (PPC) Required *(Check the box for required PPC):*

 Gloves	 Face Masks	 Eye Protection	 Mask	 Appropriate Footwear	 Hearing Protection	 Protective Clothing
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Safe Work Procedure Checklist:



All incidents involving power lines must be treated with extreme caution. Any downed power lines must be treated as live and no attempt is to be made to suppress fires on it, or interfere with them in any way.

Briefing Incoming Crews

All incoming crews must be advised of threats posed by live power lines and/or damaged poles before being deployed at an incident.

Procedure

- Brief all incoming crews on the possibility of live power being present at an incident.
- All incoming crews are to avoid direct and water contact with wires and infrastructure until it has been confirmed the power is off by Western Power.
- Where crews become aware of a possible threat, the information should be immediately conveyed to all crews on the fire ground and to the Chief / Deputy Bush Fire Control Officer requesting Western Power to attend.








Title: Safe Operating Procedure SOP BFB		No 3.8	
Tree Removal at Bushfires			Authorised By: BFAC
Issue Date: October 2022 Last Reviewed: August 2024 Next Review Date: October 2025			Page 1 of 2
			

DO NOT use this machine/equipment unless you have been trained in its safe use and operation

Description of Work:	Identifying and removing of Dangerous trees.
-----------------------------	----------------------------------------------

Potential Hazards: Falling trees or limbs.

Personal Protective Clothing (PPC) Required (*Check the box for required PPC*):

 Gloves	 Face Masks	 Eye Protection	 Mask	 Appropriate Footwear	 Hearing Protection	 Protective Clothing
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Safe Work Procedure Checklist:

Crew leaders are to identify and report unsafe trees in order to minimise the risk of harm to crews.

Identification

Following identification of a potentially dangerous tree, a safe working area equivalent to or greater than the height of the tree should be marked off.

Crews should mark offending trees using surveyors tape and or Danger tape so everyone can see. Any tracks in the immediate vicinity should also be taped off so passing traffic avoids potential danger.

Offending trees should be brought to the attention of the Incident Control for removal, treatment and briefing of incoming crews.

The use of unqualified operators to fell trees at bushfires **is strictly prohibited**.

Marking Methods

RED / WHITE (Hazard Tape)	Hazardous tree or other safety hazard
BLUE or BLUE / WHITE	Items requiring mop-up
RED / WHITE and YELLOW	Tree should be felled
RED / WHITE plus Blue	Hazardous tree to mop-up



Tree Removal at Bushfires



Page 2 of 2

Procedure

Mark the tree as a hazard	In accordance with marking methods
Isolate the hazard	Cordon-off any tracks, roads or areas to prevent personnel from entering potentially hazardous areas.
Report	Inform the Incident Controller who will request the assistance of a qualified tree feller or a machine from the Shire of Manjimup.
Identify tree location	Mark the location on a map and, if possible, plot GPS location.
Alert	Incident Control is responsible for alerting all personnel of all risks on their sector. Incident Control must brief incoming crews and provide updates when the situation changes.

Title: Safe Operating Procedure SOP BFB		No 3.9	
Fatigue Management			Authorised By: BFAC
Issue Date: October 2022	Last Reviewed: August 2024		Page 1 of 2
Next Review Date: October 2025			








DO NOT use this machine/equipment unless you have been trained in its safe use and operation

Description of Work:	Firefighters hours of work on the fire ground.
-----------------------------	------------------------------------------------

Potential Hazards:

Fatigue reduces the safety and effectiveness of individuals, increasing the risk of an accident occurring.

Personal Protective Clothing (PPC) Required *(Check the box for required PPC):*

 Gloves	 Face Masks	 Eye Protection	 Mask	 Appropriate Footwear	 Hearing Protection	 Protective Clothing
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Safe Work Procedure Checklist:

Introduction

As part of its overall commitment to the safety and health of all Bush Fire Brigade Members the Shire of Manjimup will ensure there is a system in place to manage fatigue at local level fires.

Fatigue management is a shared responsibility, at all levels, including the individual.

For the purpose of managing firefighter fatigue, shift hours of work (time on fire ground) will be calculated as follows:

- A. Start Time is to be recorded from time of call out.
- B. Travel time is to be recorded against the shift.

Responsibilities

Crew resourcing is a Planning function of Incident Management.

The Incident Controller is to monitor and maintain records of personnel work periods. Time keeping is critical during extended incidents and must be established early to allow for effective crew rostering.

Crew Fatigue Planning

There are recognised difficulties in setting absolute timings on tasks during an incident.



All parties are to approach the issue in line with the priorities of preserving life and property. The durations of tasks may need to be adjusted to meet the specific circumstances.

Fatigue Management



Guidelines

Function	Guidance
Fire Fighting	Initial responders are to be engaged in fire suppression duties for a maximum of 12 hours followed by an 8 hour break.
Call outs after 18:00	<p>It should be recognised by both the Incident Controller and individuals that responding after 18:00, that a firefighter may have been working for more than 12 hours prior the call out. A 12 hour shift in this circumstance may be inappropriate.</p> <p>A decision to be operational for a full 12 hour shift needs to be made by the Chief / Deputy Bush Fire Control Officer and the individuals. Taking into account the estimated time of extinguishment and the value of the individual being on site.</p>
Travel Time	<p>Travel time is recorded against the shift.</p> <p>Where personnel have been required to work in excess of a 12 hour shift or if personnel are too fatigued to drive home, alternative travel arrangements must be arranged by the IC.</p>








Title: Safe Operating Procedure SOP BFB		No 3.10	
Trailer Firefighting Units			Authorised By: BFAC
Issue Date: October 2022 Last Reviewed: August 2024 Next Review Date: October 2025		Page 1 of 1	

DO NOT use this machine/equipment unless you have been trained in its safe use and operation

Description of Work:	The use of Trailer Firefighting Units on a fire ground.
-----------------------------	---------------------------------------------------------

Potential Hazards: Burn over, entrapment, falls and road complaint.

Personal Protective Clothing (PPC) Required *(Check the box for required PPC):*

 Gloves	 Face Masks	 Eye Protection	 Mask	 Appropriate Footwear	 Hearing Protection	 Protective Clothing
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Safe Work Procedure Checklist:

The Shire of Manjimup recognises that there are a number of Trailer Firefighting Units throughout the Brigade Network.



There is an inherent risk when operating this type of firefighting equipment on a fire ground.

Trailer Firefighting Units should only be used in active firefighting in accordance with the below:

- The trailer is fit for purpose.
- The trailer is licenced and compliant with all road traffic codes / legislation.
- The trailer is only carrying the legal amount of weight for that trailer.
- No riding on the trailer at any time.
- The trailer is to only be used in open paddock on good triage.
- The trailer is not to enter a forest area.

The Shire of Manjimup will not maintain or approve the use of a Brigade owned Firefighting Trailer Unit if the trailer is un-licenced or not fit for purpose.

No new / additional Firefighting Trailer Units will be maintained, licenced or approved by the Shire of Manjimup.








Title: Safe Operating Procedure SOP BFB		No 3.11	
Spontaneous Volunteers Engagement			Authorised By: BFAC
Issue Date: March 2024 Last Reviewed: August 2024 Next Review Date: October 2025		Page 1 of 1	

DO NOT use this machine/equipment unless you have been trained in its safe use and operation

Description of Work:	<p>From time to time an Incident Controller, Fire Control Officer or Officer in Charge will be in the situation where a <i>Spontaneous Volunteer</i> will be engaged / or on an active fire ground under the control of a Shire of Manjimup Bush Fire Brigade.</p> <p>This SOP is a general guide for the engagement of <i>Spontaneous Volunteers</i>. If at any stage there is a question of safety or they are not required, then a <i>Spontaneous Volunteer</i> needs to be asked to leave the fire ground.</p> <p>This SOP applies to the landowner, however they may have legal rights in some circumstances to put the fire out.</p>
-----------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Potential Hazards: Compliance with the *Work Health and Safety Act 2020 and the Bush Fires Act 1954*. Potential for distress, injury, death of a *Spontaneous Volunteer* or damage to their equipment.

Personal Protective Clothing (PPC) Required (*Check the box for required PPC*):

						
Gloves	Face Masks	Eye Protection	Mask	Appropriate Footwear	Hearing Protection	Protective Clothing
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Safe Work Procedure Checklist:

This SOP only relates to members of the public that are not registered as a Volunteer with the Shire of Manjimup. At all times the following should be implemented when engaging a *Spontaneous Volunteer* (the person/s).

- It needs to be clearly communicated to the person/s that they are subject to the directions of the Officer in Charge (OIC) and are working within the structure set by the OIC.
- A clear record of the person/s attendance and end of shift needs to be kept by the OIC and supplied to the Shire of Manjimup.
- The person/s should be assigned a general task and briefed on any hazards.
- The person/s should not be deployed to high-risk activities (i.e. working in a forested area or direct attack activities).
- The person/s should not operate or work on any Shire of Manjimup owned appliance.
- At all-times the person/s is to be supervised and the OIC is to clearly communicate to the person/s, whom they are being supervised by.
- The person/s are provided appropriate information to ensure activities are carried out safely.
- The person/s is wearing the clothing as prescribed in *SOP 3.5 Personal Protective Clothing*.