

RESOLUTION #029 -2013

A RESOLUTION APPROVING THE OFFICIAL HANDBOOK  
OF VOLUNTEER FIRE COMPANIES #1 AND #2

WHEREAS, the Hammonton Volunteer Fire Companies #1 and #2 desire to establish a policy to be followed by all Volunteers to insure an efficient, fair, safe, and enjoyable environment; and

WHEREAS, written rules are important to create that environment.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE TOWN OF HAMMONTON, COUNTY OF ATLANTIC AND STATE OF NEW JERSEY that the Hammonton Volunteer Fire Companies #1 and #2 Handbook which is attached hereto is adopted as the official policies, procedures, rules and regulations which all volunteers must adhere to; and

BE IT FURTHER RESOLVED that the Handbook is not intended to be construed actually or by implication as a contract and does not supersede County, State or Federal regulations pertaining to Volunteer Fire Companies and Volunteer Firefighters.

Adopted: February 25, 2013

# OFFICIAL HANDBOOK

  

# OF

HAMMONTON VOLUNTEER

FIRE COMPANIES #1 AND #2

## INTRODUCTION

Welcome to the Hammonton Volunteer Fire Company. Each volunteer firefighter has the right and responsibility to know and understand the operation procedures and policies which govern his or her company per the Atlantic County Municipal Joint Insurance Fund. This handbook has been prepared and distributed as a way to communicate that information.

This handbook serves only to outline the Hammonton Volunteer Fire Companies policies. Nothing in this handbook constitutes a promise or offer of any kind. Further, Hammonton Volunteer Fire Companies may unilaterally revoke, revise or amend this handbook, or any portion of it, at any time for any reason without prior notice to you or consent from you. Hammonton Volunteer Fire Companies retain the legal right to dispense with or forego the use of any of the policies or procedures outlined within the handbook as they see fit. The policies contained in the handbook supersede any prior policies, and it is the intent of Hammonton Volunteer Fire Companies that this handbook will extinguish rights, if any, created by prior handbooks, manuals and/or policies

Finally, no provisions contained in this handbook may be revised or superseded by any oral statements made by any member of the Hammonton Volunteer Fire Companies. Updates to this manual will be made on an “as needed” basis. No oral or unwritten policies, practices, or procedures that Hammonton Volunteer Fire Companies may have shall be construed as any implied or explicit contract, promise or obligation by them.

This Handbook includes information contained in the Town of Hammonton Employee Handbook due to the fact that the Town of Hammonton insurance provider, Atlantic County Municipal Joint Insurance Fund, insures Hammonton Volunteer Fire Company Members, Hammonton Volunteer Fire Company Buildings and Properties and Hammonton Volunteer Fire Company Vehicles. Therefore, volunteers may see references made to Town of Hammonton within this handbook.

### **ANTI DISCRIMINATION POLICY**

Antidiscrimination Policy: The Hammonton Volunteer Fire Companies are committed to the principle of antidiscrimination pursuant to Title VII of the 1964 Civil Rights Act as amended by the Equal Opportunity Act of 1972 and the New Jersey Law Against Discrimination (LAD). Under no circumstances will the Hammonton Volunteer Fire Companies discriminate on the basis of sex, race, creed, color, religion, national origin, ancestry, age, marital or political status, affectional or sexual orientation, domestic partnership status, civil union status, atypical heredity, cellular or blood trait, genetic information, disability (including AIDS or HIV infection), liability for service in the United States armed forces, gender identity or expression, and/or any other characteristic protected by law. Decisions regarding the induction, transfer or terminations of members are based solely on the qualifications and performance of the Volunteer. If any volunteer feels they have been treated unfairly, they have the right to address their concern with the Fire Chief or the Assistant Fire Chief if they feel the Fire Chief cannot be impartial in the specific matter.

### **POLICE BACKGROUND CHECK**

All potential volunteer members shall be subject to a police background check prior to their official induction.

### **VOLUNTEER APPLICATIONS**

Applications: All candidates must fully complete the official Hammonton Volunteer Fire Company application form.

### **PHYSICAL EXAMS**

Physical examinations: Depending on volunteer status, a physical exam may be required. If such exam is required, the inductee must make an appointment for a physical with their personal family doctor. Any co-pays will be reimbursed from the budget of the Hammonton Volunteer Fire Companies upon receipt of signed requisition and proof of payment made by volunteer. Should the physical exam reveal issues that would inhibit the volunteer from their performance as a volunteer firefighter, the Town of Hammonton will not be responsible for reimbursement of exam costs and the volunteer's status shall be terminated in good standing.

### **ORIENTATION AND TRAINING**

Orientation and Training - Orientation and training will be conducted per applicable laws governing volunteer firefighters in New Jersey.

### **SAFETY COURSES AND TRAINING**

The Town of Hammonton Municipal Clerk and/or Administration Department must receive a copy of any mandatory or voluntary safety courses and training that volunteer firefighters attend

so that it may be logged with the Atlantic County Municipal Joint Insurance Fund MSI Training Program.

## **BLOOD BORNE PATHOGENS EXPOSURE CONTROL PLAN**

### **I. AUTHORITY:**

This exposure control plan is provided for use by any municipal volunteer with potential for occupational exposure to blood-borne pathogens, as currently required by 29 CFR Part 1910.1030 of the Occupational Safety and Health Act, and as will soon be promulgated by the Public Volunteers OSHA of the State of New Jersey.

### **II. OVERVIEW:**

Blood-borne pathogens means pathogenic organisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV). Occupational exposure means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an volunteer's duties. As defined by this plan, a designated volunteer is any volunteer who has any possibility of exposure, through their job performance, to blood or other potentially infectious materials. This plan shall be utilized by all designated volunteers to minimize the volunteer's potential for exposure to blood-borne pathogens or other potentially infectious materials.

### **III. EQUIPMENT**

A. The following list represents the minimum equipment that shall be readily available for use by all designated volunteers:

1. Disposable gloves (latex or vinyl and appropriately sized)
2. Gowns (outer protective clothing)
3. Eye Protection (goggles, face shields, etc.)
4. Face masks (cone shaped dust/mist masks or as currently recommended)
5. Disposable over booties
6. Hand disinfectant
7. Sterile water or saline solution
8. Forms for reporting of exposure incidents
9. Sharps boxes
10. Plastic zip lock bags
11. Medical waste disposal bags

12. Exposure control plan

IV. TRAINING

A. Annual training shall be conducted for all designated volunteers as currently required by 29 CFR 1910.1030 of the Occupational Safety and Health Act and as will be required by the Public Volunteers OSHA of the State of New Jersey.

B. The annual training record shall include:

1. Date of training session
2. Contents and summary of training session
3. Names and qualifications of persons conducting training
4. Names and job titles of all persons attending sessions.

C. Annual training shall include, but not be limited to:

1. Understanding and use of the exposure control plan.
2. Communicable diseases.
3. Personal protective equipment and its proper use
4. Avoiding contamination
5. Decontamination procedures
6. Proper disposal of medical waste
7. Recording of exposures
8. Medical follow up after exposure
9. Hepatitis B vaccination
10. Current regulations on blood-borne pathogens
11. Engineering and work practice controls
12. Signs, labels, and hazard communication.

D. Training records shall be maintained for a minimum of three years from the date the training occurred. This record shall be maintained by the Municipal Manager, Health Officer, and Safety/Training Officer of the Municipality/Fire Department.

V. EXPOSURE DETERMINATION

A. For the purpose of this plan, job classifications in which any municipal volunteer has the potential for exposure to blood-borne pathogens or other potentially infectious materials shall be named "Designated Volunteer" and shall include, but not be limited to:

1. Police Officers
2. Emergency Medical Technicians
3. Fire Fighters
4. Public works volunteers with potential for exposure
5. Health Department volunteers

B. A list of all tasks and procedures in which the potential for occupational exposures to blood-borne pathogens or other potentially infectious materials may occur as follows, but is not limited to:

1. Suspect restraint
2. Suspect and property search
3. Accident Investigation
4. Emergency medical tasks
5. Rescue operations
6. Public health vaccinations
7. Nurse tasks
8. Solid waste removal
9. Disease investigations
10. Environmental investigations
11. Industrial investigations

VI. METHODS OF IMPLEMENTATION OF PERSONAL PROTECTION:

A. Universal Precautions: Universal precautions shall be observed to prevent contact with blood-borne pathogens or other potentially infectious materials. All body fluids shall be considered as blood-borne pathogens or other potentially infectious materials.

B. Disposable Gloves:

1. All volunteers with the potential for exposure to blood-borne pathogens or other potentially infectious materials shall be provided with an adequate supply of disposable gloves.
2. Gloves shall be worn whenever there is the possibility of exposure to blood-borne pathogens or other potentially infectious materials.
3. Two pair of gloves shall be worn when deemed appropriate by the designated volunteer, as per his training.
4. Gloves shall be removed from the inside out to prevent immediate contact with the unprotected hand.
5. After removal, contaminated gloves shall immediately be placed in a ziplock plastic bag to limit the chance of secondary exposure.
6. Hands shall be thoroughly washed with soap and warm water as soon as possible after removal of gloves. In the absence of soap and warm water, an appropriate hand cleaner shall be used until time that soap and warm water can be obtained.
7. Contaminated gloves shall be removed from the local storage site (Police, Public Works, First Aid Squad, Fire House to the Health Department, when necessary, for disposal as regulated medical waste. See Medical Waste Section J.)

C. Washing Procedures:

1. Upon contact of unprotected hands or any other skin with blood or body fluids, volunteers shall immediately wash area of contact thoroughly with soap and warm water.
2. When provisions for handwashing are not available the volunteer shall thoroughly clean the area of contact with an approved antiseptic hand cleanser or towelettes. An adequate supply of hand cleaner or towelettes shall be maintained in all designated volunteer's vehicles at all times.
3. The area of contact shall be thoroughly washed with soap and warm water as soon as possible, even after the use of antiseptic hand cleanser or towelettes.
4. Volunteers shall wash their hands thoroughly with soap and warm water as soon as possible, even after the removal of gloves or other personal protective equipment.
5. Adequate hand cleansers or towelettes shall be provided in all designated volunteers' vehicles for use when hand washing facilities are not readily available.
6. Antiseptic hand cleansers or towelettes shall be provided in all designated volunteers vehicles for use when hand washing facilities are not readily available.

D. Eye and/or Mucous Membrane Exposure Protection:

1. Masks and eye protection shall be used whenever there is a possibility of blood, blood-borne pathogens or other potentially infectious materials splashing.



2. Eyes and other mucous membranes shall be thoroughly flushed with sterile water, saline solution, or water immediately following contact of such body areas with blood, blood-borne pathogens or other potentially infectious materials.

E. Needles and Other Sharps:

1. Protective gloves designated for use against sharps shall be used whenever there is the possibility of exposure to needles or sharps.

2. All needles or sharps shall be considered potentially infectious materials regardless of condition.

3. Contaminated needles or sharps shall not be bent or recapped.

4. All needles or sharps collected for evidence purposes should be immediately placed in hard plastic puncture resistant needle/syringe keepers to prevent accidental exposure or puncture.

5. Each designated volunteer's vehicle shall be equipped with an adequate supply of puncture resistant sharps containers.

6. Puncture resistant sharps containers shall be maintained as near as possible to all designated sharps use areas.

7. The Health Department shall maintain an adequate supply of puncture resistant sharps containers to be used at special clinics.

8. In the event of an accidental needle stick, the following actions should be taken:

a. Cause the area to bleed. Squeeze or milk the area of the wound to increase blood release.

b. Immediately wash and sanitize the area of puncture.

c. Confidential medical evaluation to any volunteer who has had an accidental exposure.

d. Report incident to volunteer's Supervisor and place copies of all records in volunteer's personnel file.

9. In the event the exterior of a sharps container becomes contaminated with blood, blood-borne pathogens or other potentially infectious material, the container shall be placed in a zip lock bag, or other appropriate plastic container, to prevent leakage and subsequent exposure during handling and transport.

10. All sharps no longer needed as evidence for an investigation shall be removed to the Health Department for proper disposal as regulated medical waste. (See Medical Waste Section J)

11. Sterile needles intended for future use shall be kept in a distinctly separate area from used or potentially contaminated needles or sharps.

12. Mirrors shall be used, if possible, to search for fallen or lost sharps. Mirrors shall also be used, if possible, to search those areas that are not easily accessible.

13. Patients or suspects shall empty their pockets rather than volunteers emptying them.

F. Linen, Clothing and Outer Garments:

1. Gowns or other protective clothing shall be worn whenever there is the possibility of exposure. This includes any time there is the possibility of splashing.

2. Any clothing contaminated with blood, blood-borne pathogens or other potentially infectious materials shall be removed as soon as possible. Care should be taken not to come in contact with contamination with unprotected hands.

3. After removal, clothing or garments should be thoroughly washed with hot water at least 160° F. for 25 minutes. Clothing or garments may also be dry cleaned. Note that manufacturers recommendations should be followed when supplied.

4. Boots and shoes should be cleaned in a 10:1 water/bleach solution.

5. Outer protective clothing soiled with blood, blood-borne pathogens or other potentially infectious materials shall be removed. Care must be maintained to prevent contamination while removing outer garments. The contaminated clothing should be allowed to air dry and then should be professionally cleaned.

6. When cleaning linens, clothing or garments;

a. Wear gloves

b. Wear gowns or protective clothing when there is the possibility of splashing.

c. Wear eye protection when there is the possibility of splashing.

7. Soiled linens, clothing and garments shall be bagged at the exposure site.

8. Gloves must be worn whenever there is contact with contaminated linen, clothing, or garments.

9. Leakproof plastic bags shall be used for transporting contaminated clothing or garments. These bags must be labeled clearly.

G. Human Bites:

1. Human bites (a bite inflicted by one human on another) have the potential of transmitting blood, blood-borne pathogens or other potentially infectious materials including, but not limited to, viruses and bacteria. These types of pathogens are not always blood-borne, but may also be found in saliva and/or other body fluids. Upon occurrence of a human bite the following procedures shall be taken:

- a. Immediately wash the affected area with soap and warm water.
- b. When hand washing facilities are not readily available the volunteer shall thoroughly clean the area of the bite with an approved antiseptic cleanser.
- c. The area of the bite shall still be washed with soap and warm water as soon as possible after the bite, even if the area was cleaned with an antiseptic cleanser.
- d. The incident shall be reported to the volunteer's Supervisor and Safety Officer.
- e. An incident report and all appropriate reports shall be completed and placed in volunteer's personnel file.
- f. Volunteer shall seek confidential medical evaluation.

#### H. Other Equipment:

1. Vehicles and other associated equipment that becomes contaminated with blood, blood-borne pathogens or other potentially infectious materials shall be thoroughly washed and sanitized with a 10:1 water/chlorine bleach solution or other approved disinfecting agent.
2. Equipment shall be decontaminated by following manufacturer's recommendations. In the event there are no recommendations available decontamination shall be accomplished by using 10:1 water/chlorinated bleach solution or other approved disinfectant.
3. Protective gloves, eyewear, gowns and booties, if needed, shall be worn during decontamination procedures to prevent against personal contamination through splashing or direct contact.

#### I. Artificial Respirations:

1. If at all possible, mouth to mouth resuscitation shall not be applied to any victim.
2. Whenever possible a bag-valve-mask (BVM), or positive pressure resuscitator will be used to administer artificial respirations to a patient. As a last resort, a face mask with a one way valve will be used to administer artificial respirations.
3. Each police vehicle and emergency response vehicle shall be supplied with a bag valve mask with one-way valves for the purpose of administering artificial respirations.
4. After the use of any of the equipment, the equipment shall be decontaminated according to the manufacturer's recommendations, or the procedures outlined in Section H. In the event the equipment cannot be decontaminated, it shall be placed in a leak proof plastic bag and disposed of as regulated medical waste.

#### VII. MEDICAL WASTE DISPOSAL:

- A. Medical waste shall be disposed in accordance with N.J.A.C. 7:26-3A et seq. "Special Medical Waste".

B. The Health Department shall maintain and annually renew the waste generator permit. (If applicable)

C. Whenever possible, all contaminated and potentially contaminated materials shall be left at a medical facility that is capable of disposing of medical waste.

D. All needles and sharps may be disposed of through the Health Department, following the guidelines previously outlined in this document under Section E.

E. All gloves may be disposed of through the Health Department, following the guidelines previously outlined in Section B.

F. Blood and body fluids may be disposed of by pouring down a drain connected to a sanitary sewer. Personal protective equipment shall be worn to prevent exposure.

#### VIII. HEPATITIS B VACCINATION

A. Hepatitis B vaccination series shall be offered to all designated volunteers at no cost to the volunteer.

B. Hepatitis B vaccinations shall be offered to all designated volunteers within 10 working days of their designation as an volunteer who has the potential for exposure to blood, blood-borne pathogens or other potentially infectious materials as a result of the performance of his job duties.

C. All Hepatitis B Vaccinations shall be performed by or under the supervision of a licensed physician.

D. All Hepatitis B Vaccinations shall be provided according to the recommendations of the U.S. Public Health Service in practice at the time of the vaccinations given.

E. Volunteers who have previously completed a Hepatitis B Vaccinations series or have completed antibody testing that reveals the volunteer is immune shall submit written proof to the municipal Manager for permanent placement in the volunteer's personnel file.

F. Volunteers who decline to accept the Hepatitis B vaccinations offered by the Municipality, shall sign a waiver statement. The signed waiver shall be placed in the volunteer's personnel file.

G. Any designated volunteer who initially declines Hepatitis B vaccination, but later decides to accept the vaccination, shall be provided the vaccination series at no charge to the volunteer, provided the volunteer is still a designated volunteer.

H. All designated volunteers shall be offered a booster vaccination for Hepatitis B every five years or at the time interval recommended by the U.S. Public Health Service or the New Jersey State Department of Health.

#### IX. POST EXPOSURE REPORTING AND FOLLOW UP:

A. Reporting:

1. The following reporting procedure shall be adhered to following any exposure or potential exposure to blood, blood-borne pathogens or other potentially infectious materials.

a. Immediate notification shall be made to the Supervisor in charge.

b. A full written incident report that outlines the exposure, as all other appropriate forms shall be completed by the volunteer(s) involved in the incident.

c. A copy of the incident shall be forwarded to the Municipal Manager for placement in the volunteer's personnel file.

d. A copy of the incident report shall be forwarded to the Health Officer and Safety Officer for follow up.

e. A full entry regarding all exposures shall be made in the PEOSHA Injury Log.

f. All reports of incidents shall be kept confidential. Information on documented exposures will not be released without prior written consent of the volunteer(s) involved.

g. Copies of all records regarding an volunteer's exposure shall be placed in the volunteer's permanent personnel file. Records shall include, but not be limited to incident report, medical follow-up records, and test results.

B. Follow Up:

1. Follow up of all reported incidents shall be performed by the volunteer's Supervisor, Municipal Manager, Health Officer and Safety Officer.

2. When deemed necessary, a confidential medical evaluation and follow up shall be offered to the volunteer(s) involved in an exposure incident, at no cost to the volunteer.

3. In the event an volunteer refuses the offer for medical follow up, a signed written waiver shall be obtained and placed in the volunteer's permanent personnel file.

X. COMMUNICATION OF HAZARDS:

A. The municipality shall offer training to all designated volunteers as outlined in Section IV, during the volunteer's working hours.

B. All designated volunteers shall be provided with a copy of this exposure control plan.

C. All new volunteers who are deemed designated volunteers shall be trained, as per section IV, within 10 working days of their designation as an volunteer who has the potential for exposure to blood, blood-borne pathogens, or other potentially infectious materials as a function of their job duties.

D. Warning labels shall be affixed to all containers of regulated medical waste, refrigerators, or any other container holding blood, blood-borne pathogen or other potentially infectious materials.

E. All labels shall include an orange or orange-red biohazard label.

F. Red bags or red containers may be used as a substitute for the biohazard label.

G. Written material on the hazards of exposure to blood, blood-borne pathogens or other potentially infectious materials will be made available to all designated volunteers.

H. A Hammonton Fire Department Health/Safety Officer shall be available during regular working hours, and on emergency basis, to answer any questions regarding this exposure control plan, infectious diseases and agents, and the potential for exposure to blood, blood-borne pathogens or other potentially dangerous infectious materials.

I. A copy of the exposure control plan shall be accessible to all designated volunteers in accordance with 29 CFR 1910.20(e) in the following areas:

1. Police Records Division
2. Police Dispatch
3. Municipal Manager's Office
4. Health Department
5. Safety Office
6. Fire Stations
7. Rescue Squad
8. Public Works Facility
9. Municipal Utilities Department

J. A copy of the exposure control plan will be supplied to each designated volunteer.

K. The exposure control plan will be reviewed annually, or more often if needed, and amended, as deemed necessary.

## XI. RECORD KEEPING

A. Recording keeping shall be maintained as noted in Sections VIII and IX.

B. All training records shall be maintained for a minimum of three years following the training date.

C. All exposure records shall be maintained permanently in the exposed or potentially exposed volunteer's personnel file.

D. All records regarding Hepatitis B vaccinations shall be maintained permanently in the designated volunteer's personnel file.

**BLOOD BORNE PATHOGENS  
EXPOSURE CONTROL PLAN**

**APPENDIX II**

**EXPOSURE INCIDENT REPORT FORM**

Please complete all sections of this form to the best of your ability. The information on this report form will be used by your Supervisor, Town of Hammonton Business Administrator, or Claims Administrator, and volunteer Health Service in order to determine the need for further follow up and the reason for the exposure.

VOLUNTEER NAME: \_\_\_\_\_

AGE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE: \_\_\_\_\_

PHONE: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

JOB FUNCTION: \_\_\_\_\_

DATE OF INCIDENT: \_\_\_\_\_

LOCATION OF INCIDENT: \_\_\_\_\_

Description of how exposure occurred; ( HOW, WHO, AND WHAT EXPOSED TO)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of incident; (BE AS DESCRIPTIVE AS POSSIBLE):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CC:Fire Chief  
Safety Officer  
Municipal Clerk



**APPENDIX II**

**EXPOSURE INCIDENT REPORT FORM  
CONTINUATION SHEET**

Material or infectious agent(s) thought to be involved: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Names, addresses, and phone numbers of all individuals involved:

Name:	Address:	Phone:
_____	_____	_____
_____	_____	_____
_____	_____	_____

Description of actions taken to prevent exposure: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of actions taken following exposure: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Names and agencies notified following incident: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any other information you feel would be important: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name and title of person making report: \_\_\_\_\_  
\_\_\_\_\_

- CC:Fire Chief
- Safety Officer
- Municipal Clerk

**APPENDIX II**

**EXPOSURE INCIDENT REPORT FORM  
CONTINUATION SHEET**

Date completed report received: \_\_\_\_\_

Reports sent to: Please place check mark

Volunteer: \_\_\_\_\_ Health Officer \_\_\_\_\_

Volunteer Supervisor: \_\_\_\_\_ Safety Officer \_\_\_\_\_

Municipal Manager: \_\_\_\_\_

Agencies and treatment following exposure: \_\_\_\_\_

\_\_\_\_\_

Recommendations for follow up and future prevention: \_\_\_\_\_

\_\_\_\_\_

Persons making recommendations: \_\_\_\_\_

\_\_\_\_\_

CC: Fire Chief  
Safety Officer  
Municipal Clerk

**[Amended 2-22-2010 by Ord. No. 2-2010]**

The Hammonton Volunteer Fire Companies e-mail, voice mail, Internet, two way radios and facsimiles are for official business and use for nonbusiness purposes is prohibited. All e-mail, voice mail and Internet messages are public records subject to possible disclosure to the public pursuant to the provisions of the Open Public Records Act.

The Hammonton Volunteer Fire Companies reserves the right to monitor, obtain, review and disclose all e-mail messages, computer files, voice mail, facsimiles and Internet messages on the computer and communications systems of the Hammonton Volunteer Fire Companies as deemed necessary and appropriate. By using the Hammonton Volunteer Fire Companies e-mail, computer systems, voice mail, facsimiles and the Internet, two way radios, each user agrees that the Town of Hammonton has unrestricted access and the right to disclose all information communicated or stored on same. Legitimate reasons include systems maintenance, message routing, retrieval of business information, troubleshooting hardware and software problems, preventing system misuse, protecting confidential proprietary information, insuring compliance with software license policies and complying with legal and regulatory requests for information. E-mail and other forms of communication shall not be used to harass, torment or disparage another party. Offensive and harassing communications are unacceptable and prohibited.

Except in emergency situations or as part of their officially assigned or regular or permitted duties, volunteers are prohibited from taking any photographs, pictures, digital images, or audio recordings of any crime scenes, traffic crashes, arrestees, detainees, people, or job-related incidents or occurrences with any personal analog or digital device, camera, imaging device, audio recorder or cellular telephone. This section also applies in off-duty scenarios regarding any law enforcement related activities. Any photographs, images, or recordings taken with any personal device pursuant to or in violation of this section are considered evidence and are subject to applicable laws, codes, guidelines or directives concerning storage, release, and disposal. Volunteers who have recorded any photographs, images or recordings with any personal device shall notify their supervisor as soon as practical. For the purposes of this section, an "emergency situation" involves a sudden and unforeseen combination of circumstances or the resulting state that calls for immediate action, assistance or relief, and may include accidents, crimes and flight from accidents or crimes.

Volunteers are prohibited from releasing or disclosing any photographs, pictures, or digital images of any crime scenes, traffic crashes, arrestees, detainees, people, or job-related incidents or occurrences taken with a personal or agency analog or digital device, camera or cellular phone to any person, entity, business, or media or Internet outlet whether on or off duty without the express written permission of the Municipal Clerk.

Volunteers who maintain personal web pages and websites, including but not limited to Facebook, YouTube, MySpace, Twitter etc., shall not post information on such sites that would constitute a violation of the personnel policies of the Hammonton Volunteer Fire Companies if expressed or published using any other medium or in any other manner. The posting of words, phrases, photographs, images or any kind of information on a personal website may be grounds for the imposition of disciplinary action against the volunteer if the words, phrases, photographs, images or information adversely reflects on the volunteer's fitness for duty or constitutes a violation of the personnel policies of Hammonton Volunteer Fire Companies.

## **NO SMOKING POLICY**

The New Jersey Legislature has declared that in all governmental buildings the rights of nonsmokers to breathe clean air supersedes the rights of smokers. In accordance with state law, the Hammonton Volunteer Fire Companies has adopted a smoke-free policy for all buildings. Municipal facilities shall be smoke-free, and no volunteer or visitor will be permitted to smoke anywhere in municipality buildings. Volunteers are permitted to smoke only outside municipality buildings and such locations as not to allow the re-entry of smoke into building entrances. Smoking inside vehicles owned by the municipality and near equipment that may be sensitive to smoke is also prohibited. This policy shall be strictly enforced, and any volunteer found in violation will be subject to disciplinary action.

**(See ORDINANCE #17-1995)**

## **USE OF ATLANTIC COUNTY MUNICIPAL JIF INSURED VEHICLES**

The Hammonton Volunteer Fire Companies through their insurance carrier, Atlantic County Municipal Joint Insurance Fund, insures all Hammonton Volunteer Fire Company vehicles. For this reason, the Hammonton Volunteer Fire Company Members must adhere to the policies of the Town of Hammonton concerning use of Town Owned Vehicles as follows: Town vehicles are assigned to volunteers for use during the performance of official Town business only. Any volunteer who uses a Town vehicle for personal business is subject to disciplinary action. Any accident of any type with a Town vehicle must be reported immediately to the appropriate Supervisor and an accident report completed in the office of the Municipal Clerk as per Ordinance #26-1989.

The volunteer to whom a vehicle is assigned is responsible for its security and maintaining it in a safe operating condition. No one other than the designated volunteer is to use the vehicle or be transported in the vehicle. The volunteer using a Town vehicle must have a valid driver's license for the type of vehicle being operated; i.e., CDL is required.

All volunteers utilizing personal vehicles for work travel must be personally insured per law. The Hammonton Volunteer Fire Companies insurance will not cover accidents involving personal vehicles even if those vehicles are being used in a work capacity. Weekly mileage reports must be submitted to Council Committee, Supervisor and Town Clerk.

Seat belts must always be worn when the Town's vehicles are being used. It is a violation of state law to operate a vehicle and not wear a seat belt as per Resolution #R112-1992. All Town vehicles leaving the boundaries of the Town must sign out their destination with the radio dispatcher and sign in upon return.

## **DRIVER'S LICENSE POLICY**

All volunteer firefighters must have a current New Jersey Driver's License and are subject to a semi annual driver background check performed by the Municipal Clerk or other designated official.

Any information obtained in accordance with this section shall be used by the Town of Hammonton only for carrying out its lawful functions and for other lawful purposes in accordance with the Driver's Privacy Protection Act (18 U.S.C. § 2721 et seq.)

## **MOTOR VEHICLE SAFETY POLICY**

(See Ordinance 26-1989)

(See Resolution 112-1992 Seat Belt Law)

(See Resolution 24-2002 Driver Criteria Policy)

A. Policy: Many volunteers operate municipality owned, leased, rental or personal vehicles as part of their jobs. Volunteers are expected to operate vehicles safely to prevent accidents which may result in injuries and property loss. It is the policy of the Hammonton Volunteer Fire Companies to provide and maintain a safe working environment to protect our volunteers and the citizens of the communities where we conduct business from injury and property loss. The municipality considers the use of automobiles part of the working environment. The municipality is committed to promoting a heightened level of safety awareness and responsible driving behavior in its volunteers. Our efforts and the commitment of volunteers will prevent vehicle accidents and reduce personal injury and property loss claims. This program requires the full cooperation of each driver to operate his/her vehicle safely and to adhere to the responsibilities outlined in the Motor Vehicle Safety Program. Elements of this program include:

Assigning responsibilities at all levels of employment.

Vehicle use and insurance requirements.

Volunteer driver's license checks and identification of high risk drivers.

Accident reporting and investigation.

Municipal Accident Review Board.

Vehicle selection and maintenance.

Training standards.

Safety regulations.

Management is responsible for successful implementation and ongoing execution of this program. Supervisors and volunteers are responsible for meeting and maintaining the standards set forth in this program.

B. Scope: This policy applies to volunteers who operate vehicles on municipal business and will be reviewed by managers and supervisors to ensure full implementation and compliance.

C. Organization and responsibilities.

(1) Management duties:

(a) Implement the Motor Vehicle Safety Program in their areas of responsibility.

(b) Establish measurement objectives to ensure compliance with the program.

(c) Provide assistance and the resources necessary to implement and maintain the program.

(2) Supervisor duties:

(a) Investigate and report all accidents involving a motor vehicle used in performing municipal business. Forward all accident reports to the Vehicle Safety Coordinator.

(b) Be responsible for taking appropriate action to manage high risk drivers as defined by this program.

(c) Provide driver training either internally or through external means for high risk drivers.

(d) Issue periodic reports of losses for the Municipal Clerks review.

(e) Review motor vehicle accident reports as part of the Municipal Accident Review Board.

(f) Maintain appropriate records.

(3) Drivers:

(a) Always operate a motor vehicle in a safe manner as explained under the section titled, "Driver Safety Regulations."

(b) Maintain a valid driver's license and minimum insurance requirements on personal vehicles used in municipal business.

(c) Maintain assigned vehicles according to established maintenance standards.

D. Vehicle use.

(1) Municipal-owned vehicles.

(a) Passenger cars. Volunteers authorized by their supervisors will be permitted to operate a passenger car. When the vehicle is driven for personal use, only the volunteer will be permitted to operate the vehicle. No one under the age of 18 will be permitted to operate the vehicle.

(b) Commercial trucks and vans. Volunteers with appropriate commercial driver's licenses (if required by the state), authorization from their supervisor and qualified by state and federal DOT, when applicable, will be permitted to operate the vehicle.

(2) Personal vehicles on municipal business. Volunteers who drive their personal vehicles on municipal business are subject to the requirements of this program, including:

(a) Maintaining auto liability insurance with minimum limits of \$100,000 for bodily injury and \$1,000 for property damage with combined single limit of \$300,000.



(b) Maintain current state vehicle inspections when required.

(c) Maintain their own vehicle in a safe operating condition when driven on municipal business. (A valid N.J. state inspection sticker must be displayed.)

(d) Acceptable Motor Vehicle Report (MVR).

(3) Unauthorized use of vehicles. Assigned drivers and other authorized volunteers will not allow an unauthorized individual to operate a municipal vehicle. No exceptions! Disciplinary action may be taken. Additionally, if unauthorized use results in an accident, the responsible volunteer will be required to make restitution for the damages.

(4) Driver evaluation. Volunteers will be evaluated and selected based on their driving ability. To evaluate volunteers as drivers, management will:

(a) Review past driving performance and work experience through previous employers' reference checks. All new volunteers and current volunteers recently assigned to driving duties will be required to complete the "Application Addendum For Employment Requiring Driving."

(b) Review the volunteer's motor vehicle record (MVR) annually (more frequently if reasons warrant).

(c) Ensure the volunteer has a valid driver's license.

(d) Ensure the volunteer is qualified to operate the type of vehicle he/she will drive. The Hammonton Volunteer Fire Companies is committed to keeping fleet accidents to a minimum. A key to the success of this program is to make every effort to assure that only qualified drivers are operating vehicles on behalf of the employer. For that reason, we intend to order Motor Vehicle Reports (MVRs) on all volunteers driving employer vehicles or operating a personal vehicle on behalf of the employer. MVRs will be obtained prior to hiring and annually thereafter. Those people who do not meet the criteria set out below will not be permitted to drive on behalf of the employer.

The following grading system is for the evaluation of drivers' MVRs. A check mark should be placed in the squares prior to the appropriate number to indicate the driver's grade. The grading system for volunteer driving records is as follows:

1. Acceptable: No moving violations and/or accidents over the last 36 months.
2. Marginal: Up to two moving violations and/or accidents in the last 36 months.
3. Probation: Up to three moving violations and/or accidents within the last 36 months.
4. Unacceptable: More than three moving violations and/or accidents within the last 36 months or more than two moving violations and/or accidents within the most recent year.

Any of the below violations will be considered an automatic unacceptable grading:

Driving while under the influence (DWI or DUI)

Leaving the scene of an accident

Careless or reckless driving violations

Homicide or assault through the use of a motor vehicle

Drivers who currently have a revoked or suspended license

Attempting to elude a police officer

(5) Driver qualification. Drivers will be designated a certain driving status based upon qualifications. The qualification level will dictate the type of vehicle or vehicle operations the volunteer may be engaged in. The levels, qualifications and responsibilities are as follows:

**Driver Qualification Level**

**Qualifications Required**

**Responsibilities**

Non-driver	Volunteer has not cleared the specified screening process Post accident until preventability review complete	No driving responsibilities allowed
Automobile driver (Non-CDL)	Volunteer has passed initial and ongoing motor vehicle record screening Volunteer has passed initial and ongoing motor vehicle record screening Volunteer has completed initial road test	Can drive commercial vehicle such as service van, pickup and other non-CDL and nonpassenger transport vehicle Can drive commercial vehicle such as service van, pickup and other non-CDL and nonpassenger transport vehicles
Service/construction vehicle (CDL required)	Volunteer has passed initial and ongoing motor vehicle record screening Volunteer has passed initial road test Volunteer has valid CDL license	Volunteer can drive all nonpassenger commercial vehicles including CDL required vehicles
Passenger transportation vehicle	Volunteer has passed initial and ongoing motor vehicle screening Volunteer has completed initial and annual road tests Volunteer has participated in annual driver training session Volunteer has valid CDL license where necessary	Volunteer can drive all nonemergency and nonmedical transportation vehicles

(2) The municipality will maintain a list of all approved drivers identifying their current level of municipal driver qualifications. Supervisors will be responsible to ensure drivers are not assigned driving tasks beyond their qualifications.

E. Rules of the road (passenger vehicles).

(1) General rules:

- (a) Obey all traffic rules and regulations.
- (b) Seat belts must be worn at all times (with exception of law enforcement vehicles).
- (c) Guns of any type are not permitted in any municipal vehicle under any circumstances.
- (d) Radar detectors are not permitted in municipal vehicles.
- (e) Cell phones, text messaging or other uses of communication equipment, with the exception of hand held or mobile mounted radio, are not to be used while moving. If it is necessary to use any of this equipment, pull to the side of the road in the manner described below. Use of “hands-free” mechanisms is permitted. This pertains to text messaging as well. It is the policy of the Hammonton Volunteer Fire Companies that communication devices are provided to enable volunteers to conduct Town business in an efficient fashion. Communication devices are provided for official, directed Town business. Volunteers in possession of Town equipment are required to protect the equipment from loss, damage or theft and to use in a legal, safe and professional manner.

Telephone Usage

Radio Usage

Mail Usage

Supervisors, in consultation with the Business Administrator, make the determination of those volunteers whose job function and assignment require the use of a:

Telephone

Two way radio

(f) Drivers must not stop on a traveled highway except in emergency. If forced to do so, pull out of traffic as far as possible, turn on four-way flashers and secure vehicle.

(g) No passengers are permitted on any municipal vehicle for any reason unless that passenger is specifically authorized by your supervisor or is a municipal volunteer.

(2) Defensive driving rules.

“A defensive driver is careful to commit no driving errors. The driver makes allowances for the reactions of other drivers or pedestrians and does not allow the lack of skill, improper attitudes of others, weather hazards, or road conditions to

involve him or her in an accident. A defensive driver stays constantly on the alert, making sure to have ample room to escape from accident-producing situations. He or she recognizes hazardous situations far enough in advance to avoid a collision and makes sure that other drivers are aware of his or her presence. He or she yields the right-of-way whenever it is necessary to do so to avoid an accident. Defensive driving can be defined in three words: COURTESY, CONCENTRATION AND CONTROL.”

### **SCHOOL BUS-SCHOOL ZONES**

Obey state laws governing the passing of a school bus. Reduce speed and be extremely cautious when approaching schools, playgrounds, public parks and other places where children are likely to be on the highway, street or adjoining property. Watch out for balls bouncing on the roadway followed by a child. Obey adult and school-age crossing guards.

### **LEFT OF CENTER**

If an oncoming vehicle approaches on the wrong side of the road, pull as far to the right as possible and stop while sounding your horn. If at night, blink your headlights.

### **EMERGENCY VEHICLES**

When an emergency vehicle is operating lights or siren, pull over to the right side and stop until the emergency vehicle passes. After the emergency vehicle passes, continue on. Do not follow immediately behind emergency vehicles. Always yield right-of-way to funeral processions.

### **HAZARDOUS CONDITIONS**

The driver shall reduce speed when adverse weather and road conditions affect his ability to see, stop or control his vehicle. When conditions become extremely hazardous, pull off the highway to a safe spot and stop until conditions improve and it is safe to continue driving.

### **SPEED CONTROL**

The maximum lawful speed limit is permitted only under ideal conditions. Operate at a speed consistent with existing weather, traffic, visibility, condition of the road and equipment.

### **FOLLOWING TRAFFIC**

On the open highway, in good weather, keep a distance of at least 300 feet between your vehicle and the vehicle in front of you, except when overtaking to pass. In town, do not impede the normal flow of traffic, but maintain a safe interval that will allow you to slow down and stop as traffic conditions require.

Practice the “two second rule.” When following another vehicle, watch it as it passes a marker such as a telephone pole or sign. As soon as the vehicle passes the marker, begin counting, “one thousand and one, one thousand and two.” If the front bumper of your vehicle passes the marker before you have finished counting, you are too close.

### **PASSING**

In passing other vehicles, be certain that it is legal to do so and that there is a sufficient clear distance ahead. Before pulling into the passing lane, be certain that there is no traffic overtaking you from the rear. Alert the driver ahead that he is being passed and use your turn signal before changing lanes and after completing the pass.

### **BEING PASSED**

Hold your vehicle in the proper lane, slow down when it appears that the other vehicle will need additional room to complete the pass safely. At night, dim your headlights. Stay to the right whenever possible unless you are passing.

### **DO NOT SIGNAL OTHER DRIVERS**

Under no circumstances are you to use light, turn signals or hands to signal another driver that it is safe to pass or proceed into a roadway or intersection or make a turn ahead of you.

### **INTERSECTIONS**

Approach every intersection with care, alertness and control. Be prepared to obey traffic officers, traffic signal and stop signs. Slow down for caution signal, be prepared to stop for “YIELD RIGHT-OF-WAY” signs. Watch for pedestrians, children and blind people with white canes.

### **TURNS AND LANE CHANGES**

Position your vehicle in the turning lane well in advance of the turn and use the proper turn signal 100 feet before the turn, providing there is no alternate driveway or roadway where other traffic may become confused by the premature use of the turn signal. Never rely on turn signals to prevent other traffic from attempting to overtake and pass on the wrong side during a turn. Always operate the turn signals and check for overtaking traffic in advance of any lane change.

### **BACKING**

The responsibility for backing safely remains entirely with the driver. Avoid backing whenever possible. Make certain the way is clear during the entire movement. When in doubt, exit your vehicle and take a second look.

## **PARKING**

Engage the parking brake, place the transmission in “park.” Shut down the engine; remove the ignition key.

## **EXPRESSWAY AND INTERSTATE HIGHWAYS**

Know your exit number and/or cross road number or name. Be prepared to leave when you arrive at the exit. Avoid sudden last minute attempts to make it into or around a curve of the exit ramp without first having slowed down to the posted ramp speed limit.

Signal your intention well in advance of leaving the expressway. Maintain the minimum legal speed until you turn into the deceleration lane. Then be prepared to slow down quickly enough to permit a safe exit.

Look for traffic approaching from both directions at the intersection at the end of the ramp. Be prepared to slow, yield or stop as road and traffic conditions as well as signs require.

Bridges and overpasses can be slippery or icy when the rest of the highway is clean and dry. Be careful in these situations.

Allow sufficient intervals when following other vehicles on exit and entrance ramps to enable a safe stop when the vehicle ahead slows or stops for approaching traffic.

Govern your speed and position in relationship to other traffic on the expressway. Be prepared to accommodate other vehicles entering from interchanges and service plazas. Do not follow other traffic at too close an interval.

At night time, consider whether oncoming traffic will be in the glare of your high-beams and dim your lights accordingly for them and the vehicle traveling ahead in the same direction as yourself.

## **RAILROAD CROSSINGS**

Approach railroad crossings with care. Some crossings are uncontrolled and sometimes the controls don't work. When stopping for a train, place your transmission into “park” to prevent your vehicle from rolling into a moving train.

## **BE PREPARED FOR DIFFERENT TYPES OF DRIVERS**

**TEENAGERS:** They have quick reflexes and fast reaction times, but lack experience.

**SENIOR CITIZENS:** They are likely to drive more slowly and reaction time has increased.

**SHOW-OFF DRIVER:** Aggressive personality is reflected in driving habits.

**OCCUPIED DRIVER:** Busy talking, using car phone, eating, smoking, just exiting a fast food restaurant and small children in the car.

**DRUNK DRIVER OR CHEMICALLY IMPAIRED:** Watch for erratic driving behavior such as driving slow for no apparent reason, inconsistent driving speeds, improper or erratic passing, swerving on the road, jerky stops and starts, and driving with windows down in cold weather.

F. Rules of the road (trucks, ambulances, fire trucks - nonemergency).

Truck rules. All rules for passenger vehicles apply. The following additional rules apply to trucks as well:

### **BOBTAILING AND DEAD-HEADING**

Exercise caution and travel at reduced speed when bobtailing or hauling empty or lightly loaded trucks, particularly on icy or wet roads.

### **SPEED CONTROL**

The maximum lawful speed limit for trucks is permitted only under ideal conditions. Operate at a speed consistent with existing weather, traffic, visibility, condition of the road and equipment.

### **FOLLOWING TRAFFIC**

On the open highway, in good weather, keep a distance of at least 500 feet between your vehicle and the vehicle in front of you, except when overtaking to pass. In town, do not impede the normal flow of traffic, but maintain a safe interval that will allow you to slow down and stop as traffic conditions require.

Practice the “four-second rule.” When following another vehicle, watch it as it passes a marker such as a telephone pole or sign. As soon as the vehicle passes the marker, begin counting, “one thousand and one, one thousand and two, one thousand and three, one thousand and four.” If the front bumper of your vehicle passes the marker before you have finished counting, you are too close.

### **BACKING**

The responsibility for backing safely remains entirely with the driver. Avoid backing whenever possible. Make certain the way is clear during the entire movement. Get reliable help when needed. Be certain your helper is positioned where you can observe their signal as well as hear them and make certain they are not in danger of being struck. When in doubt, exit your vehicle and take a second look.

### **BACKING WITH SPOTTER**

While backing, a spotter (when available) will be positioned eight to 10 feet behind the left rear of the vehicle. He or she will maintain visual and voice contact with the driver. The spotter will help guide the driver to slowly back the vehicle. This practice greatly reduces the possibility

of backing mishaps. Drivers should always back into parking areas to assure that a safe and efficient exit is possible. Drivers are cautioned not to pull into parking space or driveway. Drivers are cautioned never to be in a hurry when backing up or parking. They are instructed not to start backing up or park when they are unsure of the area behind the vehicle.

## **PARKING**

Engage the parking brake, place the transmission in low or reverse gear, depending on the grade. Shut down the engine, remove the ignition key. When there is a possibility of the vehicle rolling, block one or more of the wheels. At loading dock, always block one or more wheels. Keep the tractor under short trailers when you are being loaded or unloaded, particularly by forklifts. **PARKING WITH THE TRACTOR/TRAILER PROTECTION VALVE ON EMERGENCY POSITION IS FORBIDDEN.**

Never leave the engine operating with the trailer trolley valve engaged as a brake for parking.

## **EXPRESSWAY AND INTERSTATE HIGHWAYS**

Bridges and overpasses can be slippery or icy when the rest of the highway is clean and dry. Take it easier when bobtailing or dead-heading or when you have a light load. The vehicle will not respond as it does under load. Truck speed limits still apply to bobtails.

Govern your speed and position in relationship to other traffic on the expressway. Be prepared to accommodate other vehicles entering from interchanges and service plazas. Do not convoy with other truck traffic or follow other traffic at too close an interval.

## **RAILROAD CROSSINGS**

All trucks carrying hazardous materials and all buses are required to stop at railroad crossings. Trucks not carrying hazardous materials should slow down and proceed with great caution at railroad crossings regardless of whether the crossing is controlled (equipped with lights or gates) or not.

G. Accidents and injuries. These rules of conduct and instructions are aimed at helping you to make a proper report, protect the scene to avoid further accident involvement and assist the injured. Familiarize yourself with what to do in case of an accident **BEFORE** you are involved in one.

(1) **STOP.** Failure to stop at the scene of an accident in which you are involved is a criminal offense which will subject you to a penalty of the law in addition to disciplinary action by the municipality.

(2) **PROTECT THE SCENE.** Turn on four-way flashers, lose no time in setting out your red emergency reflectors in accordance with DOT regulations (one warning device 100 feet in each direction from the scene and one 10 feet from the rear of the trailer; set the signals further out but no more than 500 feet if the accident occurs near a curve or hill crest).



(3) ASSIST ANY INJURED PERSON, but DO NOT move anyone unless absolutely necessary to prevent further injury (from fire, for example). Keep any injured person as warm and quiet as possible while waiting for the arrival of an ambulance, doctor or other person competent to handle the injured party's removal and treatment.

(4) NOTIFY THE POLICE (in all circumstances). If you cannot get to a phone nearby, write a brief note describing the location and apparent seriousness of the accident and ask a reliable-appearing motorist to take it to a phone and report it for you or use your CB (if you have one) to pass the word along. DO NOT LEAVE EQUIPMENT OR CARGO UNGUARDED EXCEPT IN EXTREME EMERGENCY!

(5) NOTIFY YOUR SUPERVISOR. You must make contact with your supervisor as soon as safely possible. In the event the you cannot, you must report the accident to the Hammonton Police Department's dispatch center at 609-561-4000, and advise them to notify the on-duty officer in charge to report the accident. (Dispatch will also attempt to contact the volunteer's supervisor.)

(6) HIT AND RUNS. If you are the victim of a hit and run or the other party refuses to remain at the scene or give you information, notify the police of the accident and give them all the details you can. This way, your report is kept on file with the police and protects you if the other party tries to make a claim against you later.

H. Make a complete report of the accident (see appendix).

(1) If you are taken to a hospital, make sure that someone notifies the municipality immediately of what happened, where you were taken and when you were taken there.

(2) When reporting an accident by telephone or messenger, be specific as to the location, time, extent of injury or damage, the condition of the cargo and where you can be reached. When you call in to your department, be sure you are talking to someone who is in a position to act on your report and make a note of the person you give the report to for future reference.

(3) Be polite at the accident scene. Give your name, the employer name and offer to show your CDL. Do not discuss the accident with anyone except the police and representative of our municipality. Any statements you make may be used against you later, so do not offer theories, etc. Regardless of the circumstances, ADMIT NOTHING, PROMISE NOTHING, AND DON'T ARGUE.

(4) Make out your report as outlined below. The preliminary report form is your worksheet for obtaining all the necessary information to call in to the municipality. Get names, addresses and phone numbers of ALL witnesses, BOTH FOR YOU AND AGAINST YOU. If witnesses refuse to give you their names, note their vehicle license number. If there are no witnesses to the actual accident, get the name, address and phone number of the first person to arrive on the scene.

(a) When you are involved in any type of motor vehicle accident on the job, you are required to obtain the following information at the accident scene:

Date of accident

Time of accident

City and state where the accident occurred

Exact location where the accident occurred:

Nearest intersection

Mile marker

Direction of travel (all vehicles)

If private property, describe the facility

Exact description of the event:

You are always vehicle number 1

Describe events leading to the collision

Describe events during the collision

Describe event immediately after the collision

If the authorities are involved:

Get the officer's name and badge number

Is the officer a state trooper or a local?

Find out where the officer is from

Get the accident report number

Get the phone number for the station

If citations are issued:

To whom?

What are the charges?

Other vehicle and driver:

Get the name of the vehicle owner

Get the address of the owner

Get year, make, model and license number of other vehicle(s)

Get the name of the other driver(s)

Get the other driver's full address

Get the other driver's phone number

Witnesses:

Get name, addresses and phone numbers of all witnesses

Injuries:

Identify all injured persons

Were they treated at the scene of the accident or moved by ambulance?

Points of impact:

Where your vehicle made contact with other

Where other vehicle made contact with you

Road and weather conditions:

Was it clear, raining, foggy, etc.?

Was the road surface dry, wet, icy, etc.?

Was it daylight, dark, dawn, dusk or artificial light?

The number of lanes in both directions

What was your traveling speed?

Other:

Were you wearing your seat belt?

Were there any mechanical defects that may have caused this event?

Were any vehicles towed from the scene?

Was anyone, including yourself, tested for alcohol or drugs?

(b) If the accident is being investigated by a police agency you are only required to know which police department is investigating and who the investigating officer is. (The above steps will be covered by the police report, and you will not have to provide the above-stated report.)

I. Inspections, repairs and maintenance.

(1) Introduction.

(a) Proper selection and maintenance of equipment are important aspects of this program. Reduced operational costs and accidents from vehicle defects are the direct result of a well implemented maintenance policy.

(b) Selection of vehicles begins with understanding the wrong equipment can result in excessive breakdowns, create hazards to personnel, incur costly delays and contribute to poor service and customer complaints. The municipality will purchase vehicles designed for their intended use.

(2) Inspections.

(a) Before driving the vehicle, the driver shall be satisfied that the general operating condition is safe. The driver shall remedy observed unsafe conditions immediately. The driver shall also assure that the proper vehicle documentation is present, including the registration, insurance ID.

(b) The volunteer responsible for the vehicle will inspect the vehicle semiannually using the Vehicle Inspection Report form (see appendix) and forward the report to the Vehicle Safety Coordinator. More frequent inspections and reports may be required based on heavy use.

<b>Vehicle Type</b>	<b>Standard Auto</b>	<b>Commercial Non-CDL</b>	<b>Commercial CDL</b>	<b>Passenger</b>	<b>Emergency</b>
Frequency	Weekly	Weekly	Daily	Shift change	Shift change

(3) Vehicle maintenance. Vehicle maintenance can take the form of three distinct programs: preventive maintenance, demand maintenance, and crisis maintenance. While all three types have their role in the Motor Vehicle Safety Program, the most cost-effective control is preventive maintenance. The groundwork for a good preventive maintenance program starts with management. A review of manufacturer's specifications and recommendations for periodic preventive maintenance should be integrated with the actual experience of the vehicles.

(a) Preventive maintenance (PM) is performed on a mileage or time basis. Typical PM includes oil/filter changes, lubrication, tightening belts and components, engine tune-ups, brake work, tire rotation, hose inspection/replacement and radiator maintenance.

(b) Demand maintenance is performed only when the need arises. Some vehicle parts are replaced only when they actually fail. These include light bulbs, window glass, gauges, wiring, air lines, etc. Other "demand maintenance" items involve vehicle components that are worn based on information from the vehicle condition report. These include tires, engines, transmissions, universal joints, bushings, batteries, etc. Since these situations are identified through periodic vehicle inspection, they can actually be classified within the PM program.

(c) Crisis maintenance involves a vehicle breakdown while on the road. While situations of this type may happen regardless of the quality of the PM program, it is an expensive alternative to not having an effective preventive maintenance program at all. Crisis maintenance situations should be minimized through proper PM procedures.

(4) Recordkeeping. This municipality's vehicle selection, inspection and maintenance program is only as good as its recordkeeping procedures. Volunteers will forward all vehicle maintenance records for maintenance performed each quarter to the volunteer's supervisor to be kept on file at each department.

#### J. Municipal Accident Review Board.

All vehicle collisions should be analyzed and a written report submitted to management for review. A determination of accident preventability should be made. Where the collision was preventable by the municipal driver, the driver should be counseled, given additional training, given time off without pay, placed on probation, transferred to nondriving duties, disciplined in other ways, or employment (or services for independent contractors) terminated according to corporate, union, and governmental guidelines.

However, this does not absolve management from improving safety of the work and driving environment. The Town Safety Coordinator, drivers and management personnel should each participate in the analysis. Management deficiencies and/or lack of management action should also be part of the accident review. Management has the legal obligation not only for driver safety but the safety of the general public as well.

#### K. Driver training.

(1) Drivers hired by this municipality to operate a motor vehicle will have the basic skills and credentials necessary to perform this function as confirmed through the driver selection process.

(2) New volunteers, contractors, and temporary hires will receive a copy of this program as part of their initial orientation. A formal orientation program is established to help assure all drivers are presented with the municipal policy, understand their responsibilities and are familiarized with their vehicle. Areas that must be addressed with the driver include:

- (a) Understand, review and be given a copy of the Fleet Safety Program.
- (b) Understand and sign the Vehicle Assignment Agreement.
- (c) Review individual Motor Vehicle Report (MVR).
- (d) Understand accident reporting and emergency procedures.
- (e) Review operation and controls of vehicle being assigned.
- (f) Inspect vehicle using Vehicle Inspection Form.

(3) License suspension. Drivers must notify the Vehicle Safety Coordinator if their license is suspended or revoked.

(4) Remedial training.

(a) Drivers may be required to attend a safe driving school (National Safety Council Defensive Driving course or equivalent) or an alcohol/drug abuse program on their own time and at their own expense if a review of the driver's MVR indicates:

- [1] One or more violation convictions within any one-year period; or
- [2] A conviction for driving while under the influence of alcohol or drugs.

(b) Driver training is also required after all accidents involving the driver and a municipal-owned vehicle, if the accident is determined to be preventable by the Accident Review Panel.

(5) Other disciplinary action. Also, depending on the severity of the conviction, the volunteer's driving privileges may be revoked and/or may result in employment termination.

## DRUGS AND ALCOHOL POLICY

(See Resolution 12-1996 Misuse of Alcohol & Drugs)

The Hammonton Volunteer Fire Companies recognizes that the possession or use of unlawful drugs and the abuse of alcohol pose a threat to the health and safety of all volunteers. A volunteer who is observed by a supervisor to be intoxicated or under the influence of alcohol or drugs during volunteering hours or is under reasonable suspicion of same shall be immediately tested and is subject to discipline up to and including termination. The Supervisor will immediately report any reasonable suspicions to the Municipal Clerk and/or Business Administrator.

The manufacturing, distribution, dispensation, possession, and use of alcohol or unlawful drugs on Hammonton Volunteer Fire Companies premises or during work hours by volunteers is strictly prohibited.

Volunteers must notify their supervisor within five days of conviction for a drug violation in the workplace.

No prescription drug should be used by any person other than the individual to whom it is prescribed. Such substances or nonprescription (over-the-counter) drugs should be used only as prescribed or indicated. Volunteers are prohibited from consuming prescription drugs that are not prescribed in their name on Hammonton Volunteer Fire Companies property or while performing Town business. Soliciting or distributing prescription drugs for or to other volunteers is also strictly prohibited.

## PURCHASING FOR HAMMONTON VOLUNTEER FIRE COMPANIES

Because the Town of Hammonton establishes a budget for the Hammonton Volunteer Fire Companies, volunteer members must comply with the below purchasing policy or will be subject to reprimand and termination.

Ordinance # 002 -2011

AN ORDINANCE AMENDING ORDINANCE # 23-2008

Chapter 55 OF THE CODE OF THE HAMMONTON VOLUNTEER FIRE COMPANIES  
ENTITLED PURCHASING

BE IT ORDAINED by the Mayor and Council of the Hammonton Volunteer Fire Companies, in the County of Atlantic and State of New Jersey, as follows:

### SECTION I. PURPOSE

In order to provide for control and accountability over all expenditures by the Hammonton Volunteer Fire Companies, and in recognition of the essential need to maintain viable procedures so that the business operations of local government may proceed in an efficient and timely manner, this ordinance shall be adopted which shall set forth the procedures to be followed in order to make purchases by any Supervisor (or in their absence, the next in charge in the Department) of the Hammonton Volunteer Fire Companies.

### SECTION II. APPLICABILITY

The regulations and requirements outlined herein shall be applicable for all purchases by all Supervisors of the Hammonton Volunteer Fire Companies.

### SECTION III. PROCEDURES

It is determined that each Town Department shall be allocated funds for the annual operation of said department. The Head of that Department is responsible for purchases on behalf of the department and shall:

First obtain a verbal or written quote/cost for the proposed or requested purchase.

Accurately complete and sign a requisition and submit same to the Purchasing Agent of the Hammonton Volunteer Fire Companies.

Wait until the Purchasing Agent has issued a purchase order (which authorizes the purchase to be made) describing the item to be purchased and cost of same, before actually making the purchase. Head of Department shall issue the purchase order to the vendor in person or by fax and this authorizes the vendor to remit the product or service and guarantees payment of same will be made by the Hammonton Volunteer Fire Companies so long as the product or service is remitted to the satisfaction of the Hammonton Volunteer Fire Companies.

If a product or service must be ordered, then it is the Supervisors responsibility to review the monthly list of bills to be paid and sign off on same that all bills listed are accurate and have been received to the satisfaction of the Hammonton Volunteer Fire Companies. Products or service on order and not received by the Town should not be paid for ahead of time. The purchase order is the legal document authorizing the order or purchase and guaranteeing payment of same.

Supervisor is responsible for working within his/her annual budget. This means Supervisor should anticipate all possible expenditures for budget year and pre encumber those funds so that he/she may work with the remaining department budget balance.

Supervisor may not exceed his/her allocated budget in any given year.

Supervisor must review his/her departments budget balances which appear on the monthly council meeting agenda's e mailed to Supervisor under the Town Clerk Report.

For purchases/requisitions exceeding \$100.00 the Council Committee must also sign requisition before it is submitted to the Purchasing Agent for review and approval and issuance of a purchase order.

For purchases for products or services exceeding \$5,400.00 or the percentage of the Bid Threshold as determined by the State of New Jersey for any particular year, Supervisor must attempt to receive 2 or more quotes and attach same to his/her requisition prior to Council Committee Chair signature.

For purchases exceeding \$17,500 or the amount set by State of New Jersey (Pay to Play Law) in any given budget year, Supervisor must contact Purchasing Agent to ascertain how the purchase may be made.

For purchases exceeding \$36,000 or the amount set by State of New Jersey Bidding Laws in any given year, Supervisor must contact Purchasing Agent so that they may formally bid that product or service.

Multiple purchases of the same product or service in any given budget year must be calculated in total to determine how the purchase can legally be made.

Should an emergency arise, Supervisor must contact Purchasing Agent for direction prior to making any purchase for product or service.

Should the Supervisor receive a letter during any given budget year from the Purchasing Agent mandating "no further spending" in his/her department due to previous overexpenditures and/or lack of sufficient funding in that department, Supervisor must comply. Should Supervisor continue to make purchases at any point after receiving this letter, he/she may automatically be suspended.

Should a Supervisor turn in an incomplete requisition to the Purchasing Agent it will be returned with a letter stating reason for same and if the purchase pre dates the requisition and purchase order, it will be taken to Mayor and Council for review and Supervisor will be subject to disciplinary action for the unauthorized purchase.



All purchases (except annual department appropriations following the above procedures) charged to Bond Ordinances, Trusts, Grants etc.. must also be approved by Mayor and Council before the purchase is made.

No final payment shall be made to a vendor until an invoice is attached to the purchase order being paid, as well as the packing slip. If no packaging slip is attached then the Supervisor receiving the product or service must sign off on a receipt of services/product form.

#### SECTION IV. REPEALER

Any ordinance or parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed as to such inconsistency only.

#### SECTION V. COMPLIANCE WITH STATE LAW.

Any purchase made by the Hammonton Volunteer Fire Companies is still governed by the State of New Jersey laws.

#### SECTION VI. EFFECTIVE DATE.

This ordinance shall take effect upon publication and passage according to law.

### **N.J. PUBLIC VOLUNTEERS OCCUPATIONAL SAFETY AND HEALTH ACT (PEOSHA)**

Volunteers may view the following on PEOSHA website:

- a. O.S.H.A. Standards for General Industry, 29 CFR part 1910.
- b. O.S.H.A. Standards for the Construction Industry, 29 CFR part 1926.

They should be used to:

- c. Determine what standards will apply to your particular area.
- d. If applicable, determine if your area is in compliance with N.J.S.A. 34:6A-25 et seq.

2. To determine if the standards apply to your area, refer to the attachments concerning "Safety Standards most likely to be encountered in a work shop or maintenance shop setting" and "Commonly violated general industry OSHA standards". These lists are not inclusive of all N.J.S.A. 34:6A-25 et seq. laws and should be used only as a guide to determine what section or sections apply to you.

3. If additional information about these standards or an interpretation is needed, you may call the Office of Public Volunteers Safety, Division of Workplace Standards at 1-984-4738: or contact the Office of Public Volunteers Safety, CN 386, Trenton, New Jersey 08625-0386.

## **AMERICANS WITH DISABILITIES ACT POLICY**

In compliance with the Americans with Disabilities Act and the New Jersey Law Against Discrimination, the Hammonton Volunteer Fire Companies does not discriminate based on disability. The Hammonton Volunteer Fire Companies will endeavor to make every work environment handicap-accessible and all future construction and renovation of facilities will be in accordance with applicable barrier-free federal and state regulations and the Americans with Disabilities Act Accessibility Guidelines.

It is the policy of the Hammonton Volunteer Fire Companies to comply with all relevant and applicable provisions of the Americans with Disabilities Act and the New Jersey Law Against Discrimination. We will not discriminate against any qualified volunteer or job applicant with respect to any terms, conditions, or privileges of employment on the basis of a known disability. We will also make reasonable accommodations to known physical or mental limitations of all volunteers and applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential functions of the job and also provided that the accommodation does not impose undue hardship on the Hammonton Volunteer Fire Companies.

The Municipal Clerk shall engage in an interactive dialogue with disabled volunteers and prospective volunteers to identify reasonable accommodations. All decisions with regard to reasonable accommodation shall be made by the Municipal Clerk. Volunteers who are assigned to a new position as a reasonable accommodation will receive the salary for their new position. The Americans with Disabilities Act does not require the Hammonton Volunteer Fire Companies to offer permanent "light duty," relocate essential job functions, or provide personal use items such as eyeglasses, hearing aids, wheelchairs, etc.

## **CONTAGIOUS OR LIFE-THREATENING ILLNESSES POLICY**

The Hammonton Volunteer Fire Companies encourages volunteers with contagious diseases or life-threatening illnesses to continue their normal pursuits, including work, to the extent allowed by their condition. The Hammonton Volunteer Fire Companies shall make reasonable accommodations to known physical and mental limitations of all volunteers, provided that the individual is otherwise qualified to safely perform the essential functions of the job and also provided that the accommodation does not impose an unreasonable hardship on the Hammonton Volunteer Fire Companies. The Hammonton Volunteer Fire Companies will take reasonable precautions to protect such information from inappropriate disclosure, including the following:

Medical information may be disclosed with the prior written informed consent of the person who is the subject of the information.

Information may be disclosed without the prior written consent to qualified individuals for the purpose of conducting management audits, financial audits, and program evaluations, but these individuals shall not identify, either directly or indirectly, the person who is the subject of the record in a report or evaluation, or otherwise disclose the person's identity in any manner. Information shall not be released to these individuals unless it is vital to the audit or evaluation.

Information may be disclosed to the Department of Health as required by state or federal law.

Managers and other volunteers have a responsibility to maintain the confidentiality of volunteer medical information. Anyone inappropriately disclosing such information shall be subject to disciplinary action.

### **SAFETY/REPORTING OF JOB-RELATED ACCIDENTS AND ILLNESSES**

(See Resolution 191-1992 Mandating Use of Safety Equipment)

The Hammonton Volunteer Fire Companies will provide a safe and healthy work environment and shall comply with the Public Volunteers Occupational Safety and Health Act (PEOSHA). The Hammonton Volunteer Fire Companies is equally concerned about the safety of the public. Consistent with this policy, volunteers will receive periodic safety training and will be provided with appropriate safety equipment. Volunteers are responsible for observing safety rules and using available safety devices including personal protective equipment. Failure to do so constitutes grounds for disciplinary action. Any occupational or public unsafe condition, practice, procedure or act must be immediately reported to the supervisor or Supervisor in writing. Any on-the-job accident or accident involving Hammonton Volunteer Fire Companies facilities, equipment or motor vehicles must also be immediately reported to the supervisor or Supervisor and the Municipal Clerk's office.

The Hammonton Volunteer Fire Companies has appointed a Safety Committee that meets on a regular basis to discuss and recommend solutions to safety problems. Volunteers are encouraged to discuss safety concerns with their Safety Committee representative.

### **INJURY REPORTING**

When an volunteer is injured on the job, the following must be followed:

1. The injury must be reported immediately to an Officer of the Fire Department, and a report must be made in the office of the Town Clerk on appropriate report form. Forms may be obtain by contacting the Town Clerk office via phone, fax or e mail. Please print legibly and have Supervisor sign as well. If injury or illness requires hospitalization, Supervisor must complete the form and have volunteer sign when physically able. Volunteer is responsible for following thru with the town clerk/claims coordinator with any change in work status through his/her treatment of work related injury/illness.

2. Unless an emergency situation arises, the volunteer should see the Town doctor, regarding their injury. If injury requires immediate medical emergency attention, volunteer should go the emergency room of the hospital of their choice. If volunteer then requires follow-up treatment, volunteer must first see the Town doctor. A permission slip will be given at the time of report of the incident.

3. Upon return from a worker's compensation claim, the volunteer shall notify the Town Clerk and have a release from the Town doctor.

4. Volunteer must provide to each doctor seen a copy of their worker comp report form which advises the doctor how to bill the Town's insurance carrier. Volunteer should not utilize personal medical or prescription insurance for work related injury or illness.

5. If volunteer is out of work due to work related injury or illness, volunteer's salary will be paid as specified in their employment contract. If volunteer does not have an employment

contract with the Hammonton Volunteer Fire Companies, then the volunteer will be paid the percentage per law by the Hammonton Volunteer Fire Companies's workers comp insurance carrier. In this instance no pay check will be issued by the Hammonton Volunteer Fire Companies during the volunteers absence.

### **GENERAL SAFETY RULES**

(See Resolution 191-1992 Mandate Use of Safety Equipment)

1. Don't ever think "It can't happen to me" because it can and will if you don't keep your mind on your work.
2. A fall on the stairs can ruin your whole day. **DO NOT RUN** up and down stairs! You might save 3 seconds one trip and break your leg (or neck) the next.
3. Emotions can run high in our Town. If you become angry or upset at someone, give yourself time to calm down before you respond to that person.
4. Your supervisor knows best. Make sure you clearly understand your job assignment before you begin. If you aren't certain ask.
5. All injuries are to be immediately reported to your supervisor and to the Town Clerk/Business Adm.
6. Report any unsafe conditions to your supervisor, or the Town Clerk.
7. Do not overload electrical circuits.
8. Alert other volunteers who may be affected by your activity.

For example, wet carpet, and floor should be roped off and "Wet Floor" signs posted.

9. Do not wear loose clothing, jewelry, or long hair around moving machinery.
10. Use the proper tools and protective equipment for the job.
11. Keep all floors, walkways, and aisles clear.
12. Horseplay on the job is dangerous and appropriate disciplinary action maybe taken if it is engaged in.
13. Use step ladders or an appropriate climbing device; never stand on chairs, stools or boxes.
14. Do not attempt to make repairs on unfamiliar energized equipment.
15. Smoke only in designated areas and never deposit cigarette butts in outside trash cans. Put butts in designated waste bins.
16. Check Resolution 191-1992. It contains valuable information on safety.

If an volunteer is injured on the job, due to his own negligence, a verbal warning will be given to him or her on the first occurrence.

If a second injury results due to his or her own negligence the injured volunteer will be given two days suspension.

If a third injury results due to his or her own negligence, the injured volunteer will be given three days suspension.

If a fourth or subsequent injury results due to his or her own negligence this may be cause for dismissal.

All safety procedures are to be followed not only for the Town's protection against insurance claims, but mostly to insure the safety and well being of yourself.

If you are to wear glasses to protect your eyes, please do so. If a safety hook up is to be used please do so.

If you feel you have any safety suggestions for your job, please do not hesitate to contact the office of the Town Clerk, Safety Director for discussion by yourself and direct supervisor.

### **MACHINERY AND EQUIPMENT SAFETY RULES**

(See Resolution 191-1992 Mandate Use of Safety Equipment)

1. Safety guards are installed by the manufacturer for your protection. Do not remove those devices and report missing guards to your supervisor.
2. Work only on equipment on which you are authorized to do so.
3. Inspect your equipment thoroughly and be sure that it is in proper working condition before use.
4. Don't operate any machine which you think is unsafe.
5. Call for repairs or maintenance on equipment or electrical work of any kind.
6. Do not talk to or otherwise distract another volunteer who is operating a machine.
7. Read and follow all instructions on cleaners, solvents, and other chemicals used in your job.
8. Safety glasses must be worn in specified areas.
9. Wear gloves and/or proper shoes for any work requiring this added protection.
10. Wear safety non-skid soled shoes.
11. Headsets, (stereos, radios, etc.) are prohibited while working.
12. Rings, dangling chains, or other jewelry that may be caught in machinery is prohibited.
13. Lockout-Tagout equipment is to be utilized for repairs or maintenance on any machinery which could be accidentally energized during repairs.

Thank you for taking the time to study the foregoing material. We hope that you will remain constantly alert to protect and promote your own safety and well being.

Volunteer suggestions and recommendations regarding their own health and safety are encouraged and we are confident that by working together we will be able to maintain a safe employment environment for all of us.

### **ANTI VIOLENCE POLICY**

The Hammonton Volunteer Fire Companies will not tolerate workplace violence. Violent acts or threats made by an volunteer against another person or property are cause for immediate dismissal and will be fully prosecuted. This includes any violence or threats made on Hammonton Volunteer Fire Companies property, at Hammonton Volunteer Fire Companies events or under other circumstances that may negatively affect the Hammonton Volunteer Fire Companies's ability to conduct business.

Prohibited conduct includes:

- A. Causing physical injury to another person;
- B. Making threatening remarks;
- C. Aggressive, hostile or bullying behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress;
- D. Intentionally damaging employer property or property of another volunteer;
- E. Possession of a weapon while on Hammonton Volunteer Fire Companies property or while on Hammonton Volunteer Fire Companies business, except with the authority of the Police Chief; and
- F. Committing acts motivated by, or related to, sexual harassment or domestic violence.

Any potentially dangerous situations must be immediately reported. The Hammonton Volunteer Fire Companies will actively intervene in any potentially hostile or violent situation.

### **GENERAL ANTI-HARASSMENT POLICY**

It is the Hammonton Volunteer Fire Companies's policy to prohibit harassment of an volunteer by another volunteer, management representative, supplier, volunteer, or business invitee on the basis of actual or perceived sex, race, creed, color, religion, national origin, ancestry, age, marital or political status, affectional or sexual orientation, domestic partnership status, atypical heredity, cellular or blood trait, genetic information, disability (including AIDS or HIV infection), liability for service in the United States armed forces, and/or any other characteristic protected by law. Harassment of nonvolunteers by our volunteers is also prohibited. While it is not easy to define precisely what harassment is, it includes slurs, epithets, threats, derogatory comments, unwelcome jokes, teasing, caricatures or representations of persons using electronically or physically altered photos, drawings or images, and other similar verbal, written, printed or physical conduct.

If an volunteer is a witness to or believes to have experienced harassment, immediate notification of the supervisor or other appropriate person should take place. See the Volunteer Complaint Policy.

Harassment of any volunteers in connection with their work by nonvolunteers may also be a violation of this policy. Any volunteer who experiences harassment by a nonvolunteer, or who observes harassment of an volunteer by a nonvolunteer should report such harassment to the supervisor. Appropriate action will be taken against any nonvolunteer.

Notification of appropriate personnel of any harassment problem is essential to the success of this policy and the Hammonton Volunteer Fire Companies generally. The Hammonton Volunteer Fire Companies cannot resolve a harassment problem unless it knows about it. Therefore, it is the responsibility of all volunteers to bring those kinds of problems to the attention of the appropriate officials so that steps are taken to correct them.

Violation of this harassment policy will subject volunteers to disciplinary action up to and including immediate discharge.

### **ANTI-SEXUAL HARASSMENT POLICY**

It is the Hammonton Volunteer Fire Companies's policy to prohibit sexual harassment of an volunteer by another volunteer, management representative, supplier, volunteer, or business invitee. The Hammonton Volunteer Fire Companies prohibits sexual harassment from occurring in the workplace or at any other location at which Hammonton Volunteer Fire Companies-sponsored activity takes place. Sexual harassment of nonvolunteers by our volunteers is also prohibited. The purpose of this policy is not to regulate personal morality or to encroach upon one's personal life, but to demonstrate a strong commitment to maintaining a workplace free of sexual harassment.

Unwelcome sexual advances, requests for sexual favors and other verbal, physical or visual conduct of a sexual nature constitute harassment when:

- A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- B. Submission to or rejection of such conduct by an individual is used as the basis for an employment decision affecting the individual; or
- C. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Regarding unwelcome sexual advances toward nonvolunteers, requests for sexual favors and other verbal, physical or visual conduct of a sexual nature constitutes harassment when:

- A. Submission to such conduct is made either explicitly or implicitly in exchange for a benefit;
- B. Submission to or rejection of such conduct by an individual is used as the basis for a decision affecting the individual; or

C. Such conduct has the purpose or effect of unreasonably interfering with an individual's activities or creating an intimidating, hostile or offensive environment.

Sexual harassment may include: unwanted sexual advances; offering employment benefits in exchange for sexual favors; visual conduct (leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons or posters); verbal sexual advances, propositions or requests; verbal abuse of a sexual nature; graphic verbal commentaries about an individual's body; sexually degrading words used to describe an individual; suggestive or obscene letters, caricatures or representations of persons using electronically or physically altered photos, drawing or images; notes or invitations; and/or physical conduct (touching, assault, impeding or blocking movements).

If an volunteer is witness to or believes that the volunteer has experienced sexual harassment, they must immediately notify their supervisor or other appropriate person. See the Volunteer Complaint Policy.

Harassment of Hammonton Volunteer Fire Companies volunteers in connection with their work by nonvolunteers may also be a violation of this policy. Any volunteer who experiences harassment by a nonvolunteer, or who observes harassment of an volunteer by a nonvolunteer, should report such harassment to his or her supervisor. Appropriate action will be taken against any nonvolunteer.

Notification by volunteer to appropriate personnel of any harassment problem is essential to the success of this policy and the Hammonton Volunteer Fire Companies generally. The Hammonton Volunteer Fire Companies cannot resolve a harassment problem unless it is reported. Therefore, it is the responsibility of all volunteers to bring those kinds of problems to the attention of management so that steps are taken that are necessary to correct them.

Violation of this sexual harassment policy will subject volunteers to disciplinary action up to and including immediate discharge.

### **VOLUNTEER COMPLAINT POLICY**

Volunteers who observe actions they believe to constitute harassment, sexual harassment, or any other workplace wrongdoing should immediately report the matter to their supervisor, or, if they prefer, or do not think that the matter can be discussed with their supervisor, they should contact the Fire Chief or Assistant Fire Chief if they believe the Fire Chief cannot be impartial. Volunteers should report incidents in writing using the Volunteer Complaint Form, but may make a verbal complaint at their discretion. If the volunteer has any questions about what constitutes harassment, sexual harassment, or any other workplace wrongdoing, they may ask their supervisor or one of the individuals listed above. All reports of harassment, sexual harassment, or other wrongdoing will be promptly investigated by a person who is not involved in the alleged harassment or wrongdoing.

No volunteer will be penalized in any way for reporting a complaint. There will be no discrimination or retaliation against any individual who files a good-faith harassment complaint, even if the investigation produces insufficient evidence to support the complaint, and even if the charges cannot be proven. There will be no discrimination or retaliation against any other individual who participates in the investigation of a complaint.



If the investigation substantiates the complaint, appropriate corrective and/or disciplinary action will be swiftly pursued. Disciplinary action up to and including discharge will also be taken against individuals who make false or frivolous accusations, such as those made maliciously or recklessly. Actions taken internally to investigate and resolve harassment complaints will be conducted confidentially to the extent practicable and appropriate in order to protect the privacy of persons involved. Any investigation may include interviews with the parties involved in the incident and, if necessary, with individuals who may have observed the incident or conduct or who have other relevant knowledge. The complaining volunteer will be notified of a decision at the conclusion of the investigation within a reasonable time from the date of the report an incident.

**HAMMONTON VOLUNTEER FIRE COMPANIES VOLUNTEER COMPLAINT FORM**

DATE \_\_\_\_\_

Attach additional sheets if necessary to fully complete all questions.

NAME: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

TITLE: \_\_\_\_\_ SUPERVISOR \_\_\_\_\_

Time period covered by this complaint:

\_\_\_\_\_

Individuals who allegedly committed the acts being complained of:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe the nature and dates of the acts allegedly committed by each individual:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Identify all persons with knowledge of the complained conduct:

\_\_\_\_\_  
\_\_\_\_\_

Are there any documents or other evidence that supports the occurrences described above?

\_\_\_\_\_  
\_\_\_\_\_

If you previously complained about this or related acts to a supervisor or official, please identify the individual to whom you complained, the date of the complaint, and any action taken.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you missed any time from work or incurred any unreimbursed medical expenses as a result of the alleged acts?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you afraid that someone may retaliate against you because you filed this complaint? If so, please identify the person(s) and indicate the reasons why you feel the person(s) may retaliate against you.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is your requested remedy for this complaint?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

---

**ACKNOWLEDGEMENT**

The information provided above is true and correct to the best of my knowledge.

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

To investigate your complaint, it will be necessary to interview you, the accused party, and any witnesses with knowledge of the allegations or defenses. All persons involved in the investigation will be notified that (1) the complaint is confidential, and (2) that any unauthorized disclosures of information concerning the investigation or retaliation could result in disciplinary action up to and including discharge.

I am willing to cooperate fully in the investigation of my complaint and to provide whatever evidence is deemed relevant.

BY: \_\_\_\_\_ DATE: \_\_\_\_\_



**Atlantic County Municipal Joint Insurance Fund**  
**Loss Control Program Safety Policy**

It is the policy of the Atlantic County Municipal Joint Insurance Fund (ACMJIF) to achieve the best and most practical degree of freedom from accidents/or injuries. We also endeavor to insure that all our volunteers are provided with a safe and healthy work environment free from any recognized hazard. We have established a Loss Control Program which, with your help should succeed in providing a safe, healthful and pleasant working environment. All of you stand to benefit by this program. We expect full cooperation from all our volunteers within Hammonton. The results of a Loss Control Program will certainly be worth the effort.

**SAFETY STATEMENT**

A. Management Participation.

In all profitable and effective business organizations, Management sets the policy. Management's concern about safety or Loss Control has the effect on operation efficiency. The interest and participation of Management is vital to the success of any Loss Control Program. As Management, we must not be "just concerned with volunteer safety." We have a moral and legal obligation to provide our volunteer with a safe place to work as well as a healthful environment to work in that is free from safety hazards.

We as Management, are committed to participate in a Loss Control Program by:

1. Providing all our volunteers with a written statement of our Safety Policy.
2. Provide the time as well as the money, for the establishment and continuation of the Loss Control Program.
3. Giving the Loss Control/Safety Contacts (hereinafter referred to as Safety Coordinators) of each Municipality responsibility for coordinating the Safety Program in their respective town.
4. Conveying to each volunteer, where applicable, all rules and regulations related to the safety activities of this Safety Program.
5. Establishing and participating in promoting a Safety Committee.

B. Department Supervisor's Statement of Safety Policy.

We, as Supervisors, wish to make our position with respect to the control of accidents and losses. These are of concern to us because:

1. We must safeguard the welfare of all our human resources and protect our physical resources.
2. "Hidden or Indirect" costs that are associated with Losses are actually shared by all of us.

3. Many accidents result in unnecessary human suffering and financial loss.

The purpose of our Loss Control Program is to identify and correct conditions and/or unsafe work practices or other hazards responsible for potential losses. Responsibility for our program cannot be delegated as a staff function, but must be accepted at all levels of the Municipal Management and Supervision. As part of our supervisory duties, we are directed to:

1. See that all accidents are investigated, using the Accident Investigation Report Forms for each accident or Loss to determine the condition(s) responsible and to evaluate, take, and/or recommend the necessary corrective action to eliminate the unsafe condition or keep the unsafe act from re-occurring.

2. Cooperate with the Safety Coordinator in investigating all accidents as stated in the item above.

3. Make periodic hazard assessments of all areas under our supervision to determine any conditions that could result in an accident or loss, then take or suggest corrective action.

4. Make periodic inspections with the Safety Coordinator to determine unsafe conditions and suggest corrective action.

#### C. Safety Coordinator.

The Safety Coordinator shall coordinate and administer the loss control program. This person will perform the following responsibilities:

1. Monitor the Loss Control Activities within each facility or department within the Municipality.

2. Coordinate activities between the Municipality, the safety director and the outside contacts.

3. Review the loss control reports made by the JIF Safety Director, disseminate the reports to appropriate departments, monitor said suggestions and report progress to the safety director.

4. Communicate and disseminate information generated within the Loss Control Program (e.g., Safety Bulletins).

5. Establish and preside over the Safety Committee.

6. Conduct quarterly Safety Committee Meetings and see that minutes of each meeting are kept. (Refer to Safety Coordinator Handbook).

#### D. Department Safety Delegate.

The Department Safety Delegate is an individual who represents his or her department on the Safety Committee. The primary duty of the safety delegate is to inspect department locations for

unsafe practices and conditions and report the findings to the supervisor and safety coordinator with specific suggestions for improvement. If the use of a safety inspection team is considered in conjunction with, or in lieu of, a department safety delegate, the safety inspection team should include a comprehensive cross section of all personnel, including the Supervisor of each department.

The purpose of a safety inspection is to:

1. Identify unsafe physical conditions
2. Identify unsafe practices
3. Improve housekeeping
4. Identify hazards that may require additional safety training of volunteers
5. Improve management's insights into working conditions.
6. Assure availability of first-aid supplies
7. Assure location and availability of fire suppression equipment

#### **E. Safety Rules and Regulations.**

Because of the diversity within a municipality and because each is subject to different and unrelated exposures, the rules and regulations established under the ACMJIF will be determined by each individual department. However, to ensure uniformity, safety rules and regulations in our Loss Control Program will be drafted by a committee of selected supervisors from each department of each Municipality and then merged into one single set of standards. The rules and regulations will be determined by the Supervisors of the following departments:

1. Public Works (See Appendix B)
2. Municipal Utilities Department
3. Municipal Administration
4. Police
5. Fire
6. Emergency Medical Services
7. Beach Patrol
8. Parks and Recreation

NOTE: The following examples should be incorporated into a department's Safety Rules and Regulations:

1. All accidents must be reported to your supervisor immediately
2. Personal protective equipment furnished to you must be worn as a condition of employment and used in all designated areas.
3. Machine guards must not be removed while the machine is being operated.
4. No running or horseplay will be tolerated on the job.
5. All hand tools, prior to and after use, must be inspected by you, the user. Any defects should be reported to your Supervisor immediately. The above examples are a few basic Safety Rules. The Safety Coordinator, the Safety Delegate and/or the Department Supervisor should develop additional rules for specific areas. In establishing the rules and regulations within municipalities having similar operational departments, the Supervisors should meet collectively to establish uniformity in regulations. For example, the fire department officers should meet collectively to establish minimal rules and regulations to which firefighters would adhere. Water Department personnel will meet collectively to establish minimum safety rules and regulations that would apply to their departments.

All municipalities should be expected to adopt and enforce the safety rules applicable to the Public Volunteer Occupational Safety and Health Standards. Under the law, we must meet standards established by PEOSHA and other local, federal and state regulations.

F. Safety Survey Program Surveys.

Periodic safety surveys will help prevent accidents by discovering hazards and/or unsafe volunteer practices so that they may be eliminated or safeguarded before they cause an accident and/or injury.

In some situations, an unsafe condition or practice can be corrected immediately. An example of an unsafe practice is an volunteer not wearing proper eye protection while working on the back of a sanitation vehicle.

An example of an unsafe condition that may take time to correct is a missing guard over a coupling of a pump that may require time for fabrication and installation.

A survey form applicable to each department should be used during the regular safety survey. The survey forms should be completed, signed and dated by the supervisor, then reviewed by the Safety Delegate. The original copy of the survey report is to be forwarded to the Safety Coordinator of that municipality. It should be the responsibility of the supervisor to follow up on all corrective action(s) based on any suggestions developed by the survey.

G. Daily Inspections.

A daily inspection of work areas shall be established, supervisor should ensure that they are conducted. These inspections should be based upon job tasks and hazards in the work place.

H. Periodic Inspections.



A schedule should be established for conducting monthly safety checks and submitting reports to the Safety Coordinator. (See Safety Coordinator's Handbook). The Safety Coordinator should review, at its regular meeting, all reports submitted to the Safety Coordinator.

During various times of the year, additional exposures will arise that may require both daily, weekly and monthly surveys. These exposures include swimming pools, beaches, playgrounds, baseball fields, football fields, soccer fields, staging areas, vacant properties, seasonal mechanical equipment, etc.

I. Outside Contractor Inspections.

Any outside contractor performing any job within any Municipality should be required to comply with and meet all Municipal, State and Federal safety standards, including hot work permit systems, confined-space entry procedures and safety barricades and/or personnel to warn the general public of hazardous conditions.

The general contractor should be responsible for checking the job site for proper and safe operations. The JIF Certificate of Insurance Guidelines should be followed in all cases.

J. Safety Training.

Safety training will be based on job hazard analysis, exposure, accident experience and regulatory requirements. Training should include videos, slides and other visual aids as required to fully explain the hazards associated with a job and the potential for personal injuries.

Indoctrination and training of new volunteers in the job hazards associated with their job functions should be the responsibility of the immediate Supervisor.

Each new volunteer will be given a copy of the rules and regulations of that department, receive proper training in the use of protective safety equipment for the volunteer's job function, and be made aware of the hazards associated with the job, including any physical hazards. Material Safety Data Sheets and Hazardous Substance Fact Sheets should be made available on all chemicals used and then be reviewed with each volunteer. All chemicals must be labeled and identified. Unidentifiable container(s) should not be handled but report immediately to the immediate supervisor.

K. Department Supervisor's Safety Training.

The key person in implementing any Safety Program is the Department Supervisor. The Supervisor is responsible for the actions and operations of the volunteers he or she manages.

A basic outline of the Department Supervisor's Safety Training Program should include the following:

1. Basic Safety Principles
2. Development of safe working conditions
3. Safety orientation for new volunteers

4. Safety audits and job assessments
5. Personalized safety training
6. Volunteer participation in safety
7. Safety rules and safety performance measures
8. Specialized training in:
  - (a) Lock out/tag out
  - (b) Confined Space
  - (c) Playground inspection and maintenance
  - (d) Right to know
9. Defensive driving
10. Accident investigation
11. Training records

The Training Program for Supervisors can be obtained through the office of the Safety Director.

L. First Aid Training Program.

Personnel should be trained in basic first-aid and CPR. All volunteers exposed or potentially exposed to bodily fluids should be trained in bloodborne pathogens.

M. Certification for Volunteer Sports Coaches.

The State of New Jersey provides civil immunity to volunteer athletic coaches who have completed a Coaches Certification Training Program offered by various entities within the state. Each municipality that provides or sponsors any form of athletics should offer its volunteer coaches this training before they assume the coaching job.

N. Sign Maintenance Program.

Purpose: Over a period of time, signs and traffic control devices become weathered, vandalized or damaged. An ongoing maintenance program is necessary to keep these traffic control signs and devices in good visual and operational condition. An effective program requires that the signs and devices be:

1. Properly hung and secured

2. Visible and unobstructed
3. Legible or in identifiable condition
4. In operational condition

Action: It is suggested that the following procedures be considered for adoption:

1. All signs should be inspected at least twice a year.
2. A record of each sign location should be maintained and the condition of the sign recorded.
3. All signs should be properly hung according to height and location requirements as specified by the New Jersey Department of Transportation.
  - (a) Rural
  - (b) Suburban
4. Any sign that is bent, defaced, damaged or missing should be replaced immediately.
5. Any physical obstruction to a sign should be immediately removed.
6. All support members should be in a safe and sound condition.

O. Communicable Disease.

Where exposure to both airborne and infectious disease exists, it will be the responsibility of each Department to establish a policy and procedure to protect and train his or her volunteers. It will also be the responsibility of the Supervisor to establish guidelines and enforcement procedures to assure strict confidentiality between the volunteer and the public.

P. Accident Investigation.

It will be the responsibility of the department supervisor to see that all accidents (worker's compensation, general liability, auto and property), regardless of how minor, including near-misses, are investigated using the Accident Investigation Report Form. (See Safety Coordinator's Handbook).

The purpose of any accident investigation is to determine what conditions and/or situations caused the accident. Once the cause or causes of an accident have been identified, adequate steps should be taken to prevent a similar type of accident.

The accident investigation is not to find fault, but to bring the hazardous condition or unsafe practice to the attention for all those directly and indirectly involved and to educate the volunteer.

By not following DDC (Defensive Driving Course), a person could be charged with a preventable accident even though he or she may be legally in the right.

The basis for a preventable accident is determined by whether the driver failed to do everything reasonably possible to prevent the accident regardless of the incorrect action of others or adverse conditions.

Q. Record Keeping.

The importance of record keeping cannot be overemphasized. The purpose of keeping records is to verify that a certain activity was performed, including training, vehicle inspection, equipment inspections, vehicle maintenance, etc. Another function of record keeping is to provide claims defense information in the event a municipality is alleged to be responsible for an accident.

R. Public Safety Personnel.

To assure that all public safety personnel are properly informed and aware of their department's chain of command and areas of responsibility, standard operating procedures (SOP) should be prepared and distributed to each member.

**Receipt for Volunteer Handbook**

By signing receipt of the volunteer handbook I am acknowledging receipt of all information contained within same.

(how to access volunteer handbook on web)

In an effort to reduce costs and save on paper, we have posted the Hammonton Volunteer Fire Companies Volunteer Handbook on line. You may access the Volunteer Handbook by following these instructions:

[www.townofhammonton.org](http://www.townofhammonton.org)

Departments and Services

Fire

Volunteer Firefighter Handbook

By signing below, you are indicating acceptance of handbook online.

By: \_\_\_\_\_  
 Volunteer Signature                                  Date

If you would prefer a hard copy of the handbook please sign here:  
 \_\_\_\_\_