

POLICY: TRAINING RECORDS

Hadley Township Fire Department
Policy #012

I. PURPOSE

To establish training and attendance requirements for department personnel to ensure the highest quality service is provided to the residents and visitors of the Hadley Township Fire Department.

To comply with the Department of Consumer Industry Services, Bureau of Safety and Regulation, MIOSHA, Bulletin 33, Part 74 for Firefighting, this written policy sets forth mandatory training in accordance with:

- (1) Rule 7411. An Employer **shall** comply with all the following requirements:
 - (a) Provide training to an employee commensurate with those duties and functions that the employee is expected to perform. Such training shall be provided before the employee is permitted to perform emergency operations.
 - (b) An employer shall prepare and maintain a statement or policy which establishes its basic organizational structure and which establishes the type, amount, and frequency of training to be provided to fire service personnel. The organizational statement shall be available for inspection by the director of the department of labor or his or her authorized representative and by an employee or his or her authorized representative.
- (2) Rule 7451. Incident Commander or employee in charge of emergency scene.

Each Fire Department shall establish written procedures for emergency scene operations for an incident command system which shall apply to ALL employees who are involved in emergency operations. ALL employees who are involved in emergency operations shall be trained in emergency scene operations and the incident command system.

II. SCOPE

For the purpose of this policy Firefighters are all Fire Department personnel who provide response to calls for service and have completed the minimum department training requirements, as specified in the appropriate Firefighter job description. For the purpose of this policy training sessions are those regularly scheduled training sessions conducted by the Hadley Township Fire Department.

III. PROCEDURE

The training sessions will include all mandated material such as Haz-Mat, C.P.R., Medical First Responder, S.C.B.A., Search and Rescue, Fireground Tactics, etc. However, this list is not meant to be inclusive.

A minimum of 3 hours training will be offered each month to all personnel, of which personnel must attend a minimum of 80 percent of the annual training schedule as well as ALL mandatory training to remain on the roster of this Fire Department, i.e., to be paid for responses.

Personnel are encouraged to attend all department training, however, it is realized that circumstances beyond the control of the individual will necessitate an occasional

absence. Absence from a training session will be approved only when authorized by the Fire Chief. Requests for excused absence must be submitted to and approved by the Fire Chief either verbally or in writing. It will be the individual firefighters responsibility to complete make-up training as prescribed by the Fire Chief or Training Officer within the same month or quarter.

Firefighters that fail to comply with this policy are subject to disciplinary action.

This policy presented by the Michigan Township Participating Plan, is intended as general guidelines for members of the Michigan Township Participating Plan Program. This policy should not be construed as legal advice. The viewer or reader of the material should consult legal counsel to review the information presented before implementation of any policy or procedures.