

POLICY

Permanently staffed station work routine guidelines

1. Introduction

Settlement of the 2000 permanent firefighters' award included agreement between the FBEU and the NSWFB to the promulgation of guidelines on what constitutes a 'standard working shift' for permanent firefighters. Since the 1989 repeal of the By Laws under the former *Fire Brigades Act 1909*, particularly By Law 59, *Duties of a Station Officer*, there has been no clear, consolidated policy on the duties of a Station Officer and crew.

The attached guidelines are provided to assist Superintendents, Inspectors, Station Officers and Firefighters to plan short and long-term work routines at fire stations, subject at all times to an over-riding obligation to immediately respond to emergency calls.

It is NSWFB policy to devolve authority, responsibility and accountability to the most appropriate levels in the organisation in order to realise gains in efficiency and improve job satisfaction for all personnel. Therefore these guidelines are not prescriptive in terms of time or duties to be performed, with the exception of those duties which have OHS ramifications such as checking of appliances and SCBA, routine recording of information, and other identified activities.

This provides Station Officers with sufficient flexibility to develop work routines suited to their particular operational environments. For example, inner city fire stations may be unable to arrange fire safety activities such as school visits and the like as often as suburban fire stations, due to high incident workload during the daytime and a large transient population.

2. Time critical duties

The following duties are time critical and must be performed as follows:

1. An over-riding obligation to immediately respond to emergency calls.
2. Pre-operational checks, servicing, fuelling and cleaning of all personal protective and other operational equipment including self contained breathing apparatus, permanently staffed appliances, ancillary equipment, etc, at commencement of each shift, or in accordance with established NSWFB policy.
3. Post-operational checks, servicing, cleaning, and decontamination of all personal protective and other operational equipment including self contained breathing apparatus, permanently staffed appliances, ancillary equipment, etc, following use and before ceasing duty.
4. Subject to response workload, a minimum of 6 hours skills maintenance and/or acquisition training during each set of 4 shifts (A, B, C, D, E and F Platoons), or 5 shifts (Monday to Friday roster).

5. Recording of fire prevention, fire safety, and response activities on AIRS reports or forms provided by Regional Community Risk Management Officers; and
6. Administrative tasks including submission of injury reports, timesheets etc.

3. Allocation of responsibilities

Station Officers on all Platoons are expected to agree on equitable allocation of responsibilities between Platoons, particularly in relation to the coordination of work routines such as: scheduling of the regular servicing of ladders, dividing responsibilities for fire safety work and pre-incident planning, etc.

Operational and Zone Commanders will provide assistance where necessary to co-ordinate work routines between Platoons and will support Station Officers in ensuring the safe, efficient operation of stations within their jurisdictions.

4. Work routine guidelines

The following tables of activities are based upon the 10/14 roster system. Station Officers working on other rosters should modify the guidelines to suit their particular circumstances.

Table 1: Day shift

Duties	Personnel	Tasks
Roll call and briefing	Station Officer	Roll call. Allocation of duties.
Personal equipment check	All staff	PPE and SCBA.
Comprehensive appliance and equipment check - maintenance and cleaning.	All firefighters	Remove, inspect and operate all equipment (first day shift). Refuel and clean permanently staffed appliances, test pump, aerials, rescue gear, etc.
Station maintenance	Station Officer	Ensure station and grounds are maintained.
Station inventory and administration	Station Officer	Check uniforms, station inventory, keys to premises, petty cash. Report staffing levels to Inspector.
Training	All staff	Skills maintenance training using station training program resources. Inspector/Superintendent will arrange regular multi-station exercises.
Community safety activities	All staff	Activities including, but not confined to: FireEd, fire safety talks, school visits, fire safety displays, evacuation exercises, familiarisation visits to hazardous premises, pre-incident planning, hydrant inspections, station area familiarisation, bushfire hazard

		inspections, hazard reduction burns, static water supply program, training of Community Fire Units, liaison with other emergency services or community groups, etc.
Exercise and private study	All staff	Staff are encouraged to engage in approved physical exercise programs. Study time for staff studying for examinations/promotion.
Prepare station for change of shift	All staff	Restore station and equipment to required standard. Clean personal protective equipment. Station Officer to finalise administrative tasks.

Table 2: Night shift

Duties	Personnel	Tasks
Roll call and briefing	Station Officer	Roll call. Allocation of duties.
Personal equipment check	All staff	PPE and SCBA.
Inventory and appliance check	All firefighters	Ensure all equipment is serviceable and permanently staffed appliances checked, fuelled, etc.
Station administration	Station Officer	Check uniforms, station inventory, keys to premises, petty cash. Report staffing levels to Inspector.
Training and community safety activities	All staff	Skills maintenance training using station training program resources. Community safety activities such as talks to community groups, pre-incident planning, checking hydrants on roads inaccessible during day, etc.
Personal development	All staff	May include exercise, study, reading, training videos, computer research, etc
Roll call and preparation for change of shift	All staff	Ensure station and equipment restored to operational readiness and personal equipment cleaned.

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