

SOUTH PORTLAND FIRE DEPARTMENT

STANDARD OPERATING GUIDELINES

Policy #:	5.303	Effective Date:	11/30/2012
Title:	Annual Training for Full Time Fighters	# of pages:	2
Category:	Training	Classification:	Green

1. **PURPOSE:** The purpose of this guideline is to ensure that all members of the South Portland Fire Department receive the minimum amount of training required annually.
2. **POLICY:** Annually, each department member must complete or show proof of completion elsewhere (another certified program) the following training.

Mandatory Annual Training

Each year the department is required to provide the following training and/or activities to its members:

- Bloodborne Pathogens Refresher
- Anti Harassment Refresher
- Right to Know Refresher
- Fire Extinguisher Training
- Lockout / Tagout Training
- Hearing Conservation (Review SOG)
- Respiratory Protection (SCBA)
- Driver Recertification Training (Every 3 years)
- Hazmat Technician Refresher Training
- Level A Hazmat Suit Training
- *Hazmat Physical (not training)*
- *SCBA Fit test (not training)*
- *PPE Gear inspection (not training)*
- Any Other Training as determined and assigned throughout the year

Bloodborne, Anti-Harassment, Right to Know, Hearing Protection, Lockout/Tagout, and Fire Extinguishers will be given together each year in January. The rest of the mandatory classes will be spread out throughout the year.

Enforcement

The following procedures shall be followed for personnel who fail to meet the minimum training requirements.

1. The Shift Officer shall be notified by the Deputy Chief of Training around the first of December of any Members who are deficient in their mandatory training.
2. The Shift Officer and the Member, who is deficient, shall make arrangements to make up said training prior to January 1st.
3. At the end of the calendar year, members who are still deficient in mandatory training requirements will have the training scheduled during their normal assigned shift. It

- will be the Shift Officer and Member's top priority to complete all missing training to meet the minimum requirements of State of Maine, Bureau of Labor Standards.
4. Members may be placed on light duty until required training is completed.

3. REFERENCES:

- Maine Bureau of Labor and Safety

By Order Of:

Kevin W Guimond

Kevin W. Guimond
Fire Chief