Grant County Fire Protection District 3

POLICY AND PROCEDURE

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1. NUMBER: 4.4.02

2. SUBJECT: ***Shop and Wash Bay Usage and Sign In Procedures***

3. POLICY: In the best interest of GCFD#3, guidelines for shop and wash bay use and sign in procedures have been established. These guidelines are not meant for work hours during the week but are for after hours and weekends when a shop supervisor is not present.

4. SCOPE: This Policy and Procedure is applicable to all personnel of Grant County Fire District 3.

5. RESPONSIBILITIES:

   A. The District Fire Chief is responsible for ensuring that this Policy and Procedure is adhered to.

   B. All personnel are responsible for complying with this Policy and Procedure.

6. PROCEDURE:

   A. This policy is designed to ensure personnel safety, limit District liability, and hold shop and wash bay users accountable by establishing clear expectations and written rules.

   B. Whenever possible, personnel shall notify the mechanic or mechanic apprentice before using the shop to confirm availability.

   C. Personnel shall inform an on-duty firefighter prior to shop use so periodic safety checks can be conducted.

   D. Personnel shall sign in and out on the sign-in sheet located in the shop records room next to the mechanic's office.

   E. Upon completion of use, all lights must be turned off, and doors must be secured.

7. RULES:

   A. SHOP
      a. Users must leave the shop in the same or better condition than they found it.
      b. All tools must be cleaned and returned to their designated locations in the toolbox.

c. Personal supplies (e.g., oil, filters) must be provided by the user. Limited-use consumables (e.g., WD-40, Brakleen) may be used, but excessive use of District-provided materials (e.g., WD-40, Brakleen) is prohibited.
d. If any equipment, large or small tools (e.g., power tools, drill bits, sockets, flashlights) owned by the District are damaged, broken, or lost, user will be held responsible for their replacement.
e. Any tools removed from the premises require prior approval from the mechanics or Chiefs and must be checked out using the Lost, Loaned, and Misplaced Equipment form located in the workroom near the front office.
f. All available safety measures must be utilized. (e.g. jack stands, eye protection, and hand protection)
g. District-owned tools and equipment must be used only as intended and not abused. Any misuse or abuse of tools may lead to potential disciplinary action.
h. Welders may only be used by authorized personnel with shop personnel approval. All settings must be returned to their original position, and gas supply must be shut off after use.
i. The shop must be cleaned after use.
j. Oily rags must be placed in the designated used rag hamper and not disposed of in the trash.

NOTE Wheel lifts and the AC machine are off-limits unless prior arrangements have been made.

B. WASH BAY
a. The wash bay must be left in a cleaner condition than it was found.
b. The thermostat must not be adjusted.
c. Supplies must be restocked (e.g., towels returned to shelves).
d. Buckets must be rinsed out, and brushes must be stored properly.
e. The concrete floor must be hosed off after use.
f. Hoses must be properly drained and rolled.
g. The vacuum must be returned to its designated storage location.
h. Used towels must be placed in the designated towel bucket.
i. All trash must be disposed of properly.
j. If the trash bin is full, it must be emptied, and a new liner must be placed in the bin.
k. Lights must be turned off, and all doors must be secured upon exiting.

C. Violation of the District's policy for the appropriate use of Shop and Wash Bay may be subject to appropriate disciplinary action in accordance with the District's disciplinary policy and the applicable guidelines.

D. In the event of an alarm activation, personnel are required to respond on an apparatus to the emergency.