



**City of Winchester  
Fire & Rescue Department  
STANDARD OPERATING PROCEDURE**



<b>Section:</b>	Infectious Disease Control	<b>SOP:</b>	4.11
<b>Subject:</b>	Compliance and Disciplinary Action	<b>Executed:</b>	June 5, 2015
		<b>Revised:</b>	
<b>Approved:</b>  Allen W. Baldwin, Fire Chief			

### **COMPLIANCE MONITORING**

The City of Winchester recognizes its responsibility to provide personal protective equipment, education, and training, post exposure reporting/follow up for its employees at risk for exposure. It also notes the responsibility of the employees to comply with the established policy/procedures set forth in the Exposure Control Plan. Thus, employers who have employees identified as having job responsibilities which place them at risk, will conduct compliance monitoring activities on a regular basis. The time frame between monitoring will be decided by the Designated Officer.

The purpose of compliance monitoring is to verify that the program for reducing member exposure is "on track". It will also ensure that the Agency is in compliance with all applicable laws, standards, and guidelines. Compliance monitoring will also serve to identify training needs or problem identifications. The Agency's disciplinary action policy will be followed for employees who do not comply with this established plan.

There are forms to check compliance monitoring:

1. Medic Unit
2. EMS Call
3. Fire Station

## **DISCIPLINARY ACTION POLICY**

The purpose of the exposure control plan is to reduce the risk for occupational exposure. Our plan is effective if followed as written. Periodic and unannounced monitoring will be conducted to ensure that employees are complying with this plan.

Compliance with the exposure control plan is a member responsibility. Noncompliance will be noted and records maintained of each incident and member interview. Retraining and education will be offered. The following schedule would allow for up to four events provided that they are not the same offense repeated.