Policy Name: Firefighter Return to Service	Policy No: S500-07
Committee approval date:	-
Council approval date:	February 1, 2021
Revision date(s):	-
Department/Division:	Fire and Enforcement

1. Purpose

There are situations where Firefighters may require taking a leave of absence from the fire department. Ensuring they return to service at an acceptable level is crucial to the health and safety of all staff.

2. Responsibility

All staff are responsible for understanding the intent of this guideline, and to operate within all operating guidelines, polices and Regulations pertaining to this policy.

3. Policy Statement

Return to work procedures are essential in determining a Fire fighter's ability to perform the necessary tasks during active duty. Health and safety of all staff is the highest priority.

All Fire fighters who have been absent from active duty for long periods of time shall be evaluated prior to returning to active duty. The following but not limited to shall be completed prior to returning any active duty:

- Firefighter has been cleared by a doctor to return to service.
- A functional form from the doctor has been submitted to the Fire Chief stating the Firefighter can return to service.
- The Fire Chief or designate indicates to the station training officer(s), that the Firefighter has clearance to return to service.
- The Firefighter is to complete tasks relevant to them as outlined in

Appendix A.

- Station Training officer(s) indicate to the Fire Chief or designate that the Firefighter has completed the tasks outlined in Appendix A.

- Fire Chief or designate to give final authorization for the Firefighter to return to work.

4. **Evaluation**

All Fire fighters wishing to return to work shall complete the tasks outlined in Appendix A.

The fire fighter will be required to complete all tasks, the evaluator will score each task as either met requirement or requires further training. The evaluator will then make the recommendation to the Chief or designate on whether or not the Fire fighter can return to active duty.

5. **Record Keeping**

All records pertaining to the evaluation of the Fire fighter shall be stored and maintained using the most current record keeping procedures and maintained by the Station Training Officer(s) and fire chief's administrative assistant.

Appendix A

Pelham Fire Services Firefighter Return To Service - Test		
Firefighter Name:_____ **Firefighter Number**_____ **Date of Test:**_____ **Start Date of LOA:**_____ **Return Date From LOA**_____		
Task	**Met Objective**	**Requires Further Training**
FIT Testing		
Current FIT test for N95 and SCBA Masks		
PPE		
Properly Don Boots, Pants, Balaclava, Jacket, and Gloves in 90 seconds		
SCBA		
Don SCBA on air in 90 seconds		
Connect Transfil hose to own SCBA with firefighting gloves on		
Perform 14 point SCBA check		
Replace bottle of SCBA		
Fill SCBA Bottle with cascade system		
Test SCBA Mask for Proper Operation		
Pump Operations		
Pull Pumper up to hydrant		
Engage Parking brake		
Chock Wheels		
Engage Pump		
Flow water from tank		
Connect to Hydrant		
Switch over from tank to hydrant		

Fill tank while flowing water		
Disconnect and drain all hose and appliances		
Put truck back in service		
Aerial Operations		
Pull Aerial around to back of hall for setup with ample space		
Engage parking brake		
Chock Wheels		
Engage Aerial Master Switch and Aerial PTO		
Setup outriggers		
Make sure truck is level		
From Aerial Base - Maneuver bucket to place it on the ground behind the Aerial		
Don safety harness		
From the bucket, Maneuver bucket to 60 Ft in air		
From the bucket, Stow the bucket		
Stow all outriggers		
Place Truck back into the hall		
Ladders		
Identify three types of ladders and their purpose		
Remove roof ladder from truck		
Setup roof ladder against wall		
Perform a leg lock on the ladder		
Place ladder back on truck		
Note: All functions to be performed while wearing proper PPE		
Recommend For Return To Service	**Yes**	**No**
Instructor Name(Please Print):_____		
Instructor Signature:_____		
Firefighter Signature:_____		