

PALATINE RURAL FIRE PROTECTION STANDARD OPERATING POLICIES	
SUBJECT: Health and Fitness Program	SOP # ADM-05
INDEXED AS: Administration Policy	EFFECTIVE DATE: April 25, 2005
APPROVED BY: Hank Clemmensen, Fire Chief	REPLACES: February 1, 2003

PURPOSE

The purpose of the Health and Fitness program is to promote the health and safety of Fire District personnel, and to increase their operational efficiency in protecting the citizens and property of our community. The goals of the program are:

- A. To achieve and maintain sufficient physical conditioning to reduce the probability and severity of occupational injuries and illnesses.
- B. To reduce the negative effects of the environmental and physiological stressors prevalently encountered in firefighting, rescue, and emergency medical occupations.
- C. To achieve and maintain cardiovascular efficiency.
- D. To achieve and maintain stamina, flexibility, agility and strength.
- E. To improve the overall level of fitness of the department.

POLICY

The physical fitness program will be comprised of five components: Annual Medical Examinations, optional Fitscan, On-duty Conditioning, and Fitness Education.

PROCEDURE

A. **MEDICAL EXAMINATIONS:** These medical evaluations will include the following:

Complete Physical Examination for all Personnel:

A complete medical examination will be conducted by the Department selected licensed occupational health physician. The examination will include the following based upon the age of the employee. These required elements meet or exceed *NFPA 1582-medical requirements for firefighters, 2003 edition.*

- Past medical history of all previous diseases, operations, injuries, review of health history for past and current symptoms of undiagnosed diseases, family histories, allergies, social history, and occupational history.
- Height and weight
- Blood pressure and pulse
- Pulmonary function testing, OSHA questionnaire, and respirator certificate
- TB Skin Test
- Body Fat Analysis
- Comprehensive medical exposure history and physical exam to include pulse, respirations, blood pressure and temperature, if indicated.
- Dermatological system
- Ears, eyes, nose, mouth and throat
- Cardiovascular system
- Respiratory system
- Gastrointestinal system
- Genitourinary system
- Endocrine and metabolic system
- Musculoskeletal system
- Neurological system
- Audiometry
- Visual Acuity and peripheral vision testing
- Urine (Chemical Dip) *1
- Hearing test
- Pulmonary function test
- Level I back screen
- Blood chemistry profile (Chem-24)
- Blood lipid profile (HDL/LDL)
- Complete blood count
- Body fat analysis
- Chest X-ray – Only as needed or indicated
- Exercise stress test *2

*1 If positive, a microanalysis will be performed. The urinalysis test evaluates a number of different items including glucose, protein, (blood, bilirubin) and other chemicals found in the urine. Urinalysis will not be used as a drug test screening mechanism.

*2 Exercise stress test or heart scan every 5 years for employees under age 40, every three years for employees age 40-50, annually for employees over the age of 50.

The heart scan is an option for employees, in lieu of the stress test, only if the last test was not a heart scan or if the Doctor recommends a stress test.

If a stress test shows an employee is not fit for duty, the employee will be on administrative leave with pay, until a second test can be performed.

If an employee requests a second test, either heart scan or stress test, after being deemed fit for duty by the Department Doctor, the employee shall be responsible for all additional costs including sick time used if they do not report to work.

Employees may choose to have a heart scan, if the heart scan is not included in their regularly scheduled physical for a particular year. However, the employee will be responsible for all related costs for the test.

Hepatitis B- The District will pay for new employees to have the series of Hepatitis B shots and the one time titer, if they have not had the shots previously.

For employees over the age of 50, an annual PSA test will be done by the Department physician, and paid for by the Department. PSA tests for employees under the age of 50 will not be part of the annual physical, unless recommended by the Department physician. An employee may request a PSA test, and will be responsible for the additional cost.

All medical files will be retained by the Department physician. The Department will receive a form (see Attachment 1) signed by the attending physician that states the person is fit for duty, able to participate in the physical fitness program, and is respirator certified. No detailed medical information will be disclosed to the Department.

3. Fitness for Duty

- a. If the Department physician finds that a person should not be participating as a line firefighter due to medical reasons, the Chief will

immediately be notified and informed of the problem. The Department physician will recommend a course of action.

- b. If the firefighter concurs with the findings of the Department physician, an agreement will be developed between the employee and Chief outlining any rehabilitation needed: time frames, goals and expectations, and light duty assignments.
- c. If the firefighter does not concur, the firefighter may seek a second medical opinion at his/her expense.
- d. In the event of any dispute between the employee's personal physician and the Department physician, the Department, at its expense, may request that the dispute be submitted to a third physician mutually selected by the employee's physician and the Department physician. The opinion of the third physician shall be determinative of the employee's fitness to return to duty.

- B. **FITNESS EVALUATION (FITSCAN)** - The fitness evaluation includes the use of a Department fitness coordinator to provide the individual firefighter with an assessment of his/her current fitness level. This evaluation will include tests that measure cardio respiratory fitness, muscular strength and endurance, flexibility, and body composition. This evaluation will be done on shift, twice a year, and is optional for all line personnel

THE FITSCAN EVALUATION INCLUDES:

- Goals
- Measurements
- Body composition
- Aerobic capacity
- Muscular strength
- Muscular endurance
- Flexibility

From this evaluation, the individual firefighter will be given a recommended workout program to improve his/her fitness level.

- C. **ON-DUTY CONDITIONING**

All on-duty shift personnel shall participate in the Department's physical fitness program for a minimum of one and one-half hours per duty day. The company officer shall provide time between the hours of 0800 and 1700 for this participation. Individuals may exceed the designated time frame, when company time allows. Personnel may chose to exercise on their own past 1700 hours. It will be the responsibility of the company officer to ensure that

every on-duty firefighter participates each day when they are on shift, whether it is their normal assigned shift, a hire-back, or a duty trade.

Personnel must maintain their ability to respond to emergency situations while exercising. All personnel shall wear approved exercise apparel while performing physical fitness training. Only exercise equipment provided by the District may be used. Equipment shall not be used in a manner which would exceed the manufacturer's recommendations on proper use. All equipment must be used as the manufacturer intended it to be used, and only with accessories the manufacturer has approved for use with that equipment.

D. EDUCATION

Part of the comprehensive wellness program will include classes given by Health and Human Services on such topics as nutrition, stress, substance abuse, and other topics that may come up and that are recommended for firefighting personnel. These classes are on-going, and will be scheduled when available.

F. OFF-DUTY WORKOUT

Members of the Fire Department are given the privilege of using the exercise facilities while off-duty, with no charge. Off-duty personnel wishing to workout must obtain permission from the officer in charge. The member must wear the approved exercise apparel. Members must not exceed the manufacturer's recommendation for the proper use of exercise equipment. All activities regarding the use of the exercise facility and the members who utilize the facilities must be logged in the company daily notes. Injury when participating off-duty will not be considered duty related.