SUBJECT: WELLNESS PROGRAM

PURPOSE: The purpose of the Wellness Program is to achieve and maximize the health and fitness of all District personnel. It is expected that as a result, occupational efficiency, effectiveness, and performance will increase, time off for personal injury and illness will decrease, and personnel will benefit from an overall improvement in physical and mental wellness.

POLICY: All District personnel are encouraged to participate in wellness programs designed to enhance employee health, fitness and mental well-being.

AUTHORITY & RESPONSIBILITY: The District is responsible for funding and promotion of the Wellness Program. Day-to-day program operations, data tracking, and program maintenance are administered by the Wellness Program Coordinator.

The Wellness Committee, consisting of the OHS Program Manager, Wellness Program Coordinator, and equal representation of union and non-union personnel, will oversee the OHS program objectives and discuss issues relating to District personnel wellness, including Fit for Duty.

Supervisors are expected to support personnel development in the area of personal wellness by providing time to exercise and encouraging participation in the Wellness Program. District personnel are ultimately responsible for implementing the elements of this program on a personal basis and following the guidelines as set forth in this policy.

PROCEDURE

I. OVERVIEW OF WELLNESS PROGRAM

The District is committed to the health and well-being of its personnel, and has adopted elements of the Wellness-Fitness Initiative jointly developed by the International Association of Fire Chiefs (IAFC) and the International Association of Firefighters (IAFF). A general overview of the District's program is outlined within this SOG. Specific protocols, guidelines, and procedures will be outlined in Tualatin Valley Fire & Rescue’s Wellness-Fitness Initiative and Wellness Program Procedure Manual.
The TVF&R Wellness Program consists of the following elements:

1. Medical wellness
2. Physical fitness
3. Fitness for Duty
4. Behavioral health
5. Data collection

II. MEDICAL WELLNESS

The District is committed to the medical wellness of all District personnel. The physical examination process parallels the specific demands of all District personnel. Elements of this component include:

A. Physical Evaluations

Pre-Employment Physical: All personnel who have been offered a position with the District will undergo a physical examination and a drug screening. Medical examinations are conducted in accordance with the guidelines set by NFPA 1582 and OHS. District-provided examination records are confidentially maintained by the District OHP. All job offers are contingent upon successful completion of this evaluation.

The District will provide mandatory annual medical evaluations for all uniformed personnel. Deputy Fire Marshals’ yearly physicals and fit for duty will be based on individual job descriptions. Fire Investigators will follow the same guidelines as uniformed personnel. Specific information regarding the components of the medical evaluation is available through OHS.

The District will provide mandatory annual pre-physical medical evaluations for all Combat and Support Volunteers. Mandatory physicals by the District’s Occupational Health Physician (OHP) will be required biennially.

The District encourages all other personnel to have a yearly physical with their own primary care physician. Additional pre-physical testing can be provided by OHS and submitted to an employee’s primary care physician. The District will pay the co-pay of these examinations for non-line personnel, provided they visit their primary care physician.
Additional guidelines regarding physical evaluations are as follows:

1. **Specialty Teams, i.e., Hazardous Materials, Technical Rescue, and Dive Team:** Members may have additional components of the evaluation process based on their specialty. These additional components will be outlined in the District’s Wellness Program and Procedure Manual.

2. **Commercial Drivers License (CDL):** Those personnel who are required to have a CDL must contact OHS two months prior to the application or expiration to schedule pre-physical testing and an appointment with the District OHP. For those required to have a CDL, OHS will pay the fees associated with obtaining and renewing the CDL license. Personnel who wish to obtain or renew a CDL license for reasons not required by their District job description may directly pay the District OHP at the time of examination.

3. **Fit-for-Duty reports** are maintained by Human Resources. If personnel are interested in viewing their confidential medical records, they must submit a medical release form to the District OHP.

**B. Immunizations and Infectious Disease Screening**

The District will provide protection from communicable disease through a program of immunization and screening. Immunizations and screenings are provided at no cost to District personnel. Hepatitis A, hepatitis B, influenza vaccinations, and TB testing are administered and tracked by OHS. Additional immunizations and testing can be provided at the discretion of OHS.

**C. Medical Records**

OHS will maintain the following records: all vaccinations including Hepatitis A, Hepatitis B, dPT, and TB testing, exposure records, hearing, spirometry, EKG, and fitness assessment results. All other physical examination records are kept by the District OHP. All records can be obtained from OHS by filling out a medical release form. All applicable regulations, including HIPPA, will be observed.

**III. PHYSICAL FITNESS**

The District is committed to the physical fitness of all personnel. Specific elements of the District physical fitness program can be reviewed in the OHS Wellness-Fitness Initiative.
Participation in the exercise component of the Wellness Program is mandatory for all uniformed personnel. The District expects higher levels of performance, safety, and injury prevention through the implementation of this program.

The District has provided time for personnel to participate in fitness activities while on shift. Personnel should work with their supervisors to set appropriate and regular times during the workdays to engage in exercise activities.

A. On-Duty Participation

1. Uniformed Personnel: A fitness period will be set aside on shift approved by the supervisor for purposes of exercise. This time should be a high priority in terms of daily scheduling and task accomplishment. The Company Officer, at his/her discretion, may allow individuals to work out at different times of the day to facilitate equipment usage and scheduling conflicts. Fitness time should not exceed one and one half-hours (including clean up time).

   It is also the Company Officer’s responsibility to see that the workout activity engaged in by his/her crew does not pose an unnecessary risk of injury or possible disability.

   No travel outside of a company's first response area is allowed unless specifically authorized by the Duty Chief. All personnel must be within 90 seconds of response time to their assigned station or apparatus. Company Officers are expected to use their best judgment in monitoring the safety and aggressiveness of each activity.

2. Day Personnel: Non-line personnel are allowed up to two hours of work time per week to participate in physical fitness activities. Scheduling of this time should be arranged with the individual’s supervisor and should start and end on District premises.

B. Equipment and Facilities

The District will provide basic fitness equipment agreed upon by the Wellness Program Coordinator and the Wellness Committee. Details relating to equipment allocation should be directed to the Wellness Program Coordinator. Individuals may bring in personal workout equipment, if approved by their Wellness Program Coordinator.
C. Peer Trainers

The Wellness Program Coordinator will work with individuals in designing and implementing personalized physical fitness programs. Peer Fitness Trainers (PFT) are also available to personnel to help support individuals in their personal fitness program. The role of the PFT is to encourage safety and participation in physical fitness through motivation and supervision.

IV. FITNESS FOR DUTY

The Light Duty Program is designed to keep an individual involved within the department by utilizing the skills of personnel during rehabilitation for injury, illness, or other related conditions. A physician and therapist familiar with District job descriptions will decide the functional capacity of personnel after a significant injury, illness, or other absence. OHS personnel will work with the District OHP to ensure that personnel are properly rehabilitated before returning to full duty. Specific elements of the District’s Fitness for Duty program can be found in SOG 8.5.3 Fitness for Duty.

V. BEHAVIORAL HEALTH

TVF&R is committed to promoting the mental and emotional health and well-being of all District personnel. TVF&R will provide personnel with activities and resources that help promote their personal well-being. Promotional activities include such things as the availability of personal counseling, educational seminars, and other materials relating to personal health and welfare. Additional elements in cooperation with the Wellness Coordinator include weight control, nutrition, cholesterol control, tobacco cessation, physical fitness, stress management, preventive medicine, infection control, substance abuse, retirement planning, and other wellness-related topics. Guidelines related to the behavioral health component include:

A. Behavioral Health Specialist

The Behavioral Health Specialist’s (BHS) primary responsibility is to meet the behavioral needs of all District personnel. This includes providing education to all personnel (regardless of position) on work-related stress issues, provision of tools and/or resources necessary for the mitigation of various work/life stressors, and confidential evaluations to include elements related to behavioral health, which may include areas such as stress, financial difficulties, family problems, substance abuse, weight management, tobacco use, or assistance with any of these problems for an immediate family member.
B. Employee Assistance Program

The District will provide an Employee Assistance Program (EAP). The EAP is a confidential resource that is easy to use and focused on results in helping individuals overcome personal problems. This service can help personnel with marital and family conflicts, parenting concerns, financial issues, legal problems, grief, career changes, life crises, alcohol or drug concerns, child and elder care considerations, and legal questions. Additional information regarding the District’s EAP can be found in SOG 8.8.4 Employee Assistance Program (EAP).

C. Chaplaincy Program

The District has developed a chaplaincy program that provides a valuable resource to help personnel meet spiritual and emotional needs. Additional information can be found in SOG 5.7.4 Chaplaincy Program.

VI. DATA COLLECTION

The implementation of the Wellness Program will involve the collection of medical information that is, by nature, very confidential. The District is committed to maintaining this confidentiality. Therefore, TVF&R ensures that available information is limited to that regarding fitness for duty, necessary work restrictions, and appropriate accommodations.

Tracking personal and collective health trends is valuable for the longevity of all District personnel. By maintaining a confidential medical history, we can help provide the information necessary to potentially link disease development to specific job-related activities. Annual fitness assessment data assists the Wellness Program by adding statistical support for implementing injury prevention programs, equipment purchases, and education programs.

APPROVED:

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