

425 SAFETY OFFICER

PURPOSE:

The purpose of this standard operating procedure is to specify the duties and responsibilities for a fire department Safety Officer.

SCOPE:

This policy is applicable to the safety officer and any assistance safety officers.

DEFINITIONS:

1. Training/Safety Officer: A fire company member assigned and authorized by the Chief to perform the duties and responsibilities defined in this standard.
2. Asst. Safety Officer: Shall assist the safety officer when needed and perform the same duties in the absence of the safety officer.
3. Occupational Safety and Health Program: The overall program to provide occupational safety and health in the fire department as defined in NEPA 1500.

ASSIGNMENT:

1. The department shall have a safety officer. The safety officer is appointed by the board for a period of one (1) year.
2. The chief of the department shall have the ultimate responsibility for the departments occupational safety and health program.
3. The safety officer and assistants. shall report directly to the fire chief or the OIC.
4. The safety officer and assistants. shall be identified by a method designated by the chief of the department.

QUALIFICATIONS:

1. The safety officer and assistants shall be a member of the fire department, and in good standings
2. The safety officer and assistants shall have and maintain a knowledge of current potential safety and health hazards involved in fire fighting and other fire related activities.
3. The safety officer and assistants shall have and maintain a knowledge of current federal, state, and local laws regulating occupational safety and health applicable to the fire service work environment.
4. The safety officer and assistants shall have and maintain a knowledge of the current principles and techniques of management of a safety and health program.
5. The safety officer and assistants shall have and maintain a knowledge of the current health and physical fitness factors that affect the fire service work environment.

AUTHORITY:

1. The safety officer and assistants shall have the responsibility to identify and may recommendations for the correction of health and safety hazards
2. The safety officer and assistants shall have the authority to cause immediate correction of situations that create an imminent hazard to personnel.
3. At an emergency incident when activities are judged by the safety officer and/or assistants to be unsafe and to involve an imminent hazard, the safety officers shall immediately inform the fire chief or O.I.C. and shall give recommendations to correct the imminent hazard.
4. When non-imminent hazards are identified, the safety officers shall develop a plan of action to correct the situation within the administrative process of the fire department.
5. The safety officer and assistants shall have the authority to bring notice of such hazards to whomever in the fire department has the ability to correct the hazard or situation.

RECORDS AND DATA MANAGEMENT:

1. The fire chief shall maintain records of all accidents, occupational deaths, injuries, illness, and exposures.
2. The safety officer shall identify and analyze health and safety hazards and shall develop corrective actions to deal with these hazards.
3. The safety officer shall ensure that records are maintained of fire department safety and health policies.
4. The safety officer shall maintain records of all recommendations made and action taken to implement or correct safety and health hazards or unsafe practices.
5. The safety officer shall maintain records of all measures taken to implement safety and health procedures and accident prevention methods.

LIAISON:

1. The safety officer shall report all recommendations to the chief of the department.
2. The safety officer and assistants shall provide information and assistance to officers and fire fighters in surveying their districts to identify and report safety and health hazards that could have adverse affects on fire department operations.
3. The safety officer and assistants shall maintain a liaison with staff officers regarding recommended methods to eliminate unsafe practices and reduce existing hazardous condition.

RULES, REGULATIONS, and PROCEDURES:

1. The safety officer and assistants shall develop, review, and revise rules, regulations, and standard operating procedures pertaining to the fire department occupational safety and health program for implementation by the chief of the department.
2. The safety officer shall periodically report to the chief on the adequacy and effectiveness of, and compliance with the rules, regulations, and standard operating procedures.
3. The chief of the department shall define the role of the safety officer and assistants in the enforcement of the rules, regulations, and standard operating procedures.

ACCIDENT PREVENTION:

1. The safety officer and assistants shall develop and manage an accident prevention program which addresses the items used in the fire service. The participation of the safety officer and assistants in this program may include direct participation, review or supervision, depending on the size and organization of the fire department.
2. The accident prevention program shall provide instruction to the members in safe work methods.

INCIDENT SCENE SAEETY:

1. The safety officer and/or assistants shall respond to emergency incidents which involve risk to fire department personnel. The chief of the department shall define criteria for response of the safety officer.
2. At the scene of risk incidents the safety officer and/or assistants shall identify safety hazards and report them to the fire chief or O.I.C.
3. The safety officer and/or assistants shall routinely observe operations at the scene or emergency incident to ensure that safety regulations are being followed. When necessary the safety officer and/or assistants shall recommend corrective action to the chief or O.I.C.