

POINT PLEASANT BEACH FIRE DEPARTMENT

Safety Officer Requirements

Standard Operating Guideline

Purpose:

To specify the duties and responsibilities for a Fire Department Safety Officer.

Scope:

This guideline contains minimum requirements for the assignment, duties, and responsibilities of a Safety Officer for the fire department.

Qualifications:

- Shall have at least two years in the department as a Firefighter.
- Shall have a New Jersey Fire Fighter Level 1 Certificate issued by the New Jersey Department of Community Affairs, Division of Fire Safety.
- Shall have an IMS Level 1 Certificate issued by the New Jersey Department of Community Affairs, Division of Fire Safety.
- Shall have an Incident Safety Officer Certification.
- Shall have FAST Awareness Certification and attend three FAST drills annually.
- Shall have and maintain knowledge of current federal, state, and local laws regulating occupational safety and health applicable to the fire service work environment.
- Shall have and maintain knowledge of current potential safety and health hazards involved in fire fighting and other related activities.

Assignment:

- The Fire Chief shall have the ultimate responsibility for the safety and well being of all fire department personnel.
- The Fire Chief and the Board of Fire Officers shall make the assignment of the two Fire Department Safety Officers.
 - One member shall be selected from each Fire Company and assigned in this role.
- The Safety Officer shall assist the fire chief in this responsibility.
- The Safety Officer shall report directly to the fire chief as part of the command staff.
- In the absence of the appointed Safety Officer(s) or when the scope of operations dictates the need for Assistant Safety Officers, a member with the required qualifications shall be substituted to perform the duties and responsibilities of the position that requires immediate attention.

- These include duties and responsibilities at the scene of emergency incidents as well as training activities.

Authority:

- The Safety Officer shall have the responsibility to identify and cause correction of health and safety hazards.
- The Safety Officer shall have the authority to cause immediate correction of situations that create an imminent hazard to personnel.
 - At an emergency incident, when activities are judged by the Safety Officer to be unsafe and to involve an imminent hazard, the Safety Officer shall have the authority to alter, suspend, or terminate those activities.
- The Safety Officer shall immediately inform the incident commander of any actions taken to correct imminent hazards at an emergency scene.
- When non-imminent hazards are identified, the Safety Officer shall develop actions to correct the situation within the administrative process of the fire department.
- The Safety Officer shall have the authority to bring notice of such hazards to the Fire Chief and the Board of Fire Officers.

Duties and Responsibilities:

- The Safety Officer shall respond to all emergency incidents.
- The functions of the Safety Officer at high-risk incidents shall be integrated with the command structure, and the Safety Officer shall report to the incident commander.
- The Safety Officer shall routinely observe operations at the scene of emergency incidents to ensure that safety regulations are being followed.
- When necessary, the Safety Officer shall recommend corrective actions to the Fire Chief.

- At emergency incidents, the Safety Officer shall monitor the scene, report on the status of conditions, hazards and risks and mitigate any identified safety hazards.
- When appropriate, the Safety Officer shall recommend the establishment of zones for safety, collapse, helicopter landing or Haz Mat situations and ensure that their location is communicated to all personnel.
- It is the responsibility of the Safety Officer to ensure that the department Accountability system is being properly utilized at drills and emergency incidents.
- When conditions warrant, the Safety Officer shall coordinate with the incident commander to ensure that a Rapid Intervention Team (RIT) is on scene and an appropriate Rehab Station has been established.

- In the event of exposure, injury or illness to fire personnel, it is the responsibility of the Safety Officer to communicate this to the Incident Commander and ensure proper medical care is provided.
- The Safety Officer shall be involved in the process of post incident critiques in order to review the safety factors involved in emergency incidents.
- In addition, the Safety Officer shall provide safety supervision at all training activities.
- The Safety Officer shall ensure that all Fire Department Personnel comply with the provisions of the Personal Protective Equipment and Infection Control Guidelines at all emergency incidents and training activities.

Board of Fire Officers:

- The Safety Officer shall be a member of the Board of Fire Officers.
- The Safety Officer shall attend strategic and tactical planning sessions and report recommendations concerning safety and health to the Fire Chief and the Board of Fire Officers.
- Recommendations may include changes in equipment, procedures, and methods to eliminate unsafe practices and reduce existing hazardous conditions.