

	Hampton-Valley Forge Vol. Fire Dept. Standard Operating Guidelines	
	Subject: Safety Officer Duties and Responsibilities	SOG # 1-02
		Initiated 01/01/2019
Approved: Fire Chief Chris Isaacs	Revised 01/01/2019	

A. PURPOSE

1. This procedure establishes the duties and responsibilities of the Safety Officer for the Hampton-Valley Forge Volunteer Fire Department.
2. This procedure applies to any members of the Hampton-Valley Forge Volunteer Fire Department who is appointed as a Safety Officer and any member who on the scene of an incident is assigned the duties of a Safety Officer

B. RESPONSIBILITIES

1. The Safety Officer shall routinely observe operations at training sessions and at the scene of emergency incidents to ensure that safety regulations are being followed. When necessary, the Safety Officer shall recommend corrective actions after the incident to the Fire Chief or his/her designated representative. Where 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 incident. Where non-imminent hazards are identified, the Safety Officer shall develop actions to correct the situation within administrative processes of the fire department. The Safety Officer shall have the authority to bring notice of such hazards to whoever in the fire department has the ability to cause correction of the hazard.
2. The Safety Officer shall ensure that records on the following are maintained:
 - a. Periodic inspection of personal safety equipment
 - b. Fire department safety and health policies
 - c. Periodic inspection and service testing of apparatus and equipment
 - d. Periodic inspection of fire department facilities
 - e. All accidents, occupational injuries, deaths and exposures
 - f. Identify and analyze safety and health hazards and shall develop corrective action for these hazards.
 - g. All health hazards or unsafe practices or correct safety

- h. All safety and health procedures and accident prevention method.
3. The Safety Officer shall provide information and assistance to officers and firefighters, so they will be able to identify and report safety and health hazards. The Safety Officer shall maintain a liaison with the line officers regarding recommended changes in equipment, procedures and recommended methods to eliminate unsafe practices.

The Safety Officer shall maintain a liaison with a physician and infection control liaison for the needed medical advice and treatments that is available to the members of the department.

The Safety Officer shall develop, review and revise rules, regulations and the SOP's pertaining to the Occupational Safety and health Program and report any to the Fire Chief.

The Safety Officer shall develop and manage an accident prevention program to provide instruction in safe work methods.

The Safety Officer shall develop, implement and maintain a protective clothing and protective equipment program for the department. He/she shall review and make recommendations on specifications for new apparatus, equipment and protective clothing for compliance with applicable safety standards.

The Safety Officer shall investigate all occupational injuries, illnesses, exposures and fatalities involving fire department members and all accidents involving fire department vehicles, fire apparatus, equipment or fire department facilities. Recommendations of corrections of all investigations will go to the Fire Chief for review.

The Safety Officer shall develop an accident reporting system and investigation procedure for use by the department.

The Safety Officer shall be involved in the process of post incident critiques in order to review the safety factors involved in training sessions and emergency incidents.

The Safety Officer shall be personally involved in all preburn inspections of any acquired structures to be utilized for live fire training. (reference NFPA 1403)

The Safety Officer shall ensure that training in safety procedures relating to all fire department operations and functions are provided to all members.

The Safety Officer must follow, but is not limited to, the following documents and standards:

Hampton-Valley Forge V.F.D. Standard Operating Guidelines
Hampton-Valley Forge V.F.D. Rules and Regulations
NFPA 1500 Standard on Fire Department Occupational Safety and Health Program
NFPA 1581 Standard on Fire Department Infection Control Program
NFPA 1521 Standard for Fire Department Safety Officer
NFPA 1561 Standard on Fire Department Incident Management System
NFPA 1403 Standard on Live Fire Training Evolutions in Structures
NFPA 1406 Standard on Live Fire Training Evolutions outside Structures
NFPA 1002 Standard for Fire Apparatus Driver/Operator.

