

JOB DESCRIPTION

DEPARTMENT SAFETY OFFICER

Shall be selected by the Chief
Shall report directly to the Chief
Shall be a Staff Position

ADMINISTRATIVE

1. Shall direct and be responsible for developing and maintaining a year round safety program for all aspects of fire department operation.
2. Shall have a thorough knowledge of, promote, and enforce all Rules, Regulations, Policies, and Procedures of the Department.
3. Assure that appropriate record is prepared and kept of all incidents resulting in injury or exposure of disease or Hazardous Material to Fire Service Personnel (Includes, Training, Work Details, Emergency Scene).
4. Investigate all Injuries and Accidents to Fire Department Personnel and Apparatus.
5. Prepare a report for the Chief providing details of the incident and recommendations for preventing further accidents of like nature.
6. On accidents which are deemed as to be extremely serious in nature (broken bone, loss of limb or organ, Workmen's Compensation Claims, damage of 1/4 of value of apparatus, vehicle accident involving a civilian, etc.), convene an Investigation Committee including, but not limited to, the following individuals; Safety Officers from all Stations, Battalion Chief of Station whose personnel, apparatus, or equipment, was involved, and one member of the Clio Area Fire Authority.
7. Periodically review all Department Standard Operating Procedures for updates in regard to Safety Procedures.

TRAINING

1. Review all Training Exercises with Training Officer regarding Safety Issues.
2. Monitor all Training Exercises for appropriate use of Department Apparatus, Equipment, and Personal Protective Equipment.

STATION/DEPARTMENT RESPONSIBILITIES

1. Prepare a Safety Inspection Form for:
Station - Shall include, but not be limited to; Building - General, Generator, Bench Grinder, Mechanical Equipment (pumps, furnaces, water heaters, plumbing, etc.), Storage Areas, Lighting.
Apparatus Equipment - Shall include, but not be limited to; Equipment Condition (cracked, broken, worn), Required Service (extinguishers, etc.), Equipment Guards (worn, missing)

QUALIFICATIONS

Shall have a minimum of two (2) years experience in the fire service.
Shall have completed National Fire Academy certification for Fire Fighter I&II.
Shall have a working knowledge of the Incident Command System.

JOB DESCRIPTION: STATION SAFETY OFFICER

Shall be the Station Line Captain

Shall work in conjunction with the Department Safety Officer

STATION RESPONSIBILITIES

1. Not less than twice each year, inspect their station, apparatus, and equipment for safety related issues.
2. Immediately remove from service any defective equipment or items posing a safety hazard to personnel.
3. Assure correction of each item identified and the equipment either replaced or repaired and then returned to service as soon as practical.
4. Coordinate with the Station Sergeant, the maintaining of all Fire Fighters Personal Protective Equipment.

RESPONSE TO ALARMS

1. Shall respond to ALL alarms of THEIR Station.
2. Shall respond to ALL STRUCTURE FIRE alarms for ALL STATIONS.

EMERGENCY SCENE OPERATIONS

“Their” Station Alarms:

Fire Fighter Accountability.

Coordinate all accountability - Collect and disperse Accountability Tags of all personnel on scene.

Work with Sector Officers for tracking of personnel under their direction.

Work with Command Post to assure record of everyone on scene.

Coordinate and Control staging of all “excess” personnel.

CAFD Personnel

Mutual Aid Personnel

Shall be in charge of all safety related issues on scene.

Immediately bring to the attention of the Incident Commander, any injury that has occurred.

Review the Scene for unsafe situations.

Take immediate remedial action for any immanent safety issues.

Advise Incident Commander of other safety related issues that may arise.

Review firefighters for required Personal Protective Equipment and correct use.

Review Scene for “Backup Personnel” in place to protect personnel actively involved in incident.

Review Scene for “Escape Routes” (ladders, etc.)

“Other” Station Alarms:

Report to Station Safety Officer when arriving at scene.

Assist with Fire Fighter Accountability.

Coordinate, Track, and Administer SCBA Use.

Coordinate Rehabilitation. (Can be delegated to appropriate medical personnel if warranted)

Designate Rehabilitation area.

Coordinate and Control personnel in Rehabilitation.

Determine condition of Fire Fighters for returning them to active status after rehabilitation and coordinate with “In Charge Safety Officer”.

Request Medical Personnel at scene if required for rehabilitation.

CAFD Personnel.

Mutual Aid Personnel.

QUALIFICATIONS

Shall have a minimum of two (2) years experience in the fire service.

Shall have completed National Fire Academy certification for Fire Fighter I&II.

Shall have a working knowledge of the Incident Command System.