

FREWSBURG FIRE DISTRICT OPERATIONAL POLICY	Section 4	SAFETY AND HEALTH	
	SUBJECT	DESIGNATED SAFETY OFFICER	
	Policy 4-02	PAGE 1 OF 3	DATE: 01-01-2023

I. SCOPE

This policy shall apply to any member of the Frewsburg Fire District who is appointed to act as the designated Safety Officer for the department as well as to any member on the scene of an incident who is assigned the duties of the Safety Officer for that specific incident only.

II. PURPOSE

This policy shall establish the procedure for the appointment of a Safety Officer by the Fire Chief and will identify the duties and responsibilities of the designated Safety Officer.

III. PROCEDURE

1. It shall be the responsibility of the Fire Chief to appoint a qualified member of the FFC to serve as Safety Officer.
 - A. In the event that the designated Safety Officer is not on-scene, the Incident Commander will appoint a Safety Officer for that incident.
 - B. If no qualified member is available to serve as Safety Officer, the responsibilities for that position will fall under the authority of the Incident Commander.
2. The Safety Officer shall regularly observe operations at training sessions and at the scene of emergency incidents to ensure that safety regulations are being followed.
 - A. When necessary, the Safety Officer shall recommend corrective actions after the incident to the Fire Chief.
 - B. Where on-scene activities are judged by the Safety Officer to be unsafe or to involve an imminent hazard, he/she shall immediately inform the Incident Commander.
 - C. Where non-imminent hazards are identified, the Safety Officer shall develop recommendations to correct the situation for the consideration of the Fire Chief.
3. The Safety Officer shall work with the FFC Chief Officers to ensure that records of the following are maintained:
 - A. FFC health and safety policies
 - B. Periodic inspection of personal protective equipment
 - C. Periodic inspection and service testing of apparatus and equipment.
 - D. Periodic inspection of FFC facilities
 - E. Reports of accidents, exposures, injuries, and deaths.

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4. The Safety Officer shall identify and analyze any safety or health hazards that may affect FFC personnel.
5. The Safety Officer shall provide information to the chief officers and FFC members to assist them in identifying and reporting potential safety and health hazards.
6. The Safety Officer shall develop, review and revise regulations pertaining to the department Occupational Health and Safety Program in compliance with PESH (NYS Department of Labor, Employee Safety and Health).
7. The Safety Officer shall develop and manage an Accident Prevention Program to provide FFC members instruction in safe work methods.
8. The Safety Officer shall develop, implement, and maintain a protective clothing and equipment program in compliance with applicable standards.
9. The Safety Officer shall investigate all occupational injuries, illnesses, exposures, or fatalities involving FFC members as well as all accidents involving FFC vehicles, equipment or facilities and forward recommendations for prevention of such accidents for review by the Fire Chief.
 - A. The Safety Officer shall develop an accident reporting system and investigation procedure for use by the department.
10. The Safety Officer shall be involved in the process of post incident critiques to ensure the review of safety factors involved in training sessions and emergency incidents. The Safety Officer shall ensure that training in safety procedures relating to all fire department operations and functions are provided to all FFC members.
11. The Safety Officer shall ensure compliance with all applicable guidelines and recognized standards including, but not limited to the following:
 - A. FFC SOP's
 - B. FFC Rules and Regulations
 - C. PESH
 - D. NFPA 1500 std on Fire Department Occupational Safety and Health Program
 - E. NFPA 1581 std on Infection Control Program
 - F. NFPA 1521 std for Fire Department Safety Officer
 - G. NFPA 1561 std for Incident Management System
 - H. NFPA 1403 std on Live Fire Training in Structures
 - I. NFPA 1406 std on Live Fire Training Outside Structures
 - J. NFPA 1002 std for Fire Apparatus Driver/Operator
12. The designated Safety Officer shall complete health and safety related courses offered by New York State Office of Fire Prevention and Control, National Fire Academy, or

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FEMA when available. The minimum recommended training qualifications for the FFC designated Safety Officer are as follows:

- A. Incident Safety Officer
- B. ICS / NIMS 100
- C. ICS / NIMS 700
- D. Firefighter 1 or Basic Firefighter or Essentials or Scene Support