
Health and Safety Officer (HSO)

909.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the minimum qualifications for, and specify the duties and responsibilities of, the Health and Safety Officer (HSO).

909.2 POLICY

It is the policy of the Blue Ridge Fire District that the HSO will be appointed by the Fire Chief or the authorized designee, and shall be responsible for the duties described in this policy and other duties as assigned. When the HSO is unavailable, the Fire Chief or the authorized designee shall identify a replacement.

909.3 QUALIFICATIONS

The district's HSO should be a member with qualifications and training that include:

- (a) Knowledge of federal, state and local laws regarding occupational health and safety applicable to the fire service.
- (b) Knowledge of the health and physical fitness factors unique to the fire service.
- (c) Knowledge of health and safety hazards involved in firefighting and related activities.
- (d) Experience in fire suppression, Emergency Medical Services (EMS) and instruction.
- (e) Familiarity with the operation of the district's apparatus and equipment, including emergency communications equipment.
- (f) Management skills appropriate to the operation of a Health and Safety program.
- (g) The physical capability to conduct operations at an incident scene.
- (h) The following certifications and courses:
 1. Fire Instructor I (NFPA Instructor I)
 2. NFPA Instructor II
 3. NFPA Fire Officer I
 4. Training program management
 5. Incident Safety Officer
 6. Health and Safety Officer

909.4 ADMINISTRATIVE RESPONSIBILITIES

The HSO's administrative responsibilities shall include, but are not limited to:

Health and Safety Officer (HSO)

- Developing and maintaining the Illness and Injury Prevention Program (IIPP) and general district safety standards, and serving as the chair of the Health and Safety Committee (see the Illness and Injury Prevention Program Policy).
- Ensuring that health and safety regulations are followed and that any violations or deficiencies are immediately corrected and reported to the Fire Chief or the authorized designee.
- Ensuring that information provided to the Fire Chief or the authorized designee involving safety issues is also provided to the Health and Safety Committee for review.
- Conducting regular safety inspections.
- Serving as a resource for district officers regarding health and safety matters.
- Identifying, documenting and notifying members of workplace safety hazards.
- Researching, identifying and recommending appropriate safety equipment and personal protective equipment (PPE).
- Coordinating with the Training Coordinator for the development and implementation of health and safety training topics.
- Providing safety supervision at training activities when requested.
- Developing and distributing safety information to members.
- Ensuring that accidents, exposures and injuries are thoroughly investigated.
- Developing and maintaining accident, injury and exposure statistics, reporting on trends and making recommendations to prevent a reoccurrence.
- Ensuring accidents are investigated and procedures are in place so that investigations will be handled appropriately.

909.5 RESPONSE DUTIES

Whenever available, the HSO will respond to the following incidents and assume the position of Incident Safety Officer to monitor scene safety and enforce appropriate health and safety practices:

- Working structure fires
- Greater alarm assignments
- Hazardous materials (HAZMAT) incidents
- Rescue response incidents, including trench, confined space, high angle, structural collapse and water rescues
- Serious injury or death of an on-duty member
- Injuries to third parties that may result in hospitalization

Health and Safety Officer (HSO)

- Upon the request of an Incident Commander due to special or unusual circumstances

909.6 HEALTH AND SAFETY INCIDENT REVIEW

The HSO should review health and safety incident reports and ensure copies are forwarded to the Health and Safety Committee (see the Illness and Injury Prevention Program Policy).