

	Terryville Fire Department Best Practices	
	<u>Subject</u> Department Safety Officer Duties and Responsibilities	BP# 1-02
	<u>Authority</u> Chief of Department	Initiated 8/1/13 Revised 1/1/2016

A. PURPOSE

1. This procedure establishes the duties and responsibilities of the Department Safety Officer (DSO) for the Terryville Fire Department.
2. This procedure applies to any member of the Terryville Fire Department who is appointed as the DSO by the Chief of Department.

B. POSITION QUALIFICATIONS

1. The DSO must have successfully completed an Incident Safety Officer class accepted by the Chief of Department.
2. At a minimum, the DSO must have served in the position of Captain.
3. The DSO shall participate in any safety related continuing education courses that he/she can attend.

C. RESPONSIBILITIES

1. The DSO shall serve as the chairman of the Terryville Fire Department Safety Committee. When operating as the ISO, he/she shall adhere to the responsibilities of the ISO as set forth in Terryville Fire Department BP 1-03, Incident Safety Officer Duties & Responsibilities.
2. If operating as an ISO, he/she must meet the requirements and shall adhere to the responsibilities of the ISO as set forth in Terryville Fire Department BP 1-03, Incident Safety Officer Duties & Responsibilities.
3. The DSO shall ensure that records on the following are maintained:
 - a. Periodic inspection of personal safety equipment (PPE, bailout equipment, etc.)
 - 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.
4. The DSO shall provide information and assistance to officers and firefighters, so they will be able to identify and report safety and health hazards. The DSO shall maintain a liaison with the line officers regarding recommended changes in equipment, procedures and recommended methods to eliminate unsafe practices.

The DSO shall assist the Chiefs Office in developing, reviewing and revising rules, regulations and policies pertaining to the Occupational Safety and Health Program and report any deficiencies to the Chiefs Office.

The DSO shall assist the Chiefs Office in developing and managing an accident prevention program to provide instruction in safe work methods.

The DSO shall assist the Chiefs Office in developing, implementing and maintaining 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 DSO 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 Chiefs Office for their review.

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

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

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

Terryville F.D. Best Practices
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.