
S.O.P. #: PERSONNEL-21 (Formerly 30)

SUBJECT: HEALTH AND SAFETY OFFICER

DIVISION: CAREER PERSONNEL

Objective: To outline the duties and responsibilities of the Fire Department Health and Safety Officer that will provide guidance in dealing with safety issues which may affect the safe and efficient operations of the Department. It is still the responsibility of every member of the Department to work within the current safety procedures and the responsibility of all officers for the safety and well-being of the personnel under their jurisdiction. For simplicity, Health and Safety Officer will be referred to as Safety Officer.

Section 1: Authority

- A. The Safety Officer shall be selected by and directly answerable to the Chief of the Fire Department or a designee.
- B. The Safety Officer shall have the authority to take immediate action to correct any situation that causes an imminent health and safety hazard or unsafe practice.
- C. In any situation that is not an immediate health and safety hazard or unsafe practice, the Safety Officer shall work within the administrative process of the Fire Department to seek corrective solutions.

Section 2: Emergency Incident Safety

- A. At any incident, the command structure shall be utilized to effectively address and rectify any situation or activity that may be judged unsafe or involve an immediate hazard. In conjunction with the Incident Commander, the Safety Officer shall have the authority to alter, suspend or terminate those activities.
- B. Department personnel receiving instructions from the Safety Officer shall act immediately to take appropriate action to correct any unsafe or hazardous condition that may cause personal injury or damage to equipment.
- C. On all rescues and on multiple company incidents where SCBA is in use and/or more than one hand line is deployed the Incident Commander shall designate an Incident Safety Officer. The designated Safety Officer shall assist the Incident Commander with overall scene safety, with primary responsibilities being those identified in S.O.P. Tactical #6. It is the responsibility of every Officer to continuously monitor and enforce all safety precautions for the protection of their personnel and equipment.
- D. Upon arrival at an incident, the Safety Officer shall report to the Incident Commander for instructions and establish a safety group, when necessary.
- E. Safety Group
 - 1. At the discretion of the Incident Commander and/or the Safety Officer, a safety group should be established whenever the complexity or risk factor to personnel is dictated by the situation.
 - 2. As directed by the Incident Commander and as recommended by the Safety Officer, additional personnel may be assigned to the group to observe operations at the scene to ensure that safety regulations are being followed.

S.O.P. #: PERSONNEL-21 (Formerly 30)

SUBJECT: HEALTH AND SAFETY OFFICER

Section 3: Administrative Duties

- A. Reports and Documents: The Safety Officer along with the personnel assigned to the Safety Office shall coordinate the following documentation:
1. Workers Compensation-First Report of Injury or Illness and corresponding Supervisor's Accident Report.
 - a. Career - Collection and distribution to the County's Insurance Carrier.
 - b. Volunteer - Management Assistant assigned to the Baltimore County Volunteer Firemen's Association shall be the collection point, then forward completed forms to the Safety Office for distribution to the Insurance Carrier.
 2. Lost Time/Restricted Duty Report
 - a. Career - Collection and distribution to the County's Safety Office.
 - b. Volunteer - Management Assistant assigned to the Baltimore County Volunteer Firemen's Association shall be the collection point, then forwarded to the Fire Department Safety Office. This form will be documented and forwarded to the Baltimore County Safety Office.
 3. Collecting and processing the submitted Vehicle Accident Report, Liability Accident Report, and corresponding Supervisor's Accident Report.
 4. Maintain computerized database and index record for each vehicle accident, liability and First Report of Injury.
 5. Form letters for reimbursement of expenses relating to occupational injury or illness incurred by:
 - a. Mileage and out-of-pocket expenses for parking and/or tolls handled by Administrative Services.
 - b. Out-of-pocket expenses for prescriptions and medical supplies handled by the Safety Office.
 6. Annual and weekly reports to the Fire Chief concerning personal injuries vehicle accidents, and compensation awards/denials.
 7. Occupational Safety and Health (OSHA) Form 200, "Log and Summary of Occupational Injuries and Illnesses," yearly totals.
- B. The Safety Officer or designee shall perform the following:
1. Investigate all personal injuries, vehicle accidents, exposure to infectious disease and hazardous materials and potential liability incidents to assure that steps are taken to avoid similar occurrences.
 2. Coordinate safety inspections of Fire Department facilities with Baltimore County's Safety Officer.
 3. Address safety issues concerning apparatus, equipment and turn-out gear, when requested.

S.O.P. #: PERSONNEL-21 (Formerly 30)

SUBJECT: HEALTH AND SAFETY OFFICER

4. Serve as a liaison with the Baltimore County Volunteer Firemen's Association on safety related issues.
5. Interface with insurance representatives concerning occupational injuries or accidents.
6. Issue periodic safety announcements for broadcasting over the Fire Department's communication system.
7. Liaison with the audiologists for Baltimore County regarding hearing related issues and the Hearing Conservation Program.
8. NFPA 1500 compliance coordinator.

Section 4: Committees

- A. Joint Safety Committee/Safety Review Board - Formed between IAFF, Local 1311 and Fire Department. Guidelines in accordance with the Memorandum of Understanding.
- B. Safety Sub-committee, Baltimore Metropolitan Fire Chiefs' Council.

Section 5: Training

- A. When requested, assist the Fire/Rescue Academy instructors in providing educational programs to ensure training in safety procedures relating to Fire Department operations and functions for all Department personnel.