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| ***REPLACE WITH YOUR MASTHEAD*** |
| **VFIS logo black JPG** | **SOG Title:** |
| **SOG Number:** |
| **Original Date:** | **Revision Date:** |
| **ABC Fire Department General Operating Guideline** |

**Health & Safety Officer**

**Job Description**

***This is a sample of a standard operating guideline (SOG) on this topic. You should review the content, modify as appropriate for your organization, have it reviewed by your leadership team and if appropriate your legal counsel. Once adopted, make sure the SOG is communicated to members, implemented and performance monitored for effective implementation.***

**Objective**: Provide for the integration of safety into the tasks performed by personnel.

**Qualifications**: Same as supervisory level for firefighting plus completed a class in fire department safety operations.

**Term**: Two years, nominated by the chief in concurrence with the membership and subsequently appointed by the chief.

**Reports to**: Chief -- Fire and Rescue Services

**Job Specifics**:

1. Oversees safety at incidents and training, bringing items of concern to the attention of the incident commander.
2. Conducts one training session per quarter dealing with safety.
3. Develop, propose to management and implement safety program for the organization, applying NFPA 1500 in concept.
4. Propose to the chief, standard operating guidelines, new equipment, equipment changes (with justification) for purchase or implementation.
5. Perform accident investigation, review, and implement prevention programs under the direction of the officer-in-charge.
6. Manage information related to accidents and identify problems and trends, proposing necessary action to the chief.
7. Oversee Rapid Intervention Team (RIT) activities.
8. Possess the authority to stop fireground activities if the situation presents an emanate safety issue.

NOTE: The safety officer can appoint up to two assistant safety officers, upon concurrence with the chief, with qualifications equal to his/hers.

***This is a sample guideline furnished to you by VFIS. Your organization should review this guideline and make the necessary modifications to meet your organization’s needs. The intent of this guideline is to assist you in reducing exposure to the risk of injury, harm or damage to personnel, property and the general public. For additional information on this topic, contact your VFIS Risk Control representative.***

**References:**