

	<b>Queen Anne's County Fire &amp; EMS Commission Operations Manual</b>	No. 04.07
	<b>Safety Officer</b>	Effective Date: December 1, 2001
		Revised Date: June 2, 2016

**I. SCOPE**

- A. This policy applies to all Queen Anne's County fire service personnel.

**II. PURPOSE**

- A. To specify the minimum requirements for a fire department Safety Officer and list the duties and responsibilities of a Safety Officer for each of the nine volunteer fire companies in Queen Anne's County.

**III. RESPONSIBILITY**

- A. All personnel affiliated with a Queen Anne's County Fire Department will be responsible for ensuring strict adherence to this policy.

**IV. POLICY**

A. Assignment

1. Each volunteer fire department in Queen Anne's County shall have a Safety Officer. The Safety Officer may be assigned by the Fire Chief or by the fire department.
2. The Fire Chief shall have the ultimate responsibility for the Fire Department Safety & Health Program. The Safety Officer shall assist the Fire Chief in this responsibility.
3. The Safety Officer shall report directly to the Fire Chief or the Fire Chief's designated representative.
4. In the absence of the Safety Officer, alternate personnel shall be assigned to perform the duties and responsibilities of the position that require immediate attention.

## B. Qualifications

1. The Safety Officer shall meet all requirements for certification for Fire Officer I as specified in NFPA 1021, Standard for Fire Officer Professional Qualifications. The Safety Officer shall complete the Incident Safety Officer program offered by the Maryland Fire & Rescue Institute or any other program recognized as an Incident Safety Officer program.
2. The Safety Officer shall have and maintain knowledge of current federal, state and local laws regulating occupational safety health applicable to the fire service work environment including NFPA 1500 Standard on Fire Department Occupational Safety and Health Program.
3. The Safety Officer shall have and maintain knowledge of current potential safety and health hazards involved in firefighting and other related activities.
4. The Safety Officer shall have and maintain knowledge of the current principles and techniques of management of a safety program.

## C. Authority

1. The Safety Officer shall have the responsibility and authority to cause immediate correction of situations that create an imminent hazard to personnel.
2. At an emergency incident or a training exercise, when activities are judged by the safety officer to be unsafe and to involve an imminent hazard, the safety officer shall have the authority to alter, suspend, or terminate those activities. The Safety Officer shall immediately inform the Incident Commander of any actions taken to correct imminent hazards at an emergency scene.
3. When non-imminent hazards are identified, the Safety Officer shall develop actions to correct the situation within the administrative process of the fire department. The Safety Officer shall have the authority to bring notice of such hazards to whoever in the fire department has the ability to cause correction.

## D. Records Management

1. The fire department shall maintain records of all accidents, occupational deaths, injuries, illnesses and exposures. The Safety Officer shall manage the collection and analysis of this information.
2. The Safety Officer shall identify and analyze health and safety hazards and shall develop corrective actions to deal with these hazards.

3. The Safety Officer shall ensure that records are maintained on:
  - a. Fire department safety policies.
  - b. Periodic inspection of personal safety equipment.
  - c. Periodic inspection of fire department buildings and facilities.
4. The Safety Officer shall maintain records of all recommendations made and action taken to implement or correct safety and health hazards or unsafe practices.
5. The Safety Officer shall maintain records of all measures taken to implement safety and health procedures and accident prevention methods.
6. The Safety Officer shall issue a report to the Fire Chief, at least annually, on fire department accidents, occupational injuries, illnesses, deaths, and exposures.
7. The Fire Chief or Safety Officer will maintain communications with the QAC Risk Management Office.

#### E. Liaison

1. The safety officer shall be a member of the fire department's Safety Committee.
2. The Safety Officer shall report the recommendations of the fire department's Safety Committee to the Fire Chief.
3. The Safety Officer shall submit recommendations on safety and health to the Fire Chief.
4. The Safety Officer shall provide information and assistance to line officers in surveying their fire district to identify and report safety and health hazards that could have adverse effects on fire department operations.
5. The Safety Officer will act as the liaison between the fire company and the counties Risk Management Office.

#### F. Rules & Regulations

1. The Safety Officer shall develop, review and revise rules, regulations, and standard operating procedures pertaining to the Fire Department Safety & Health Program for implementation by the Fire Chief.
2. The Safety Officer shall periodically report to the Fire Chief on the adequacy and effectiveness of and compliance with the rules, regulations and standard operating procedures.

3. The Fire Chief shall define the role of the Safety Officer in the enforcement of the rules, regulations, and standard operating procedures.

#### G. Accident Prevention

1. The safety officer shall develop and manage an accident prevention program.
2. The accident prevention program shall provide instruction in safe work methods to fire department members.

#### H. Accident Investigation, Procedures and Reviews.

1. The Safety Officer shall investigate or cause to be investigated, all occupational injuries, illnesses, exposures and fatalities involving fire department members and all accidents involving fire department apparatus, equipment or facilities.
2. The Safety Officer shall develop and submit in writing corrective recommendations resulting from these investigations to the Fire Chief.
3. The Safety Officer shall develop accident reporting and investigation procedures and shall periodically review and revise these procedures.
4. The Safety Officer shall review the procedures employed during any unusually hazardous operation. Whenever it is determined that incorrect or questionable procedures were employed, the Safety Officer shall submit corrective recommendations to the Fire Chief.
5. The Safety Officer and or Fire Chief must forward all current paper work to the QAC Risk Management Office anytime a department as a member who sustains an injury, illness, exposure or fatality.

#### I. Incident Scene Safety

1. The Safety Officer shall respond to emergency incidents that involve a high risk to personnel. The Fire Chief shall define criteria for response of the Safety Officer.
2. At the scene of high-risk incidents, the Safety Officer shall identify and mitigate safety hazards.
3. The functions of the Safety Officer at high-risk incidents shall be integrated with the Incident Command System FEC Policy 02.05 and the Safety Officer shall report to the Incident Commander. When necessary, the Safety Officer shall exercise the authority and responsibility specified in this standard operating guideline.

4. The Safety Officer shall routinely observe operations at the scene of emergency incidents to ensure that safety regulations are being followed. When necessary, the Safety Officer shall recommend corrective action to the Incident Commander.
5. The Safety Officer shall be involved in the process of post-incident analysis in order to review the safety factors involved in emergency incidents.

J. Training and Education

1. The Safety Officer shall ensure that training in safety procedures relating to all fire department operations and functions is provided to the fire department members. Training shall address recommendations arising from the investigation of accidents, injuries, occupational deaths, illnesses and exposures and the observations of incident scene activities.
2. The Safety Officer shall ensure that safety supervision is provided for all training activities including all live fire exercises as required by NFPA 1403.
3. The Safety Officer shall develop and distribute safety and health related materials for the education of fire department members.

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William H. Faust, Chairman  
Queen Anne's County Fire & EMS Commission