Grant County Fire Protection District 3

POLICY AND PROCEDURE

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1. NUMBER: 4.2.02

2. SUBJECT: ***Job Description – Safety Officer***

3. POLICY: The Safety Officer position is established to provide an officer whose primary duty will be the safety of all personnel at an emergency scene, training activities, and at the fire station.

4. SCOPE: This Policy and Procedure is applicable to the Safety Officers of Grant County Fire District 3.

5. RESPONSIBILITIES:

   A. The District Fire Chief is responsible for ensuring that this Policy and Procedure is followed.

   B. The Safety Officers will adhere to this Policy and Procedure.

6. PROCEDURE:

   A. Supervision Received: The Safety Officer works under the general supervision of the District Fire Chief on an emergency, Scene Incident Commander.

   B. Supervision Exercised: At an Emergency Incident or training activity where the Safety Officer judges there to be an unsafe condition or 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.

   C. Essential Duties and Responsibilities:

      1. Plan and coordinate Safety Activities.
      2. Be a member of, and work closely with the Safety Committee.
      3. Ensure that all accidents are investigated.
      4. Devise corrective measures to prevent accidents.
      5. Ensure Safety Training for all personnel.
      6. Ensure Safety Directives are complied with.
      7. Manage an Accident Prevention Program.
      8. Inspect Fire District facilities for compliance.
      9. Ensure records are dept, but not limited to the following:
         a. Accidents
         b. Injurie
         c. Inspections
         d. Exposures

e. Medical Monitoring
f. Safety Meetings
g. Apparatus
h. Equipment
i. Protective Clothing
j. Other Fire District Safety Activities

10. Identify and recommend correction of Safety and health hazards through the District Fire Chief.
11. Shall maintain a liaison with officers regarding recommended changes in equipment, procedures and methods to eliminate unsafe practices and reduce hazardous conditions.
12. Shall perform the following functions (but not limited to) at the emergency incident scene or training activities:
    a. Evaluate risk management.
    b. Ensure establishment of rehabilitation management.
    c. Report on hazards, conditions and risks to the Incident Manager.
    d. Ensures the use of the District's Accountability System.
    e. Provide the Incident Commander with an assessment of scene operations risks.
    f. Ensure communication of the safety zones, collapsible zones, hot zones, or other hazard areas.
    g. Evaluate motor vehicle scene, traffic hazards, and apparatus placement to mitigate hazards.
    h. Monitor radio transmissions be alert to transmission barriers that could result in missed, unclear or incomplete communication.
    i. Evaluate the hazards associated with the designation of a landing zone and interface with helicopter.

D. Peripheral Duties:

1. Communicate to the Incident Commander the need for Assistant Safety officers due to the need, size, complexity or duration of an incident.
2. Assist in training and supervising other safety officers as needed.

E. Knowledge Ability and Skills:

1. The Safety Officer shall have the knowledge, skill and ability to manage Incident Safety as outlined in "Procedure C-12 above".
2. The Safety Officer shall have and maintain knowledge of Safety and Health Hazards involved in Emergency Operations.
3. The Safety Officer shall have and maintain knowledge of building construction.
4. The Safety Officer shall have knowledge of the District Personnel Accountability System.

5. The Safety Officer shall have and maintain knowledge of Incident Scene Rehabilitation.

F. Special Requirements:

1. Must be a member of Grant County Fire District 3 in good standing with a minimum of ten (10) years of service.
2. Must complete an approved Safety Office course prior to becoming a Safety Officer.
3. Must complete a Level I Instructor Course within one year of becoming a Safety Officer.
4. Safety Officer must continue to drill and participate within the district to maintain an active status.
5. Must attend a scheduled Safety Committee Meeting (not less than one hour per calendar quarter).

G. Tools and Equipment Used: Emergency unit, radio, pager, personal computer, and phone.

H. Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell.
2. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

I. Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the individual regularly works in outside weather conditions. The individual occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

2. The noise level in the work environment is usually moderate, except during certain firefighting or emergency medical activities when noise levels may be loud.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

NOTHING CONTAINED IN THESE JOB DESCRIPTIONS OR ANY OTHER WRITTEN POLICY OF THE DISTRICT IS INTENDED TO BE PART OF ANY EMPLOYMENT RELATIONSHIP OR CONTRACT. THESE JOB DESCRIPTIONS FOR THIS FIRE DISTRICT OR ANY OTHER WRITTEN POLICY OF THE DISTRICT ARE MERELY STATEMENTS OF DISTRICT POLICY AND DO NOT AMOUNT TO PROMISES OF SPECIFIC TREATMENT. FURTHERMORE, THE DISTRICT RESERVES THE RIGHT TO MODIFY THE AFOREMENTIONED JOB DESCRIPTION AND DISTRICT POLICIES AT ANY TIME.