

# Grand Forks Fire Department

## Standard Operating Procedures

<b>SOP#</b> 400.02	<b>Section</b> Occupational Safety and Health	<b>Title</b> Fire Department Safety Officer
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### I. Scope

This standard establishes the position of safety officer. It was promulgated to assign the responsibility for the department's occupational safety and health program to a single individual.

### II. General

- A. The Fire Chief shall appoint the department Training Officer to serve as the department's Safety Officer.
- B. The department's Safety Officer shall:
  - 1. Acquaint him/herself with the provisions of NFPA 1500, Standard on Fire Department Occupational Safety and Health Program, and NFPA 1521, Standard for Fire Department Safety Officer.
  - 2. Manage the department's occupational safety and health program.
- C. The duties of the department's safety officer shall include but not be limited to:
  - 1. Identifying safety and health hazards and developing plans to correct them.
  - 2. Immediately correcting situations that create an imminent hazard to the members of the department.
  - 3. Training FAS/SO s and FF IIIs to act as Incident Safety Officers.
  - 4. Maintaining records of accidents, occupational deaths, injuries, illnesses, and exposures and providing analysis and reports to the Fire Chief as directed.

5. Acting as the department's liaison with the city's risk manager, as well as the city's safety committee.
6. Serving as the chair of the department's safety committee.
7. Serving as a member of the department's Driver Accident Review Board.
8. Providing safety training, bulletins, posters, and other information to all members.
9. Performing other duties as may be addressed in NFPA 1521 or as directed by the Fire Chief.