



Toms River Township Fire Department Standard Operating Guidelines

Guideline 2-06: Safety Officers District One

Issued: 10-16-2013

Reviewed		Revised	
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Purpose: To describe the role(s), duties and implementation of the Incident Safety Officer within the fire departments Incident Management System (IMS).

Scope: All fire department personnel.

Guideline:

I. General

- A. The incident Safety Officer is a position mandated by OSHA regulations and the New Jersey Division of Fire Safety. In the Incident Management System, the Safety Officer is attached directly to the Incident Commander as part of the Command Staff.
- B. The primary responsibility of the Safety Officer is to assume the role of Incident Safety Officer at every incident to ensure the safety of the firefighters. If more than one Safety Officer is present and only one Safety Officer is needed then the other Safety Officers shall assume the roles of Accountability Officer, Rehab, Manpower, etc.
- C. A Safety Officer shall be implemented on any working fire, special operations rescue, trench rescue, confined space rescue, hazardous materials incidents, drills, and any incident of special hazard presenting an unusual risk to firefighters or the general public.

This guideline in NO way diminishes the responsibility of each and every member(s) commitment to safe work behaviors and to operate within standard operating guidelines at all times. Line Officers carry an additional responsibility to ensuring that all members are operating in a safe manner.



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II. Duties

- A. The Safety Officer shall provide the following services:
 - 1. Risk Management Planning in conjunction with the fire officers
 - 2. Station, equipment and facility inspections in conjunction with commissioners and chiefs
 - 3. Accident Analysis
 - 4. Safety Training
 - 5. Review Department guidelines in regards to safety issues equipment and gear with fire officers
 - 6. Ensure NFPA and OSHA Compliance
- B. It shall be the responsibility of the Safety Officer to ensure that all safety measures are adhered to during all drills, fire suppression and/or rescue operations.
- C. Monitor the health and welfare of all personnel and insure that they are not over-extended, and are rehabilitated in an effective manner.
- D. Ensure that FAST/RIT teams are properly positioned and that all personnel are wearing proper PPE and equipment.
- E. Ensure the Personnel Accountability System is being utilized.
- F. Monitor accessibility at point of entry and egress of structures conducting interior operations.
- G. Ensure that all crews and personnel are operating safely and consistently within safety standards.
- H. Provide the Incident Commander with progress reports on safety related issues.
- I. It shall be the responsibility of the Safety Officer to ensure that all safety measures are adhered to during training.
- J. It shall be the responsibility of the Safety Officer to ensure that all equipment is kept in safe operation. This will be accomplished by notifying a Line Officer that there is equipment that needs repair or replacement.
- K. It shall be the responsibility of the Safety Officer to advise the Incident Commander of any unsafe acts or conditions, and shall take such action as is deemed necessary to correct or avoid these acts or conditions.

III. Reporting

- A. The Safety Officer shall report directly to the Fire Chief
- B. During fire suppression and/or rescue operations, the Safety Officer shall report to the Incident Commander.



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- C. If more than one safety officer is utilized, a Safety Division will be created. All safety officer(s) communications shall then go through the Safety Division Officer to the Incident Commander.
- D. During training operations, the Safety Officer shall report to the officer conducting the training.

IV. Response

- A. Shall respond directly to the firehouse in their response areas for all incidents to ensure adequate manpower is available for the apparatus. If apparatus is adequately staffed he/she may respond directly to the scene.
- B. Shall respond directly to the firehouse for all other type of incidents such as, fire alarms, brush fires, vehicle fires, dumpster fires, etc.
- C. Shall respond directly to the scene on all general alarms not in their response area or at the request of a Line Officer.
- D. Shall automatically assume the Incident Safety Officer upon his/her arrival at an incident. The Officer in charge shall be notified of his/her arrival and assume the Incident Safety Officer position.
- E. Shall don full Personal Protective Equipment (PPE) and begin to observe all interior/exterior areas of the incident and identify any structural or hazardous conditions. He/She shall then give a report of these conditions to the Incident Commander.

V. Requirements

- A. Minimum of 10 years of firefighting experience.or past officer with the rank of captain and above
- B. Incident Safety Officer Training.
- C. Incident Management Level II Certification.
- D. Building Construction training course or equivalent.
- E. Good knowledge of NFPA/OSHA Standards.
- F. Good knowledge of township and department standard operating guidelines.
- G. Mayday course and Fast Awareness (effective January 2010)



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VI. Appointment/Designation

- A. The Safety Officer position shall be an appointed position. The Fire Chief shall appoint up to two Safety Officers by January 1st of each new calendar year and the appointed member(s) shall serve a one-year term with no term limits. Interested members shall submit a resume to the Fire Chief by the first meeting in December.
- B. Safety Officers shall have radio designation of "--70" and "--80."
- C. Shall be designated as "Safety" for fire ground communications, and "--70 or --80" if communications with District One is required.
- D. The Safety Officers shall wear a Green colored helmet with a White shield displaying "Safety Officer", or may wear a black helmet with green shield displaying "Safety Officer".
- E. The Safety Officers shall wear an identifying vest overtop of his/her turnout gear that states "Safety Officer" across the vest.
- F. The Safety Officers may be issued a portable radio by the Fire Chief.

VII. Authority

- A. Shall have the authority to immediately correct situations that create an imminent hazard to personnel. At an incident where activities are judged by a 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 notify the Incident Commander of the situation and work with the Incident Commander to correct the situation before the activities resume.
- B. At an incident where a Safety Officer identifies unsafe conditions, operations, or hazards that do not present an imminent danger, the Safety Officer shall take appropriate action, through the incident commander, to mitigate or eliminate the unsafe condition, operation, or hazard.

VIII. Accident and Injury Critiques (minor)

- A. The Safety Officers of each fire company shall critique all minor accidents and injuries with the fire chief and/or designee. Serious Injuries or accidents shall be forwarded to the commissioners office, chief and Safety Officers Committee to critique.
- B. The Safety Officer shall submit a written report of their findings and recommended solutions to prevent similar injuries or accidents from occurring in the future.



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IX. Safety Officers Committee

- A. A Liaison shall be appointed to represent the Safety Officers Committee and shall report to the District 1 Fire Officers Association.
- B. A quarterly safety officers meeting shall be held. During this meeting a review of any incidents shall be compiled.
- C. The Liaison shall give a report to the fire officers at the District No. 1 Fire Officers meetings.
- D. All serious injuries and accident reports will be forwarded to the liaison and it shall be the responsibility of the liaison to call a meeting and appoint a committee to critique the incident and inform the District 1 Fire Officers Association of their findings.

X. Accident and Injury investigations

- A. All serious injuries and accidents shall be investigated per the District No. 1 Board of Fire Commissioner's policies and procedures.
- C. The safety officers committee may assist in safety related investigations upon request from the District No. 1 Board of Fire Commissioners.