**12.01.04 FIRE DEPARTMENT HEALTH AND SAFETY OFFICER**

**1.0 REFERENCE**

 WAC 296-305-01507

**2.0 POLICY**

**2.1** The administrative duties and responsibilities of the Health and Safety Officer shall include the following. (Additional duties may be assigned as necessary)

 **2.1.1** Plan and coordinate Health and Safety activities.

 **2.1.2** Work closely with the Health and Safety committee.

 **2.1.3** Ensure accidents are investigated.

 **2.1.4** Devise corrective measures to prevent accidents.

**2.2** Realizing Health and Safety training and Record keeping are management's responsibility, the Health and Safety officer shall ensure the following requirements are being met.

 **2.2.1** Ensure Health and Safety training objective for all employees are met and understood.

 **2.2.2** Ensure Health and Safety directives are complied with.

 **2.2.3** Ensure that records are kept, but not limited to the following:

1. Accidents
2. Injuries
3. Inspections
4. Exposures
5. Medical Monitoring
6. Health and Safety meetings
7. Apparatus
8. Equipment
9. Protective clothing
10. Other fire department Health and Safety activities

**3.0 DEFINITIONS**

**4.0 RESPONSIBILITY**

**4.1** The Fire Department's Health and Safety Officer has complete responsibility for the administration of the department's Accident Prevention and Health and Health and Safety Programs.

**4.2** The Fire Department's Health and Safety Officer, through the fire chief, shall have the authority and responsibility to identify and recommend correction of Health and Safety hazards and act on all matters relating to the operation and administration of the Accident Prevention Program.

**4.3** The Fire Department's Health and Safety Officer shall maintain a liaison with staff officers regarding recommended changes in equipment, procedures, and recommended methods to eliminate unsafe practices and reduce existing hazardous conditions.

**4.4** The Health and Safety Officer shall work closely with the Health and Safety Committee and may be a member of the Committee

**5.0 GUIDELINES**

**6.0 ADDITIONAL REFERENCES**

Additional Reference: NFPA 1521 Standard for Fire Department Safety Officer, may be used as a guide for duties and responsibilities relating to the safety officer.

**7.0 APPENDIX**