


Appendix I

BCFD Manual of Procedure 106-3 Shift Safety Officer-Duties

 <p style="text-align: center;">MANUAL OF PROCEDURE</p> <p style="text-align: center;">DETAIL PROCEDURE</p>	SECTION
	ADMINISTRATION
	SUBJECT
	SHIFT SAFETY OFFICER- DUTIES

The Shift Safety Officers shall assist the Chief of Safety in the performance of his duties.

Duties - General

Assist the Chief of Safety at the scene of emergencies and in maintaining the administrative function of the Safety and Health Office. [MOP 106-2]

Monitor and assess safety hazards or unsafe situations and develop measures for personnel safety. [Ref. National Fire Academy ISO sm 2-31].

Respond to incidents and report recognized hazards and unsafe operating procedures to the incident commander, and make recommendations for corrections. [Ref. NFPA 1521 2-3].

Conduct investigations of all priority 1, 2 and 4 on-duty injuries/illnesses that involve Fire Department personnel [Ref. NFPA 1521 3-6].

Conduct investigations of collisions involving any Fire Department vehicle with a priority 1 or priority 4 injury to any person. [MOP 119 & NFPA 1521 3-6].

Conduct investigations of all collisions that involve suppression and support service vehicles, regardless of injury.

Maintain liaison with other agencies that respond to fires or emergencies in matters that pertain to safety [MOP 106-2].

Response

The Shift Safety Officer shall respond to emergency incidents that involve a high risk to personnel including but not limited to:

- Working Fires
- Full Rescue Assignments
- Mass Casualty Incidents
- Hazmat Task Force Response
- Dive/Rescue Team / Water Rescue
- Special Rescue Operation Team
- Cave-in / Confined Space

In an effort to promote safe practices and to reduce the personal injury rate of Fire Department personnel, the Shift Safety Officer may report to the scene of other incidents occurring during the tour of duty.

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If a shift safety officer is not available to respond to the scene of an incident and one is needed, the incident commander will designate an acting safety officer.

Duties Specific

Fireground

1. Report to incident commander and obtain briefing.
2. Walk the fireground and establish a fireground perimeter.
3. Survey incidents and personnel for the following:
 - Proper protective clothing and safety gear [MOP 360].
 - Fatigued personnel (heat & cold related problems) [MOP 808-5].
 - Structural conditions (roof, walls, floors, windows, etc.)
 - Utilities (overhead wires, gas lines, LPG tanks, etc.) [MOP 602-2].
 - Safe apparatus placement (collapse zone, properly secured, wheel chocks).
 - Ladders (footing, placement) [MOP 602-2].
 - Operations (opposing hoselines, use of portable master streams, proper equipment use) [MOP 602-1]
 - Rapid intervention team placement [MOP 602-8]
 - Adequate lighting
 - Safe operating procedures [MOP 106-2].
4. Safety Officers shall have the emergency authority to stop or prevent imminent unsafe acts. This action shall be immediately reported to the incident commander. [ref NFPA 1521 2-3].
5. Through the incident commander, insure personnel on the incident are aware of any special circumstances or dangers [ref. National Fire Academy ISO sm 2-3).

Accidents / Injuries

Shall investigate all vehicle collisions involving Fire Department suppression and support service vehicles. [MOP 119 & NFPA 1521 3-6.2].

Shall investigate on-duty Priority 1, 2 and 4 injuries/illnesses involving Fire Department Personnel. [MOP 119 & NFPA 1521 3-6.2].

Shall investigate all burn injuries that occur in the line of duty [NFPA 1521 3-6.2].

Shall prepare and forward a report of investigations to the Chief of Safety. [MOP 106-2].

Shall, when necessary, confiscate equipment used or worn by Fire Department personnel to assist in the investigative process.

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Administrative

Assist the Chief of Safety, as directed, to maintain the administrative continuity of the Safety and Health Office [**MOP 106-2**].

Assist with maintaining records pertaining to on-duty injuries/illness and accidents [**MOP 106-2**].

Assist with maintaining records pertaining to hydrants [**MOP 106-2**].