

<b>Subject:</b>	<b>FIRE DEPARTMENT SAFETY OFFICER</b>
<b>Section:</b>	<b>PPG# 4200.5</b>
<b>Chapter:</b>	<b>Operations</b>
<b>Effective Date:</b>	<b>July 1, 1998</b>

## **1.0 POLICY**

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- 1.1** The administrative duties and responsibilities of the Safety Officer shall include the following. (Additional duties may be assigned as necessary)
- 1.1.1** Plan and coordinate safety activities.
  - 1.1.2** Work closely with the safety committee.
  - 1.1.3** Ensure all reportable accidents are investigated.
  - 1.1.4** Devise corrective measures to prevent accidents.
- 1.2** Realizing safety training and record keeping are management's responsibility, the Safety Officer shall ensure the following requirements are being met:
- 1.2.1** Ensure safety training objective for all employees are met and understood.
  - 1.2.2** Ensure safety directives are complied with.
  - 1.2.3** Ensure that records are kept, but not limited to the following:
    - 1.2.3.1** Accidents
    - 1.2.3.2** Injuries
    - 1.2.3.3** Inspections
    - 1.2.3.4** Exposures
    - 1.2.3.5** Medical Monitoring
    - 1.2.3.6** Safety Meetings
    - 1.2.3.7** Apparatus
    - 1.2.3.8** Equipment
    - 1.2.3.9** Protective Clothing
    - 1.2.3.10** Other Fire District safety activities

## **2.0 RESPONSIBILITIES**

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- 2.1** The Fire Districts Safety Officer has a delegated responsibility, through the chief, for the administration of the department's Accident Prevention and Health and Safety Programs.
- 2.2** The Fire District's Safety Officer, through the Fire Chief, shall have the authority and responsibility to identify and recommend correction of safety and health hazards and act on all matters relating to the operation and administration of the Accident Prevention Program.
- 2.3** All members shall cooperate to the fullest extent.
- 2.4** The Fire District's 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.
- 2.5** The Safety Officer shall work closely with the Safety Committee and may be a member of the Committee.

## **3.0 REFERENCES**

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WAC 296-305-01507

[Statutory Authority: RCW 49.17.010, .050, .060. 96-11-067 (Order 94-27), §296-305-01507, filed 05/10/96, effective 01/01/97.]