



**DEPARTMENT OF FINANCIAL SERVICES**

*Division of State Fire Marshal  
Bureau of Fire Standards & Training*

**RN6741 Florida Health & Safety Officer**

**Title: Master Syllabus**

**Date: October 19, 2016**

<b>Course Title</b>	Florida Health & Safety Officer
<b>Course Number</b>	RN6741
<b>Prerequisite(s)</b>	None
<b>Revision Date</b>	October 19, 2016
<b>College Credit Recommendation</b>	None
<b>Continuing Education Units (CEU's)</b>	40 hours towards instructor recertification.
<b>Class Days/Time</b>	If held on the Florida State Fire College Campus, 0800-1700hrs., also 5 additional hours of out of class work may be required
<b>Instructional Supervisor</b>	Name: Francis J. Ennist Email: <a href="mailto:frank.ennist@myfloridacfo.com">frank.ennist@myfloridacfo.com</a>
<b>Program Specialist</b>	
<b>Course Description</b>	This course is designed to cover both national and Florida specific information relating to the Health and Safety Officer. Topics include: Introduction to Emergency Services Occupational Safety and Health; Review of Safety-Related Regulations and Standards; Risk Management; Pre-Incident Safety; Safety at Fire Emergencies; Safety at Medical or Rescue Emergencies; Safety at Specialized Incidents; Post-Incident Safety Management; Personnel Roles and Responsibilities; Safety Program Evaluation; Information Management; and Special Topics in Emergency Services Occupational Safety and Health.
<b>Student Learning Outcomes</b>	After the successful completion of this course, the student will be able to do the following: <ol style="list-style-type: none"><li>1. Discuss the history of safety and health in occupational and emergency services arenas and identify where information can be obtained including national agencies.</li><li>2. Describe safety-related standards and regulations.</li><li>3. Describe how risk management applies to health and safety issues.</li><li>4. Describe how to develop and manage a safety program.</li><li>5. Discuss preincident safety relating to facilities, equipment, training and personnel.</li><li>6. Discuss safety at the fire emergency in terms of health and safety.</li><li>7. Describe health and safety issues pertaining to medical or rescue emergencies.</li><li>8. Describe health and safety issues at specialized incidents.</li></ol>

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	<p>9. Describe health and safety issues when terminating and incident and during postincident activities.</p> <p>10. List the roles and responsibilities of all personnel in a fire department in relation to safety and health.</p> <p>11. Describe how to evaluate a safety program.</p> <p>12. Identify safety and health data that should be collected and how it should be reported.</p> <p>13. Discuss legal, ethical, and financial considerations of a safety and health program and discuss diversity and technology.</p>
<b>Textbook Used by BFST</b>	<i>Occupational Safety and Health in the Emergency Services (4th ed); Jones &amp; Bartlett Learning (2015) ISBN: 978-1-284-03591-9</i>
<b>Required Materials</b>	None.
<b>Method of Instruction</b>	Classroom
<b>Grading</b>	Passing 70%
<b>Certification(s)</b>	<p>One of two required courses for Health and Safety Officer. Note: Courage to be Safe is a co-requisite to the certification.</p> <p><a href="#">RN4807</a> COURAGE TO BE SAFE</p> <p><a href="#">RN6741</a> FLORIDA HEALTH &amp; SAFETY OFFICER</p> <p><a href="#">RN7529</a> LEGAL ISSUES FOR SAFETY OFFICERS</p>
<b>Attendance Policy</b>	You are required to attend all sessions of the course and complete all pre-course assignments. Failure to appear in class for a scheduled activity will be considered an absence. Students are allowed to miss 10% of the class and still receive credit. There are no makeup sessions.
<b>Academic Integrity</b>	<p>Academic integrity is crucial to the learning community and indicates respect for the college, the instructor, the course, your classmates and yourself. Any violation of this trust, including but not limited to cheating, plagiarism, collusion, or using or having any content of an un-administered test, will result in immediate dismissal from the course. Under Florida Statute 633, any student dismissed for academic dishonesty can be refused acceptance for any course administered by FSFC.</p> <p>Qualification Health and Safety Officer Description</p> <p>Training Provider Message The Bureau will accept courses taught by an approved instructor, and are: delivered within the State of Florida by any provider whose course is registered in the Florida Department of Education Statewide Course Numbering System when submitted on the institutions' official transcript; or delivered by the United States Fire Administration - National Fire Academy (NFA) when submitted on the official transcript of the NFA; or delivered by any regionally accredited university or college when submitted on the institutions' transcript; or delivered by other academic</p>

	<p>providers whose FESHE course is registered with the United States Fire Administration (NFA); or determined by the Division to be equivalent to the Statewide Course Numbering System (SCNS) or Fire and Emergency Services Higher Education (FESHE) program courses.</p> <p><b>Instructor Message</b> Only courses delivered by qualified instructors will be accepted by the Bureau. Qualified instructors are: Instructors with requisite faculty credentials for the academic institution that is registered in the Florida Department of Education Statewide Course Numbering System to teach the course; or Instructors with requisite faculty credentials as determined by the United States Fire Administration-National Fire Academy; or Instructors with requisite faculty credentials as determined by the respective regionally accredited university or college; or instructors who hold an active Single Course Exemption Certification issued by the Division; or Instructors who hold an active Safety Officer Certificate of Competency issued by the Division and an active Instructor I certification issued by the Division; or instructors who hold an active Fire Officer Certification issued by the Division and an active Instructor I Certification issued by the Division, and have completed the courses entitled "Florida Incident Safety Officer," "Legal Issued for Safety Officers," and "Florida Health and Safety Officer." This instructor qualification expires on December 31, 2015.</p> <p><b>Pre-Certification Message</b> This Health and Safety Officer Certificate of Completion is an advanced training and certification program. The applicant shall have completed the prerequisite course entitled "Courage to be Safe". Qualified applicants can obtain this certification by successfully completing the two courses "Legal Issues for Safety Officers", and "Florida Health and Safety Officer". The applicant must submit an application and completed form DFS-K4-2138, "Health and Safety Officer Task Book". There is no certification exam.</p>
<b><i>Students with Disabilities</i></b>	Any student who has a permanent or temporary disability that may require a reasonable accommodation to participate in the course must present documentation of the disability and requested accommodation no later than the beginning of the course.
<b><i>Emergency Evacuation Policy</i></b>	<p>Occupants of buildings on the Florida State Fire College campus are required to evacuate and assemble outside when a fire alarm is activated or an announcement is made. Please be aware of the following policies regarding evacuation.</p> <ul style="list-style-type: none"> <li>• Familiarize yourself with all exit doors of the classroom and the building.</li> <li>• Remember that the nearest exit door may not be the one you used when you entered the building.</li> <li>• If you require assistance to evacuate, inform the instructor on the first day of class.</li> </ul>

	<ul style="list-style-type: none"> <li>• In the event of an evacuation, follow the guidance of the instructor.</li> <li>• Do not re-enter a building unless you are given instructions by Florida State Fire College personnel to do so.</li> </ul>
<b>Requesting Emergency Care</b>	Any request for emergency care should be initiated by calling “911” from any phone on campus of the Florida State Fire College. Phones are located in each classroom. Additionally, in the event of any emergency, immediately contact an instructor or staff member.
<b>Critical Event Procedures</b>	<p><b>Severe Weather</b> – there is a lightning detection system on campus which has an audible 15 second blast of an air horn. If you are outside, please follow your instructor or move to the closest permanent building. Once the threat is over, there will be three 5 second blasts of the signal.</p> <p><b>Security</b> – During the daytime, security is handled by full time faculty and staff. There are security guards on duty in the evenings and weekends. Please comply with the requests made of security officers. Failure to do so can result in removal from campus.</p> <p><b>Student Badges</b> – You will be issued a badge to be worn anytime you are on campus.</p>
<b>Enabling Objectives</b>	<p>Given information from discussion and reading materials, the student will perform the following objectives to a written test accuracy of at least 70% and meet the applicable job performance requirements of NFPA 1521 (2008).</p> <p><b><u>Chapter 1: Fire Department Occupational Health and Safety</u></b></p> <ol style="list-style-type: none"> <li>1. Discuss the history of occupational safety and health in industry.</li> <li>2. Discuss the history of emergency services safety and health programs.</li> <li>3. Identify, through the use of historical data, the safety and health problem among emergency services occupations today.</li> <li>4. Describe the efforts that have been made to address the safety and health problem among emergency services occupations.</li> <li>5. Describe the 16 Firefighter Life Safety Initiatives.</li> <li>6. List the national agencies that produce annual injury and fatality reports for emergency services.</li> <li>7. Identify the information that can be obtained from annual injury and fatality reports</li> </ol> <p><b><u>Chapter 2: Review of Safety-Related Regulations and Standards</u></b></p> <ol style="list-style-type: none"> <li>1. Discuss the difference between regulations and standards.</li> <li>2. Discuss the concept of standard of care.</li> <li>3. List and discuss federal regulations that have an impact on emergency responder safety and health programs.</li> <li>4. Describe the Occupational Safety and Health Administration’s General Duty Clause.</li> <li>5. List and discuss the major National Fire Protection Association standards that have an impact on emergency responder occupational safety and health programs.</li> </ol>

6. Discuss the role of related regulations and standards and their safety and health implications.

### **Chapter 3: Risk Management**

1. Define risk.
2. Define risk management.
3. Discuss the meaning of and the process for risk identification.
4. Discuss the meaning of and the process for risk evaluation.
5. Discuss the meaning of and the process for risk control.
6. Discuss the use of a cause-and-effect diagram.
7. Explain the process of interrupting the accident sequence.
8. Discuss the components and use of the Hadon matrix.
9. Differentiate between passive and active, and voluntary and mandatory risk reduction strategies.
10. Apply risk control strategies to an injury problem.

### **Chapter 4: Safety Program Development and Management**

1. List the essential elements of a safety and health program.
2. Describe the process required for the development of goals and objectives.
3. Develop an action plan based on the goals and objectives.
4. Perform a cost-benefit analysis.
5. Describe the relationship of training to the safety and health program.
6. Describe the process for developing standard operating procedures.

### **Chapter 5: Preincident Safety**

1. Describe safety considerations in the emergency response station.
2. Explain safety considerations as they apply to the emergency response vehicle.
3. List the components of an effective response safety plan.
4. Describe the components of a preincident planning process.
5. List the information that should be provided by the preincident plan.
6. Describe the consideration for safety while training.
7. Define the components of a wellness/fitness plan.
8. Describe the considerations for interagency coordination as it applies to health and safety.

### **Chapter 6: Safety at the Fire Emergency**

1. List the three incident priorities.
2. Explain the relationship between the three incident priorities and the relationship to health and safety.
3. Discuss in general terms the hazards faced by responders to fire incidents.
4. List the components of a personal protective equipment used for fire incidents.
5. Discuss the need for and the components of an effective accountability system.

6. Discuss the types of and the relationship between incident management systems and health and safety of the responder.
7. Describe the concept of and need for fireground air management.
8. Define the need for and uses of a rapid intervention team.
9. Discuss the components of incident rehabilitation.

**Chapter 7: Safety at the Medical or Rescue Emergency**

1. Discuss the hazards faced by responders at emergency medical or rescue incidents.
2. Explain the methods of minimizing and preventing injuries associated with hazards found at emergency medical incidents.
3. List various requirements and uses of commonly used personal protective equipment.
4. Explain the requirements for infection control.
5. Discuss procedures that can be used to meet the requirements of infection control.
6. Discuss the systems used for scene accountability and incident management.

**Chapter 7: Safety at Specialized Incidents**

1. Describe the safety issues related to hazardous materials incident response.
2. Describe the safety issues relating to technical rescue operations.
3. Explain safe procedures to be used during helicopter landing zone operations.
4. List specific safety issues relating to operations at civil disturbances.
5. List specific safety concerns when responding to terrorism events.
6. List specific safety concerns when responding to natural disasters.

**Chapter 9: Postincident Safety Management**

1. List the safety and health consideration when terminating an incident.
2. Describe the demobilization process.
3. Compare the concept of first in/last out with first in/first out.
4. Explain the need and the process used for postincident analysis.
5. List the components of a postincident analysis.
6. Describe the advantages of a critical incident stress management program.
7. List the key components in a critical incident stress management program.

**Chapter 10: Personnel Roles and Responsibilities**

1. List the roles and responsibilities of the individual responders and their relationship to the overall safety and health program.
2. List the roles and responsibilities of the supervisors and their relationship to the overall safety and health program.
3. List the roles and responsibilities of the emergency service management and their relationship to the overall safety and health program.

4. List the roles and responsibilities of the incident commander and his or her relationship to the overall safety and health program.
5. List the roles and responsibilities of the safety and health program manager and his or her relationship to the overall safety and health program.
6. List the roles and responsibilities of incident safety officers and their relationship to the overall safety and health program.
7. List the roles and responsibilities of the safety committee and its relationship to the overall safety and health program.
8. List the reasons that crew resource management can improve safety in operations.

**Chapter 11: Safety Program Evaluation**

1. Describe the purpose of evaluating the safety and health program.
2. Compare the two types of evaluations - process and outcome.
3. Explain who is responsible for evaluating the safety and health program.
4. Describe a recommended frequency of evaluation and the factors that affect the frequency.

**Chapter 12: Information Management**

1. Describe the purpose of data collection and reporting.
2. Identify the data that should be collected within the organization.
3. Identify the data that should be collected for outside organizations.
4. Describe the purpose and process for publishing an internal health and safety report.
5. Describe the use of the Internet as a safety and health information source.

**Chapter 13: Special Topics in Emergency Services Occupational Safety and Health**

1. Describe legal considerations of the safety and health program.
2. Describe ethical considerations of the safety and health program.
3. Describe financial considerations of the safety and health program.
4. Describe health and safety considerations in the diversified workforce.
5. Describe the implications of future trends and technologies on the safety and health program.



**Florida Health & Safety Officer  
RN6741**

**Title: Plan of Instruction**

**Date: December 2, 2015**

**Textbook and Reading Assignments**

The Florida Health & Safety Officer is taught from *Occupational Safety and Health in the Emergency Services*, 4th edition, published by Jones & Bartlett Learning. The course will cover all chapters.

For students to receive credit for this class, all objectives and activities listed on the course syllabus must be presented. Lesson plans and PowerPoint's have been developed for this course by the textbook vendor.

This class is part of the safety officer certification series and is designed to be 40 hours of classroom time with additional homework, reading assignments, and research projects covered outside of the classroom to meet the 45 hour requirement.

**Supplemental Required Material**

Chapter 1

Final Project Assignment

FEMA or NFA Fire-Related Firefighter Injuries Reported to the National Fire Incident Reporting System (2010-2012)

Chapter 2

Provide students with: (See key points that should be stressed during this chapter at the end of this document)

FL 633 Part V Florida Firefighters Occupational Safety and Health Act

FL 69A-62 Firefighter Employment Standards

OSHA 1910

OSHA 1910

OSHA 1910

Chapter 3

Video: Gordon Graham's Risk Management

<https://www.youtube.com/watch?v=DYyMCeTT25E>

Chapter 4 (can be obtained from FL SFM website under BFST Safety Section)

*Model Firefighter Employer Safety Program for Fire Service*, Bureau of Fire Standards & Training, Division of State Fire Marshal.

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## Chapter 5

Videos  
Post Incident Stress  
Firefighter Suicide  
Miami Cancer

## **Activities**

### Chapter 1

Begin the class after introductions/ice breakers by providing a news story or video on an incident which stresses the need for health and safety officer/committee. (I had several including: Firefighter Deaths from Prescription Medications: Two Case Studies; Study Shows Firefighters Don't Get Enough Sleep; Firefighters' heart attack risk soars at the Scene; Fallen Conn. Firefighter's family files wrongful death suit).

### Chapter 3

The student will be able to discuss data analysis of NFIRS 5.0 information.

The student will be able to answer basic questions using NFIRS 5.0

The student will be able to identify injury rates in their department using NFIRS data.

When discussing previous data sources, provide students training on FFIRS Module 12 to prepare them for the activity. This activity is data analysis, not data entry. Activity II requires students to pull FFIRS data on their department and identify potential risks. The instructor can use this in Legal Issues for Safety Officers course by having the students develop a SOP/SOG to address the risk. Let students know that they may need this data in the future class.

### **ACTIVITY I**

Have students break into groups. Each group will identify risks in the area assigned (this will be a comprehensive list). Groups will then evaluate the risks (frequency, severity, etc.). Finally, the group will identify risk control methods to ensure a safety working environment. Since the lists are comprehensive, and students will need to complete a fishbone diagram, they should pick their top two to three risks from the evaluation step.

Group 1 – Non-emergency around the station (can include exterior yard work, cleaning of vehicles, community service events, etc.)

Group II – Emergency Fire Calls –from time of call until unit is back in service at station.

Group III – Emergency Medical Calls (illnesses/injuries) from time of dispatch until unit back in service.

Group IV – Emergency Technical Rescue Calls – form time of dispatch until unit back in service (vehicle accidents, extrications, farming accidents, water rescue, confined space, etc.)

Group V – Training Activities (ladders, live fire, in statoin skills check offs, medical updates, etc.)

## **ACTIVITY II**

Have students pull FFIRS data on their department. From the data, identify potential risks for the department. Have students provide an oral report that before the last day of class.

### Chapter 6

Show students a variety of fire scene incidents. This is their department and the media was on scene on their calls. Have them identify risks, factors involved, how they might address these risks from being taken in the future, and how they would evaluate the effectiveness.

Suggested videos:

### Chapter 7

## **Final Project**

Find a firefighter injury report. View this as an after action report from your fire department.

You are part of the Health and Safety Committee and are tasked to identify how to prevent this from happening in the future. Identify what risk management approach you will take. What is required to lessen the risk of this same event happening in the future (i.e., new SOP's, training, changing of task assignment, avoidance of task in future, etc.?)

You will give an overview of the case as to the facts, how the injury occurred, and then present how to keep this from happening in the future.

You will need to identify what factors were involved (human, equipment, policies, etc.); develop one or two goals, at least two objectives, and a timeline for accomplishing your recommended solution. You will also need to identify how you will evaluate the effectiveness of your program.

The presentation should be 8 to 10 minutes in length.

## Grading Rubrics for Activities/Presentations

The activities listed on the syllabus must be evaluated consistently. **The below rubrics are to be used when evaluating the activities/presentations.**

Name: \_\_\_\_\_

### Individual Presentation Rubric

The instructor will use this rubric to evaluate each individual's presentation. Students can look at this rubric so they may understand what they are being graded on.

Trait	Criteria				Points
	1	2	3	4	
Introduction Did the presentation provide key issues to be discussed?	Does not adequately convey topic. Does not describe subtopics to be reviewed.	Conveys topic, but not key question(s). Describes subtopics to be reviewed.	Conveys topic and key question(s). Clearly delineates subtopics to be reviewed.	Strong introduction of topic's key question(s), terms. Clearly delineates subtopics to be reviewed.	_____
Content Did the presentation have valuable material?	Presentation contained little to no valuable material.	Presentation had moments where valuable material was present but as a whole content was lacking.	Presentation had a good amount of material and benefited the class.	Presentation had an exceptional amount of valuable material and was extremely beneficial to the class.	_____
Organization Was the presentation well organized and easy to follow?	The presentation lacked organization and had little evidence of preparation. Time was 3	There were minimal signs of organization or preparation. Time was 2 minutes less or more than	The presentation had organizing ideas but could have been much stronger with better	The presentation was well organized, well prepared and easy to follow. Time was	_____

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	minutes less or more than allowed.	allowed.	preparation. Time was within one minute of allowed time.	within established time allowed.	
Presentation Did the presenter speak clearly? Was the audience engaged? Was it obvious material had been rehearsed?	Presenter was unconfident and demonstrated little evidence of planning prior to presentation.	Presenter was not consistent with the level of confidence/ preparedness they showed the classroom but had some strong moments.	Presenter was occasionally confident with presentation, however the presentation was not as engaging as it could have been for the class.	Presenter was very confident in delivery and did an excellent job of engaging the class. Preparation is very evident.	_____
Conclusion Were key points and conclusions reviewed? Was key concepts stressed on how to avoid the incident in the future?	Does not summarize evidence with outcome of case. Does not discuss the impact of researched material on topic.	Review of key conclusions. Some integration with outcome of case. Discusses impact of researched material on topic.	Strong review of key conclusions. Strong integration with outcome of case. Discusses impact of researched material on topic.	Strong review of key conclusions. Strong integration with outcome of case. Insightful discussion of impact of the researched material on topic.	_____

TOTAL POINTS: \_\_\_\_\_