



DEPARTMENT OF FINANCIAL SERVICES

Division of State Fire Marshal
Bureau of Fire Standards & Training

HEALTH AND SAFETY OFFICER TASK BOOK

Please type or print legibly.

NAME: LAST		FIRST	MI	DATE OF BIRTH
HOME ADDRESS		CITY	STATE	ZIP CODE
EMAIL ADDRESS		PHONE NUMBER	FCDICE STUDENT ID NUMBER	
DATE TASK BOOK INITIATED		DATE TASK BOOK COMPLETED		

ATTEST: The information contained in this document is true and correct to the best of my knowledge. I understand that falsification of this document is subject to penalty and is cause to deny or revoke this certification.

Signature of Applicant

Date

Signature of Fire Chief, Agency Head or Designee

Printed Name of Fire Chief, Agency Head or Designee

Date

PURPOSE OF THIS TASK BOOK: This task book is an evaluative tool designed to document that a candidate has demonstrated certain requisite skills required to meet a specific NFPA 1521 job performance requirement. Selected skill objectives in this task book are a supplement to the student learning outcomes and objectives met by successfully completing the Safety Officer program curriculum.

EXPECTATION OF CANDIDATE: The Health and Safety Officer candidate is solely responsible for the maintenance, completion, and submission of this task book.

EXPECTATIONS OF EVALUATOR: The evaluator is a direct supervisor, training officer or person designated by Fire Chief or Agency Head who is responsible for overseeing the performance or activity of the candidate. The evaluator documents first hand observation of the requisite skills of candidate, and attests by signature when task(s) has been demonstrated. Evaluator must sign and enter their Student ID number on this form. The Division shall designate an alternate evaluator independent of the candidate's employing Fire Service Provider at the request of the candidate. This alternate evaluator shall be a Florida Certified Safety Officer and Florida Certified Instructor.

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<i>General Reference to NFPA 1521 Standard</i>	<i>Evaluator Signature (Print & Sign Name)</i>	<i>Student ID Number</i>	<i>Date</i>
<u>Qualifications of the Health and Safety Officer:</u>			
Demonstrate knowledge of infection control practice and procedures.			
<u>Authority of the Health and Safety Officer:</u>			
Demonstrate responsibility to identify and cause correction of safety and health hazards as established by the AHJ policies.			
Demonstrate ability to cause correction of situations that create an imminent hazard to members, to attend fires and other fire department activities for the purpose of operational review, and to investigate accidents, injuries, and near miss situations as established by the AHJ policies.			

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Demonstrate ability to identify non-imminent hazards and develop actions to correct the situation as established by the AHJ policies.			
<u>Risk Management:</u>			
Demonstrate involvement in the development, implementation, and management of the official written risk management plan as established by the AHJ policies.			
Demonstrate ability to develop, implement, and maintain health and safety programs as established by the AHJ policies.			
<u>Training and Education:</u>			
Demonstrate ability to develop and distribute health and safety information.			
Demonstrate ability to ensure that training in safety procedures relating to all fire department operations is provided to fire department members as established by the AHJ policies.			
Demonstrate ability to develop corrective recommendations arising from the investigation of accidents, injuries, occupational deaths, illnesses, exposures, and the observation of incident scene activities to eliminate or reduce future occurrences as established by the AHJ policies.			
<u>Accident Prevention:</u>			
Demonstrate ability to manage an accident prevention program.			
Demonstrate ability to provide instruction in safe work practices.			
<u>Accident Investigation, Procedures, and Review:</u>			
Demonstrate ability to investigate, or cause to be investigated, occupational injuries, illnesses, exposures, and fatalities as established by the AHJ policies.			
Demonstrate ability to develop corrective recommendations that result from accident investigations as established by the AHJ policies.			
Demonstrate ability to develop accident and injury reporting and investigation procedures, or follow an accident and injury procedure as established by the AHJ policies.			
<u>Records Management and Data Analysis:</u>			
Demonstrate an understanding on how to manage the collection and analysis of data related to accidents, occupational deaths, injuries, illnesses, and exposures to infectious agents and communicable diseases in accordance with Chapter 4 of NFPA 1500.			
Demonstrate an understanding on how to maintain records of all recommendations made and actions taken to implement or correct safety and health hazards or unsafe practices.			
Demonstrate ability to maintain records of all measures taken to implement safety and health procedures and all accident prevention methods as established by the AHJ policies.			

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<u>Apparatus and Equipment:</u>			
Demonstrate an understanding on how to develop, implement, and maintain a protective clothing and protective equipment program.			
<u>Facility Inspection:</u>			
Demonstrate an understanding on how to ensure that any safety or health hazards or code violations are corrected in a prompt and timely manner.			
<u>Health Maintenance:</u>			
Demonstrate ability to ensure fire department compliance with the requirements of Chapter 10 of NFPA 1500, or develop a plan to meet requirements of Chapter 10 of the NFPA 1500 Standard.			
<u>Liaison:</u>			
Be a member of the fire department occupational health and safety committee, or demonstrate an understanding or the role and purpose of the occupational health and safety committee.			
Demonstrate ability to submit recommendations on occupational health and safety to the fire chief or the fire chief's designated representative as established by the AHJ policies.			
<u>Occupational Safety and Health Committee:</u>			
Demonstrate ability to ensure the occupational safety and health committee meets the requirements of Section 4.5 of NFPA 1500, or develop a plan to meet requirements of this section of the NFPA 1500 Standard.			
<u>Infection Control:</u>			
Demonstrate ability to ensure that the fire department's infection control program meets the requirements of 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens," and NFPA 1500, or develop a plan to meet requirements of this section of the standard.			
Demonstrate ability or an understanding on how to function as the fire department infection control officer if an infection control officer position does not exist in the fire department.			
<u>Critical Incident Stress Management:</u>			
Demonstrate ability to ensure that the fire department establishes a critical incident stress management (CISM) program, or develop a plan to recommend implementation of a CISM as established by the AHJ policies.			
Demonstrate ability to ensure the critical incident stress management program meets the requirements of Chapter 12 of NFPA 1500, or develop a plan to recommend implementation of this standard.			
<u>Post-Incident Analysis:</u>			
Demonstrate an understanding on how to develop procedures to ensure that health and safety issues are addressed during post-incident analysis.			

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Demonstrate ability, or an understanding on how to provide a written report that includes pertinent information about the incident relating to health and safety issues as established by the AHJ policies.			