**Course Equivalency Worksheet**

**BFST7529, ATPC7529**

**Legal Issues for the SAFETY OFFICER**

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| **Applicant Name:** | **FCDICE Number:** |
| **Email:** | **Date:** |

Applicants who wish to request a Course Equivalency shall complete the following worksheet and attach the following information in the order that it appears on this list.

**Please note that BFST will not evaluate a Course Equivalency Request until ALL the required information has been submitted.**

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| **Items Required for a**  **Course Equivalency Determination** | **√ When**  **Attached / Completed** |
| 1. Create an email addressed to [FireCollegeTraining@MyFloridaCFO.com](mailto:FireCollegeTraining@MyFloridaCFO.com) |  |
| 1. Please note that there shall be only one Course Equivalency Request per email. Requests for multiple Course Equivalency Evaluations shall each be submitted individually in separate emails. |  |
| 1. The subject of the email shall be “Course Equivalency Request.” |  |
| 1. Attach an educational syllabus or agenda for the class that includes: 2. The name and course number of the course that was completed. 3. The name of the institution that sponsored the course. 4. The contact information for the instructor. 5. The required number of classroom/interactive hours for the course. 6. A description of the course objectives, student learning outcomes, or job performance requirements covered in the course. |  |
| 1. Attach a verifiable transcript or record from the educational institution that shows proof of successful course completion. |  |
| 1. Attach this completed Course Equivalency Worksheet that details how each of the Job Performance Requirements of the BFST-Approved Course were satisfied by the course for which equivalency is being requested. |  |

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| **FESHE** | **EXPECTED OUTCOMES** | **How was the Outcome satisfied by the Course for which Equivalency is requested?** |
| **1.** | Identify and use Florida Statutes and rules of Firefighter Occupational Safety and Health |  |
| **2.** | Explain the basic legal system concepts. |  |
| **3.** | Conduct an investigation. |  |
| **4.** | Discuss litigation trends. |  |
| **5.** | Explain the consequences of unsafe acts. |  |
| **NFPA Standard**  **1521** | **Job Performance Requirement** | **How was the JPR satisfied by the Course for which Equivalency is Requested?** |
| **4.6.1** | Conduct a safety and health investigation, given an incident or planned event involving an occupational injury, illness, exposure, fatality, near miss, or other potentially hazardous condition involving fire department members, fire department vehicles, apparatus, equipment or facilities, SOP/Gs, health and safety policies, so that the facts and the root cause of the incident are correctly identified, deviations from SOP/Gs established by the AHJ and health and safety policies are noted, recommendations are made for preventing similar losses in the future, and all information gathered in the investigation is documented, reported, and recorded according to policies established by the AHJ.  **(A) Requisite Knowledge**. Procedures for conducting, documenting, recording, and reporting a safety and health investigation; SOP/Gs and health and safety policies used by the AHJ; procedures for preserving evidence and documentation; and the technical knowledge pertinent to the incident under  investigation, and federal, state/provincial, and local laws.  **(B) Requisite Skills**. Analyze information from different data sources; conduct root cause analysis; interact with or interview personnel associated with the incident; complete safety investigation documentation; identify cause(s) of injury, death, or property damage; and develop recommendations to prevent similar losses in the future. |  |
| **4.6.2** | Develop a policy for reporting accident and injury investigations, given an incident or planned event, applicable documents, techniques, SOP/Gs, and all applicable laws, regulations, and standards, so that the accident and/or injury is documented, procedures are reviewed, and all local, state/  provincial, and federal requirements are met, documentation is completed, and recommendations for revision are made.  **(A) Requisite Knowledge**. Procedures for developing and reviewing accident and injury reporting and investigation; SOP/Gs and health and safety policies used by the AHJ; all applicable federal, state/provincial, and local laws, regulations, and standards.  **(B) Requisite Skills**. Analyze information from different data sources; interact with or interview personnel associated with the incident, often under conditions of personal stress; complete  safety investigation documentation; identify cause(s) of injury, death, or property damage; and develop recommendations to prevent similar losses in the future. |  |
| **4.6.3** | Establish procedures for a health and safety component of a post-incident analysis, given an incident or planned event, incident information, data, reports or records, SOP/Gs, necessary technical knowledge, and all applicable laws, regulations, and standards, so that risks to personnel are identified  and reduced or eliminated at future incidents, and the applicable AHJ SOP/Gs are reviewed and revised as needed.  **(A) Requisite Knowledge**. Knowledge of applicable hazards related to the incident; NFPA 1500, Standard on Fire Department Occupational Safety and Health Program; NFPA 1584, Standard on  the Rehabilitation Process for Members During Emergency Operations and Training Exercises; NFPA1561, Standard on Emergency Services Incident Management; SOP/Gs and health and safety policies used by the AHJ; all applicable federal, state/provincial, and local laws, regulations, and standards.  **(B)** **Requisite Skills**. Recognize hazards at an emergency scene; determine methods for correcting health and safety hazards; analyze information from different data sources; interact  with or interview personnel; write SOP/Gs |  |

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| **4.6.4\*** | Coordinate the development of a corrective action plan, given a team, a list of recommendations arising from the investigation of occupational accidents, injuries, deaths, illnesses, exposures, observation of incident scene activities, and departmental policies and procedures, so that root causes are determined, the plan is documented, and controls are implemented according to departmental policies and procedures.  **(A) Requisite Knowledge**. Applicable federal, state, and local laws, standards, and regulations; SOP/Gs and health and safety policies used by the AHJ; life-threatening and non-life threatening occupational injuries and illnesses; procedures for conducting, documenting, recording, and reporting a safety and health investigation; procedures for preserving evidence and documentation; and the technical knowledge pertinent to the incident(s) under investigation.  **(B) Requisite Skills**. Analyze information from different data  sources; interact with or interview personnel associated with the incident, often under conditions of personal stress; complete safety investigation documentation; identify cause(s) of injury, death, or property damage; and develop recommendations to prevent similar losses in the future. |  |
| **4.7.1** | Manage the collection and analysis of data related to accidents, occupational deaths, injuries, illnesses, and exposures to infectious agents and communicable diseases, given  incident-related data, a data collection and storage system, the requirements of Chapter 4 of NFPA 1500, Standard on Fire Department Occupational Safety and Health Program, so that the data summarizes fire department experience in different categories, comparisons can be made with other fire departments, national trends, and other occupations and industries, and  the information can be accessed for future reference and use.  **(A) Requisite Knowledge**. Procedures for tabulating and compiling accident and injury data, including statistical applications, national statistical and investigative reports, NFPA 1500, Standard on Fire Department Occupational Safety and Health Program, SOP/Gs, and health and safety policies used by  the AHJ.  **(B) Requisite Skills**. Basic statistical analysis in spreadsheets or other appropriate software; identify cause(s) and trends in injury, death, or property damage; and determine corrections to prevent similar losses in the future. |  |
| **4.7.2** | Verify records are maintained regarding the periodic inspection and service testing of fire apparatus and equipment, inspection and service testing of protective clothing and protective equipment, and fire department facilities, given NFPA 1500, Standard on Fire Department Occupational Safety and Health Program, inspection and service testing records for fire apparatus, equipment, protective clothing and protective equipment, so that records are secure, accessible, and in a format that can be easily analyzed.  **(A) Requisite Knowledge**. Procedures for management of records, NFPA 1500, Standard on Fire Department Occupational Safety and Health Program, all applicable federal, state/provincial, and local laws, regulations, and standards.  **(B) Requisite Skills**. Records management and organization. |  |
| **4.7.3** | Maintain records of corrective actions taken to mitigate health and safety hazards or unsafe practices, given evidence of corrective actions implemented, so that records of corrective actions are accessible and in a format that is appropriate for analysis.  **(A) Requisite Knowledge**. Procedures for management of records.  **(B) Requisite Skills.** Records management and organization. |  |
| **4.7.4** | Develop a report on fire department accidents, occupational injuries, illnesses, deaths, and exposures, given the accident and injury data and necessary equipment, so that the  report, which may include recommendations, is communicated  to the appropriate person(s).  **(A) Requisite Knowledge**. Procedures for developing reports and recommendations based on fire department audits, incident reports, surveys, accident reports, injury reports, inspection  reports, and other applicable department information.  **(B) Requisite Skills**. Analyze information from different sources; interact with or interview personnel associated with fire department operations, apparatus, equipment, fire department facilities, and SOP/Gs; basic statistical analysis in spreadsheets or other appropriate software; identify cause(s) and trends in injury, death, or property damage; and develop recommendations to prevent similar losses in the future. |  |