

I. Scope

This standard establishes the position of safety officer. It was promulgated to assign the responsibility for the Hiawatha Fire and Rescue Occupational Safety and Health Program to a single individual.

II. General

- A. The fire chief shall appoint a member to serve as the department's safety officer.
- B. The departments safety officer shall:
 - 1. Acquaint him / herself with the provisions of the NFPA 1500, *Standard on Fire Department Occupational Safety and Health Program*, and NFPA 1521, *Standard for Fire Department Safety Officer*.
 - 2. Manage the departments occupational safety and health program.
- C. The duties of the department's safety officer shall include but not be limited to:
 - 1. Identifying safety and health hazards and developing plans to correct them.
 - 2. Immediately correcting situations that create an imminent hazard to members.
 - 3. Training members to act as incident safety officers.
 - 4. Maintaining records of accidents, occupational health, injuries, illnesses, and exposures and providing analysis and reports to the fire chief as directed.
 - 5. Serving as the chair of the department's safety committee. In this capacity, the safety officer shall prepare and distribute meeting agendas and notices and shall forward copy of each meetings minutes to the fire chief.
 - 6. Providing safety training, bulletins, posters, and newsletters to all members.
 - 7. Performing other duties as specified in NFPA 1521 or as directed by the fire chief.