



DEPARTMENT OF FINANCIAL SERVICES

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

SAFETY OFFICER PROGRAM

Date: February 15, 2015

Division of the State Fire Marshal (Division) has established the Safety Officer Program. This is an advanced training and certification program designed for individuals having health and safety responsibilities. This program is based on the National Fire Protection Association (NFPA) 1521, Standard for Fire Department Safety Officer. This program is intended to prepare individuals for service as fire department Health and Safety Officers and Incident Safety Officers. This is a voluntary program.

I. Incident Safety Officer – Certificate of Completion

A. Program Overview

The Division shall issue an Incident Safety Officer Certificate of Completion to a firefighter who meets the program requirements of this paragraph (a), and the qualifications for Incident Safety Officer set forth by the Division in Form [DFS-K4-2139](#), “Incident Safety Officer Task Book,” which is incorporated by reference in subsection 69A-37.039(2), F.A.C., and can be obtained where indicated in subsection 69A-37.039(1), F.A.C.

B. Certification Requirements

To be eligible to receive an Incident Safety Officer Certificate of Completion, the applicant shall: Successfully complete all required course work; and

- a. Possess an active Firefighter Certification of Compliance issued by the Division or have met the curriculum requirements for Firefighter Part I as defined in subsection 69A-37.055(1), F.A.C.; and
- b. Possess an active Fire Officer Certification issued by the Division; and
- c. Submit the required Form [DFS-K4-2141](#), “Application for Incident Safety Officer Certificate of Completion,” which is incorporated by reference in subsection 69A-37.039(2), F.A.C., and can be obtained where indicated in subsection 69A-37.039(1), F.A.C., to the Bureau of Fire Standards and Training.
- d. Submit the required Form [DFS-K4-2139](#), “Incident Safety Officer Task Book,” to the Bureau of Fire Standards and Training.

C. Curriculum

To qualify for this certificate, a candidate must complete the corequisite course titled “Courage to be Safe” or a course determined by the Division to be equivalent. This program shall consist of not less than 45-hours of training. Each course shall be no less than 45-hours in duration. This program shall consist of the following course or those of equivalent interactive instruction, as approved by the Bureau of Fire Standards and Training:

| Florida Incident Safety Officer Curriculum | |
|---|---------------|
| Course Title | Minimum Hours |
| Florida Incident Safety Officer | 45 |

D. Completing the Application

Applicants should evaluate their eligibility as set forth in paragraph 69A-37.065(6) (a) F.A.C. and submit Form [DFS-K4-2141](#) “Application for Incident Safety Officer Certificate of Completion” to the Bureau. Complete all sections of the application. Attach the completed DFS-K4-2139 “Incident Safety Officer Task Book” and a copy of course completion certificates or official academic transcript that lists requisite courses. Application can also be completed online at [FloridaStateFireCollege.org](#).

E. Task Book

The Incident Safety Officer Task Book provides the applicant an opportunity to demonstrate key job performance requirements while working in their respective organization. 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 the task book are a supplement to the student learning outcomes and objectives met by successfully completing the Incident Safety Officer curriculum. The applicant is responsible for the maintenance, completion, and submission of this document, including obtaining the required signatures.

II. Health and Safety Officer – Certificate of Completion

A. Program Overview

The Division shall issue a Health and Safety Officer Certificate of Completion to an individual who meets the program requirements of this paragraph (b), and the qualifications for Health and Safety Officer set forth by the Division in Form [DFS-K4-2138](#), “Health and Safety Officer Task Book,” which is incorporated by reference in subsection 69A-37.039(2), F.A.C., and can be obtained where indicated in subsection 69A-37.039(1), F.A.C. The provisions of 29 CFR 1910.1030, “Bloodborne Pathogens,” (12/12/2014) (<http://www.flrules.org/Gateway/reference.asp?No=Ref-05017>) are hereby incorporated by reference and can be viewed during regular business hours at the Division of State Fire Marshal, 325 John Knox Road, The Atrium, Third Floor, Tallahassee, Florida. The provisions of the National Fire Protection Association (NFPA) 1581, Standard on Fire Department Infection Control Program (2010 Edition) are hereby incorporated by reference and can either be: (i) viewed during regular business hours at the Division of State Fire Marshal, 325 John Knox Road, The Atrium, Third Floor, Tallahassee, Florida; (ii) accessed in a read-only, non-printable, non-downloadable format at the NFPA’s free access website at <http://www.nfpa.org/codes-and->

standards/free-access; or (iii) purchased by writing to the NFPA at 1 Batterymarch Park, Quincy, Massachusetts 02269-9101.

B. Certification Requirements

To be eligible to receive a Health and Safety Officer Certificate of Completion, the applicant shall:

- a. Successfully complete all required course work; and
- b. Submit the required Form [DFS-K4-2140](#), “Application for Health and Safety Officer Certificate of Completion,” which is incorporated by reference in subsection 69A-37.039(2), F.A.C., and can be obtained where indicated in subsection 69A-37.039(1), F.A.C., to the Bureau of Fire Standards and Training; and
- c. Submit the required Form [DFS-K4-2138](#), “Health and Safety Officer Task Book,” to the Bureau of Fire Standards and Training.

C. Curriculum

To qualify for this certificate, a candidate must complete the corequisite course titled “Courage to be Safe” or a course determined by the Division to be equivalent. This program shall consist of not less than 90-hours of training. Each course shall be no less than 45-hours in duration. This program shall consist of the following courses or those of equivalent interactive instruction, as approved by the Bureau of Fire Standards and Training:

| Health and Safety Officer Curriculum | |
|---|----------------------|
| Course Title | Minimum Hours |
| Legal Issues for Safety Officers | 45 |
| Florida Health and Safety Officer | 45 |

D. Completing the Application

Applicants should evaluate their eligibility as set forth in paragraph 69A-37.065(2) (b) F.A.C. and submit Form [DFS-K4-2140](#) “Application for Health and Safety Officer Certificate of Completion” to the Bureau. Complete all sections of the application. Attach the completed Form [DFS-K4-2138](#) “Health and Safety Officer Task Book” and a copy of course completion certificates or official academic transcript that lists requisite courses. Application can also be completed online at FloridaStateFireCollege.org.

E. Task Book

The Health and Safety Officer Task Book provides the applicant an opportunity to demonstrate key job performance requirements while working in their respective organization. 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 the task book are a supplement to the student learning outcomes and objectives met by successfully completing the Health and Safety Officer Task Book curriculum. The applicant is responsible for the maintenance, completion, and submission of this document, including obtaining the required signatures.

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 Florida Instructor ID Number (or Florida Fire Officer Certification Number if evaluator does not have Instructor ID) on this form.

III. Safety Officer - Certificate of Competency

A. Program Overview

The Division shall issue a Safety Officer Certificate of Competency to a firefighter who meets the program requirements of this paragraph (c), and the qualifications for Safety Officer set forth by the Division in Form [DFS-K4-2142](#), “Application for Safety Officer Certificate of Competency,” which is incorporated by reference in subsection 69A-37.039(2), F.A.C., and can be obtained where indicated in subsection 69A-37.039(1), F.A.C.

B. Program Requirements

To be eligible to receive a Safety Officer Certificate of Competency, the applicant shall:

- Possess an active Firefighter Certificate of Compliance issued by the Division or have met the curriculum requirements for Firefighter Part I as defined in subsection 69A-37.055(1), F.A.C.; and
- Possess an active Fire Officer Certification issued by the Division; and
- Possess a Incident Safety Officer Certificate of Completion issued by the Division; and
- Possess a Health and Safety Officer Certificate of Completion issued by the Division; and
- Submit the required Form [DFS-K4-2142](#), “Application for Safety Officer Certificate of Competency,” with all supporting documentation and fees, to the Bureau of Fire Standards and Training; and
- Pass the Safety Officer state examination with a score of 70% or higher.

IV. Approved Courses

Courses under this subsection (6) must be approved by the Bureau of Fire Standards and Training within the Division and meet the curriculum requirements of the program. Approved courses are delivered by the Division; or

- A provider whose course is registered in the Florida Department of Education Statewide Course Numbering System; or
- The United States Fire Administration – National Fire Academy; or
- A regionally accredited or nationally accredited college or university as outlined in subsections 69A-37.084(5) and (6), F.A.C.; or
- A provider whose course is determined by the Division to be equivalent to the required course.

V. Instructor Qualifications

An instructor providing training under this subsection (6) must be qualified by the Bureau of Fire Standards and Training within the Division. 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 or nationally accredited university, college or school; or
- Instructors who hold an active Single Course Exemption Certification issued by the Division as outlined in subsection 69A-37.059(4), F.A.C.; 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.

VI. Requirements - Courses Submitted for Equivalency

Courses submitted for equivalency under subparagraphs (6)(a)1 and (6)(b)1 shall be reviewed by the Bureau of Fire Standards and Training. The Bureau of Fire Standards and Training shall approve any course which meets the criteria provided in this paragraph (6)(d). Requests for approval shall be submitted in writing to the Bureau, 11655 North West Gainesville Road, Ocala, Florida 34482-1486. The following factors shall be used to determine course equivalency: course title, course grade or record of course completion, number of academic credits earned, course hours attended, course description, course syllabus, student learning outcomes, and course objectives. All requests for course equivalency shall include, at a minimum:

1. Name of course;
2. Passage scores and rates;
3. An educational agenda or syllabus;
4. Required number of classroom hours;
5. Description of the course objectives, student learning outcomes, or job performance requirements covered.



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