



**DEPARTMENT OF FINANCIAL SERVICES**

Division of State Fire Marshal  
Bureau of Fire Standards and Training

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## **Title: Syllabus for Florida Health and Safety Officer**

**Revision: January 2022**

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### *Section I - Course Information*

**Course Title: Florida Health and Safety Officer**

**Course Number(s):** BFST/ATPC6741

**Class Days/Time:** If being taught at the Florida State Fire College Campus 11655 NW Gainesville Road, Ocala, FL 34482 Bldg. C – Classrooms – Monday - Friday 8 a.m.- 5 p.m. Additional coursework outside the classroom totaling five (5) hours of work may be assigned.

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### *Section II - Points of Contact*

**Training Supervisor:**

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Bldg. C Room 158

**Program Manager:**

Name:  
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### *Section III – Course Description*

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.

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THE BUREAU OF FIRE STANDARDS AND TRAINING

AT  
**The Florida State Fire College**

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#### ***Section IV - Course Materials, Grading, and Attendance***

**Recommended Book:** Occupational Safety and Health in the Emergency Services (4th ed); Jones & Bartlett Learning (2015) ISBN: 978-1-284-03591-9

**Prerequisite(s):** None

**Continuing Educations Units (CEU's):** 45 hours towards Fire Code Administrator, Fire Safety Inspector 1 and Instructor I, II, III

**Pre-Course Assignment:** None

**Required Materials:** Paper, pens, USB portable storage device (thumb drive)

**Grading:** Students must achieve a minimum cumulative score of 70% to pass this course. Course grades are determined from assignments and activities including, homework, projects, quizzes, exams, and presentations. Below is the breakdown of the final accumulative grading:

- Individual Exercises 20 points
- Group Exercises 25 points
- Final Group project 25 points
- Final Written Exam 30 points

**Attendance:** Students are required to attend all sessions of the course.

- Excused absences - Students are permitted excused absences totaling no more than 10% of class (4.5 hours maximum); the instructor shall be the sole determining authority in the determination of an excused absence and may assign supplemental work to make up for missed class time.
- Unexcused absences - The instructor shall be the sole determining authority in the determination of an unexcused absence (i.e. "no call, no show"). The instructor has no obligation to offer the student an opportunity to make up assignments, including quizzes and/or exams, but may do so at his/her discretion.

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#### ***Section V - Instructor Qualifications***

As per Chapter Florida Administrative Codes (Rule), *Programs of Study and Vocational Courses*, instructors must meet the following qualifications to be authorized to teach this course:

Rule: 69A-37.065(6)(3) Instructor Qualifications.

- a. 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
- b. Instructors with requisite faculty credentials as determined by the United States Fire Administration – National Fire Academy; or
- c. Instructors with requisite faculty credentials as determined by the respective regionally accredited or nationally accredited university, college or school; or

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- d. 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
- e. 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
- f. 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 Issues for Safety Officers,” and “Florida Health and Safety Officer.” This instructor qualification expires on December 31, 2015.

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### *Section VI – Job Performance Requirements*

Given information from discussion and reading materials, the student will satisfy the Job Performance Requirements (JPR) of the applicable National Fire Protection Association (NFPA) standards, any applicable skill sheets, and the applicable Fire and Life Safety Initiatives of the National Fallen Firefighters Foundation *Everyone Goes Home* program.

NFPA 1521, *Standard for Fire Department Safety Officer Professional Qualifications*, 2015 Edition

**4.1.1** The fire department health and safety officer (HSO) shall meet the job performance requirements (JPRs) defined in Sections 4.2 through 4.12.

**4.1.2\*** A fire department HSO shall recuse himself/herself from any investigatory process where a conflict of interest exists.

**4.2.1\*** Develop an organizational risk management plan that addresses the risks specified in Chapter 4 of NFPA 1500, *Standard on Fire Department Occupational Safety and Health Program*, given injury reports, vehicle incident reports, near-miss or equipment malfunction or failure reports, and other reports as determined by the AHJ, so that risks are identified, categorized, and control measures are implemented and monitored.

**(A) Requisite Knowledge.** Standard operating procedures/ guidelines (SOP/Gs), regulations and standards as determined by AHJ; fire behavior, building construction, proper use and performance limitations of protective clothing and protective equipment; national and local injury and health data.

**(B) Requisite Skills.** Ability to identify risks; develop goals, objectives, and action plans to manage those risks; analyze data; perform cost-benefit analysis.

**4.2.2\*** Manage an organizational risk management plan, given an organization, organizational activities, a risk management plan and a communications method for distributing the plan, so that the plan is communicated to the members of the organization, elements of the plan are integrated into the organizational operation, needed modifications are identified, and the modifications are implemented.

**(A) Requisite Knowledge.** SOP/Gs, regulations and standards as determined by the AHJ; fire behavior, building construction, proper use and performance limitations of protective clothing and protective equipment, hazards associated with various types of emergency and nonemergency locations; national and local injury and health statistics; and communications methods used by the AHJ.

**(B) Requisite Skills.** Ability to identify risks, develop goals, objectives, and action plans to manage those risks; perform cost-benefit analysis; compile and analyze data, obtain feedback from personnel, and observe performance and behavior changes; revise plans and communicate the revisions.

**4.2.3\*** Implement safety provisions of the organization's risk management plan into training and education programs, given an organizational risk management plan, a training or education program, and organizational goals and objectives, so that the organization's risk management program is incorporated into the training and education programs, records are maintained, and the training and education programs meet the stated operational safety goals and objectives for emergency and nonemergency incidents.

**(A) Requisite Knowledge.** AHJ risk management plan; data analysis from AHJ safety and incident reports; local, state, and federal safety programs; organizations with safety programs; outreach sources available from professional organizations for safety development programs; risks associated with administration, facilities, training, vehicle operations (both emergency and nonemergency); proper use and performance limitations of protective clothing and protective equipment; operations at emergency incidents, operations at nonemergency incidents, and other related activities.

**(B) Requisite Skills.** Ability to educate and integrate health and safety aspects of the risk management program into training and education programs; risk identification, risk evaluation, establishment of priorities for action (frequency and severity), risk control techniques, and risk management monitoring (process and outcome evaluations).

**4.2.4\*** Develop an operational risk management plan given the requirements of Chapter 8 of NFPA 1500, *Standard on Fire Department Occupational Safety and Health Program*, so that an incident management system (IMS) that meets the requirements of NFPA 1561, *Standard on Emergency Services Incident Management System and Command Safety*, is established with written SOP applying to all members involved in emergency operations.

**(A) Requisite Knowledge.** IMS for the AHJ; NFPA 1561, *Standard on Emergency Services Incident Management System and Command Safety*; Homeland Security Presidential Directives 5 (National Incident Management System) and 8 (National Response Framework); other applicable federal, state and local regulations and applicable NFPA standards.

**(B) Requisite Skills.** Utilize the IMS at all emergency incidents, drills, and exercises; management of the incident and the safety of all members involved at the scene by the IC; divide the incident into tactical-level management components as incidents escalate in size and complexity, assign an ISO to assess the incident scene for hazards or potential hazards; establish the organization of the command staff and general staff to control the position and function of all members operating at the scene and to ensure that safety requirements are satisfied.

**4.2.5** Develop a plan for the treatment and transport of an injured or ill member to a medical or health care facility, given applicable resources, policies and procedures, and SOP/Gs, so that the procedure ensures that all members with life threatening and non-life-threatening occupational injuries, illnesses, and exposures will receive immediate emergency medical care and, if necessary, transportation to the most appropriate medical or health care facility.

**(A) Requisite Knowledge.** SOP/Gs and health and safety policies used by the AHJ; life-threatening and non-life threatening occupational injuries, and illnesses; and the technical knowledge necessary to develop and review SOP/Gs and EMS policy and procedures.

**(B) Requisite Skills.** The ability to determine the level of care needed if a member becomes ill or injured; and develop SOP/Gs for transportation of injured members.

**4.3.1** Establish SOP/Gs for an occupational health and safety program, given an organization, applicable laws, codes, and standards, an established SOP/Gs template, so that the information is in a presentable format for fire department official review and adoption, the procedures and guidelines comply with applicable laws, codes, and standards, and the SOPs/Gs are reviewed and revised, as needed.

**(A) Requisite Knowledge.** Applicable health and safety laws, codes, and standards pertaining to the fire service; standardized format or template for writing SOP/Gs; criteria to determine effectiveness of fire department operations and training practices; and a list of required safety subjects to address, including selection criteria.

**(B) Requisite Skills.** Writing and critical thinking skills; ability to understand health and safety laws, codes, and standards pertaining to the fire service; and transcribe applicable material into SOP/Gs.

**4.3.2\*** Assess and report the adequacy and effectiveness of compliance with occupational health and safety SOP/Gs, given access to current state/provincial and federal safety and health legislation, codes, regulations, and standards and a thorough knowledge of organizational operations, policies and training, so that accurate information on fire department compliance with the applicable laws, codes, standards, and SOP/Gs is communicated to the AHJ.

**(A) Requisite Knowledge** Applicable laws, codes, and standards pertaining to the fire service, fire department SOP/Gs, and a method for evaluating compliance.

**(B) Requisite Skills.** Writing and critical thinking skills; ability to understand health and safety laws, codes, and standards pertaining to the fire service; and communicate the information.

**4.4.1** Develop and distribute health and safety information for the education of fire department members, given NFPA 1500, *Standard on Fire Department Occupational Safety and Health Program*, SOP/Gs, and health and safety policies used by the AHJ, and a means for conveying clear, concise, and correct information to update and train members.

**(A) Requisite Knowledge.** SOP/Gs, health and safety policies used by the AHJ; NFPA 1500, *Standard on Fire Department Occupational Safety and Health Program*; AHJ codes, standards, and regulations that relate to the fire department occupational safety and health program.

**(B) Requisite Skills.** Analyze information from different data sources; interpersonal and organizational interaction; use various means to communicate information.

**4.4.2** Implement the training and education of fire department members on the organization's health and safety procedures and NFPA 1500, *Standard on Fire Department Occupational Safety and Health Program*, given NFPA1500, SOP/Gs, and health and safety policies used by the AHJ, so that all emergency and nonemergency functions are evaluated, level of compliance is documented and communicated to the appropriate person(s).

**(A) Requisite Knowledge.** SOP/Gs and health and safety policies used by the AHJ; NFPA 1500, *Standard on Fire Department Occupational Safety and Health Program*; AHJ codes, standards, and regulations that relate to the fire department occupational safety and health program.

**4.4.3** Develop a safety procedure for live fire training exercises, given a list of live training evolutions utilized by the AHJ, instruction plans for live fire training exercises, and

NFPA 1403, *Standard on Live Fire Training Evolutions*, so that safety procedures for instructors and students are documented, and the requirements of NFPA 1403 are met.

**(A) Requisite Knowledge.** SOP/Gs and health and safety policies used by the AHJ; live training evolutions used by the AHJ; life-threatening and non-life-threatening occupational injuries and illnesses; requirements of NFPA 1403.

**(B) Requisite Skills.** Ability to develop SOP/Gs; use resources for determining code compliance; complete reporting and documentation requirements.

**4.5.1\*** Manage a fire department accident prevention program by utilizing engineering controls, administrative policies and procedures, education, protective clothing and protective equipment, given the fire department's risk management plan, accident, occupational injury, and occupational illnesses data, and reports on department functions, so that the program meets the requirements of Section 4.2, the work practices are identified, and recommendations are communicated to the appropriate person(s).

**(A) Requisite Knowledge.** Understand the necessary components of a fire department accident prevention program; proper use and performance limitations of protective clothing and protective equipment; procedures for developing recommendations based on fire department audits, incident reports, surveys, accident reports, occupational injury reports, inspection reports, and other applicable department information.

**(B) Requisite Skills.** Analyze the components necessary to be included in a fire department accident prevention program based on the requirements of Section 4.2. Analyze information from different sources; interact with or interview personnel associated with fire department operations, apparatus, equipment, fire department facilities, and SOP/Gs.

**4.5.2\*** Implement training for safe work practices on emergency and nonemergency operations, given a risk management plan, SOP/Gs, and a training curriculum, so that the training class is delivered and members are given the necessary information to perform their job tasks in accordance with the risk management plan.

**(A) Requisite Knowledge.** Procedures for conducting job task analysis based on department SOP/Gs, the department's risk management plan, health and safety policies used by the AHJ, and the technical knowledge necessary to perform various job tasks.

**(B) Requisite Skills.** Analyze information from different sources; interact with or interview personnel involved in the training of department members; and understand delivery methods of instructional materials.

**4.5.3** Develop an emergency vehicle safety program, given fire department SOP/Gs, applicable traffic laws, and an emergency vehicle operator manual, so that applicable SOP/Gs are communicated to members.

**(A) Requisite Skills.** Analyze information from different sources; interact with or interview personnel involved in the training of department members; and understand delivery methods of instructional materials.

**(B) Requisite Skills.** Analyze information from different sources; interact with or interview personnel involved in the training of department members; and understand delivery methods of instructional materials.

**4.5.4\*** Conduct a periodic safety audit, given NFPA 1500, *Standard on Fire Department Occupational Safety and Health Program*, fire department operations, apparatus, equipment, facilities, training

and education programs, SOP/Gs, and an audit template, so that work practices and procedures are conducted in compliance with applicable federal, state/provincial, and local laws, codes and standards; and the safety audit report and recommendations are communicated to the appropriate person(s).

**(A) Requisite Knowledge.** Work practices and procedures for fire department operations, apparatus, equipment, training, and fire department facilities based on SOP/Gs, NFPA 1500, *Standard on Fire Department Occupational Safety and Health Program*, audit template, and federal, state/provincial, local laws, and codes and standards.

**(B) Requisite Skills.** Analyze information from different sources; interact with or interview personnel involved in the training of department members; document information, utilizing an audit template, and develop reports.

**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.

**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.

**4.8.1** Recommend safety-related specifications for fire apparatus and fire equipment, given new or existing fire apparatus and fire equipment specifications, information on new fire apparatus and fire equipment technology, and risks identified in the risk management plan, so that the specifications meet the fire department needs identified in the risk management plan, and federal, state/provincial, local laws, and NFPA standards are complied with, and the specifications are documented.

**(A) Requisite Knowledge.** Chapter 6 of NFPA 1500, *Standard on Fire Department Occupational Safety and Health Program*; federal, state/provincial, and local laws that relate to fire apparatus specifications; new fire apparatus and fire equipment technology, and current fire apparatus specification procedures.

**(B) Requisite Skills.** Ability to develop safety-related fire apparatus and equipment specifications; determine compliance with federal, state/provincial, and local laws that relate to fire apparatus and equipment specifications.

**4.8.2** Recommend safety-related specifications for protective clothing and protective equipment, given new or existing protective clothing and protective equipment specifications, new protective clothing and protective equipment technology, and risks identified in the risk management plan, so that the specifications meet the fire department needs identified in the risk management plan, federal, state/provincial, local laws, and NFPA standards are complied with, and the specifications are documented.

**(A) Requisite Knowledge.** Chapter 7 of NFPA 1500, *Standard on Fire Department Occupational Safety and Health Program*, federal, state/provincial, and local laws that relate to fire equipment specifications; current protective clothing and protective equipment specification procedures; current state of technology in the appropriate areas of protective clothing and protective equipment; procedures,

training, equipment, and safety precautions for use of protective clothing and protective equipment; the organization's risk management plan.

**(B) Requisite Skills.** Ability to develop safety-related protective clothing and equipment specifications; determine compliance with federal, state/provincial, and local laws related to protective clothing and protective equipment.

**4.8.3** Verify performance testing of fire apparatus and fire equipment is being conducted, given performance testing requirements, applicable provisions of Chapter 6 of NFPA 1500, *Standard on Fire Department Occupational Safety and Health Program*, so that a determination can be made for the suitability of continued service.

**(A) Requisite Knowledge.** Chapter 6 of NFPA 1500, *Standard on Fire Department Occupational Safety and Health Program*, federal, state/provincial, and local laws that relate to performance testing of apparatus and equipment; current apparatus and equipment service testing procedures and results.

**(B) Requisite Skills.** Ability to verify service testing of apparatus and equipment; determine compliance with federal, state/ provincial, and local laws.

**4.8.4** Verify the development of an annual evaluation plan for the organization's in-service fire and emergency vehicles, given the organization's emergency vehicles and current NFPA minimum vehicle safety standards, so that a plan to retire, refurbish, or replace them based on the requirements in NFPA 1911, *Standard for the Inspection, Maintenance, Testing, and Retirement of In-Service Automotive Fire Apparatus*, is developed and implemented.

**(A) Requisite Knowledge.** NFPA 1911, *Standard for the Inspection, Maintenance, Testing, and Retirement of In-Service Automotive Fire Apparatus*; NFPA 1906, *Standard for Wildland Fire Apparatus*; NFPA 414, *Standard for Aircraft Rescue and Fire-Fighting Vehicles*; NFPA 1912, *Standard for Fire Apparatus Refurbishing*, NFPA 1917, *Standard for Automotive Ambulances*.

**(B) Requisite Skills.** Ability to identify safety-related features on fire and emergency vehicles and verify whether they are in compliance with NFPA standards.

**4.8.5** Verify the development of an annual evaluation plan for the organization's in-service fire and emergency vehicles, given the organization's emergency vehicles and current NFPA minimum vehicle safety standards, so that a plan to retire, refurbish, or replace them based on the recommendations in Annex D of NFPA 1901, *Standard for Automotive Fire Apparatus* and NFPA 1911, *Standard for the Inspection, Maintenance, Testing, and Retirement of In-Service Automotive Fire Apparatus* is developed and implemented.

**(A) Requisite Knowledge.** NFPA 1901, *Standard for Automotive Fire Apparatus*; NFPA 1911, *Standard for the Inspection, Maintenance, Testing, and Retirement of In-Service Automotive Fire Apparatus*; NFPA 1906 *Standard for Wildland Fire Apparatus*; NFPA 414, *Standard for Aircraft Rescue and Fire-Fighting Vehicles*; NFPA 1912, *Standard for Fire Apparatus Refurbishing*; NFPA 1917, *Standard for Automotive Ambulances*.

**(B) Requisite Skills.** Ability to identify safety-related features on fire and emergency vehicles and verify whether they are in compliance with NFPA standards.

**4.8.6** Verify the development, implementation, and maintenance of a protective clothing and protective equipment program that provides for the selection, care, maintenance, storage, and periodic inspection and evaluation of all protective clothing and equipment; given NFPA1500, *Standard on Fire Department*

*Occupational Safety and Health Program*, protective clothing and protective equipment, care, storage, and maintenance resources, SOP/Gs established by the AHJ, and all applicable laws, regulations, and standards, so that a determination can be made for the suitability of continued service.

**(A) Requisite Knowledge.** Chapter 7 of NFPA 1500, *Standard on Fire Department Occupational Safety and Health Program*, and federal, state/provincial, and local laws that relate to protective clothing and equipment programs.

**(B) Requisite Skills.** Ability to develop a protective clothing and protective equipment program; determine compliance with federal, state/provincial, and local laws.

**4.9.1\*** Develop a health and safety facility inspection SOP/G, process, and checklist for a fire department facility, given the requirements of Chapter 9 of NFPA 1500, *Standard on Fire Department Occupational Safety and Health Program*, and available resources, so that the appropriate inspection procedures are developed, and safety and health hazards are noted in accordance with all applicable laws, regulations, and standards.

**(A) Requisite Knowledge.** Chapter 9 of NFPA 1500, *Standard on Fire Department Occupational Safety and Health Program*, federal, state/provincial, and local laws; current facility inspection procedures; resources for conducting a facility inspection; procedures, equipment, and safety precautions for conducting facility inspections.

**(B) Requisite Skills.** Develop SOP/Gs and procedures; acquire resources to initiate and coordinate a facility inspection; use resources for determining code compliance; complete reporting and documentation requirements; and understand and comply with all applicable laws, regulations, and standards.

**4.9.2\*** Conduct a health and safety inspection for a fire department facility, given the requirements of Chapter 9 of NFPA 1500, *Standard on Fire Department Occupational Safety and Health Program*, a facility that requires an inspection, and available resources, so that the appropriate inspection procedures are selected and implemented in accordance with all applicable laws, regulations, and standards, the inspection is conducted safely, all the required reports are completed; and ensure the violations are corrected.

**(A) Requisite Knowledge.** Chapter 9, of NFPA 1500, *Standard on Fire Department Occupational Safety and Health Program*, federal, state/provincial, and local laws; current facility inspection procedures; resources for conducting a facility inspection; procedures, equipment, and safety precautions for conducting facility inspections.

**(B) Requisite Skills.** Use resources to determine code compliance; complete reporting and documentation requirements; and understand and comply with all applicable laws, regulations, and standards.

**4.10.1** Analyze the fire department health maintenance program, given a fire department health maintenance program and the medical and physical requirements of Chapter 10 of NFPA 1500, *Standard on Fire Department Occupational Safety and Health Program*, so that the program includes medical, physical performance, and health and fitness requirements, as well as a health database, infectious control procedures, a fire department physician, and fitness for duty evaluations; and recommendations are made to correct any noted deficiencies.

**(A) Requisite Knowledge.** Chapters 10, 11, and 12 of NFPA 1500, *Standard on Fire Department Occupational Safety and Health Program*; AHJ codes, standards, and regulations that relate to the fire department health maintenance program; fire department health maintenance program; medical surveillance, wellness programs, physical fitness, nutrition, and injury and illness rehabilitation programs; resources for conducting a fire department health maintenance program;

procedures, equipment, and safety precautions for the fire department health maintenance program.  
**(B) Requisite Skills.** Analyze and incorporate information from health maintenance programs; interact with or interview personnel associated with health and wellness.

**4.10.2** Coordinate the fire department health maintenance program, given a fire department health maintenance program and the medical and physical requirements of Chapter 10 of NFPA1500, *Standard on Fire Department Occupational Safety and Health Program*, so that the program includes medical, physical performance, and health and fitness requirements, as well as a health database, infectious control procedures, a fire department physician, and fitness for duty evaluations; and recommendations are made to correct any noted deficiencies.

**(A) Requisite Knowledge.** Chapters 10, 11, and 12 of NFPA 1500, *Standard on Fire Department Occupational Safety and Health Program*; AHJ codes, standards, and regulations that relate to the fire department health maintenance program; fire department health maintenance program; medical surveillance, wellness programs, physical fitness, nutrition, and injury and illness rehabilitation programs; resources for conducting a fire department health maintenance program; procedures, equipment, and safety precautions for the fire department health maintenance program.

**(B) Requisite Skills.** Analyze and incorporate information from health maintenance programs; interact with or interview personnel associated with health and wellness.

**4.11.1** Communicate recommendations from the fire department occupational health and safety committee to the appropriate person(s), given SOP/Gs and health and safety policies used by the AHJ, a fire department occupational health and safety committee, and committee recommendations, so that all recommendations are documented and forwarded to the appropriate person(s).

**(A) Requisite Knowledge.** SOP/Gs and health and safety policies used by the AHJ; NFPA 1500, *Standard on Fire Department Occupational Safety and Health Program*; AHJ codes, standards, and regulations that relate to the fire department occupational safety and health committee.

**(B) Requisite Skills.** Evaluate recommendations and communicate them in a manner such that recommendations and objectives are met.

**4.11.2** Provide information and assistance to personnel for surveying their districts regarding potential health and safety hazards, given a scenario, the fire department's risk management plan, and SOP/Gs, so that they will be able to identify and report health and safety hazards that could have adverse effects on fire department operations.

**(A) Requisite Knowledge.** Procedures for conducting job tasks based on department SOP/Gs, the department's risk management plan, health and safety policies used by the AHJ, and the technical knowledge necessary to perform various job tasks.

**(B) Requisite Skills.** Ability to evaluate and prioritize hazards, utilize critical thinking to analyze the hazard, select the most appropriate control measure, and evaluate its effectiveness in enhancing fire fighter safety.

**4.11.3** Develop recommendations for changes in equipment, procedures, and methods based on results of evaluations; given recommendations from the fire department occupational safety and health committee, safety audits, an analysis of injury statistics or other reliable sources of hazardous conditions or injury data, so that the recommendations for equipment, procedures and methods can be accepted and approved in accordance with the AHJ.

**(A) Requisite Knowledge.** Hazard recognition, assessment, controls, and evaluation; health and safety recommendations; use of safety audits; injury statistics.

**(B) Requisite Skills.** Analyze and interpret injury statistics; interpersonal skills; and report writing.

**4.11.4** Verify medical advice and treatment are available to members of the fire department, given a fire department physician, fire department members, understanding of occupational medicine for the fire service and the IAFF/IAFC Fire Service Joint Labor Management Wellness-Fitness Initiative, so that members receive the necessary information to maximize their health, wellness, and safety.

**(A) Requisite Knowledge.** Medical requirements for members as specified in NFPA1582, *Standard on Comprehensive Occupational Medical Program for Fire Departments*, and IAFC/IAFF Joint Labor Management Wellness-Fitness Initiative; health hazards associated with fire fighting; and current occupational health, wellness, and safety practices.

**(B) Requisite Skills.** Organizational skills, communication skills, and interpersonal skills.

**4.11.5\*** Provide information and assistance regarding risks that may impact operations, given a scenario, the fire department’s risk management plan, SOP/Gs, so that members can perform their job tasks in a safe and effective manner.

**(A) Requisite Knowledge.** Procedures for conducting job tasks based on department SOP/Gs, the department’s risk management plan, health and safety policies used by the AHJ, and the technical knowledge necessary to perform various job tasks.

**(B) Requisite Skills.** Ability to evaluate and prioritize hazards, utilize critical thinking to analyze the hazard, select the most appropriate control measure, and evaluate its effectiveness in enhancing fire fighter safety.

**4.12.1** Assess the fire department’s infection control program, given a copy of the department’s program, incident reports, and access to infection control equipment and facilities, so that the requirements of the Ryan White HIV/AIDS Treatment Extension Act (S.1793) and Part G: The Ryan White Life Threatening Disease List and Reporting Guidelines, 29 CFR 1910.1030, “Occupational Exposure to Bloodborne Pathogens,” and NFPA 1581, *Standard on Fire Department Infection Control Program*, are met.

**(A) Requisite Knowledge.** SOP/Gs, Ryan White HIV/AIDS Treatment Extension Act (S.1793) and Part G: The Ryan White Life Threatening Disease List and Reporting Guidelines, 29 CFR 1910.1030, “Occupational Exposure to Bloodborne Pathogens,” and NFPA 1581, *Standard on Fire Department Infection Control Program*.

**(B) Requisite Skills.** Acquire and document infection control procedures; coordination skills necessary to revise program; assess the requirements based on Ryan White HIV/AIDS Treatment Extension Act (S.1793) and Part G: The Ryan White Life Threatening Disease List and Reporting Guidelines, 29 CFR 1910.1030, “Occupational Exposure to Bloodborne Pathogens,” and NFPA 1581, *Standard on Fire Department Infection Control Program*.

**4.12.2** Function as the fire department infection control officer, if an infection control officer position does not exist in the fire department, given an infection control scenario, so that the objectives of the infection control program as specified in the requirements of Ryan White HIV/AIDS Treatment Extension Act (S.1793) and Part G: The Ryan White Life Threatening Disease List and Reporting Guidelines, 29 CFR 1910.1030, “Occupational Exposure to Bloodborne Pathogens”; and NFPA1581, *Standard on Fire Department Infection Control Program*, are met.

**(A) Requisite Knowledge.** The Ryan White HIV/AIDS Treatment Extension Act (S.1793); Part G: The Ryan White Life Threatening Disease List and Reporting Guidelines; 29 CFR 1910.1030, “Occupational Exposure to Bloodborne Pathogens”; and NFPA1581, *Standard on Fire Department Infection Control Program*; and roles and responsibilities of an infection control officer.

**(B) Requisite Skills.** Acquire and document infection control procedures; coordination skills necessary to revise program; assess the requirements based on the Ryan White HIV/AIDS Treatment Extension Act (S.1793), Part G: The Ryan White Life Threatening Disease List and Reporting Guidelines, 29CFR1910.1030, “Occupational Exposure to Bloodborne Pathogens,” and NFPA 1581, *Standard on Fire Department Infection Control Program*; integrate the occupational health and safety aspects of the risk management program into infection control training and education programs, and educate members.

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### *Section VII –Plan of Instruction*

The following is the plan of instruction used during course offerings held at the Florida State Fire College. It also serves as the suggested instructional block format for other approved training providers who use the recommended text book. All class offerings **must** satisfy the JPRs listed in *Section VI – Job Performance Requirements* regardless of textbook used.

Day/Date	Chapters	Activities
Day 1	<b>Class Introductions and Orientation</b> Chapter 1: Fire Department Occupational Health and Safety Chapter 2: Review of Safety-Related Regulations and Standards Chapter 3: Risk Management <b>Group/Individual Project Discussion and Assignment</b>	<ul style="list-style-type: none"> <li>• Introduction</li> <li>• Group Projects</li> <li>• Final Presentation</li> <li>• Breaks/lunch</li> </ul>
Day 2	<b>Quiz 1</b> Chapter 4: Safety Program Development and Management Chapter 5: Pre-incident Safety Chapter 6: Safety at the Fire Emergency	<ul style="list-style-type: none"> <li>• Quiz</li> <li>• Videos</li> <li>• projects</li> </ul>
Day 3	<b>Quiz 2</b> Chapter 7: Safety at the Medical or Rescue Emergency Chapter 8: Safety at Specialized Incidents Chapter 9: Post-incident Safety Management	<ul style="list-style-type: none"> <li>• Quiz</li> <li>• videos</li> <li>• Projects</li> </ul>
Day 4	<b>Quiz 3</b> Chapter 10: Personnel Roles and Responsibilities Chapter 11: Safety Program Evaluation Chapter 12: Information Management Chapter 13: Special Topics in Emergency Services Occupational Safety and Health	<ul style="list-style-type: none"> <li>• Quiz</li> <li>• Videos</li> <li>• Projects</li> </ul>

Day 5	<b>Quiz 4</b> <b>Final Exam</b> <b>Final Project Presentations</b> <b>Course Completion</b>	<ul style="list-style-type: none"> <li>• Quiz</li> <li>• Presentations</li> <li>• Final exam</li> <li>• Class discussion</li> </ul>
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*Section VIII – Final Presentation and Grading Rubric*

**Description of Assignment:**

**The final project for this class involves a group presentation in PowerPoint format. All members are expected to contribute equally. The presentation should take no longer than 15 minutes and groups must submit a written summary of their work to accompany their presentation.**

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 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 minutes less or more than allowed.	There were minimal signs of organization or preparation. Time was 2 minutes less or more than allowed.	The presentation had organizing ideas but could have been much stronger with better preparation. Time was within one minute of allowed time.	The presentation was well organized, well prepared and easy to follow. Time was within established time allowed.	_____
Presentation Did the presenter speak clearly? Was the audience engaged? Was it obvious	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	Presenter was occasionally confident with presentation however the presentation was not as engaging as it could have	Presenter was very confident in delivery and did an excellent job of engaging the class.	_____

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material had been rehearsed?		strong moments.	been for 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: \_\_\_\_\_

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## HEALTH AND SAFETY OFFICER TASK BOOK

### FORM DFS-K4-2138 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		
<p><b>ATTEST:</b> 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.</p>			
<i>Signature of Applicant</i>		<i>Date</i>	
<i>Signature of Fire Chief, Agency Head or Designee</i>		<i>Printed Name of Fire Chief, Agency Head or Designee</i>	<i>Date</i>
<p><b>PURPOSE OF THIS TASK BOOK:</b> 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.</p>			
<p><b>EXPECTATION OF CANDIDATE:</b> The Health and Safety Officer candidate is solely responsible for the maintenance, completion, and submission of this task book.</p>			
<p><b>EXPECTATIONS OF EVALUATOR:</b> 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. <u>Evaluator must sign and enter their Student ID number on this form.</u> 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.</p>			
<b>HEALTH and SAFETY OFFICER</b>			
<i>General Reference to NFPA 1521 Standard</i>	<i>Evaluator Signature (Print &amp; Sign Name)</i>	<i>Student ID Number</i>	<i>Date</i>
<b>Risk Management Functions</b>			
Demonstrated the ability to identify risks; develop goals, objectives, and action plans to manage those risks; analyze data; and develop an organizational risk management plan.			

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Demonstrate the ability to implement safety provisions of the organization's risk management plan into training and education programs.			
<b>Laws, Codes, and Standards:</b>			
Demonstrated ability to establish SOP/Gs for an occupational health and safety program.			
Demonstrated ability to assess and report the adequacy and effectiveness of compliance with occupational health and safety SOP/Gs.			
<b>Training and Education</b>			
Demonstrated ability to develop and distribute health and safety information.			
Demonstrated ability to implement training and education in safety procedures relating to fire department operations.			
Demonstrated ability to develop a safety procedure for live fire training exercises.			
<b>Accident Prevention</b>			
Demonstrated ability to manage an accident prevention program.			
Demonstrated ability to provide instruction in safe work practices.			
Demonstrated ability to develop safety a procedure for an emergency vehicle safety.			
Demonstrated ability to conduct a periodic safety audit of fire department facilities and/or operations.			
<b>Accident Investigation, Procedures, and Review:</b>			
Demonstrated ability to investigate, or cause to be investigated, occupational injuries, illnesses, exposures, and fatalities as established by the FD policies.			
Demonstrated ability to develop corrective recommendations that result from accident investigations as established by the FD policies.			
Demonstrated ability to develop accident and injury reporting and investigation procedures, or follow an accident and injury procedure as established by the FD policies.			
<b>Records Management and Data Analysis:</b>			
Demonstrated an ability to manage the collection and analysis of data related to accidents, occupational deaths, injuries, illnesses, and exposures to infectious agents and communicable diseases.			
Demonstrated an ability to maintain records of all recommendations made and actions taken to implement or correct safety and health hazards or unsafe practices are communicated by FD policies.			

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Demonstrated an ability to develop reports of accidents, injuries, illnesses and corrective actions taken are communicated as established by the FD policies.			
<b>Apparatus and Equipment:</b>			
Demonstrated ability to develop and recommend safety-related fire apparatus and equipment specifications.			
Demonstrated ability to develop and recommend safety-related specifications for protective clothing and protective equipment.			
Demonstrated ability to verify annual performance testing of fire apparatus and fire equipment is being conducted.			
<b>Facility Inspection:</b>			
Demonstrate ability analyze, develop, and conduct a health and safety inspection for a fire department..			
<b>Health Maintenance</b>			
Demonstrated ability to analyze and coordinate the fire department medical, physical performance, and health and fitness requirement			
<b>Liaison:</b>			
Demonstrated ability to develop recommendations, and communicate health and safety committee recommendations, to the fire chief or appropriate person based on FD policies.			
Demonstrated an ability to provide members with information and assistance as to methods members can use to report health and safety hazards.			
Demonstrated an ability to verify medical advice and treatment are available to members of the department.			
<b>Infection Control:</b>			
Demonstrated ability to compare / contrast the fire department's infection control program with the requirements of the Ryan White Act, 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens," and NFPA 1581, Standard on Fire Department Infection Control Program.			
Demonstrated ability / understanding of how to function as the fire department infection control officer.			

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*Section IX – Review Date and Author*

<b>February 2020</b>	<b>Clifford Heim</b>
<b>March 2017</b>	<b>Unknown</b>
<b>January 2022</b>	<b>Robert Coyne</b>