SAFETY OFFICER JOB AID

The primary responsibilities of the Safety Officer are to ensure responders and the public are properly safeguarded from the hazards of the incident and supervise and execute all safety functions in support of the incident.

Major Tasks

Major Tasks include, but is not limited too:

* Develop and publish the ICS-208, Site Safety and Health Plan and Site Safety & Health Plan Summary, as required.
* Monitor all operations to ensure effectiveness of safety controls. Monitoring may include air for toxic vapors; heat and cold; fatigue; radiation and other conditions that affect the safety of responders.
* Manage the Safety Staff Organization, including the assignment of Assistants and forming teams where necessary.
* Exercise authority to stop and prevent unsafe acts
* Investigate accidents and near misses that have occurred within the incident area.
* Develop and implement a safe work practices and injury prevention program for the incident.
* Attend the Command and General Staff, Tactics and Planning meetings
* Conduct operational risk assessment/hazard analysis to anticipate, identify and control incident hazards. Complete ICS-215a, Hazard/Risk Analysis Worksheet.
* Provide advice to OSC for the development of safe work assignments.
* Approve the ICS-206, Medical Plan
* Review the Incident Action Plan (IAP) to ensure safety objectives, messages and plans are incorporated.
* Review and approve the medical plan.
* Review communications plan to ensure protocols are robust enough to ensure timely reporting and response to safety emergencies.
* Ensure all Safety activities are documented on ICS-214, Unit Log.
* Complete all required forms and documentation prior to demobilization.

FORMS

The SOFR will either work with or have responsibility for information on the following forms:

* ICS 201 Incident Briefing
* ICS 202 Incident Objectives
* ICS 202A Command Direction
* ICS 202B Critical Information Requirements
* ICS 203 Organization Assignment List
* ICS 204 Assignment List
* ICS 204A Assignment List Attachment
* ICS 205 Communications Plan
* ICS 205A Communications List
* ICS 206 Medical Plan
* ICS 207 Incident Organization Chart
* ICS 208 Site Safety and Health Plan
* ICS 209 Incident Status Summary
* ICS 210 Status Change Card
* ICS 211 Check-In List
* ICS 213 General Message
* ICS 213RR-CG Resource Request Message
* ICS 214 Unit Log
* ICS 214A Chronology of Events Log
* ICS 215 Operational Planning Worksheet
* ICS 215A Incident Action Plan Safety Analysis
* ICS 221 Demobilization Check-Out
* ICS 225 Incident Personnel Performance Evaluation
* ICS 230 Daily Meeting Schedule
* ICS 232 Resources at Risk
* ICS 233 Open Actions Tracker
* ICS 235 Facility Needs Assessment Worksheet

