
	STANDARD OPERATING GUIDELINE			
	OPERATIONS			
	SAFETY OFFICER			
	Effective: 01/Jan/01	Revised: 28/Dec/2020	S.O.G. #: E-315	

1.0 Objective



- 1.1 The purpose of this guideline is to establish procedures for the duties and responsibilities of the Fire Department Safety Officer.

2.0 Responsibility

- 2.1 It is the responsibility of all Department personnel to understand the procedures documented in this Standard Operating Guideline.

3.0 Implementation

- 3.1 The Safety Officer is an Officer of the Highland Park Fire Department assigned and authorized by the Fire Chief to carry out the duties and responsibilities of that position. The Safety Officers responsibilities include but are not limited to:
- 3.1.1 Prevention of unsafe acts.
 - 3.1.2 Elimination of unsafe conditions.
- 3.2 The Safety Officer shall function at all live fire and rescue training evolutions and at actual incidents involving fire and rescue where three or more companies are working, or at any incident the Incident Commander or Company Officer deems necessary.
- 3.3 The Battalion Chief on each shift will act as the Safety Officer at working incidents. If the Battalion Chief is not on-duty, the Acting Battalion Chief will assume the responsibilities of the Safety Officer. The Battalion Chief also has the authority to designate another Officer to act as Training or Incident Safety Officer.
- 3.4 The designated Department Safety Officer will be notified on all Code 4 responses after Incident Command has been established and the Incident Commander notifies dispatch to activate the working fire page.
- 3.5 The Safety Officer has the freedom to roam the Training or Incident site to watch for unsafe acts by fire personnel and any other personnel in the immediate area. When operating at the scene of a fire or rescue emergency, the Safety Officer will act as the Safety Sector (“Safety” by radio designation) until Command is terminated.
- 3.6 The Safety Officer has the authority to cause immediate correction of situations that create an imminent hazard to personnel. Following such an event, the Safety Officer shall inform the Incident Commander of the problem and corrective action taken when time permits.
- 3.7 A Safety Officers presence at all training sessions and emergency incidents will serve to reduce the number of unsafe practices, thereby reducing the number of injuries to firefighting personnel and any other personnel present.
- 3.8 The Safety Officer will address, but not be limited to, the following areas of concern:
- 3.8.1 Assure proper use of protective clothing and equipment by all personnel in hazardous areas.
 - 3.8.2 Observe operations for proper observance of safety procedures by personnel operating power and hand tools.
 - 3.8.3 Observe general fire ground operations for unsafe or hazardous conditions.
 - 3.8.4 Observe apparatus placement and movement.
 - 3.8.5 Observe proper lifting and handling of patients during technical rescues.

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3.8.6 Closely monitor the condition of department personnel for signs of fatigue and exhaustion and effects of products of combustion or toxic materials.

3.9 The Department Safety Officer shall report directly to the Deputy Fire Chief in administration of the Safety Program. The appointed Department Safety Officer will attend the regularly scheduled employee Safety Committee meetings.

4.0 Reference

4.1 Highland Park Fire Department

Approved:  Fire Chief