

# FIRE DEPARTMENT SAFETY OFFICER: HEALTH AND SAFETY OFFICER

## PRACTICAL SKILLS MATERIALS

Based on *NFPA 1521: Standard for Fire Department Safety  
Officer Professional Qualifications*, 2020 Edition.



# ALABAMA FIRE COLLEGE

DECEMBER, 2021

# ALABAMA FIRE COLLEGE

## AND PERSONNEL STANDARDS & EDUCATION COMMISSION



### Fire Department Safety Officer: Health and Safety Officer Grading Rubric

Reference source: NFPA 1521, *Standard for Fire Department Safety Officer Professional Qualifications*, 2020 Edition,

**Project completion must be the original work of the individual. Submissions are required in Microsoft Office or Adobe PDF format. The Projects are developed to meet the intent of the standard and prepare the individual to function as a FDSO: Health & Safety Officer. The Project work is evaluated by an evaluator not involved with the instruction of the course.**

#	Project Description & JPRs	Points Possible
01	Distribute Health & Safety Information - 4.4.1, 4.4.2, & 4.5.2	6
02	Behavioral Health & Wellness Program - 4.3.1, 4.3.2, 4.10.1, 4.10.2, 4.11.1, 4.11.2, & 4.11.4	13
03	Live Fire Training Policy - 4.4.3	14
04	Emergency Vehicle Safety Program - 4.5.3, 4.7.2, 4.8.1, 4.8.3, 4.8.4, & 4.8.5	7
05	PPE Program - 4.7.2, 4.8.2, & 4.8.6	11
06	Post-Incident Analysis Policy - 4.6.3	5
07	Emergency Operations Plan - 4.2.3, 4.2.4, 4.5.2	9
08	Health & Safety Facilities Inspection Procedure - 4.9.1, 4.9.2 & 4.12.3	8
09	Accident Prevention Policy - 4.2.5, 4.5.1, 4.6.1, 4.6.2, 4.6.4, 4.7.1, 4.7.3 & 4.7.4	8
10	Infection Control Program - 4.12.1 & 4.12.2	9
11	Risk Management Plan - 4.2.1, 4.2.2, 4.5.4, 4.11.3, & 4.11.5	10
<b>Total Points Possible</b>		<b>100</b>

Project 01 - Distribute Health & Safety Information - 4.4.1, 4.4.2, & 4.5.2	Points Possible
<ul style="list-style-type: none"> <li>The information is in a presentable format for fire department official review and adoption</li> </ul>	1
<ul style="list-style-type: none"> <li>Bulletin is created addressing a known safety issue in the fire service</li> </ul>	1
<ul style="list-style-type: none"> <li>A lesson plan is distributed to supervisors</li> </ul>	1
<ul style="list-style-type: none"> <li>Instructions are given on how to document the training</li> </ul>	1
<ul style="list-style-type: none"> <li>Personnel training requirements included</li> </ul>	1
<ul style="list-style-type: none"> <li>Correct spelling and grammar are used</li> </ul>	.5
<ul style="list-style-type: none"> <li>Sources are referenced or cited</li> </ul>	.5
<b>Total Points Possible</b>	<b>6</b>

<b>Project 02 - Behavioral Health &amp; Wellness Program - 4.3.1, 4.3.2, 4.10.1, 4.10.2, 4.11.1, 4.11.2, &amp; 4.11.4</b>	<b>Points Possible</b>
• The information is in a presentable format for fire department official review and adoption	.5
• The SOGs will be reviewed and revised, as needed	.5
• Meets chapter 11 and 12 of NFPA 1500	.5
• The program includes:	
• Medical	1
• Physical performance	1
• Health and fitness requirements	1
• Fitness for duty/ return to work evaluations	1
• A fire department physician	1
• Rehabilitation following an injury	1
• Behavioral health	1
• Cost justification	.5
• Data collection and health database	.5
• Implementation	.5
• Annual analysis of the fire department health maintenance program	.5
• Training to administer the fire department health maintenance program	.5
• Recommendations are communicated	.5
• Directions are followed	.5
• Correct spelling and grammar are used	.5
• Sources are referenced or cited	.5
<b>Total Points Possible</b>	<b>13</b>

<b>Project 03 - Live Fire Training Policy - 4.4.3</b>	<b>Points Possible</b>
• The information is in a presentable format for fire department official review and adoption	.5
• Checklist includes:	
• Medical screening	1
• PPE usage and inspection	1
• Instructor-to-student ratio	.5
• Ventilation requirements	1
• Special equipment – TIC	.5
• Rapid Intervention Crews	1
• Incident Management Systems	1
• Back up lines – water supply	1
• Emergency procedures	1
• Accountability	1
• Rehab	1
• Risk assessment with control measure	.5
• Reporting and documentation requirements	.5
• Memo created with recommended changes	2
• Correct spelling and grammar are used	.5
• Sources are referenced or cited	.5
<b>Total Points Possible</b>	<b>14</b>

<b>Project 04 - Emergency Vehicle Safety Program - 4.5.3, 4.7.2, 4.8.1, 4.8.3, 4.8.4, &amp; 4.8.5</b>	<b>Points Possible</b>
<ul style="list-style-type: none"> <li>The information is in a presentable format for fire department official review and adoption</li> </ul>	.5
<ul style="list-style-type: none"> <li>A plan is included to communicate SOGs to members</li> </ul>	1
<ul style="list-style-type: none"> <li>Apparatus records are documented and security of those records is addressed</li> </ul>	1
<ul style="list-style-type: none"> <li>Safety specifications are developed and referenced to national standards</li> </ul>	1
<ul style="list-style-type: none"> <li>Determination can be made for the suitability of continued apparatus service</li> </ul>	1
<ul style="list-style-type: none"> <li>A plan to retire, refurbish, or replace apparatus based on NFPA 1911 is developed and implemented</li> </ul>	1
<ul style="list-style-type: none"> <li>Verification of service testing for apparatus</li> </ul>	.5
<ul style="list-style-type: none"> <li>Correct spelling and grammar are used</li> </ul>	.5
<ul style="list-style-type: none"> <li>Sources are referenced or cited</li> </ul>	.5
<b>Total Points</b>	<b>7</b>

<b>Project 05 - PPE Program - 4.7.2, 4.8.2, &amp; 4.8.6</b>	<b>Points Possible</b>
<ul style="list-style-type: none"> <li>The information is in a presentable format for fire department official review and adoption</li> </ul>	.5
<ul style="list-style-type: none"> <li>Records are maintained per the applicable provisions of Chapter 7 of NFPA 1500</li> </ul>	1
<ul style="list-style-type: none"> <li>Specifications are developed and referenced to national standards</li> </ul>	1
<ul style="list-style-type: none"> <li>The program includes: <ul style="list-style-type: none"> <li>Selection</li> <li>Care</li> <li>Maintenance</li> <li>Storage</li> <li>Periodic inspection and evaluation</li> <li>Criteria for retirement and disposal</li> </ul> </li> </ul>	1
<ul style="list-style-type: none"> <li>A determination can be made for the equipment's suitability of continued service.</li> </ul>	1
<ul style="list-style-type: none"> <li>SOG is in compliance with all with federal, state/provincial, and local laws related to protective clothing and protective equipment.</li> </ul>	.5
<ul style="list-style-type: none"> <li>Correct spelling and grammar are used</li> </ul>	.5
<ul style="list-style-type: none"> <li>Sources are referenced or cited</li> </ul>	.5
<b>Total Points Possible</b>	<b>11</b>

<b>Project 06 – Post-Incident Analysis Policy - 4.6.3</b>	<b>Points Possible</b>
<ul style="list-style-type: none"> <li>The information is in a presentable format for fire department official review and adoption</li> </ul>	.5
<ul style="list-style-type: none"> <li>Meets applicable provisions of Section 8.11 of NFPA 1500.</li> </ul>	1
<ul style="list-style-type: none"> <li>Risks to personnel will be identified and reduced or eliminated at all incidents</li> </ul>	1
<ul style="list-style-type: none"> <li>A plan to train personnel on the Post-Incident Analysis Procedure</li> </ul>	1
<ul style="list-style-type: none"> <li>SOG's will be reviewed and revised as needed</li> </ul>	.5
<ul style="list-style-type: none"> <li>Correct spelling and grammar are used</li> </ul>	.5
<ul style="list-style-type: none"> <li>Sources are referenced or cited</li> </ul>	.5
<b>Total Points Possible</b>	<b>5</b>

<b>Project 07 – Emergency Operations Plan - 4.2.3, 4.2.4, 4.5.2</b>	<b>Points Possible</b>
<ul style="list-style-type: none"> <li>The information is in a presentable format for fire department official review and adoption</li> </ul>	.5
<ul style="list-style-type: none"> <li>Meets NFPA 1500 chapter 8 and NFPA 1561</li> </ul>	1
<ul style="list-style-type: none"> <li>IMS is utilized at all incidents</li> </ul>	1
<ul style="list-style-type: none"> <li>Incident Commander manages the incident and safety of all members</li> </ul>	1
<ul style="list-style-type: none"> <li>Manageable span of control</li> </ul>	.5
<ul style="list-style-type: none"> <li>Incident Safety Officer is assigned</li> </ul>	1
<ul style="list-style-type: none"> <li>Risk evaluation</li> </ul>	.5
<ul style="list-style-type: none"> <li>Risk identification</li> </ul>	.5
<ul style="list-style-type: none"> <li>Establishment of priorities for action</li> </ul>	.5
<ul style="list-style-type: none"> <li>Risk control techniques</li> </ul>	.5
<ul style="list-style-type: none"> <li>Risk management monitoring</li> </ul>	.5
<ul style="list-style-type: none"> <li>Personnel are given the information to perform their job tasks safely</li> </ul>	.5
<ul style="list-style-type: none"> <li>Correct spelling and grammar are used</li> </ul>	.5
<ul style="list-style-type: none"> <li>Sources are referenced or cited</li> </ul>	.5
<b>Total Points Possible</b>	<b>9</b>

<b>Project 08 – Health &amp; Safety Facilities Inspection Procedure - 4.9.1, 4.9.2, 4.10.2, 4.12.3</b>	<b>Points Possible</b>
<ul style="list-style-type: none"> <li>The information is in a presentable format for fire department official review and adoption</li> </ul>	.5
<ul style="list-style-type: none"> <li>Facility Inspection Procedure is developed</li> </ul>	1
<ul style="list-style-type: none"> <li>Safety and health hazards are noted in accordance with all applicable laws, regulations and standards</li> </ul>	1
<ul style="list-style-type: none"> <li>The inspection is conducted safely</li> </ul>	.5
<ul style="list-style-type: none"> <li>A report is submitted to the Chief</li> </ul>	1
<ul style="list-style-type: none"> <li>Provisions are made to ensure the violations are corrected</li> </ul>	1
<ul style="list-style-type: none"> <li>Minimum criteria for infection control at fire stations are identified</li> </ul>	1
<ul style="list-style-type: none"> <li>A Facility Inspection Form is created and completed</li> </ul>	1
<ul style="list-style-type: none"> <li>Correct spelling and grammar are used</li> </ul>	.5
<ul style="list-style-type: none"> <li>Sources are referenced or cited</li> </ul>	.5
<b>Total Points Possible</b>	<b>8</b>

<b>Project 09 – Accident Prevention Policy - 4.2.5, 4.5.1, 4.6.1, 4.6.2, 4.6.4, 4.7.1, 4.7.3 &amp; 4.7.4</b>	<b>Points Possible</b>
<ul style="list-style-type: none"> <li>The information is in a presentable format for fire department official review and adoption</li> </ul>	.5
<ul style="list-style-type: none"> <li>Members with life-threatening and non-life-threatening occupational injuries, illnesses, and exposures will receive immediate emergency medical care</li> </ul>	1
<ul style="list-style-type: none"> <li>Transportation to the most appropriate medical or health care facility is available when necessary</li> </ul>	1
<ul style="list-style-type: none"> <li>The root cause(s) of the incident is(are) correctly identified</li> </ul>	1
<ul style="list-style-type: none"> <li>Deviations from commonly used SOG(s) and health and safety policies are noted</li> </ul>	1
<ul style="list-style-type: none"> <li>Recommendations for revisions are made for preventing similar losses in the future</li> </ul>	1
<ul style="list-style-type: none"> <li>All information gathered in the investigation is documented, reported, and recorded</li> </ul>	1
<ul style="list-style-type: none"> <li>Directions are followed</li> </ul>	.5
<ul style="list-style-type: none"> <li>Correct spelling and grammar are used</li> </ul>	.5
<ul style="list-style-type: none"> <li>Sources are referenced or cited</li> </ul>	.5
<b>Total Points Possible</b>	<b>8</b>

<b>Project 10 – Infection Control Program - 4.12.1 &amp; 4.12.2</b>	<b>Points Possible</b>
<ul style="list-style-type: none"> <li>The information is in a presentable format for fire department official review and adoption</li> </ul>	.5
<ul style="list-style-type: none"> <li>The applicable requirements of the Ryan White HIV/AIDS Treatment Extension Act (S.1793) Part G: The Ryan White Life Threatening Disease List and Reporting Guidelines are met</li> </ul>	1
<ul style="list-style-type: none"> <li>The applicable requirements of 29 CFR 1910.1030, “Occupational Exposure to Bloodborne Pathogens,” are met</li> </ul>	1
<ul style="list-style-type: none"> <li>The applicable provisions of NFPA 1581 are met</li> </ul>	1
<ul style="list-style-type: none"> <li>Program integrates safety components of the Risk Management Program</li> </ul>	1
<ul style="list-style-type: none"> <li>Plan includes how to educate members</li> </ul>	1
<ul style="list-style-type: none"> <li>Memo to employee includes: <ul style="list-style-type: none"> <li>Steps taken to report exposure</li> </ul> </li> </ul>	1
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>Test results of exposure</li> </ul> </li> </ul>	.5
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>Next steps to take based on test results</li> </ul> </li> </ul>	1
<ul style="list-style-type: none"> <li>Correct spelling and grammar are used</li> </ul>	.5
<ul style="list-style-type: none"> <li>Sources are referenced or cited</li> </ul>	.5
<b>Total Points Possible</b>	<b>9</b>

<b>Project 11 – Risk Management Plan – 4.2.1, 4.2.2, 4.5.4, 4.11.3, &amp; 4.11.5</b>	<b>Points Possible</b>
<ul style="list-style-type: none"> <li>The information is in a presentable format for fire department official review and adoption</li> </ul>	1
<ul style="list-style-type: none"> <li>Risk Management Plan <ul style="list-style-type: none"> <li>Provisions of NFPA 1500 sections 4.2 &amp; 8.4 are met</li> </ul> </li> </ul>	.5
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>Annual NFPA 1500 Safety Audit is implemented</li> </ul> </li> </ul>	.5
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>Formation of Health and Safety Committee</li> </ul> </li> </ul>	.5
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>Develop a report</li> </ul> </li> </ul>	1
<ul style="list-style-type: none"> <li>Risk Assessment – 2 risks identified for each: <ul style="list-style-type: none"> <li>Administration</li> </ul> </li> </ul>	.5
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>Facilities</li> </ul> </li> </ul>	.5
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>Training</li> </ul> </li> </ul>	.5
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>Vehicle operations, both emergency and non-emergency</li> </ul> </li> </ul>	.5
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>Protective clothing and equipment</li> </ul> </li> </ul>	.5
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>Operations at emergency incidents</li> </ul> </li> </ul>	.5
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>Operations at non-emergency incidents</li> </ul> </li> </ul>	.5
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>Products of combustion, carcinogens, fireground contaminants, and other incident related hazards</li> </ul> </li> </ul>	.5
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>Other related activities</li> </ul> </li> </ul>	.5
<ul style="list-style-type: none"> <li>Safety Audit Memo <ul style="list-style-type: none"> <li>Results of audit sent to Fire Chief</li> </ul> </li> </ul>	.5
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>At least 2 Recommendations included in memo to Chief</li> </ul> </li> </ul>	.5
<ul style="list-style-type: none"> <li>Correct spelling and grammar are used</li> </ul>	.5
<ul style="list-style-type: none"> <li>Sources are referenced or cited</li> </ul>	.5
<b>Total Points Possible</b>	<b>10</b>