

**EAST COUNTY FIRE & RESCUE**  
**POLICIES, PROCEDURES & GUIDELINES**

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**SUBJECT: Health and Safety Officer**

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**APPROVED BY:**

*Michael C. Jaggard*  
**Board Chair**

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**REFERENCE:**

WAC 296-305-01507

NFPA 1521 Standard for Fire Department Safety Officer

**POLICY:**

(1) The duties and responsibilities of the Fire District Health and Safety Officer shall include, but are not limited to:

- (a) Plan and coordinate safety activities.
- (b) Work closely with the Safety Committee.
- (c) Ensure accidents are investigated.
- (d) Devise corrective measures to prevent accidents.

(2) Realizing safety training and recordkeeping are management's responsibility, the Fire District Health and Safety Officer shall ensure the following requirements are being met:

- (a) Ensure safety training for all employees.
- (b) Ensure safety directives are complied with.
- (c) Ensure that records are kept centrally, including but not limited to the following:
  - (i) Accidents;
  - (ii) Injuries;
  - (iii) Inspections;
  - (iv) Exposures;
  - (v) Medical monitoring;
  - (vi) Safety meetings;
  - (vii) Apparatus;
  - (viii) Equipment;
  - (ix) Protective clothing;
  - (x) Other fire District safety activities.

(3) The Fire District Health and Safety Officer, through the Fire Chief, shall have the authority and responsibility to identify and recommend correction of safety and health hazards.

(4) The Fire District Health and Safety Officer shall maintain a liaison with Staff Officers regarding recommended changes in equipment, procedures, and recommended methods to eliminate unsafe practices and reduce existing hazardous conditions.