

## Health and Safety Officer Practical Skill Evaluation Sheet Index

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<b>Skill Sheet #:</b>	<b>4.2</b>	<b>Primary Task:</b>	<b>Qualifications of Health and Safety Officer</b>		
<b>Objective(s) :</b>	4.2.1, 4.2.2, 4.2.3, 4.2.4, 4.2.5, 4.2.6, 4.2.7	<b>NFPA Standard:</b>	1521	<b>Candidate #</b>	
<b>Performance Evaluation Sheet</b>					
<b>Tasks:</b>					
				<b>Pass</b>	<b>Fail</b>
1.	Describes principles and techniques of occupational safety, health management systems				
2.	Demonstrates awareness of applicable laws, codes, standards associated to NFPA 1500				
3.	Describes various safety and health hazards involved in emergency and non-emergency operations				
4.	Describes various health maintenance and fitness issues that affect fire service members				
5.	Demonstrates awareness of applicable laws, codes, standards associated to NFPA 1581				
6.	Describes practices and procedures for live fire training associated to NFPA 1403				
7.	Describes various organizations and agencies regulating health and safety in the workplace				
<b>* Critical Task</b>		Failure of this task mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number tasks candidate must complete to pass	<b>5</b>

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<b>Skill Sheet #:</b> 4.3	<b>Primary Task:</b> Authority of the Health and Safety Officer		
Objective(s) : 4.3.1, 4.3.2, 4.3.3, 4.3.4, 4.3.5	NFPA Standard:	1521	Candidate # <span style="border: 1px solid black; display: inline-block; width: 40px; height: 15px;"></span>
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
		<b>Pass</b>	<b>Fail</b>
1. Identifies and corrects health and safety hazards			
2. Corrects situation created by an imminent hazard to members			
3. Attends fire incidents and other department activities for purposes of operational review			
4. Investigates accidents, injuries and near-miss incidents			
5. Identifies non-imminent hazards and develops corrective actions			
6. Presents notice of hazards to person having authority			
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number tasks candidate must complete to pass <b>5</b>

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<b>Skill Sheet #:</b> 5.1	<b>Primary Task:</b> Risk Management		
Objective(s) : 5.1.1, 5.1.1.1, 5.1.1.2, 5.1.1.3, 5.1.2, 5.1.3, 5.1.4	NFPA Standard:	1521	Candidate # <span style="border: 1px solid black; display: inline-block; width: 40px; height: 20px; vertical-align: middle;"></span>
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
		<b>Pass</b>	<b>Fail</b>
1. Develops, implements, manages a written risk management plan based on NFPA 1500			
2. Communicates health and safety aspects of risk management plan through training and education			
3. Presents written risk management plan available to all fire department members			
4. Develops, implements, maintains health and safety programs to control risks identified in risk management plan			
5. Monitors and ensures effectiveness of risk management plan, including annual review			
6. Develops incident risk management plan that includes IMS			
7. Reviews risk management plan to ensure compliance with NFPA 1500			
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number tasks candidate must complete to pass <b>5</b>

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<b>Skill Sheet #:</b> 5.2	<b>Primary Task:</b> Laws, Codes and Standards		
Objective(s) : 5.2.1, 5.2.2, 5.2.3, 5.2.4	NFPA Standard:	1521	Candidate # <span style="border: 1px solid black; display: inline-block; width: 40px; height: 15px;"></span>
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
		<b>Pass</b>	<b>Fail</b>
1. Develops and maintains SOP/SOGs pertaining to department's occupational health and safety program			
2. Submits SOP/SOGs to fire chief or designee for issuance			
3. Reports semi-annually to fire chief on the adequacy of, effectiveness of, and compliance with applicable laws, codes, standards			
4. Follows role of HSO established by fire chief			
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number tasks candidate must complete to pass <b>5</b>

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<b>Skill Sheet #:</b> 5.3	<b>Primary Task:</b> Training and Education		
Objective(s) : 5.3.1, 5.3.2, 5.3.3, 5.3.3.1, 5.3.4, 5.3.4.1, 5.3.4.2	NFPA Standard:	1521	Candidate #
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
		<b>Pass</b>	<b>Fail</b>
1. Develops and distributes health and safety information for education			
2. Ensures training occurs within safety procedures related to operations and functions			
3. Develops corrective recommendations arising from investigations to eliminate or reduce future occurrences			
4. Submits recommendations to fire chief through chain of command			
5. Ensures that safety supervision is provided at all practical training activities			
6. Ensures all live-fire training evolutions are conducted in accordance with NFPA 1403			
7. Involved in pre-burn inspections of any acquired structures to be utilized for live-fire training			
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number tasks candidate must complete to pass <b>5</b>

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<b>Skill Sheet #:</b> 5.4	<b>Primary Task:</b> Accident Prevention		
Objective(s) : 5.4.1, 5.4.2, 5.4.3, 5.4.4, 5.4.5	NFPA Standard:	1521	Candidate # <span style="border: 1px solid black; display: inline-block; width: 40px; height: 15px;"></span>
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
		<b>Pass</b>	<b>Fail</b>
1. Manages a prevention program that addresses items specific to accidents			
2. Provides instruction for members in safe work practices for emergency and non-emergency operations			
3. Addresses training and testing of all department vehicle drivers and operators			
4. Surveys operations, procedures, equipment, and facilities regarding maintenance of safe practices and procedures			
5. Reports any recommendations to fire chief through chain of command			
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number tasks candidate must complete to pass <b>4</b>

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<b>Skill Sheet #:</b>	<b>5.5</b>	<b>Primary Task:</b>	<b>Accident Investigation Procedures and Review</b>		
Objective(s) :	5.5.1, 5.5.1.1, 5.5.2, 5.5.3, 5.5.3.1, 5.5.4, 5.5.5, 5.5.6	NFPA Standard:	1521	Candidate #	
<b>Performance Evaluation Sheet</b>					
<b>Tasks:</b>					
			<b>Pass</b>	<b>Fail</b>	
1.	Develops and implements procedures to ensure members suffering a life-threatening occupational injury or illness are provided immediate emergency medical care and transport				
2.	Ensures all occupational injuries and illnesses are treated at appropriate health care facility				
3.	Investigates all occupational injuries, exposures and fatalities involving members, and accidents involving fire department vehicles, apparatus, equipment or facilities				
4.	Develops accident and injury reporting and investigation procedures; reviews procedures for revision				
5.	Reports procedures, complying with local, state and federal requirements				
6.	Reviews procedures employed during any unusually hazardous operation				
7.	Submits corrective recommendations for incorrect or questionable procedures to fire chief				
8.	Develops corrective recommendations that result from accident investigations; submits to fire chief				
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number tasks candidate must complete to pass	<b>6</b>	

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<b>Skill Sheet #:</b>	<b>5.6</b>	<b>Primary Task:</b>	<b>Records Management and Data Analysis</b>		
Objective(s) : 5.6.1, 5.6.2, 5.6.3, 5.6.4, 5.6.5, 5.6.6,		NFPA Standard:	1521	Candidate #	
<b>Performance Evaluation Sheet</b>					
<b>Tasks:</b>					
			<b>Pass</b>	<b>Fail</b>	
1.	Manages collection and analyzes data related to accidents, occupational deaths, injuries, illnesses, exposures subject to NFPA 1500				
2.	Identifies and analyzes health and safety hazards and develops corrective action(s)				
3.	Ensures records are maintained on inspection and service testing of apparatus and equipment, personal safety equipment and facilities, specific to NFPA 1500				
4.	Documents and maintains recommendations made and corrective actions for unsafe practices				
5.	Maintains records of all control measures implemented to enhance health and safety procedures				
6.	Reports all accidents, occupational injuries, illnesses, deaths, exposures to fire chief semi-annually				
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number tasks candidate must complete to pass		<b>5</b>

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<b>Skill Sheet #:</b> 5.7	<b>Primary Task:</b> Apparatus and Equipment		
Objective(s) : 5.7.1, 5.7.2, 5.7.3, 5.7.4	NFPA Standard:	1521	Candidate # <span style="border: 1px solid black; display: inline-block; width: 40px; height: 15px;"></span>
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
		<b>Pass</b>	<b>Fail</b>
1. Reviews specifications for new apparatus, equipment, protective clothing for compliance with applicable standards and NFPA 1500			
2. Assists with recommendations regarding evaluation of new equipment and its acceptance			
3. Assists with recommendations regarding service testing of apparatus and equipment to determine its suitability for continued service			
4. Develops, implements, maintains PPE and equipment program as outlined in NFPA 1500			
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number tasks candidate must complete to pass <b>3</b>

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<b>Skill Sheet #:</b> 5.8	<b>Primary Task:</b> Facility Inspection		
Objective(s) : 5.8.1, 5.8.2	NFPA Standard:	1521	Candidate # <span style="border: 1px solid black; display: inline-block; width: 40px; height: 15px;"></span>
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
		<b>Pass</b>	<b>Fail</b>
1. Manages a facilities inspection program		<input type="checkbox"/>	<input type="checkbox"/>
2. Ensures all fire department facilities are inspected in accordance with NFPA 1500		<input type="checkbox"/>	<input type="checkbox"/>
3. Ensures that any safety and health hazards or code violations are corrected		<input type="checkbox"/>	<input type="checkbox"/>
4. Reports any recommendations to fire chief through chain of command		<input type="checkbox"/>	<input type="checkbox"/>
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number tasks candidate must complete to pass <b>3</b>

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<b>Skill Sheet #:</b> 5.9	<b>Primary Task:</b> Health Maintenance		
Objective(s) : 5.9.1, 5.9.2	NFPA Standard:	1521	Candidate # <span style="border: 1px solid black; display: inline-block; width: 40px; height: 15px;"></span>
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
		<b>Pass</b>	<b>Fail</b>
1. Manages a health and safety maintenance program		<input type="checkbox"/>	<input type="checkbox"/>
2. Ensures a health and safety maintenance program in accordance with NFPA 1500		<input type="checkbox"/>	<input type="checkbox"/>
3. Incorporates safety and health related initiatives into a health maintenance program		<input type="checkbox"/>	<input type="checkbox"/>
4. Reports any recommendations to fire chief through chain of command		<input type="checkbox"/>	<input type="checkbox"/>
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number tasks candidate must complete to pass <b>3</b>

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<b>Skill Sheet #: 5.10</b>		<b>Primary Task: Liaison</b>		
Objective(s) : 5.10.1, 5.10.2, 5.10.3, 5.10.4, 5.10.5, 5.10.6		NFPA Standard: 1521	Candidate #	
<b>Performance Evaluation Sheet</b>				
<b>Tasks:</b>				
			<b>Pass</b>	<b>Fail</b>
1.	Serves as a member of the occupational health and safety committee for the fire department			
2.	Reports recommendations of committee to fire chief through chain of command			
3.	Submits recommendations of committee to fire chief through chain of command			
4.	Provides information and assistance to members for surveying districts to identify hazards			
5.	Maintains role regarding recommended changes to equipment, procedures, methods			
6.	Maintains liaison with department physician to ensure needed medical advice and treatment for members			
* Critical Task		Failure of this task mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number tasks candidate must complete to pass
				<b>5</b>

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<b>Skill Sheet #:</b> 5.11	<b>Primary Task:</b> Occupational Safety and Health Committee		
Objective(s) : 5.11.1, 5.11.2	NFPA Standard: 1521	Candidate #	
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
			<b>Pass</b>
			<b>Fail</b>
1.	Ensures that an occupational safety and health committee is established by department		
2.	Appoints a health and safety officer who will serve as a member of the occupational safety and health committee		
3.	Ensures that the committee meets the requirements of NFPA 1500		
4.	Reports any recommendations to fire chief through chain of command		
* Critical Task		Failure of this task mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>
Total number tasks candidate must complete to pass			<b>3</b>

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<b>Skill Sheet #:</b> 5.12		<b>Primary Task:</b> Infection Control	
Objective(s) : 5.12.1, 5.12.2, 5.12.3		NFPA Standard:	1521
		Candidate #	
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
		<b>Pass</b>	<b>Fail</b>
1.	Ensures fire department's infection control program meets 29 CFR 1910.1030 and NFPA 1500		
2.	Maintains a liaison with person designated as infection control officer to assist in achieving the objectives specified in NFPA 1581		
3.	Functions as the fire department infection control officer is position does not exist		
4.	Reports any recommendations to fire chief through chain of command		
* Critical Task		Failure of this task mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>
		Total number tasks candidate must complete to pass	<b>3</b>

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<b>Skill Sheet #: 5.13</b>		<b>Primary Task: Critical Incident Stress Management</b>	
Objective(s) : 5.13.1, 5.13.2, 5.13.3		NFPA Standard: 1521	Candidate # <span style="border: 1px solid black; display: inline-block; width: 40px; height: 15px;"></span>
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
			<b>Pass</b>
			<b>Fail</b>
1.	Ensures that fire department establishes CISM program		
2.	Ensures CISM program meets requirements under NFPA 1500		
3.	Ensures that the CISM program incorporates fire department's EAP		
4.	Reports any recommendations to fire chief through chain of command		
* Critical Task		Failure of this task mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>
Total number tasks candidate must complete to pass			<b>3</b>

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<b>Skill Sheet #:</b> 5.14	<b>Primary Task:</b> Post-Incident Analysis		
Objective(s) : 5.14.1, 5.14.2, 5.14.2.1, 5.14.2.2	NFPA Standard: 1521	Candidate #	
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
		<b>Pass</b>	<b>Fail</b>
1.	Develops procedures to ensure health, safety issues are addressed in post-incident analysis		
2.	Provides a written report that includes pertinent information relating to health, safety issues		
3.	Reports in writing pertinent information from ISO		
4.	Provides information in report regarding IAP, ISO, safety plan, issues related to PPE personnel accountability, rehabilitation and issues affecting safety and welfare of personnel at incident scene		
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number tasks candidate must complete to pass <b>3</b>

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