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SAFETY OFFICER MAJOR RESPONSIBILITIES AND TASKS

The major responsibilities of the Safety Officer are listed below. Following each are tasks for implementing the responsibility.

<i>RESPONSIBILITY</i>	<i>TASKS</i>
Obtain a Briefing from the Incident Commander	Receive a briefing from the Incident Commander to obtain: <ul style="list-style-type: none"> ◆ Relieved Incident Commander’s Incident Briefing (ICS Form 201 or local form). ◆ Summary of the incident organization. ◆ Special instructions. Obtain a copy of the incident action plan from the Incident Commander.
Identify Hazardous Situations Associated with the Incident Environment Prior to First Planning Meeting	Identify and resolve unsafe situations in the incident area (e.g., unsafe sleeping areas, absence of protective clothing etc.). Compile and record hazardous and potentially hazardous situations for presentation at the planning meeting.
Attend the Planning Meeting to Advise on Safety Matters	Review the suggested strategy and control operations as presented at the planning meeting. Identify potentially hazardous situations associated with the proposed plans and/or strategies. Advise the general staff of such situations.
Identify Potentially Unsafe Situations	Review the incident action plan. Receive reports from incident personnel concerning safety matters. Review reports to identify hazardous environmental and operational situations. Personally survey the incident environment and operations, as appropriate. Obtain and review Situation Unit information to identify unsafe situations.

**SAFETY OFFICER
MAJOR RESPONSIBILITIES AND TASKS**

<i>RESPONSIBILITY</i>	<i>TASKS</i>
<p>Advise Incident Personnel in Matters Affecting Personnel Safety</p>	<p>Identify potentially hazardous situations. (See previous tasks.)</p> <p>Determine the appropriate actions to ensure personnel safety.</p> <p>Coordinate with incident supervisory personnel, as required.</p> <p>Advise incident personnel as to the appropriate action.</p>
<p>Exercise Emergency Authority to Prevent or Stop Unsafe Acts</p>	<p>Identify potentially hazardous situations. (See previous tasks.)</p> <p>Determine the severity of the situation.</p> <p>Determine if the situation requires the use of emergency authority, and, if so, exercise that authority to prevent or stop the act.</p> <p>Coordinate with the appropriate supervisory personnel.</p>
<p>Investigate (or Coordinate Investigation of) Accidents that Occur within the Incident Area</p>	<p>Receive notification of the accident.</p> <p>Obtain information concerning the accident by:</p> <ul style="list-style-type: none"> ◆ Interviewing personnel. ◆ Visiting the scene of the accident. ◆ Photographing the scene (if appropriate). ◆ Collecting evidence (if appropriate). ◆ Collecting reports prepared by involved personnel. <p>Reconstruct the accident events.</p> <p>Identify the cause of the accident (if possible).</p> <p>Recommend corrective action.</p> <p>Prepare the accident report and submit it to the Incident Commander.</p>

**SAFETY OFFICER
MAJOR RESPONSIBILITIES AND TASKS**

<i>RESPONSIBILITY</i>	<i>TASKS</i>
Review the Medical Plan	Coordinate with the Medical Unit Leader on the preparation of the medical plan (ICS Form 206 or local form). Review the plan for completeness. Discuss areas of concern with the Medical Unit Leader and provide instructions for correction.
Maintain the Unit Log	Record the Safety Officer's actions on the unit log (ICS Form 214 or local form). Collect and transmit required records and logs to the Documentation Unit at the end of each operational period.