



**FIRE DEPARTMENT
HEALTH & SAFETY OFFICER
RECERTIFICATION TASK BOOK**

APRIL 1, 2023



Health & Safety Officer



INTRODUCTION

This task book is the evaluation tool used to validate the member's proficiency in the skills required to complete the Fire Department Health and Safety Officer recertification program. The National Fire Protection Agency (NFPA) 1521: *Standard for Fire Department Safety Officer Professional Qualifications* (2020 Edition) has specified Job Performance Requirements (JPRs) required by individuals to comply with Chapter 4. JPRs provide an individual completing a task with the necessary data to determine when the task is finished and indicate how well the individual performed.

INITIAL STATE CERTIFICATION PREREQUISITES

All rules relating to the Fire Department Health and Safety Officer certification can be found in the Joint Committee on Administrative Rules (JCAR) Section 141.313.

1. Current certification as Company Fire Officer.
2. Successful completion of a Fire Department Health and Safety Officer course (minimum of 40 hours).
3. Passage of the State Written Examination.

RECERTIFICATION PROCESS

Each JPR must be completed at least one time to successfully recertify at this level. Members are encouraged to track additional completions as a way of tracking additional training in this area.

The complete recertification process can be found in JCAR Section 141.390 Recertifications.

REFERENCE LIST

Below is the list of the approved reference material.

- Occupational Safety and Health in Emergency Services, 5th Edition. Jones & Bartlett Learning.



Health & Safety Officer



TRAINING EVALUATED BY THE INSURANCE SERVICE OFFICE (ISO)		
SECTION 580(C)(2)	Continuing education for officer training on- or off-site, 12 hours per year for all officers in accordance with the general criteria of NFPA 1021, NFPA 1521, and NFPA 1561.	
Step	Skill	Complete
1	Year 1	<input type="checkbox"/>
2	Year 2	<input type="checkbox"/>
3	Year 3	<input type="checkbox"/>
4	Year 4	<input type="checkbox"/>
Comments:		



Health & Safety Officer



Name	
	First, Middle, Last
Address	
	Street, City, State, Zip
Phone	
Email Address	
Driver's License #	
Department Affiliation	
<p>By my signature as employing Fire Chief, I attest and affirm this individual is an employee of my fire department meeting specifications in 50 Illinois Compiled Statutes (ILCS) 740/2, Illinois Fire Protection Training Act. I attest that this applicant has exhibited experience, and documentation exists supporting the appropriate Illinois Administrative Code. All recertification requirements for this individual have been met, applicable practical skill evolutions have been successfully accomplished, and training records exist substantiating this documentation and are available for review by the Division of Personnel Standards and Education.</p>	
Fire Chief	

Initial Certification Date	
Task Book Started	
Task Book Completed	
Recertification Date	



Health & Safety Officer



PROFICIENCY LOG SHEET

4.2	Risk Management				Officer Initials
4.2.1	Date		Comments		
4.2.2	Date		Comments		
4.2.3	Date		Comments		
4.2.4	Date		Comments		
4.2.5	Date		Comments		

4.3	Laws, Codes, and Standards				Officer Initials
4.3.1	Date		Comments		
4.3.2	Date		Comments		

4.4	Training and Education				Officer Initials
4.4.1	Date		Comments		
4.4.2	Date		Comments		
4.4.3	Date		Comments		

4.5	Accident Prevention				Officer Initials
4.5.1	Date		Comments		
4.5.2	Date		Comments		
4.5.3	Date		Comments		
4.5.4	Date		Comments		



Health & Safety Officer



PROFICIENCY LOG SHEET

4.6	Accident Investigation, Procedures, and Review				Officer Initials
4.6.1	Date		Comments		
4.6.2	Date		Comments		
4.6.3	Date		Comments		
4.6.4	Date		Comments		

4.7	Records Management and Data Analysis				Officer Initials
4.7.1	Date		Comments		
4.7.2	Date		Comments		
4.7.3	Date		Comments		
4.7.4	Date		Comments		

4.8	Apparatus and Equipment				Officer Initials
4.8.1	Date		Comments		
4.8.2	Date		Comments		
4.8.3	Date		Comments		
4.8.4	Date		Comments		
4.8.5	Date		Comments		
4.8.6	Date		Comments		



Health & Safety Officer



PROFICIENCY LOG SHEET

4.9	Facility Inspection				Officer Initials
4.9.1	Date		Comments		
4.9.2	Date		Comments		

4.10	Health Maintenance				Officer Initials
4.10.1	Date		Comments		
4.10.2	Date		Comments		

4.11	Liaison				Officer Initials
4.11.1	Date		Comments		
4.11.2	Date		Comments		
4.11.3	Date		Comments		
4.11.4	Date		Comments		
4.11.5	Date		Comments		

4.12	Infection Control				Officer Initials
4.12.1	Date		Comments		
4.12.2	Date		Comments		
4.12.3	Date		Comments		

Fire Chief/Training Officer Signature	Date	Applicant Signature	Date



Health & Safety Officer



JOB PERFORMANCE REQUIREMENT

STANDARD: 4.2.2 **TASK:** Manage an organizational risk management plan.

PERFORMANCE OUTCOME: The Health and Safety Officer shall manage an organizational risk management plan, so that the plan is communicated to the members of the organization, elements of the plan are integrated into the organizational operation, needed modifications are identified, and the modifications are implemented.

CONDITIONS: The applicant will complete all elements.

EQUIPMENT REQUIRED: Given an organization, organizational activities, a risk management plan, and a communications method for distributing the plan.

Step	Skill	Experience	Training
1	The plan is communicated to the members of the organization.	<input type="checkbox"/>	<input type="checkbox"/>
2	Elements of the plan are integrated into the organizational operation.	<input type="checkbox"/>	<input type="checkbox"/>
3	Needed modifications are identified.	<input type="checkbox"/>	<input type="checkbox"/>
4	The modifications are implemented.	<input type="checkbox"/>	<input type="checkbox"/>
5	The HSO demonstrates the ability to identify risks, develop goals, objectives, and action plans to manage those risks.	<input type="checkbox"/>	<input type="checkbox"/>
6	The HSO demonstrates the ability to perform cost-benefit analysis.	<input type="checkbox"/>	<input type="checkbox"/>
7	The HSO demonstrates the ability to compile and analyze data, obtain feedback from personnel, and observe performance and behavior changes; revise plans and communicate the revisions.	<input type="checkbox"/>	<input type="checkbox"/>
8	The HSO demonstrates the ability to revise plans and communicate the revisions.	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Instructor/HSO Signature

Date

Applicant Signature

Date



Health & Safety Officer



JOB PERFORMANCE REQUIREMENT			
STANDARD: 4.2.3	TASK: Implement safety provisions of the organization's risk management plan into training and education programs.		
PERFORMANCE OUTCOME: The Health and Safety Officer shall implement safety provisions of the organization's risk management plan into training and education programs, so that the organization's risk management program is incorporated into the training and education programs, records are maintained, and the training and education programs meet the stated operational safety goals and objectives for emergency and nonemergency incidents.			
CONDITIONS: The applicant will complete all elements.			
EQUIPMENT REQUIRED: Given an organizational risk management plan, a training or education program, and organizational goals and objectives.			
Step	Skill	Experience	Training
1	The organization's risk management program is incorporated into the training and education programs.	<input type="checkbox"/>	<input type="checkbox"/>
2	Records are maintained.	<input type="checkbox"/>	<input type="checkbox"/>
3	Training and education programs meet the stated operational safety goals and objectives for emergency and nonemergency incidents.	<input type="checkbox"/>	<input type="checkbox"/>
4	The HSO demonstrates the ability to educate and integrate health and safety aspects of the risk management program into training and education programs; risk identification, risk evaluation, establishment of priorities for action (frequency and severity), risk control techniques, and risk management monitoring (process and outcome evaluations).	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

Instructor/HSO Signature

Date

Applicant Signature

Date



Health & Safety Officer



JOB PERFORMANCE REQUIREMENT			
STANDARD: 4.2.4		TASK: Develop an operational risk management plan.	
PERFORMANCE OUTCOME: The Health and Safety Officer shall develop an operational risk management plan, so that an incident management plan (IMS) that meets the requirements of NFPA 1561 is established with written SOP applying to all members involved in emergency operations.			
CONDITIONS: The applicant will complete all elements.			
EQUIPMENT REQUIRED: Given the requirements of Chapter 8 of NFPA 1500.			
Step	Skill	Experience	Training
1	An incident management plan (IMS) that meets the requirements of NFPA 1561 is established.	<input type="checkbox"/>	<input type="checkbox"/>
2	Written SOP applying to all members involved in emergency operations is developed.	<input type="checkbox"/>	<input type="checkbox"/>
3	The HSO demonstrates the ability to utilize the IMS at all emergency incidents, drills, and exercises.	<input type="checkbox"/>	<input type="checkbox"/>
4	The HSO demonstrates the ability to manage the incident and the safety of all members involved at the scene by the IC.	<input type="checkbox"/>	<input type="checkbox"/>
5	The HSO demonstrates the ability to divide the incident into tactical-level management components as incidents escalate in size and complexity, assign an ISO to assess the incident scene for hazards or potential hazards.	<input type="checkbox"/>	<input type="checkbox"/>
6	The HSO demonstrates the ability to establish the organization of the command staff and general staff to control the position and function of all members operating at the scene and to ensure that safety requirements are satisfied.	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

Instructor/HSO Signature

Date

Applicant Signature

Date



Health & Safety Officer



JOB PERFORMANCE REQUIREMENT			
STANDARD: 4.3.2	TASK: Assess and report the adequacy and effectiveness of compliance with occupational health and safety SOP/Gs.		
PERFORMANCE OUTCOME: The Health and Safety Officer shall assess and report the adequacy and effectiveness of compliance with occupational health and safety SOP/Gs, so that accurate information on fire department compliance with the applicable laws, codes, standards, and SOP/Gs is communicated to the AHJ.			
CONDITIONS: The applicant will complete all elements.			
EQUIPMENT REQUIRED: Given access to current state/provincial and federal safety and health legislation, codes, regulations, and standards, and a thorough knowledge of organizational operations, policies, and training.			
Step	Skill	Experience	Training
1	Accurate information on fire department compliance with the applicable laws, codes, standards, and SOP/Gs is communicated to the AHJ.	<input type="checkbox"/>	<input type="checkbox"/>
2	The HSO demonstrates writing and critical thinking skills.	<input type="checkbox"/>	<input type="checkbox"/>
3	The HSO demonstrates the ability to understand health and safety laws, codes, and standards pertaining to the fire service.	<input type="checkbox"/>	<input type="checkbox"/>
4	The HSO demonstrates the ability to communicate the information.	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

Instructor/HSO Signature

Date

Applicant Signature

Date



Health & Safety Officer



JOB PERFORMANCE REQUIREMENT			
STANDARD: 4.4.1	TASK: Develop and distribute health and safety information for the education of fire department members.		
PERFORMANCE OUTCOME: The Health and Safety Officer shall develop and distribute health and safety information for the education of fire department members.			
CONDITIONS: The applicant will complete all elements.			
EQUIPMENT REQUIRED: Given NFPA 1500, SOP/Gs, and health and safety policies sed by the AHJ, and a means for conveying clear, concise, and correct information to update and train members.			
Step	Skill	Experience	Training
1	Develop and distribute health and safety information for the education of fire department members.	<input type="checkbox"/>	<input type="checkbox"/>
2	The HSO demonstrates the ability to analyze information from different data sources.	<input type="checkbox"/>	<input type="checkbox"/>
3	The HSO demonstrates the ability to participate in interpersonal and organizational interaction.	<input type="checkbox"/>	<input type="checkbox"/>
4	The HSO demonstrates the ability to use various means to communicate information.	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

Instructor/HSO Signature

Date

Applicant Signature

Date



Health & Safety Officer



JOB PERFORMANCE REQUIREMENT			
STANDARD: 4.4.2		TASK: Implement the training and education of fire department members on the organization's health and safety procedures and NFPA 1500.	
PERFORMANCE OUTCOME: The Health and Safety Officer shall implement the training and education of fire department members on the organization's health and safety procedures and NFPA 1500, so that all emergency and nonemergency functions are evaluated, level of compliance is documented and communicated to the appropriate person(s).			
CONDITIONS: The applicant will complete all elements.			
EQUIPMENT REQUIRED: Given NFPA 1500, SOP/Gs, and health and safety policies used by the AHJ.			
Step	Skill	Experience	Training
1	All emergency and nonemergency functions are evaluated.	<input type="checkbox"/>	<input type="checkbox"/>
2	Level of compliance is documented and communicated to the appropriate person(s).	<input type="checkbox"/>	<input type="checkbox"/>
3	The HSO demonstrates the ability to analyze information from different data sources.	<input type="checkbox"/>	<input type="checkbox"/>
4	The HSO demonstrates the ability to participate in interpersonal and organizational interaction.	<input type="checkbox"/>	<input type="checkbox"/>
5	The HSO demonstrates the ability to use various means to communicate information.	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

Instructor/HSO Signature

Date

Applicant Signature

Date



Health & Safety Officer



JOB PERFORMANCE REQUIREMENT

STANDARD: 4.4.3 **TASK:** Develop a safety procedure for live fire training exercises.

PERFORMANCE OUTCOME: The Health and Safety Officer shall develop a safety procedure for live fire training exercises, so that safety procedures for instructors and students are documented, and the requirements of NFPA 1403 are met.

CONDITIONS: The applicant will complete all elements.

EQUIPMENT REQUIRED: Given a list of live training evolutions utilized by the AHJ, instruction plans for live fire training exercises, and NFPA 1403.

Step	Skill	Experience	Training
1	Safety procedures for instructors and students are documented.	<input type="checkbox"/>	<input type="checkbox"/>
2	The requirements of NFPA 1403 are met.	<input type="checkbox"/>	<input type="checkbox"/>
3	The HSO demonstrates the ability to develop SOP/Gs.	<input type="checkbox"/>	<input type="checkbox"/>
4	The HSO demonstrates the ability to use resources for determining code compliance.	<input type="checkbox"/>	<input type="checkbox"/>
5	The HSO demonstrates the ability to complete reporting and documentation requirements.	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Instructor/HSO Signature

Date

Applicant Signature

Date



Health & Safety Officer



JOB PERFORMANCE REQUIREMENT

STANDARD: 4.5.1 **TASK:** Manage a fire department accident prevention program.

PERFORMANCE OUTCOME: The Health and Safety Officer shall manage a fire department accident prevention program by utilizing engineering controls, administrative policies and procedures, education, protective clothing and protective equipment, so that the program meets the requirements of Section 4.2, the work practices are identified, and recommendations are communicated to the appropriate person(s).

CONDITIONS: The applicant will complete all elements.

EQUIPMENT REQUIRED: Given the fire department’s risk management plan, accident, occupational injury, and occupational illnesses data, and reports on department functions.

Step	Skill	Experience	Training
1	The program meets the requirements of Section 4.2.	<input type="checkbox"/>	<input type="checkbox"/>
2	The work practices are identified.	<input type="checkbox"/>	<input type="checkbox"/>
3	Recommendations are communicated to the appropriate person(s).	<input type="checkbox"/>	<input type="checkbox"/>
4	The HSO demonstrates the ability to analyze the components necessary to be included in a fire department accident prevention program based on the requirements of Section 4.2.	<input type="checkbox"/>	<input type="checkbox"/>
5	The HSO demonstrates the ability to analyze information from different sources.	<input type="checkbox"/>	<input type="checkbox"/>
6	The HSO demonstrates the ability to interact with or interview personnel associated with fire department operations, apparatus, equipment, fire department facilities, and SOP/Gs.	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Instructor/HSO Signature

Date

Applicant Signature

Date



Health & Safety Officer



JOB PERFORMANCE REQUIREMENT

STANDARD: 4.5.2 | **TASK:** Implement training for safe work practices on emergency and nonemergency operations.

PERFORMANCE OUTCOME: The Health and Safety Officer shall implement training for safe work practices on emergency and nonemergency operations, so that the training class is delivered, and members are given the necessary information to perform their job tasks in accordance with the risk management plan.

CONDITIONS: The applicant will complete all elements.

EQUIPMENT REQUIRED: Given a risk management plan, SOP/Gs, and a training curriculum.

Step	Skill	Experience	Training
1	The training class is delivered.	<input type="checkbox"/>	<input type="checkbox"/>
2	Members are given the necessary information to perform their job tasks in accordance with the risk management plan.	<input type="checkbox"/>	<input type="checkbox"/>
3	The HSO demonstrates the ability to analyze information from different sources.	<input type="checkbox"/>	<input type="checkbox"/>
4	The HSO demonstrates the ability to interact with or interview personnel involved in the training of department members.	<input type="checkbox"/>	<input type="checkbox"/>
5	The HSO demonstrates the ability to understand delivery methods of instructional materials.	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Instructor/HSO Signature

Date

Applicant Signature

Date



Health & Safety Officer



JOB PERFORMANCE REQUIREMENT			
STANDARD: 4.5.3		TASK: Develop an emergency vehicle safety program.	
PERFORMANCE OUTCOME: The Health and Safety Officer shall develop an emergency vehicle safety program, so that applicable SOP/Gs are communicated to members.			
CONDITIONS: The applicant will complete all elements.			
EQUIPMENT REQUIRED: Given fire department SOP/Gs, applicable traffic laws and emergency vehicle operator manual.			
Step	Skill	Experience	Training
1	Applicable SOP/Gs are communicated to members.	<input type="checkbox"/>	<input type="checkbox"/>
2	The HSO demonstrates the ability to analyze information from different sources.	<input type="checkbox"/>	<input type="checkbox"/>
3	The HSO demonstrates the ability to interact with or interview personnel involved in the training of department members.	<input type="checkbox"/>	<input type="checkbox"/>
4	The HSO demonstrates the ability to understand delivery methods of instructional materials.	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

Instructor/HSO Signature

Date

Applicant Signature

Date



Health & Safety Officer



JOB PERFORMANCE REQUIREMENT

STANDARD: 4.5.4 **TASK:** Conduct a periodic safety audit.

PERFORMANCE OUTCOME: The Health and Safety Officer shall conduct a periodic safety audit, so that work practices and procedures are conducted in compliance with applicable federal, state/provincial, and local laws, codes and standards; and the safety audit report and recommendations are communicated to the appropriate person(s).

CONDITIONS: The applicant will complete all elements.

EQUIPMENT REQUIRED: Given NFPA 1500, fire department operations, apparatus, facilities, training and education programs, SOP/Gs, and an audit template.

Step	Skill	Experience	Training
1	Work practices and procedures are conducted in compliance with applicable federal, state/provincial, and local laws, codes and standards.	<input type="checkbox"/>	<input type="checkbox"/>
2	The safety audit report and recommendations are communicated to the appropriate person(s).	<input type="checkbox"/>	<input type="checkbox"/>
3	The HSO demonstrates the ability to analyze information from different sources.	<input type="checkbox"/>	<input type="checkbox"/>
4	The HSO demonstrates the ability to interact with or interview personnel involved in the training of department members.	<input type="checkbox"/>	<input type="checkbox"/>
5	The HSO demonstrates the ability to document information, utilizing an audit template, and develop reports.	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Instructor/HSO Signature

Date

Applicant Signature

Date



Health & Safety Officer



JOB PERFORMANCE REQUIREMENT			
STANDARD: 4.6.1		TASK: Conduct a safety and health investigation.	
PERFORMANCE OUTCOME: The Health and Safety Officer shall conduct a safety and health investigation, so that the facts and the root cause of the incident are correctly identified, deviations from SOP/Gs established by the AHJ and health and safety policies are noted, recommendations are made for preventing similar losses in the future, and all information gathered in the investigation is documented, reported, and recorded according to policies established by the AHJ.			
CONDITIONS: The applicant will complete all elements.			
EQUIPMENT REQUIRED: Given an incident or planned event involving an occupational injury, illness, exposure, fatality, near miss, or other potentially hazardous condition involving fire department members, fire department vehicles, apparatus, equipment or facilities, SOP/Gs, health and safety policies.			
Step	Skill	Experience	Training
1	The facts and the root cause of the incident are correctly identified.	<input type="checkbox"/>	<input type="checkbox"/>
2	Deviations from SOP/Gs established by the AHJ and health and safety policies are noted.	<input type="checkbox"/>	<input type="checkbox"/>
3	Recommendations are made for preventing similar losses in the future.	<input type="checkbox"/>	<input type="checkbox"/>
4	All information gathered in the investigation is documented, reported, and recorded according to policies established by the AHJ.	<input type="checkbox"/>	<input type="checkbox"/>
5	The HSO demonstrates the ability to analyze information from different data sources.	<input type="checkbox"/>	<input type="checkbox"/>
6	The HSO demonstrates the ability to conduct root cause analysis.	<input type="checkbox"/>	<input type="checkbox"/>
7	The HSO demonstrates the ability to interact with or interview personnel associated with the incident.	<input type="checkbox"/>	<input type="checkbox"/>
8	The HSO demonstrates the ability to complete safety investigation documentation.	<input type="checkbox"/>	<input type="checkbox"/>
9	The HSO demonstrates the ability to identify cause(s) of injury, death, or property damage.	<input type="checkbox"/>	<input type="checkbox"/>
10	The HSO demonstrates the ability to develop recommendations to prevent similar losses in the future.	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

Instructor/HSO Signature

Date

Applicant Signature

Date



Health & Safety Officer



JOB PERFORMANCE REQUIREMENT			
STANDARD: 4.6.2		TASK: Develop a policy for reporting accident and injury investigations.	
PERFORMANCE OUTCOME: The Health and Safety Officer shall develop a policy for reporting accident and injury investigations, so that the accident and/or injury is documented, procedures are reviewed, and all local, state/provincial, and federal requirements are met, documentation is completed, and recommendations for revision are made.			
CONDITIONS: The applicant will complete all elements.			
EQUIPMENT REQUIRED: Given an incident or planned event, applicable documents, techniques, SOP/Gs, and all applicable laws, regulations, and standards.			
Step	Skill	Experience	Training
1	The accident and/or injury is documented.	<input type="checkbox"/>	<input type="checkbox"/>
2	Procedures are reviewed.	<input type="checkbox"/>	<input type="checkbox"/>
3	All local, state/provincial, and federal requirements are met.	<input type="checkbox"/>	<input type="checkbox"/>
4	Documentation is completed.	<input type="checkbox"/>	<input type="checkbox"/>
5	Recommendations for revision are made.	<input type="checkbox"/>	<input type="checkbox"/>
6	The HSO demonstrates the ability to analyze information from different data sources.	<input type="checkbox"/>	<input type="checkbox"/>
7	The HSO demonstrates the ability to interact with or interview personnel associated with the incident, often under conditions of personal stress.	<input type="checkbox"/>	<input type="checkbox"/>
8	The HSO demonstrates the ability to complete safety investigation documentation.	<input type="checkbox"/>	<input type="checkbox"/>
9	The HSO demonstrates the ability to identify cause(s) of injury, death, or property damage.	<input type="checkbox"/>	<input type="checkbox"/>
10	The HSO demonstrates the ability to develop recommendations to prevent similar losses in the future.	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

Instructor/HSO Signature

Date

Applicant Signature

Date



Health & Safety Officer



JOB PERFORMANCE REQUIREMENT			
STANDARD: 4.6.3	TASK: Establish procedures for a health and safety component of a post-incident analysis.		
PERFORMANCE OUTCOME: The Health and Safety Officer shall establish procedures for a health and safety component of a post-incident analysis, so that risks to personnel are identified and reduced or eliminated at future incidents, and the applicable AHJ SOP/Gs are reviewed and revised as needed.			
CONDITIONS: The applicant will complete all elements.			
EQUIPMENT REQUIRED: Given an incident or planned event, incident information, data, reports or records, SOP/Gs, necessary technical knowledge, and all applicable laws, regulations, and standards.			
Step	Skill	Experience	Training
1	Risks to personnel are identified and reduced or eliminated at future incidents.	<input type="checkbox"/>	<input type="checkbox"/>
2	Applicable AHJ SOP/Gs are reviewed and revised as needed.	<input type="checkbox"/>	<input type="checkbox"/>
3	The HSO demonstrates the ability to recognize hazards at an emergency scene.	<input type="checkbox"/>	<input type="checkbox"/>
4	The HSO demonstrates the ability to determine methods for correcting health and safety hazards.	<input type="checkbox"/>	<input type="checkbox"/>
5	The HSO demonstrates the ability to analyze information from different data sources.	<input type="checkbox"/>	<input type="checkbox"/>
6	The HSO demonstrates the ability to interact with or interview personnel.	<input type="checkbox"/>	<input type="checkbox"/>
7	The HSO demonstrates the ability to write SOP/Gs.	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

Instructor/HSO Signature

Date

Applicant Signature

Date



Health & Safety Officer



JOB PERFORMANCE REQUIREMENT			
STANDARD: 4.6.4		TASK: Coordinate the development of a corrective action plan.	
PERFORMANCE OUTCOME: The Health and Safety Officer shall coordinate the development of a corrective action plan, so that root causes are determined, the plan is documented, and controls are implemented according to departmental policies and procedures.			
CONDITIONS: The applicant will complete all elements.			
EQUIPMENT REQUIRED: Given a team, a list of recommendations arising from the investigation of occupational accidents, injuries, deaths, illnesses, exposures, observation of incident scene activities, and departmental policies and procedures.			
Step	Skill	Experience	Training
1	Root causes are determined.	<input type="checkbox"/>	<input type="checkbox"/>
2	The plan is documented.	<input type="checkbox"/>	<input type="checkbox"/>
3	Controls are implemented according to departmental policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>
4	The HSO demonstrates the ability to analyze information from different data sources.	<input type="checkbox"/>	<input type="checkbox"/>
5	The HSO demonstrates the ability to interact with or interview personnel associated with the incident, often under conditions of personal stress.	<input type="checkbox"/>	<input type="checkbox"/>
6	The HSO demonstrates the ability to complete safety investigation documentation; identify cause(s) of injury, death, or property damage.	<input type="checkbox"/>	<input type="checkbox"/>
7	The HSO demonstrates the ability to develop recommendations to prevent similar losses in the future.	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

Instructor/HSO Signature

Date

Applicant Signature

Date



Health & Safety Officer



JOB PERFORMANCE REQUIREMENT			
STANDARD: 4.7.1	TASK: Manage the collection and analysis of data related to accidents, occupational deaths, injuries, illnesses, and exposures to infectious agents and communicable diseases.		
PERFORMANCE OUTCOME: The Health and Safety Officer shall manage the collection and analysis of data related to accidents, occupational deaths, injuries, illnesses, and exposures to infectious agents and communicable diseases, so that the data summarizes fire department experience in different categories, comparisons can be made with other fire departments, national trends, and other occupations and industries, and the information can be accessed for future reference and use.			
CONDITIONS: The applicant will complete all elements.			
EQUIPMENT REQUIRED: Given incident-related data, a data collection and storage system, and the requirements of Chapter 4 of NFPA 1500.			
Step	Skill	Experience	Training
1	The data summarizes fire department experience in different categories.	<input type="checkbox"/>	<input type="checkbox"/>
2	Comparisons can be made with other fire departments, national trends, and other occupations and industries.	<input type="checkbox"/>	<input type="checkbox"/>
3	The information can be accessed for future reference and use.	<input type="checkbox"/>	<input type="checkbox"/>
4	The HSO demonstrates the ability to perform basic statistical analysis in spreadsheets or other appropriate software.	<input type="checkbox"/>	<input type="checkbox"/>
5	The HSO demonstrates the ability to identify cause(s) and trends in injury, death, or property damage; and determine corrections to prevent similar losses in the future.	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

Instructor/HSO Signature

Date

Applicant Signature

Date



Health & Safety Officer



JOB PERFORMANCE REQUIREMENT			
STANDARD: 4.7.4		TASK: Develop a report on fire department accidents, occupational injuries, illnesses, deaths, and exposures.	
PERFORMANCE OUTCOME: The Health and Safety Officer shall develop a report on fire department accidents, occupational injuries, illnesses, deaths, and exposures, so that the report, which may include recommendations, is communicated to the appropriate person(s).			
CONDITIONS: The applicant will complete all elements.			
EQUIPMENT REQUIRED: Given the accident and injury data and necessary equipment.			
Step	Skill	Experience	Training
1	The report, which may include recommendations, is communicated to the appropriate person(s).	<input type="checkbox"/>	<input type="checkbox"/>
2	The HSO demonstrates the ability to analyze information from different sources.	<input type="checkbox"/>	<input type="checkbox"/>
3	The HSO demonstrates the ability to interact with or interview personnel associated with fire department operations, apparatus, equipment, fire department facilities, and SOP/Gs.	<input type="checkbox"/>	<input type="checkbox"/>
4	The HSO demonstrates the ability to perform basic statistical analysis in spreadsheets or other appropriate software.	<input type="checkbox"/>	<input type="checkbox"/>
5	The HSO demonstrates the ability to identify cause(s) and trends in injury, death, or property damage.	<input type="checkbox"/>	<input type="checkbox"/>
6	The HSO demonstrates the ability to develop recommendations to prevent similar losses in the future.	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

Instructor/HSO Signature

Date

Applicant Signature

Date



Health & Safety Officer



JOB PERFORMANCE REQUIREMENT			
STANDARD: 4.8.1		TASK: Recommend safety-related specifications for fire apparatus and fire equipment.	
PERFORMANCE OUTCOME: The Health and Safety Officer shall recommend safety-related specifications for fire apparatus and fire equipment, so that the specifications meet the fire department needs identified in the risk management plan, and federal, state/provincial, local laws, and NFPA standards are complied with, and the specifications are documented.			
CONDITIONS: The applicant will complete all elements.			
EQUIPMENT REQUIRED: Given new or existing fire apparatus and fire equipment specifications, information on new fire apparatus and fire equipment technology, and risks identified in the risk management plan.			
Step	Skill	Experience	Training
1	Specifications meet the fire department needs identified in the risk management plan.	<input type="checkbox"/>	<input type="checkbox"/>
2	Specifications meet federal, state/provincial, local laws.	<input type="checkbox"/>	<input type="checkbox"/>
3	NFPA standards are complied with.	<input type="checkbox"/>	<input type="checkbox"/>
4	The specifications are documented.	<input type="checkbox"/>	<input type="checkbox"/>
5	The HSO demonstrates the ability to develop safety-related fire apparatus and equipment specifications.	<input type="checkbox"/>	<input type="checkbox"/>
6	The HSO demonstrates the ability to determine compliance with federal, state/provincial, and local laws that relate to fire apparatus and equipment specifications.	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

Instructor/HSO Signature

Date

Applicant Signature

Date



Health & Safety Officer



JOB PERFORMANCE REQUIREMENT			
STANDARD: 4.8.2	TASK: Recommend safety-related specifications for protective clothing and protective equipment.		
PERFORMANCE OUTCOME: The Health and Safety Officer shall recommend safety-related specifications for protective clothing and protective equipment, so that the specifications meet the fire department needs identified in the risk management plan, federal, state/provincial, local laws, and NFPA standards are complied with, and the specifications are documented.			
CONDITIONS: The applicant will complete all elements.			
EQUIPMENT REQUIRED: Given new or existing fire protective clothing and protective equipment specifications, new protective clothing and protective equipment technology, and risks identified in the risk management plan.			
Step	Skill	Experience	Training
1	Specifications meet the fire department needs identified in the risk management plan.	<input type="checkbox"/>	<input type="checkbox"/>
2	Specifications meet federal, state/provincial, local laws.	<input type="checkbox"/>	<input type="checkbox"/>
3	NFPA standards are complied with.	<input type="checkbox"/>	<input type="checkbox"/>
4	The specifications are documented.	<input type="checkbox"/>	<input type="checkbox"/>
5	The HSO demonstrates the ability to develop safety-related protective clothing and equipment specifications.	<input type="checkbox"/>	<input type="checkbox"/>
6	The HSO demonstrates the ability to determine compliance with federal, state/provincial, and local laws related to protective clothing and protective equipment.	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

Instructor/HSO Signature

Date

Applicant Signature

Date



Health & Safety Officer



JOB PERFORMANCE REQUIREMENT			
STANDARD: 4.8.3		TASK: Verify performance testing of fire apparatus and fire equipment is being conducted.	
PERFORMANCE OUTCOME: The Health and Safety Officer shall verify performance testing of fire apparatus and fire equipment is being conducted, so that a determination can be made for the suitability of continued service.			
CONDITIONS: The applicant will complete all elements.			
EQUIPMENT REQUIRED: Given performance testing requirements and applicable provisions of Chapter 6 of NFPA 1500.			
Step	Skill	Experience	Training
1	A determination can be made for the suitability of continued service.	<input type="checkbox"/>	<input type="checkbox"/>
2	The HSO demonstrates the ability to verify service testing of apparatus and equipment.	<input type="checkbox"/>	<input type="checkbox"/>
3	The HSO demonstrates the ability to determine compliance with federal, state/provincial, and local laws.	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

Instructor/HSO Signature

Date

Applicant Signature

Date



Health & Safety Officer



JOB PERFORMANCE REQUIREMENT			
STANDARD: 4.8.4	TASK: Verify the development of an annual evaluation plan for the organization's in-service fire and emergency vehicles.		
PERFORMANCE OUTCOME: The Health and Safety Officer shall verify the development of an annual evaluation plan for the organization's in-service fire and emergency vehicles, so that a plan to retire, refurbish, or replace them based on the requirements in NFPA 1911 is developed and implemented.			
CONDITIONS: The applicant will complete all elements.			
EQUIPMENT REQUIRED: Given the organization's emergency vehicles and current NFPA minimum vehicle safety standards.			
Step	Skill	Experience	Training
1	A plan to retire, refurbish, or replace them based on the requirements in NFPA 1911 is developed.	<input type="checkbox"/>	<input type="checkbox"/>
2	A plan to retire, refurbish, or replace them based on the requirements in NFPA 1911 is implemented.	<input type="checkbox"/>	<input type="checkbox"/>
3	The HSO demonstrates the ability to identify safety-related features on fire and emergency vehicles and verify whether they are in compliance with NFPA standards.	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

Instructor/HSO Signature

Date

Applicant Signature

Date



Health & Safety Officer



JOB PERFORMANCE REQUIREMENT

STANDARD: 4.8.5 **TASK:** Verify the development of an annual evaluation plan for the organization’s in-service fire and emergency vehicles.

PERFORMANCE OUTCOME: The Health and Safety Officer shall verify the development of an annual evaluation plan for the organization’s in-service fire and emergency vehicles, so that a plan to retire, refurbish, or replace them based on the recommendations in Annex D of NFPA 1901 and NFPA 1911 is developed and implemented.

CONDITIONS: The applicant will complete all elements.

EQUIPMENT REQUIRED: Given the organization’s emergency vehicles and current NFPA minimum vehicle safety standards.

Step	Skill	Experience	Training
1	A plan to retire, refurbish, or replace them based on the recommendations in Annex D of NFPA 1901 and NFPA 1911 is developed.	<input type="checkbox"/>	<input type="checkbox"/>
2	A plan to retire, refurbish, or replace them based on the recommendations in Annex D of NFPA 1901 and NFPA 1911 is implemented.	<input type="checkbox"/>	<input type="checkbox"/>
3	The HSO demonstrates the ability to identify safety-related features on fire and emergency vehicles and verify whether they are in compliance with NFPA standards.	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Instructor/HSO Signature

Date

Applicant Signature

Date



Health & Safety Officer



JOB PERFORMANCE REQUIREMENT			
STANDARD: 4.8.6	TASK: Verify the development, implementation, and maintenance of a protective clothing and protective equipment program.		
PERFORMANCE OUTCOME: The Health and Safety Officer shall verify the development, implementation, and maintenance of a protective clothing and protective equipment program that provides for the selection, care, maintenance, storage, and periodic inspection and evaluation of all protective clothing and equipment, so that a determination can be made for the suitability of continued service.			
CONDITIONS: The applicant will complete all elements.			
EQUIPMENT REQUIRED: Given NFPA 1500, protective clothing and protective equipment, care, storage, and maintenance resources, SOP/Gs established by the AHJ, and all applicable laws, regulations, and standards.			
Step	Skill	Experience	Training
1	A determination can be made for the suitability of continued service.	<input type="checkbox"/>	<input type="checkbox"/>
2	The HSO demonstrates the ability to develop a protective clothing and protective equipment program.	<input type="checkbox"/>	<input type="checkbox"/>
3	The HSO demonstrates the ability to determine compliance with federal, state/provincial, and local laws.	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

Instructor/HSO Signature

Date

Applicant Signature

Date



Health & Safety Officer



JOB PERFORMANCE REQUIREMENT			
STANDARD: 4.9.1	TASK: Develop a health and safety facility inspection SOP/G, process, and checklist for a fire department facility.		
PERFORMANCE OUTCOME: The Health and Safety Officer shall develop a health and safety facility inspection SOP/G, process, and checklist for a fire department facility, so that the appropriate inspection procedures are developed, and safety and health hazards are noted in accordance with all applicable laws, regulations, and standards.			
CONDITIONS: The applicant will complete all elements.			
EQUIPMENT REQUIRED: Given the requirements of Chapter 9 of NFPA 1500, and available resources.			
Step	Skill	Experience	Training
1	Appropriate inspection procedures are developed.	<input type="checkbox"/>	<input type="checkbox"/>
2	Safety and health hazards are noted in accordance with all applicable laws, regulations, and standards.	<input type="checkbox"/>	<input type="checkbox"/>
3	The HSO demonstrates the ability to develop SOP/Gs and procedures.	<input type="checkbox"/>	<input type="checkbox"/>
4	The HSO demonstrates the ability to acquire resources to initiate and coordinate a facility inspection.	<input type="checkbox"/>	<input type="checkbox"/>
5	The HSO demonstrates the ability to use resources for determining code compliance.	<input type="checkbox"/>	<input type="checkbox"/>
6	The HSO demonstrates the ability to complete reporting and documentation requirements.	<input type="checkbox"/>	<input type="checkbox"/>
7	The HSO demonstrates the ability to understand and comply with all applicable laws, regulations, and standards.	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

Instructor/HSO Signature

Date

Applicant Signature

Date



Health & Safety Officer



JOB PERFORMANCE REQUIREMENT			
STANDARD: 4.9.2	TASK: Conduct a health and safety inspection for a fire department facility.		
PERFORMANCE OUTCOME: The Health and Safety Officer shall conduct a health and safety inspection for a fire department facility, so that the appropriate inspection procedures are selected and implemented in accordance with all applicable laws, regulations, and standards, the inspection is conducted safely, all the required reports are completed; and ensure the violations are corrected.			
CONDITIONS: The applicant will complete all elements.			
EQUIPMENT REQUIRED: Given the requirements of Chapter 9 of NFPA 1500, a facility that requires inspection, and available resources.			
Step	Skill	Experience	Training
1	Appropriate inspection procedures are selected and implemented in accordance with all applicable laws, regulations, and standards.	<input type="checkbox"/>	<input type="checkbox"/>
2	The inspection is conducted safely.	<input type="checkbox"/>	<input type="checkbox"/>
3	All the required reports are completed.	<input type="checkbox"/>	<input type="checkbox"/>
4	Ensure the violations are corrected.	<input type="checkbox"/>	<input type="checkbox"/>
5	The HSO demonstrates the ability to use resources to determine code compliance.	<input type="checkbox"/>	<input type="checkbox"/>
6	The HSO demonstrates the ability to complete reporting and documentation requirements.	<input type="checkbox"/>	<input type="checkbox"/>
7	The HSO demonstrates the ability to understand and comply with all applicable laws, regulations, and standards.	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

Instructor/HSO Signature

Date

Applicant Signature

Date



Health & Safety Officer



JOB PERFORMANCE REQUIREMENT

STANDARD: 4.10.1 **TASK:** Analyze the fire department health maintenance program.

PERFORMANCE OUTCOME: The Health and Safety Officer shall analyze the fire department health maintenance program, so that the program includes medical, physical performance, and health and fitness requirements, as well as a health database, infectious control procedures, a fire department physician, and fitness for duty evaluations; and recommendations are made to correct any noted deficiencies.

CONDITIONS: The applicant will complete all elements.

EQUIPMENT REQUIRED: Given a fire department health maintenance program and the medical and physical requirements of Chapter 10 of NFPA 1500.

Step	Skill	Experience	Training
1	The program includes medical, physical performance, and health and fitness requirements.	<input type="checkbox"/>	<input type="checkbox"/>
2	The program includes a health database.	<input type="checkbox"/>	<input type="checkbox"/>
3	The program includes infectious control procedure.	<input type="checkbox"/>	<input type="checkbox"/>
4	The program includes a fire department physician.	<input type="checkbox"/>	<input type="checkbox"/>
5	The program includes fitness for duty evaluations.	<input type="checkbox"/>	<input type="checkbox"/>
6	Recommendations are made to correct any noted deficiencies.	<input type="checkbox"/>	<input type="checkbox"/>
7	The HSO demonstrates the ability to analyze and incorporate information from health maintenance programs.	<input type="checkbox"/>	<input type="checkbox"/>
8	The HSO demonstrates the ability to interact with or interview personnel associated with health and wellness.	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Instructor/HSO Signature

Date

Applicant Signature

Date



Health & Safety Officer



JOB PERFORMANCE REQUIREMENT			
STANDARD: 4.10.2	TASK: Coordinate the fire department health maintenance program.		
PERFORMANCE OUTCOME: The Health and Safety Officer shall coordinate the fire department health maintenance program, so that the program includes medical, physical performance, and health and fitness requirements, as well as a health database, infectious control procedures, a fire department physician, and fitness for duty evaluations; and recommendations are made to correct any noted deficiencies.			
CONDITIONS: The applicant will complete all elements.			
EQUIPMENT REQUIRED: Given a fire department health maintenance program and the medical and physical requirements of Chapter 10 of NFPA 1500.			
Step	Skill	Experience	Training
1	The program includes medical, physical performance, and health and fitness requirements.	<input type="checkbox"/>	<input type="checkbox"/>
2	The program includes a health database.	<input type="checkbox"/>	<input type="checkbox"/>
3	The program includes infectious control procedure.	<input type="checkbox"/>	<input type="checkbox"/>
4	The program includes a fire department physician.	<input type="checkbox"/>	<input type="checkbox"/>
5	The program includes fitness for duty evaluations.	<input type="checkbox"/>	<input type="checkbox"/>
6	Recommendations are made to correct any noted deficiencies.	<input type="checkbox"/>	<input type="checkbox"/>
7	The HSO demonstrates the ability to analyze and incorporate information from health maintenance programs.	<input type="checkbox"/>	<input type="checkbox"/>
8	The HSO demonstrates the ability to interact with or interview personnel associated with health and wellness.	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

Instructor/HSO Signature	Date	Applicant Signature	Date
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Health & Safety Officer



JOB PERFORMANCE REQUIREMENT			
STANDARD: 4.11.1	TASK: Communicate recommendations from the fire department occupational health and safety committee to the appropriate person(s).		
PERFORMANCE OUTCOME: The Health and Safety Officer shall communicate recommendations from the fire department occupational health and safety committee to the appropriate person(s), so that all recommendations are documented and forwarded to the appropriate person(s).			
CONDITIONS: The applicant will complete all elements.			
EQUIPMENT REQUIRED: Given SOP/Gs and health and safety policies used by the AHJ, a fire department occupational health and safety committee, and committee recommendations.			
Step	Skill	Experience	Training
1	All recommendations are documented and forwarded to the appropriate person(s).	<input type="checkbox"/>	<input type="checkbox"/>
2	The HSO demonstrates the ability to evaluate recommendations and communicate them in a manner such that recommendations and objectives are met.	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

Instructor/HSO Signature

Date

Applicant Signature

Date



Health & Safety Officer



JOB PERFORMANCE REQUIREMENT			
STANDARD: 4.11.2	TASK: Provide information and assistance to personnel for surveying their districts regarding potential health and safety hazards.		
PERFORMANCE OUTCOME: The Health and Safety Officer shall provide information and assistance to personnel for surveying their districts regarding potential health and safety hazards, so that they will be able to identify and report health and safety hazards that could have adverse effects on fire department operations.			
CONDITIONS: The applicant will complete all elements.			
EQUIPMENT REQUIRED: Given a scenario, the fire department's risk management plan, and SOP/Gs.			
Step	Skill	Experience	Training
1	Identify and report health and safety hazards that could have adverse effects on fire department operations.	<input type="checkbox"/>	<input type="checkbox"/>
2	The HSO demonstrates the ability to evaluate and prioritize hazards.	<input type="checkbox"/>	<input type="checkbox"/>
3	The HSO demonstrates the ability to utilize critical thinking to analyze the hazard.	<input type="checkbox"/>	<input type="checkbox"/>
4	The HSO demonstrates the ability to select the most appropriate control measure and evaluate its effectiveness in enhancing fire fighter safety.	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

Instructor/HSO Signature

Date

Applicant Signature

Date



Health & Safety Officer



JOB PERFORMANCE REQUIREMENT			
STANDARD: 4.11.3	TASK: Develop recommendations for changes in equipment, procedures, and methods based on results of evaluations.		
PERFORMANCE OUTCOME: The Health and Safety Officer shall develop recommendations for changes in equipment, procedures, and methods based on results of evaluations, so that the recommendations for equipment, procedures and methods can be accepted and approved in accordance with the AHJ.			
CONDITIONS: The applicant will complete all elements.			
EQUIPMENT REQUIRED: Given recommendations from the fire department occupational safety and health committee, safety audits, an analysis of injury statistics or other reliable sources of hazardous conditions or injury data.			
Step	Skill	Experience	Training
1	Recommendations for equipment, procedures and methods can be accepted and approved in accordance with the AHJ.	<input type="checkbox"/>	<input type="checkbox"/>
2	The HSO demonstrates the ability to analyze and interpret injury statistics.	<input type="checkbox"/>	<input type="checkbox"/>
3	The HSO demonstrates interpersonal skills.	<input type="checkbox"/>	<input type="checkbox"/>
4	The HSO demonstrates the ability to write reports.	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

Instructor/HSO Signature

Date

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Date



Health & Safety Officer



JOB PERFORMANCE REQUIREMENT			
STANDARD: 4.11.4		TASK: Verify medical advice and treatment are available to members of the fire department.	
PERFORMANCE OUTCOME: The Health and Safety Officer shall verify medical advice and treatment are available to members of the fire department, so that members receive the necessary information to maximize their health, wellness, and safety.			
CONDITIONS: The applicant will complete all elements.			
EQUIPMENT REQUIRED: Given a fire department physician, fire department members, understanding of occupational medicine for the fire service and the IAFF/IAFC Fire Service Joint Labor Management Wellness-Fitness Initiative.			
Step	Skill	Experience	Training
1	Members receive the necessary information to maximize their health, wellness, and safety.	<input type="checkbox"/>	<input type="checkbox"/>
2	The HSO demonstrates organizational skills.	<input type="checkbox"/>	<input type="checkbox"/>
3	The HSO demonstrates communication skills.	<input type="checkbox"/>	<input type="checkbox"/>
4	The HSO demonstrates interpersonal skills.	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

Instructor/HSO Signature

Date

Applicant Signature

Date



Health & Safety Officer



JOB PERFORMANCE REQUIREMENT			
STANDARD: 4.11.5		TASK: Provide information and assistance regarding risks that may impact operations.	
PERFORMANCE OUTCOME: The Health and Safety Officer shall provide information and assistance regarding risks that may impact operations, so that members can perform their job tasks in a safe and effective manner.			
CONDITIONS: The applicant will complete all elements.			
EQUIPMENT REQUIRED: Given a scenario, the fire department risk management plan and SOP/Gs.			
Step	Skill	Experience	Training
1	Members can perform their job tasks in a safe and effective manner.	<input type="checkbox"/>	<input type="checkbox"/>
2	The HSO demonstrates the ability to evaluate and prioritize hazards.	<input type="checkbox"/>	<input type="checkbox"/>
3	The HSO demonstrates the ability to utilize critical thinking to analyze the hazard.	<input type="checkbox"/>	<input type="checkbox"/>
4	The HSO demonstrates the ability to select the most appropriate control measure and evaluate its effectiveness in enhancing fire fighter safety.	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

Instructor/HSO Signature

Date

Applicant Signature

Date



Health & Safety Officer



JOB PERFORMANCE REQUIREMENT			
STANDARD: 4.12.1		TASK: Assess the fire department's infection control program.	
PERFORMANCE OUTCOME: The Health and Safety Officer shall assess the fire department's infection control program, so that the requirements of the Ryan White HIV/AIDS Treatment Extension Act (S. 1793) and Part G: The Ryan White Life-Threatening Disease List and Reporting Guidelines, 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens," and NFPA 1581 are met.			
CONDITIONS: The applicant will complete all elements.			
EQUIPMENT REQUIRED: Given a copy of the department's program, incident reports, and access to infection control equipment and facilities.			
Step	Skill	Experience	Training
1	Requirements of the Ryan White HIV/AIDS Treatment Extension Act (S. 1793) are met.	<input type="checkbox"/>	<input type="checkbox"/>
2	Requirements Part G: The Ryan White Life-Threatening Disease List and Reporting Guidelines are met.	<input type="checkbox"/>	<input type="checkbox"/>
3	Requirements of 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens," are met.	<input type="checkbox"/>	<input type="checkbox"/>
4	Requirements of NFPA 1581 are met.	<input type="checkbox"/>	<input type="checkbox"/>
5	The HSO demonstrates the ability to acquire and document infection control procedures.	<input type="checkbox"/>	<input type="checkbox"/>
6	The HSO demonstrates the ability to coordinate skills necessary to revise program.	<input type="checkbox"/>	<input type="checkbox"/>
7	The HSO demonstrates the ability to assess the requirements based on Ryan White HIV/AIDS Treatment Extension Act (S.1793) and Part G: The Ryan White Life Threatening Disease List and Reporting Guidelines, 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens," and NFPA 1581.	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

Instructor/HSO Signature

Date

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Date



Health & Safety Officer



JOB PERFORMANCE REQUIREMENT

STANDARD: 4.12.2 **TASK:** Function as the fire department infection control officer.

PERFORMANCE OUTCOME: The Health and Safety Officer shall function as the fire department infection control officer, if an infection control officer position does not exist in the fire department, so that the objectives of the infection control program as specified in the requirements of the Ryan White HIV/AIDS Treatment Extension Act (S. 1793) and Part G: The Ryan White Life-Threatening Disease List and Reporting Guidelines, 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens," and NFPA 1581 are met.

CONDITIONS: The applicant will complete all elements.

EQUIPMENT REQUIRED: Given an infection control scenario.

Step	Skill	Experience	Training
1	Requirements of the Ryan White HIV/AIDS Treatment Extension Act (S. 1793) are complied with.	<input type="checkbox"/>	<input type="checkbox"/>
2	Requirements Part G: The Ryan White Life-Threatening Disease List and Reporting Guidelines are complied with.	<input type="checkbox"/>	<input type="checkbox"/>
3	Requirements of 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens," are complied with.	<input type="checkbox"/>	<input type="checkbox"/>
4	Requirements of NFPA 1581 are complied with.	<input type="checkbox"/>	<input type="checkbox"/>
5	The HSO demonstrates the ability to acquire and document infection control procedures.	<input type="checkbox"/>	<input type="checkbox"/>
6	The HSO demonstrates the ability to coordinate skills necessary to revise program.	<input type="checkbox"/>	<input type="checkbox"/>
7	The HSO demonstrates the ability to assess the requirements based on Ryan White HIV/AIDS Treatment Extension Act (S.1793) and Part G: The Ryan White Life Threatening Disease List and Reporting Guidelines, 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens," and NFPA 1581.	<input type="checkbox"/>	<input type="checkbox"/>
8	The HSO demonstrates the ability to integrate the occupational health and safety aspects of the risk management program into infection control training and education programs.	<input type="checkbox"/>	<input type="checkbox"/>
9	The HSO demonstrates the ability to educate members.	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Instructor/HSO Signature

Date

Applicant Signature

Date



Health & Safety Officer



JOB PERFORMANCE REQUIREMENT			
STANDARD: 4.12.3		TASK: Identify minimum criteria for fire station infection control.	
PERFORMANCE OUTCOME: The Health and Safety Officer shall identify minimum criteria for fire station infection control, so that deficiencies are identified, documented, and reported in accordance with U.S. federal law, Code of Federal Regulations, Centers for Disease Control and Prevention (CDC), Occupational Safety and Health Administration (OSHA), National Institute of Occupational Safety and Health (NIOSH) and/or the American Conference of Government Industrial Hygienists (ACGIH) Occupational Exposure Limits, National Fire Protection Association (NFPA), the United States Fire Administration (USFA), and policies and procedures of the jurisdiction.			
CONDITIONS: The applicant will complete all elements.			
EQUIPMENT REQUIRED: Given basic construction plans, drawings, and design guides.			
Step	Skill	Experience	Training
1	Deficiencies are identified, documented, and reported in accordance with U.S. federal law, Code of Federal Regulations, Centers for Disease Control and Prevention (CDC), Occupational Safety and Health Administration (OSHA), National Institute of Occupational Safety and Health (NIOSH) and/or the American Conference of Government Industrial Hygienists (ACGIH) Occupational Exposure Limits, National Fire Protection Association (NFPA), the United States Fire Administration (USFA), and policies and procedures of the jurisdiction.	<input type="checkbox"/>	<input type="checkbox"/>
2	The HSO demonstrates the ability to identify hand-washing capacity where contaminated materials are cleaned, stored, disinfected, or laundered.	<input type="checkbox"/>	<input type="checkbox"/>
3	The HSO demonstrates understanding of nonporous surface, drainage, and appliance requirements for kitchens.	<input type="checkbox"/>	<input type="checkbox"/>
4	The HSO demonstrates understanding of spacing and ventilation, heating, and cooling requirements in sleeping areas.	<input type="checkbox"/>	<input type="checkbox"/>
5	The HSO demonstrates understanding of fixture requirements for bathrooms.	<input type="checkbox"/>	<input type="checkbox"/>
6	The HSO demonstrates understanding of dedicated equipment storage areas, other than those stored on vehicles.	<input type="checkbox"/>	<input type="checkbox"/>
7	The HSO demonstrates understanding of contaminated temporary storage areas for personal protective equipment (PPE) and portable equipment.	<input type="checkbox"/>	<input type="checkbox"/>
8	The HSO demonstrates understanding of designated facility or cleaning areas for disinfecting contaminated PPE and potable equipment.	<input type="checkbox"/>	<input type="checkbox"/>
9	The HSO demonstrates understanding of designated cleaning areas for PPE and potable equipment.	<input type="checkbox"/>	<input type="checkbox"/>
10	The HSO demonstrates understanding of designated disposal areas for medical or other regulated waste.	<input type="checkbox"/>	<input type="checkbox"/>
11	The HSO demonstrates understanding of apparatus bay air-cleaning filtration systems and/or vehicle filtration systems.	<input type="checkbox"/>	<input type="checkbox"/>
12	The HSO demonstrates understanding of facility heating, ventilation, and air conditioning (HVAC) systems.	<input type="checkbox"/>	<input type="checkbox"/>
13	The HSO demonstrates understanding of transition zones to allow movement between spaces exposed to contaminants and living/working spaces designed for extended occupancy.	<input type="checkbox"/>	<input type="checkbox"/>



Health & Safety Officer



Comments:

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Date

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Date