



# 11.07 Role and Responsibilities of Safety Officer/Field Safety Officer SOP

## Section 1 - Purpose and Objectives

(1) To provide guidance for the role and responsibilities of Safety Officers and Field Safety Officers.

## Section 2 - Scope

(2) This procedure applies to all CFA members.

## Section 3 - Procedure

### Appointment of a Safety Officer

(3) For the appointment of a Safety Officer at a Level 3 incident please refer to [JSOP 3.04 Incident Safety Roles and Functions](#).

(4) The Incident Controller may delegate some or all of the responsibilities of their positions (i.e. safety) to ensure effective oversight, management, and span of control.

(5) The Incident Controller can appoint a Safety Officer for level 2 incidents or at the direction of an officer of the rank of Commander and above.

(6) A Safety Officer may also be appointed during other activities such as training exercises or other operational and non-operational activities.

(7) CFA members appointed as Safety Officers by Incident Controllers shall have sufficient skills and capabilities to perform the role for the incident type/complexity or any minimum qualification and competency specified by the Chief Officer.

### Safety Officer Responsibilities

(8) Monitor the development and implementation of the Incident Action Plan, considering:

- a. Risks to the health, safety, and welfare of the members present.
- b. Measures to prevent, reduce, or eliminate risks.
- c. Operational aspects of the medical plan for the incident.
- d. Relevant safety components are incorporated into SMEACS-Q briefings.

(9) Where possible, the Safety Officer will provide an inspection or cause to be inspected an overview of potential or existing hazards in the field of operations/fireground, and advise the Incident Controller on available risk management options. Potential hazards may include trees, weather, vehicle movements, heavy machinery, electrical, and potential structural collapse.

- (10) Assist the Incident Controller in the provision of safety briefings and advice.
- (11) Aid with the conduct of risk assessments for the incident and assist with the development of risk controls and mitigation measures.
- (12) Assist with monitoring of the effectiveness of incident communications and information flow.
- (13) Help with monitoring the health, safety, and welfare of personnel.
- (14) Advise the Incident Controller on all aspects of potential and current safety and risk management issues identified at the incident.
- (15) Maintain a log book in accordance with the Chief Officer's SOP [9.13 – Keeping Logs and Documents](#).
- (16) The Safety Officers cannot interfere in operations or the directives or objectives of the Incident Controller. Where operational concerns arise that cannot be resolved through the Incident Controller the Safety Officer may raise the issue with the State Duty Officer (SDO)/District Duty Officer (DDO).
- (17) The Safety Officer must ensure that any Occupational Health and Safety (OH&S) incidents that they become aware of, including near misses, are reported and actioned according to the established CFA systems.
- a. In the event there is an injury or fatality at an operational activity, follow the procedure in [14.06 Notification of Injuries and Fatalities SOP](#).
- (18) The Safety Officer must provide a report to the Incident Controller summarising issues that have been identified and actions taken during the shift/incident. The Safety Officer should participate in any incident debrief.

### **Appointment of a Field Safety Officer**

- (19) A Field Safety Officer works within a specific area, division, sector, or at the strike team level. The Incident Controller may appoint a Field Safety Officer(s) within these areas as required.
- (20) CFA members appointed as Field Safety Officers by the Incident Controller shall have sufficient skills and capabilities to perform the role for the incident type/complexity or any minimum qualification and competency specified by the Chief Officer.

### **Field Safety Officer Responsibilities**

- (21) Field Safety Officers report through the chain of command. Where a Field Safety Officer believes safety advice is not being acknowledged, accepted, or actioned, they may consult a higher level of command.
- (22) Monitor and report on operational activities.
- (23) Keep the Safety Officer advised of any issues identified.
- (24) Monitor the use of safe work practices, including appropriate Protective Equipment (PE) and Personal Protective Clothing (PPC). Where deficiencies are identified ensure resolution through the sector/division commander or incident controller.
- (25) Monitor the rotation, catering, and recuperation of CFA members. This includes consulting with different functions (e.g., Medical Unit Leader) to ensure that the welfare of personnel is being managed and fatigue management guidelines are being followed.
- (26) Maintain a log book in accordance with the Chief Officer's SOP [9.13 – Keeping Logs and Documents](#).

## **Safety Note**

(27) Nil.

## **Environmental Note**

(28) Nil.

## **Section 4 - Definitions**

(29) Commonly defined terms are located in the CFA [centralised glossary](#).

## **Section 5 - Related Documents**

[Safety Officer Checklist](#)

[Safety Officer Field Audit Guide](#)

[JSOP 3.04 Incident Safety Roles and Functions](#)

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## Status and Details

<b>Status</b>	Not Yet Approved
<b>Effective Date</b>	To Be Advised
<b>Review Date</b>	To Be Advised
<b>Approval Authority</b>	
<b>Approval Date</b>	To Be Advised
<b>Expiry Date</b>	Not Applicable
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## Glossary Terms and Definitions

**"CFA member"** - Refers to all CFA volunteers, volunteer auxiliary workers, officers, employees and secondees.

**"Incident Controller"** - The individual designated by the control agency to have overall management of the incident and who is responsible for all incident activities.

**"Risk Assessment"** - Overall process of risk identification, risk analysis and risk evaluation. This involves the process of identifying internal and external threats and vulnerabilities, identifying the likelihood and impact of an event arising from such threats or vulnerabilities, defining critical functions necessary to continue the organisation's operations, defining the controls in place necessary to reduce exposure, and evaluating the cost of such controls.

**"Personal Protective Clothing (PPC)"** - Includes clothing used to provide protection to CFA members from the risks associated with performing a specific operational task for which they are competent and endorsed

**"Protective Equipment (PE)"** - An object that is utilised during the execution of CFA operational activities and training, which includes breathing apparatus, gas suits, gas monitoring equipment, oxygen resuscitation equipment, safety harnesses and all technical rescue equipment.

**"Safety Officer"** - An advisor to the Incident Controller on all aspects of potential and current safety and risk management issues present at the incident.

**"Level 2 incident"** - Level 2 incidents may be more complex either in size, resources or risk. They are characterised by the need for: deployment of resources beyond initial response; or the operations being divided into geographic or functional sectors; or the establishment of incident management functional roles due to the levels of complexity; or a combination of the above

**"Level 3 incident"** - Level 3 incidents are characterised by degrees of complexity that may require a more substantial organisational structure to manage the emergency. These emergencies will usually involve delegation of all incident management functions.

**"Incident Action Plan"** - A detailed plan of objectives and strategies to be taken to control or suppress an incident. This is approved by the Incident Controller.

**"Field Safety Officer"** - A position allocated to the Sector or Division Commander to advise on all aspects of

potential and current safety and risk management issues present at the sector or division. This role may also liaise with the Incident Safety Officer where appointed.

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