

## SAFETY OFFICER JOB AID

**Position:** Safety Officer

**Section:** Command Section

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**Mission:**

To monitor and assess hazardous or unsafe situations and to develop measures for assuring personnel safety, as well as undertake whatever steps to prevent or to stop unsafe acts. Ensure compliance with applicable occupational health and safety regulations.

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**Duties:**

- Report to Incident Commander for situation briefing.
  - Identify hazards and unsafe situations that need to be addressed.
  - Undertake initial hazard assessment prior to deployment of field personnel.
  - Prepare safety plan
  - Assign relevant components of safety plan to section chiefs or their delegates.
  - Ensure that a mechanism for implementing a “stop work” order is in place
  - Ensure first-aid personnel, safety equipment, and ambulance services will be available to meet applicable health and safety requirements.
  - Report to Incident Commander and arrange site inspection to identify existing or potential hazardous situations that must be addressed immediately.
  - Ensure visible field identity for safety staff and first-aid stations.
  - Ensure safety compliance.
  - Review service contracts to ensure applicable safety and health regulations will be met.
  - Review safety measures in all incident action plans, and monitor the familiarization of auxiliary personnel with field equipment and safety.
  - Ensure unsafe practices and all injuries are reported.
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