

## **JOB ACTION SHEET SAFETY OFFICER**

**Position title:** Safety Officer

**Job classification code required:**

**Required Job Skills:**

**Module:** Command Staff

**You report to:** Incident Commander

**You supervise (if activated):** Assistant Safety Officer(s)

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### **Mission**

The Safety Officer is responsible for ensuring that the physical and psychological health needs of all staff serving the IDE response are being addressed. The Safety Officer has emergency authority to prevent or stop unsafe practices when immediate action is required. Assistant Safety Officers may be assigned as necessary, and the Assistant Safety Officers may also represent assisting agencies or jurisdictions. Assistant Safety Officers may be assigned to implement key functions such as implementation of PPE for IDER responders, surveillance of IDER responders for symptoms of the infectious disease of concern, or provide site specific Safety Officer functions.

### **Initial Actions**

- DRAFT**
- Sign-in to Staff Roster.
  - Report to and receive assignment from your supervisor.
  - Put on picture ID badge and vest (if provided).
  - Read entire Job Action Sheet.
  - Introduce self to all staff assigned to team.
  - Alert supervisor if you are unable to perform any of the duties in the Job Action Sheet. Clarify any questions or concerns with assigned supervisor prior to starting work.
  - Familiarize self with the work station and resources including:
    - Physical layout of the work space (e.g. emergency exits, bathrooms).
    - If assigned, check workstation phone and computer.
    - Obtain needed office supplies (paper, pens, etc.).
    - If assigned DPH 800 MHz radio, turn on radio to assigned channel.
    - If assigned, check pager and cell phone.
  - Establish and maintain a Job Action Log that chronologically describes your actions during your shift.
  - Review message form instructions, if provided.

### **Specific Job Actions**

- Review all incident objectives, strategies, and tactics for health and safety implications. Consider all information received from the Departmental Operations Center, (if activated), and other internal and external sources.
- Identify hazardous situations associated with the incident.
- Develop a safety plan for IDER responders.

- Participate in Command/General Staff/Section Chief meetings.
- Observe all staff for signs of stress and/or inappropriate behavior.
- Develop protocol and implementation for provision of PPE if necessary for IDER responders, based on guidelines developed by the Infection Control Group
- Develop protocol and implementation for provision of medical prophylaxis if necessary for IDER responders, based on guidelines developed by the Mass Prophylaxis Group
- Exercise emergency authority to stop and prevent unsafe acts that are outside the scope of the Incident Action Plan.
- Investigate accidents that have occurred within the incident area. If an IDER responder requires medical evaluation or care while working during the response, the Safety Officer will provide information and direction to ensure the responder is seen at the San Francisco General Hospital Occupational Health clinic, or other arrangements coordinated with the DOC Logistics Section.
- Investigate and address safety issues identified by staff or others operating at or near the incident site/s.
- Investigate and address concerns or provide information to dispel rumors regarding safety coming from outside and inside the response system.
- Coordinate with the Compensation/Claims Unit in Finance/Administration as required.
- Assign Assistant Safety Officers as needed.
- Develop protocol to track the health and safety of IDER responders, including injuries, minor illnesses, and surveillance for signs and/or symptoms of relevant infectious disease. If necessary, activate a Health & Safety Tracking Unit to develop and implement a plan for monitoring and surveillance of IDER responders for infectious disease, or tracking of other health and safety issues of IDER responders. (This Unit could be assigned to the Logistics Section)
- Maintain Unit Log.

### **Conclusion of Work Shift Actions**

- Complete all required forms, reports, and other documentation and give to supervisor.
- Sign out and log the hours worked during the response
- Clean up your work area before you leave
- Leave a phone number where you can be reached.
- Brief on-coming staff at shift change on specific job position duties. Ensure that ongoing activities are identified and that follow-up requirements are known before you leave your workstation.