



# Health and Safety Officer

## Skills Evaluation Sheets

The skills sheets contained are designed for the purpose of candidate evaluation and are not designed as instructional handouts.

STATE OF CONNECTICUT  
COMMISSION ON FIRE PREVENTION AND CONTROL  
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## Health and Safety Officer Evaluation Skill Sheet

Skill Sheet	Referenced JPR
<b>4.2 Risk Management</b>	
• HSO-1 Develop an Organizational Risk Management Plan	4.2.1
• HSO-2 Manage an Organizational Risk Management Plan	4.2.2
• HSO-3 Implement Safety Provisions	4.2.3
• HSO-4 Develop a Risk Management Plan	4.2.4
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<b>4.3 Laws, Codes, and Standards</b>	
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• HSO-7 Assess and Report Compliance	4.3.2
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<b>4.5 Accident Prevention</b>	
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• HSO-15 Conduct a Safety and Health Investigation	4.6.1
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• HSO-17 Establish Procedures for Post-Incident Analysis Health and Safety Component	4.6.3
• HSO-18 Coordinate the Development of a Corrective Action Plan	4.6.4
<b>4.7 Records Management and Data Analysis</b>	
• HSO-19 Manage Collection and Analysis of Data	4.7.1
• HSO-20 Verify Record Maintenance	4.7.2
• HSO-21 Maintain Records of Corrective Actions	4.7.3
• HSO-22 Develop a Report	4.7.4
<b>4.8 Apparatus and Equipment</b>	
• HSO-23 Recommend Safety-Related Specifications	4.8.1, 4.8.2
• HSO-24 Verify Performance Testing	4.8.3
• HSO-25 Verify Development of Annual Evaluation Plan	4.8.4, 4.8.5
• HSO-26 Verify Protective Clothing and Equipment Program	4.8.6
<b>4.9 Facility Inspection</b>	
• HSO-27 Develop Facility Inspection SOP/G and Conduct Facility Inspection	4.9.1, 4.9.2
<b>4.10 Health Maintenance</b>	
• HSO-28 Analyze and Coordinate a Department Health Maintenance Program	4.10.1, 4.10.2
<b>4.11 Liaison</b>	
• HSO-29 Communicate Health and Safety Committee Recommendations	4.11.1
• HSO-30 Provide Information and Assistance	4.11.2
• HSO-31 Develop Equipment Recommendations	4.11.3
• HSO-32 Verify Medical Advice and Treatment	4.11.4
• HSO-33 Provide Risk Information and Assistance	4.11.5
<b>4.12 Infection Control</b>	
• HSO-34 Assess Infection Control Program	4.12.1
• HSO-35 Function as Infection Control Officer	4.12.2



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Skill Sheet <b>HSO-1</b>		Primary Task: <b>Risk Management – Develop an Organizational Risk Management Plan</b>	
			Candidate #
The ability to identify risks, develop goals, objectives and action plans, analyze data, and perform cost benefit analysis – NFPA 1521, 2015 Edition 4.2.1			
The candidate, given injury reports, vehicle incident reports, near-miss or equipment malfunction or failure reports or other AHJ reports, will develop an organizational risk management plan.			
<b>Note to candidate:</b> Skill will end when you state or indicate that you have completed the identified steps		1 st	2 nd
1.	Analyzes a minimum of two of the following reports Injury report Vehicle incident report Near-miss or equipment malfunction/failure report		
2.	Uses information from #1 to identify risk(s)		
3.	Develops goals and objectives to manage identified risk(s)		
4.	*Develops an action plan to meet goals and objectives		
5.	Performs a cost-benefit analysis		
6.	Implements and monitors control measures		
* Critical Step	Failure of this step mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number steps candidate must complete to pass <b>4</b>

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Skill Sheet	<b>HSO-2</b>	<b>Primary Task:</b>	<b>Risk Management – Manage an Organizational Risk Management Plan</b>		
				Candidate #	
The ability to identify risks, develop goals, objectives and action plans to manage those risks – NFPA 1521, 2015 Edition 4.2.2					
The candidate, given an organization, organizational activities, a risk management plan and a communication method for plan distribution, will communicate the plan to members, integrate plan into organization operations, and identify and implement plan modifications.					
<b>Note to candidate:</b> Skill will end when you state or indicate that you have completed the identified steps			1 st	2 nd	
<ol style="list-style-type: none"> <li>1. Communicates risk management plan to members</li> <li>2. Integrates elements of risk management plan into organizational operations</li> <li>3. Observes performance and behavior changes</li> <li>4. Obtains feedback from personnel</li> <li>5. Identifies needed risk management plan modifications</li> <li>6. Revises risk management plan</li> <li>7. Communicates risk management plan revision(s) to organization</li> <li>8. Implements revised risk management plan</li> </ol>					
* Critical Step		Failure of this step mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>		Total number steps candidate must complete to pass
				<b>6</b>	

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Skill Sheet <b>HSO-3</b>		Primary Task: <b>Risk Management – Implement Safety Provisions</b>	
			Candidate #
The ability to educate and integrate health and safety aspects of a risk management plan – NFPA 1521, 2015 Edition 4.2.3			
The candidate, given an organizational risk management plan, a training or education program, organizational goals and objectives, will incorporate elements of the organizational risk management plan into training and education program.			
<b>Note to candidate:</b> Skill will end when you state or indicate that you have completed the identified steps		1 st	2 nd
1.	Identifies and evaluates risk(s)		
2.	Establishes priorities for risk management education and training (frequency and severity)		
3.	Identifies goals and objectives for training and education program		
4.	Incorprates identified goals into organization’s training plan or program		
5.	Monitors training program through process and evaluates outcome to ensure stated goals and objectives for emergency and non-emergency activities are met		
6.	Ensures records of training are maintained		
* Critical Step	Failure of this step mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number steps candidate must complete to pass <b>4</b>

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Skill Sheet <b>HSO-4</b>		Primary Task: <b>Risk Management – Develop a Risk Management Plan</b>	
			Candidate #
The ability to utilize incident management system at all emergency incidents, drills, and exercises – NFPA 1521, 2015 Edition 4.2.4			
The candidate, given requirements of NFPA 1500 Chapter 8, will develop an operational risk management plan so that an incident management system meets the requirements of NFPA 1561.			
<b>Note to candidate:</b> Skill will end when you state or indicate that you have completed the identified steps		1 st	2 nd
1.	Develops an operational risk management plan with written SOP applying to all members involved in emergency operations containing the following elements:		
	a. IMS applies to all emergency incidents, drills and exercises		
	b. Allows for division of an incident into tactical-level management components as the incident escalates in size and complexity		
	c. Assigns an Incident Safety Officer to assess incident for hazards and potential hazards		
	d. Establishes organization of command staff and general staff		
	1) Control of position and function		
	e. Ensures safety requirements or satisfied		
	f. IC Management of the incident and safety of members involved		
* Critical Step	Failure of this step mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number steps candidate must complete to pass <b>7</b>

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Skill Sheet	<b>HSO-5</b>	<b>Primary Task:</b>	<b>Risk Management – Develop a Plan for Treatment and Transport</b>		
Candidate #					
The ability to determine level of care needed – NFPA 1521, 2015 Edition 4.2.5					
The candidate, given applicable resources, policies and procedures, and SOP/Gs, will ensure all members will receive emergency medical care and transportation to a care facility, if needed.					
<b>Note to candidate:</b> Skill will end when you state or indicate that you have completed the identified steps					1 st    2 nd
1.	Develops a plan and supporting SOP/Gs for the treatment and transport addressing the following criteria:				
	a. Life-threatening occupational injury				
	b. Non-life threatening occupational injury				
	c. Illness				
	d. Exposures				
	e. Transportation to a medical treatment or health care facility				
* Critical Step		Failure of this step mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>		Total number steps candidate must complete to pass
					<b>5</b>

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Skill Sheet <b>HSO-6</b>		Primary Task: <b>Laws, Codes, and Standards – Establish SOP/Gs</b>	
			Candidate #
The ability to understand health and safety laws, codes, and standards – NFPA 1521, 2015 Edition 4.3.1			
The candidate, given an organization, applicable laws, codes, and standards, and an established SOP/Gs template, will establish SOP/Gs for an occupational health and safety program.			
<b>Note to candidate:</b> Skill will end when you state or indicate that you have completed the identified steps		1 st	2 nd
1.	Uses an established template to develop an SOP/G in a presentable format		
2.	* Procedures and guidelines comply with applicable laws, codes, and standards and includes process for review and revision		
3.	Applicable material is transcribed into SOP/G		
4.	Presents new SOP/G for official review and adoption		
* Critical Step	Failure of this step mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number steps candidate must complete to pass <b>3</b>

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Skill Sheet <b>HSO-7</b>	<b>Primary Task: Laws, Codes, and Standards – Assess and Report Compliance</b>	Candidate #	
The ability to understand health and safety laws, codes, and standards – NFPA 1521, 2015 Edition 4.3.2			
The candidate, given access to current state and federal safety and health legislation, codes, regulations and standards, will communicate fire department compliance to the AHJ.			
<b>Note to candidate:</b> Skill will end when you state or indicate that you have completed the identified steps		1 st	2 nd
1. Evaluates agency occupational safety and health policies and training			
2. Determines compliance with state and federal safety and health legislation, codes, regulations and standards			
3. Prepares a written report of findings from evaluation			
4. Communicates report to AHJ			
* Critical Step	Failure of this step mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number steps candidate must complete to pass <b>3</b>

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Skill Sheet <b>HSO-8</b>		Primary Task: <b>Training and Education – Develop and Distribute Health and Safety Information</b>	
			Candidate #
The ability to analyze information from different data sources and communicate information – NFPA 1521, 2015 Edition 4.4.1			
The candidate, given NFPA 1500, SOP/Gs, health and safety policies and a means of communication, will develop and distribute health and safety information for the education of members.			
<b>Note to candidate:</b> Skill will end when you state or indicate that you have completed the identified steps		1 st	2 nd
1.	Analyzes various informational sources pertaining to health and safety in the fire service, AHJ SOP/Gs, and health and safety policies		
2.	*Develops educational information for distribution to members		
3.	Identifies various means of distributing information to members		
* Critical Step	Failure of this step mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number steps candidate must complete to pass <b>3</b>

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Skill Sheet <b>HSO-9</b>		Primary Task: <b>Training and Education – Implement Training and Education</b>	
			Candidate #
The ability to analyze information from different data sources and communicate information – NFPA 1521, 2015 Edition 4.4.2			
The candidate, given NFPA 1500, SOP/Gs, health and safety policies, will implement training and education of members.			
<b>Note to candidate:</b> Skill will end when you state or indicate that you have completed the identified steps		1 st	2 nd
1.	Analyzes various informational sources pertaining to health and safety in the fire service, AHJ SOP/Gs, and health and safety policies		
2.	Evaluated emergency and non-emergency functions of the agency		
3.	Documents level of agency compliance		
*Implements training and education for agency members on:			
4.	a. Agency's health and safety SOP/Gs		
5.	b. NFPA 1500 <i>Fire Department Occupational Safety and Health Program</i>		
6.	c. Agency's health and safety policy		
* Critical Step	Failure of this step mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number steps candidate must complete to pass <b>4</b>

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Skill Sheet <b>HSO-10</b>		Primary Task: <b>Training and Education – Develop a Safety Procedure for Live Fire Training</b>	
			Candidate #
The ability to develop SOP/Gs – NFPA 1521, 2015 Edition 4.4.3			
The candidate, given a list of live training evolutions, instruction plans for live fire training exercises and NFPA 1403, <i>Standard on Live Fire Training Evolutions</i> , will develop a safety procedure for live fire training exercises.			
<b>Note to candidate:</b> Skill will end when you state or indicate that you have completed the identified steps		1 st	2 nd
1.	Uses resources to determine code compliance		
2.	Develops safety procedure for live fire training exercises		
3.	*Safety procedures for instructors are documented		
4.	*Safety procedures for students are documented		
5.	*Safety procedure meets the requirements of NFPA 1403		
* Critical Step	Failure of this step mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number steps candidate must complete to pass <b>5</b>

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Skill Sheet <b>HSO-11</b>		<b>Primary Task: Accident Prevention – Manage a Fire Department Accident Prevention Program</b>	
			Candidate #
The ability to analyze components necessary to be included in a fire department accident prevention program – NFPA 1521, 2015 Edition 4.5.1			
The candidate, given the fire department’s risk management plan, accident, occupational injury and occupational illness data, and reports on department functions, will manage a fire department accident prevention program to meet the requirements of NFPA 1521 Section 4.2.			
<b>Note to candidate:</b> Skill will end when you state or indicate that you have completed the identified steps		1 st	2 nd
1.	Analyzes a fire department accident prevention program based on requirements of NFPA 1521 Section 4.2		
2.	*Uses the following to resources and tools to manage a fire department accident prevention program:		
	a. Engineering controls		
	b. Administrative policies and procedures		
	c. Education		
	d. Protective clothing		
	e. Protective equipment		
3.	Identifies work practices		
4.	Formulates recommendations and reports recommendations to appropriate person(s)		
* Critical Step	Failure of this step mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number steps candidate must complete to pass <b>6</b>

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Skill Sheet <b>HSO-12</b>		Primary Task: <b>Accident Prevention – Implement Training</b>	
			Candidate #
The ability to analyze information from different sources – NFPA 1521, 2015 Edition 4.5.2			
The candidate, given a risk management plan, SOP/Gs, and a training curriculum, will implement training for safe work practices on emergency and nonemergency operations.			
<b>Note to candidate:</b> Skill will end when you state or indicate that you have completed the identified steps		1 st	2 nd
1.	Interacts with or interviews training personnel		
2.	Analyzes information gathered from different sources		
3.	* Ensures training class is delivered		
4.	*Training class provides information required for members to perform tasks in accordance with risk management plan		
5.	Demonstrates an understanding of instructional delivery methods and instructional materials		
* Critical Step	Failure of this step mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number steps candidate must complete to pass <b>4</b>

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Skill Sheet <b>HSO-13</b>		Primary Task: <b>Accident Prevention – Develop An Emergency Vehicle Safety Program</b>	
			Candidate #
The ability to analyze information from different sources – NFPA 1521, 2015 Edition 4.5.3			
The candidate, given fire department SOP/Gs, applicable traffic laws, and an emergency vehicle operator manual, will develop an emergency vehicle safety program.			
<b>Note to candidate:</b> Skill will end when you state or indicate that you have completed the identified steps		1 st	2 nd
1.	Interacts with or interviews training personnel		
2.	Analyzes information gathered from different sources		
3.	*Develops emergency vehicle safety program based on evaluation of available data		
4.	*Applicable SOP/Gs are communicated to department members		
5.	Demonstrates an understanding of instructional delivery methods and instructional materials		
* Critical Step	Failure of this step mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number steps candidate must complete to pass <b>4</b>

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Skill Sheet <b>HSO-14</b>		Primary Task: <b>Accident Prevention – Conduct a Periodic Safety Audit</b>	
			Candidate #
The ability to analyze information from different sources – NFPA 1521, 2015 Edition 4.5.4			
The candidate, given NFPA 1500, fire department operations, apparatus, equipment, facilities, training and education programs, SOP/Gs, and an audit template, will conduct a periodic safety audit.			
<b>Note to candidate:</b> Skill will end when you state or indicate that you have completed the identified steps		1 st	2 nd
1.	Interacts with or interviews training personnel		
2.	Analyzes information gathered from different sources		
3.	*Conducts periodic safety audit		
4.	Ensures work practices and procedures are compliant with federal, state and local laws, codes and standards		
5.	*Documents information using audit template		
6.	*Completes safety audit report		
7.	*Audit report is communicated to appropriate person(s)		
* Critical Step	Failure of this step mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number steps candidate must complete to pass <b>6</b>

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Skill Sheet <b>HSO-15</b>		Primary Task: <b>Accident Investigation, Procedures, Review – Conduct a Safety and Health Investigation</b>	
			Candidate #
The ability to analyze information from different sources and conduct root cause analysis – NFPA 1521, 2015 Edition 4.6.1			
The candidate, given an incident or planned event involving an occupational injury, illness, exposure, fatality, near miss, or other potentially hazardous condition, fire department vehicles, apparatus, equipment for facilities, SOP/Gs, health and safety policies, will conduct a safety and health investigation.			
<b>Note to candidate:</b> Skill will end when you state or indicate that you have completed the identified steps			1 st    2 nd
1.	*Conducts a safety and health investigation		
2.	Analyzes information gathered from different sources		
3.	*Conducts a root cause analysis		
4.	Interacts or interviews personnel associated with incident		
5.	*Completes safety investigation documentation		
6.	*Identifies cause(s) of injury, death, or property damage		
7.	*Develops recommendations to prevent similar losses in the future		
* Critical Step	Failure of this step mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number steps candidate must complete to pass <b>6</b>

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Skill Sheet <b>HSO-16</b>		<b>Accident Investigation, Procedures, Review –</b>	
Primary Task:		<b>Develop Policy for Reporting Accident Injury Investigations</b>	
			Candidate #
The ability to develop policy – NFPA 1521, 2015 Edition 4.6.2			
The candidate, given an incident or planned event, applicable documents, techniques, SOP/Gs, and all applicable laws, regulations, and standards, will develop a policy for reporting accident and injury investigations.			
<b>Note to candidate:</b> Skill will end when you state or indicate that you have completed the identified steps			1 st    2 nd
1.	Analyzes information gathered from different sources and reviews procedures		
2.	Interacts or interviews personnel associated with incident		
3.	*Documents accident or injury		
4.	Identifies cause(s) of injury, death, or property damage		
5.	Develops recommendations to prevent similar losses in the future		
6.	Ensures local, state and federal requirements are met		
7.	*Develops recommendations for policy revisions		
* Critical Step	Failure of this step mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number steps candidate must complete to pass <b>5</b>

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Skill Sheet <b>HSO-17</b>		<b>Accident Investigation, Procedures, Review –</b>	
Primary Task:		<b>Establish Procedures for Post-Incident Analysis</b>	
		<b>Health and Safety Component</b>	
			Candidate #
The ability to recognize hazards at an emergency scene – NFPA 1521, 2015 Edition 4.6.3			
The candidate, given an incident or planned event, incident information, data, reports or records, SOP/Gs, necessary technical knowledge, and all applicable laws, regulations, and standards, will establish procedures for a health and safety component of a post-incident analysis.			
<b>Note to candidate:</b> Skill will end when you state or indicate that you have completed the identified steps			1 st    2 nd
1.	Recognizes hazards at an emergency scene and risks to personnel are identified		
2.	Analyzes data from different sources		
3.	*Determines methods for correcting hazards and reducing or eliminating risks at future incidents		
4.	*Establishes procedures for health and safety component of a post-incident analysis		
5.	*Reviews and revises applicable AHJ SOP/Gs as needed		
* Critical Step	Failure of this step mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number steps candidate must complete to pass <b>4</b>

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Skill Sheet <b>HSO-18</b>		<b>Accident Investigation, Procedures, Review – Primary Task: Coordinate the Development of a Corrective Action Plan</b>	
			Candidate #
The ability to analyze and incorporate information – NFPA 1521, 2015 Edition 4.6.4			
The candidate, given a team, a list of recommendations from the investigation of accidents, injuries, deaths, illnesses, exposures, observation of incident scene activities, and department policies and procedures, will coordinate the development of a corrective action plan.			
<b>Note to candidate:</b> Skill will end when you state or indicate that you have completed the identified steps			1 st    2 nd
1.	Analyzes information from health maintenance programs		
2.	Incorporates information from health maintenance programs		
3.	*Determines root causes		
4.	*Documents corrective action plan		
5.	*Controls are implemented according to department policies and procedures		
* Critical Step	Failure of this step mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number steps candidate must complete to pass <b>4</b>

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COMMISSION ON FIRE PREVENTION AND CONTROL

Health and Safety Officer

Performance Evaluation Sheet



Skill Sheet <b>HSO-19</b>		Primary Task: <b>Records Management and Data Analysis – Manage Collection and Analysis of Data</b>	
			Candidate #
The ability to identify causes and trends in injury, death, or property damage – NFPA 1521, 2015 Edition 4.7.1			
The candidate, given incident related data, a data collection and storage system, and the requirements of NFPA 1500 Chapter 4, will manage the collection and analysis of data related to accidents, occupational deaths, injuries, illnesses, and exposures to infectious agents and communicable diseases.			
<b>Note to candidate:</b> Skill will end when you state or indicate that you have completed the identified steps		1 st	2 nd
1.	Analyzes data from spreadsheets or other appropriate software		
2.	Identifies cause(s) and trends in injury, death, or property damage		
3.	Determines corrections to prevent similar losses in the future		
4.	*Data summarizes department experience in different categories		
5.	*Comparisons are made with other fire departments, national trends, and other occupations and industries		
6.	*Information can be accessed for future reference		
* Critical Step	Failure of this step mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number steps candidate must complete to pass <b>5</b>

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### Health and Safety Officer

### Performance Evaluation Sheet

Skill Sheet	<b>HSO-20</b>	Primary Task:	<b>Records Management and Data Analysis – Verify Record Maintenance</b>					
Candidate #								
The ability to manage and organize records – NFPA 1521, 2015 Edition 4.7.2								
The candidate, given NFPA 1500, inspection and service testing records for fire apparatus, equipment, protective clothing and protective equipment, will verify records are maintained regarding the periodic inspection and service testing of fire apparatus and equipment, inspection and service testing of protective clothing and protective equipment, and fire department facilities.								
<b>Note to candidate:</b> Skill will end when you state or indicate that you have completed the identified steps					1 st	2 nd		
1. Records are secure								
2. Records are accessible								
3. Records are maintained in a format that can be easily analyzed								
* Critical Step		Failure of this step mandates failure on the entire objective		Safety is <b>PARAMOUNT</b>		Total number steps candidate must complete to pass		<b>3</b>

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### Health and Safety Officer

### Performance Evaluation Sheet

Skill Sheet	<b>HSO-21</b>	Primary Task:	<b>Records Management and Data Analysis – Maintain Records of Corrective Actions</b>				
Candidate #							
The ability to manage and organize records – NFPA 1521, 2015 Edition 4.7.3							
The candidate, given NFPA 1500, inspection and service testing records for fire apparatus, equipment, protective clothing and protective equipment, will verify records are maintained regarding the periodic inspection and service testing of fire apparatus and equipment, inspection and service testing of PPC and PPE, and fire department facilities.							
<b>Note to candidate:</b> Skill will end when you state or indicate that you have completed the identified steps					1 st	2 nd	
1. Records are secure							
2. Records are accessible							
3. Records are maintained in a format that can be easily analyzed							
* Critical Step		Failure of this step mandates failure on the entire objective		Safety is <b>PARAMOUNT</b>		Total number steps candidate must complete to pass	<b>3</b>

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Performance Evaluation Sheet

Skill Sheet <b>HSO-22</b>		Primary Task: <b>Records Management and Data Analysis – Develop a Report</b>	
			Candidate #
The ability to develop reports and recommendations – NFPA 1521, 2015 Edition 4.7.4			
The candidate, given accident and injury data and necessary equipment, will develop a report on department accidents, occupational injuries, illnesses, deaths, and exposures.			
<b>Note to candidate:</b> Skill will end when you state or indicate that you have completed the identified steps		1 st	2 nd
1.	Analyzes data from different sources; performs basic statistical analysis		
2.	Interacts with or interviews personnel associated with: <ul style="list-style-type: none"> <li>• Department operations</li> <li>• Apparatus</li> <li>• Equipment</li> <li>• Facilities</li> <li>• SOP/Gs</li> </ul>		
3.	Identifies cause(s) and trends in injury, death, and property damage		
4.	Develops recommendations to prevent similar losses in the future		
5.	*Develops report and communicates the information to the appropriate person(s)		
* Critical Step	Failure of this step mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number steps candidate must complete to pass <b>4</b>

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Performance Evaluation Sheet

Skill Sheet <b>HSO-23</b>	Primary Task: <b>Apparatus and Equipment – Recommend Safety-Related Specifications</b>
Candidate #	
The ability to develop safety-related apparatus and equipment, and protective clothing and protective equipment specifications – NFPA 1521, 2015 Edition 4.8.1, 4.8.2	
The candidate, given new or existing apparatus and equipment specifications, information on new technology, and risks identified in risk management plan, will recommend safety-related specifications for apparatus and equipment.	
<b>Note to candidate:</b> Skill will end when you state or indicate that you have completed the identified steps	
	1 st    2 nd
1. Specifications meet department needs identified in:	<input type="checkbox"/> <input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Risk management plan</li> <li>• Federal, state, local laws</li> </ul>	
2. Applicable NFPA standards are complied with	<input type="checkbox"/> <input type="checkbox"/>
3. Documents specifications	<input type="checkbox"/> <input type="checkbox"/>
* Critical Step	<b>3</b>
Failure of this step mandates failure on the entire objective	Total number steps candidate must complete to pass
Safety is <b>PARAMOUNT</b>	

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Performance Evaluation Sheet



Skill Sheet <b>HSO-24</b>		Primary Task: <b>Apparatus and Equipment – Verify Performance Testing</b>	
			Candidate #
The ability to verify service testing of apparatus and equipment – NFPA 1521, 2015 Edition 4.8.3			
The candidate, given performance testing requirements and applicable provisions of NFPA 1500 Chapter 6, will verify performance testing of apparatus and equipment is conducted.			
<b>Note to candidate:</b> Skill will end when you state or indicate that you have completed the identified steps		1 st	2 nd
1.	Verifies service testing of apparatus is being conducted		
2.	Verifies service testing of equipment is being conducted		
3.	Determines compliance with federal, state, and local laws		
4.	Verifies that a determination of continued service can be made		
* Critical Step	Failure of this step mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number steps candidate must complete to pass <b>4</b>

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Performance Evaluation Sheet



Skill Sheet	<b>HSO-25</b>	Primary Task:	<b>Apparatus and Equipment – Verify Development of Annual Evaluation Plan</b>							
				Candidate #						
The ability to identify fire and emergency vehicle features and safety related issues, and NFPA compliance – NFPA 1521, 2015 Edition 4.8.4, 4.8.5										
The candidate, given organization’s emergency vehicles and current NFPA minimum vehicle safety standards, will verify the development of an annual evaluation plan for in-service fire and emergency vehicles.										
<b>Note to candidate:</b> Skill will end when you state or indicate that you have completed the identified steps			1 st	2 nd						
1.	Annual evaluation plan to retire, refurbish or replace vehicles is based on requirements of:	<table border="1" style="width:100%; height:100%; border-collapse: collapse;"> <tr><td style="width:50%; height:30px;"></td><td style="width:50%;"></td></tr> <tr><td style="height:30px;"></td><td></td></tr> <tr><td style="height:30px;"></td><td></td></tr> </table>								
	<ul style="list-style-type: none"> <li>• NFPA 1911</li> <li>• NFPA 1901 Annex D</li> </ul>									
2.	Evaluation plan is implemented									
* Critical Step		Failure of this step mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number steps candidate must complete to pass						
			<b>3</b>							

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Performance Evaluation Sheet



Skill Sheet	<b>HSO-26</b>	Primary Task:	<b>Apparatus and Equipment – Verify Protective Clothing and Equipment Program</b>	
				Candidate #
The ability to develop a protective clothing and equipment program – NFPA 1521, 2015 Edition 4.8.6				
The candidate, given NFPA 1500, protective clothing and protective equipment, care, storage, and maintenance resources, AHJ SOP/Gs, applicable laws, regulations, and standards, will verify the development, implementation, and maintenance of a protective clothing and protective equipment program.				
<b>Note to candidate:</b> Skill will end when you state or indicate that you have completed the identified steps				1 st    2 nd
1.	Protective clothing and protective equipment program provides for:			
	<ul style="list-style-type: none"> <li>• Selection of protective clothing and protective equipment</li> <li>• Care of protective clothing and protective equipment</li> <li>• Maintenance of protective clothing and protective equipment</li> <li>• Storage of protective clothing and protective equipment</li> <li>• Periodic inspection and evaluation of protective clothing and protective equipment</li> </ul>			
2.	*Program is compliant with federal, state, and local laws			
3.	*Program provide for the determination of suitability for continued service of protective clothing and protective equipment			
* Critical Step    Failure of this step mandates failure on the entire objective		Safety is <b>PARAMOUNT</b>	Total number steps candidate must complete to pass <b>5</b>	

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Performance Evaluation Sheet

Skill Sheet <b>HSO-27</b>		Primary Task: <b>Facility Inspection – Develop Facility Inspection SOP/G and Conduct a Facility Inspection</b>	
			Candidate #
The ability to develop health and safety SOP/Gs – NFPA 1521, 2015 Edition 4.9.1, 4.9.2			
The candidate, given the requirements of NFPA 1500 Chapter 9 and available resources, will develop a health and safety facility inspection SOP/G, process, and inspection checklist.			
<b>Note to candidate:</b> Skill will end when you state or indicate that you have completed the identified steps		1 st	2 nd
1.	*Appropriate inspection procedures are developed for a fire department facility		
2.	Develops a facility inspection checklist		
3.	SOP/G is compliant with applicable laws, regulations, and standards		
4.	*Appropriate inspection procedures are selected and implemented		
5.	Inspection is conducted safely		
6.	*All required reports and documentation is completed		
7.	*Ensures violations are corrected		
* Critical Step	Failure of this step mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number steps candidate must complete to pass <b>5</b>

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# Health and Safety Officer

## Performance Evaluation Sheet

Skill Sheet	<b>HSO-28</b>	Primary Task:	<b>Health Maintenance – Analyze and Coordinate a Department Health Maintenance Program</b>																	
				Candidate #																
The ability to analyze and incorporate information from health maintenance programs– NFPA 1521, 2015 Edition 4.10.1, 4.10.2																				
The candidate, given a department health maintenance program and the medical and physical requirements of NFPA 1500 Chapter 10, will analyze and coordinate a fire department health maintenance program.																				
<b>Note to candidate:</b> Skill will end when you state or indicate that you have completed the identified steps			1 st	2 nd																
1. Program includes:		<table border="1" style="width: 100%; height: 100%; border-collapse: collapse;"> <tr><td style="width: 50px; height: 30px;"></td><td style="width: 50px; height: 30px;"></td></tr> <tr><td style="width: 50px; height: 30px;"></td><td style="width: 50px; height: 30px;"></td></tr> <tr><td style="width: 50px; height: 30px;"></td><td style="width: 50px; height: 30px;"></td></tr> <tr><td style="width: 50px; height: 30px;"></td><td style="width: 50px; height: 30px;"></td></tr> <tr><td style="width: 50px; height: 30px;"></td><td style="width: 50px; height: 30px;"></td></tr> <tr><td style="width: 50px; height: 30px;"></td><td style="width: 50px; height: 30px;"></td></tr> <tr><td style="width: 50px; height: 30px;"></td><td style="width: 50px; height: 30px;"></td></tr> <tr><td style="width: 50px; height: 30px;"></td><td style="width: 50px; height: 30px;"></td></tr> </table>																		
<ul style="list-style-type: none"> <li>• Medical, physical performance</li> <li>• Health and fitness requirements</li> <li>• Health database</li> <li>• Infectious control procedures</li> <li>• Fire department physician</li> <li>• Fitness for duty evaluations</li> </ul>																				
2. Recommendations are made to correct any noted deficiencies																				
* Critical Step																				
Failure of this step mandates failure on the entire objective																				
Safety is <b>PARAMOUNT</b>																				
Total number steps candidate must complete to pass																				
<b>7</b>																				

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Performance Evaluation Sheet

Skill Sheet <b>HSO-29</b>		Primary Task: <b>Liaison – Communicate Health and Safety Committee Recommendations</b>	
			Candidate #
The ability to evaluate and communicate recommendations– NFPA 1521, 2015 Edition 4.11.1			
The candidate, given SOP/Gs, AHJ health and safety policies, a department health and safety committee and committee recommendations, will communicate recommendations from the fire department occupational health and safety committee.			
<b>Note to candidate:</b> Skill will end when you state or indicate that you have completed the identified steps		1 st	2 nd
1.	Evaluates health and safety committee recommendations		
2.	Documents recommendations and forwards recommendations to the appropriate person(s)		
3.	Ensures objectives of recommendations are met		
* Critical Step	Failure of this step mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number steps candidate must complete to pass <b>3</b>

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Performance Evaluation Sheet



Skill Sheet <b>HSO-30</b>		Primary Task: <b>Liaison – Provide Information and Assistance</b>	
			Candidate #
The ability to evaluate and prioritize hazards – NFPA 1521, 2015 Edition 4.11.2			
The candidate, given a scenario, department’s risk management plan, and SOP/Gs, will provide information and assistance to personnel surveying district for potential health and safety hazards.			
<b>Note to candidate:</b> Skill will end when you state or indicate that you have completed the identified steps		1 st	2 nd
1.	*Department members are able to identify and report health and safety hazards		
2.	Evaluates and prioritizes hazards		
3.	Selects most appropriate control measure		
4.	Evaluates control measure effectiveness in enhancing firefighter safety		
* Critical Step	Failure of this step mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number steps candidate must complete to pass <b>3</b>

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Skill Sheet <b>HSO-31</b>		Primary Task: <b>Liaison – Develop Equipment Recommendations</b>	
			Candidate #
The ability to analyze and interpret injury statistics – NFPA 1521, 2015 Edition 4.11.3			
The candidate, given recommendations from safety and health committee, safety audits, analysis of injury statistics, or reliable sources of hazardous conditions are injury data, will develop recommendations for changes in equipment, procedures, and methods.			
<b>Note to candidate:</b> Skill will end when you state or indicate that you have completed the identified steps		1 st	2 nd
1.	Analyzes and interprets injury statistics		
2.	*Develops recommendations for equipment, procedures, and methods based on evaluation of data		
3.	Communicates recommendations to appropriate person(s)		
4.	Follows AHJ policies and procedures for communicating recommendations		
* Critical Step	Failure of this step mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number steps candidate must complete to pass <b>3</b>

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Skill Sheet <b>HSO-32</b>		Primary Task: <b>Liaison – Verify Medical Advice and Treatment</b>	
			Candidate #
The ability to organize and communicate – NFPA 1521, 2015 Edition 4.11.4			
The candidate, given a department physician, department members, understanding of occupational medicine for the fire service, and the IAFF/IAFC Fire Service Joint Labor Management Wellness-Fitness Initiative, will verify medical and treatment are available to members of the department.			
<b>Note to candidate:</b> Skill will end when you state or indicate that you have completed the identified steps		1 st	2 nd
1.	Verifies availability of medical and treatment advice are available to members		
2.	Ensures members receive necessary information to maximize health, wellness, and safety		
* Critical Step	Failure of this step mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number steps candidate must complete to pass <b>2</b>

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Performance Evaluation Sheet

Skill Sheet <b>HSO-33</b>		Primary Task: <b>Liaison – Provide Risk Information and Assistance</b>	
			Candidate #
The ability to evaluate and prioritize hazards – NFPA 1521, 2015 Edition 4.11.5			
The candidate, given a scenario, risk management plan, and SOP/Gs, will provide information and assistance regarding risks that may impact operations.			
<b>Note to candidate:</b> Skill will end when you state or indicate that you have completed the identified steps		1 st	2 nd
1.	Evaluates and prioritizes hazards		
2.	Selects most appropriate control measure		
3.	Evaluates effectiveness of control measure in enhancing firefighter safety		
* Critical Step	Failure of this step mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number steps candidate must complete to pass <b>3</b>

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Skill Sheet <b>HSO-34</b>		Primary Task: <b>Infection Control – Assess Infection Control Program</b>	
			Candidate #
The ability to acquire and document infection control procedures – NFPA 1521, 2015 Edition 4.12.1			
The candidate, given a copy of department’s program, incident reports, and access to infection control equipment and facilities, will assess the fire department’s infection control program.			
<b>Note to candidate:</b> Skill will end when you state or indicate that you have completed the identified steps		1 st	2 nd
1.	Acquires and documents infection control procedures		
2.	*Assesses infection control program based on:		
	<ul style="list-style-type: none"> <li>Ryan White HIV/AIDS Treatment Extension Act (S.1793) and Part G: The Ryan White Life Threatening Disease List and Reporting Guidelines</li> <li>29 CFR 1910.1030 “Occupational Exposure to Bloodborne Pathogens”</li> <li>NFPA 1581, <i>Standard on Fire Department Infection Control Program</i></li> </ul>		
3.	Coordinates necessary program revisions		
* Critical Step	Failure of this step mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number steps candidate must complete to pass <b>4</b>

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Skill Sheet <b>HSO-35</b>		Primary Task: <b>Infection Control – Function as Infection Control Officer</b>	
			Candidate #
The ability to function as an infection control officer – NFPA 1521, 2015 Edition 4.12.2			
The candidate, given an infection control scenario, will function as the department infection control officer.			
<b>Note to candidate:</b> Skill will end when you state or indicate that you have completed the identified steps		1 st	2 nd
1.	Acquires and documents infection control procedures		
2.	*Objectives of the following documents /references are met:		
	<ul style="list-style-type: none"> <li>Ryan White HIV/AIDS Treatment Extension Act (S.1793) and Part G: The Ryan White Life Threatening Disease List and Reporting Guidelines</li> <li>29 CFR 1910.1030 “Occupational Exposure to Bloodborne Pathogens”</li> <li>NFPA 1581, <i>Standard on Fire Department Infection Control Program</i></li> </ul>		
3.	Coordinates necessary program revisions		
4.	Integrates occupational aspects of risk management program into infection control training and education program		
* Critical Step	Failure of this step mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number steps candidate must complete to pass <b>4</b>

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