



Alabama Fire College

Fire Department Safety Officer: Health and Safety Officer Syllabus

FSC 296

40 Clock Hours

Prerequisite(s)	<ul style="list-style-type: none"> • (Pro Board or IFSAC) Certified Fire Officer I <p>Alternative Certification:</p> <ul style="list-style-type: none"> • Individuals not certified to the Fire Officer I level completing equivalent coursework as approved by the Commission are eligible for alternative certification under the following conditions: <ul style="list-style-type: none"> ○ Alabama state licensed Emergency Medical Technicians certified to the EMS or Rescue Officer I level may be certified as EMS Safety Officer I. ○ Individuals certified to the EMS or Rescue Officer I Level and able to demonstrate particular competence in the area of rescue operations may be certified as Rescue Safety Officer I.
Course Description	<p>This course is based on NFPA 1521: Standard for Fire Department Safety Officer Professional Qualifications. The course is intended for the member within a fire department or emergency service organization who performs the functions of a Health and Safety Officer or who serves as an assistant to the Health and Safety Officer.</p>
Student Learning Objectives	<ul style="list-style-type: none"> • Develop an organizational risk management plan that addresses the risks specified in Chapter 4 of NFPA 1500, <i>Standard on Fire Department Occupational Safety and Health Program</i>. • Manage an organizational risk management plan. • Implement safety provisions of the organization's risk management plan into training and education programs. • Develop an operational risk management plan. • Develop a plan for the treatment and transport of an injured or ill member to a medical or health care facility. • Establish SOP/Gs for an occupational health and safety program. • Assess and report the adequacy and effectiveness of compliance with occupational health and safety SOP/Gs. • Develop and distribute health and safety information for the education of fire department members. • Implement the training and education of fire department members on the organization's health and safety procedures and NFPA 1500, <i>Standard on Fire Department Occupational Safety and Health Program</i>. • Develop a safety procedure for live fire training exercises. • Manage a fire department accident prevention program by utilizing engineering controls, administrative policies and procedures, education, protective clothing and protective equipment. • Implement training for safe work practices on emergency and nonemergency operations. • Develop an emergency vehicle safety program. • Conduct a periodic safety audit. • Conduct a safety and health investigation. • Develop a policy for reporting accident and injury investigations. • Establish procedures for a health and safety component of a post-incident analysis. • Coordinate the development of a corrective action plan. • Manage the collection and analysis of data related to accidents, occupational deaths, injuries, illnesses, and exposures to infectious agents and communicable diseases.

	<ul style="list-style-type: none"> • 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. • Maintain records of corrective actions taken to mitigate health and safety hazards or unsafe practices. • Develop a report on fire department accidents, occupational injuries, illnesses, deaths, and exposures. • Recommend safety-related specifications for fire apparatus and fire equipment. • Recommend safety-related specifications for protective clothing and protective equipment. • Verify performance testing of fire apparatus and fire equipment is being conducted. • Verify the development of an annual evaluation plan for the organization's in-service fire and emergency vehicles. • 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. • Develop a health and safety facility inspection SOP/G, process, and checklist for a fire department facility. • Conduct a health and safety inspection for a fire department facility. • Analyze the fire department health maintenance program. • Coordinate the fire department health maintenance program. • Communicate recommendations from the fire department occupational health and safety committee to the appropriate person(s). • Provide information and assistance to personnel for surveying their districts regarding potential health and safety hazards. • Develop recommendations for changes in equipment, procedures, and methods based on results of evaluations. • Verify medical advice and treatment are available to members of the fire department. • Provide information and assistance regarding risks that may impact operations. • Assess the fire department's infection control program. • Function as the fire department infection control officer, if an infection control officer position does not exist in the fire department.
Required Textbook and Course Materials	<ul style="list-style-type: none"> • <u><i>Occupational Safety, Health, and Wellness, IFSTA, 3rd Edition</i></u> <p><u>Other Required Materials:</u></p> <ul style="list-style-type: none"> • Laptop Computer with Microsoft Word and Excel programs
Reading Prior to Arrival	<ul style="list-style-type: none"> • Textbook material suggested
Daily Activities and Class Participation	This course will involve discussion, questions and answers on the materials, and case studies. Class participation is expected from all students.
Basis	Alabama Fire College and Personnel Standards Commission, Administrative Code, Chapter 360-X-16-.01: Requirements for Certified Fire Department Safety Officer: Health & Safety Officer
Certification Requirements	<p>To be issued certification, the candidate will:</p> <ul style="list-style-type: none"> • provide documentation of prerequisites. • complete required training hours including skills training. • successfully complete cognitive written exam. • successfully complete practical exam.
Grade Assessment	<ul style="list-style-type: none"> • Written Examination: Perform to a minimum 70% competency on the examination, calculated at 50% of the final score for the course. (One retest is allowed after 30 days but within one year of course end date.) • Practical Examination (if applicable): Successfully complete a skills/project evaluation to a minimum of 70% competency and successful completion of all critical points. Evaluators will test at least 25% of the skills for each level of skill sheets. Skill sheets will

	<p>be randomly selected by AFC Certification Unit for this practical examination. The Practical Examination portion is calculated at 50% of the final score. (One retest is allowed after 30 days but within one year of course end date.)</p> <p>Example: Written examination - 70/100 possible points $70 \times 50\% = 35$ points awarded for written exam portion Practical/project - 40/100 possible points $40 \times 50\% = 20$ points awarded for practical portion Total Points = 55 points (student awarded F, score not 70%>)</p>
Certification Requirements	Alabama Fire College and Personnel Standards Commission maintains accreditation with Pro Board and IFSAC. Each student will automatically receive national registration and certification upon successful completion of all requirements for certification.
Accreditation	<p>Link: Alabama Fire College Website 1-800-241-2467 Link: Alabama Fire College Bookstore Website 1-866-984-3545</p>
Contact Information	Academic misconduct or dishonesty, such as cheating and plagiarism, is not permitted in class. Suspected cases of academic misconduct will be reported to the Executive Director. Conduct detrimental to the fire service, on or off campus, will not be tolerated. AFC will investigate any complaints. If a complaint is valid, the student will be dismissed and his/her agency will be notified.
Academic Misconduct	<p>Attendance will be recorded at every class or lab meeting at the beginning of class and after long breaks for required hours. For a week-long certification course, students are required to attend all sessions to obtain certification. For VA students, it is especially important because they will receive benefits only for those days in attendance.</p> <p>Special Policy: Fire Fighter I/II: Students are expected to attend all classes. Failure to appear in class for a scheduled activity will be considered an absence unless prior permission is received from the instructor. For any absence to be excused and makeup work allowed, it must be accompanied by a written description of extenuating circumstances.</p> <p>No-Show: Students who have registered for a fee-waived or stipend course and fail to withdraw according to Alabama Fire College withdrawal policy will not be allowed to register for another fee-waived or stipend course for a period of one year.</p> <p>Department Delivery: In order to qualify for department delivery courses, students must be an Alabama resident or a member of an Alabama fire department.</p>
Attendance Policy	Students must adhere to class schedules. Students are required to be punctual for all classes and class activities. Classes will begin promptly at the scheduled time unless specific instructions are given otherwise.
Tardiness	Safety of the students is the top priority for Alabama Fire College. Students must adhere to safety regulations while attending a class at the Fire College. Safety instructions are posted in every classroom, as well as escape routes and tornado actions.
Safety	An evaluation form will be provided for each student at the end of the course. Students may use this evaluation form as a means of communicating his/her opinion of the overall course, course content, instructor, and facilities.
Quality Enhancement Plan	An evaluation form will be provided for each student at the end of the course. Students may use this evaluation form as a means of communicating their opinion of the overall course, course content, instructor, and facilities.
Course Schedule	<p><i>Suggested Course Schedule</i></p> <p>Day 1 Chapter 1: Risk of a High Hazard Occupation Chapter 2: Cultural Change in the Fire Service Chapter 3: Behavioral-based Safety Chapter 4: Health and Fitness Programs Project 1: Distribute Health and Safety Information</p>

	<p>Project 2: Behavioral Health and Wellness Program</p> <p>Day 2 Chapter 5: Training Safety Project 3: Live Fire Training Policy Chapter 6: Fire Apparatus Safety Project 4: Emergency Vehicle Safety Program Chapter 7: Tool and Safety Equipment Chapter 8: Protective Clothing Project 5: Protective Clothing and Protective Equipment Program</p> <p>Day 3 Chapter 9: Emergency Operation Project 6: Post Incident Analysis Policy Chapter 10: Facility Safety Project 7: Facility Inspection Procedure Chapter 11: Safety and Health Program Project 8: Accident Prevention Policy</p> <p>Day 4 Project 9: Infection Control Program Project 10: Emergency Operations Plan Project 11: Risk Management Plan</p> <p>Day 5 Project Completion Critique Certification Test</p> <p><i>The schedule is subject to change.</i></p>
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