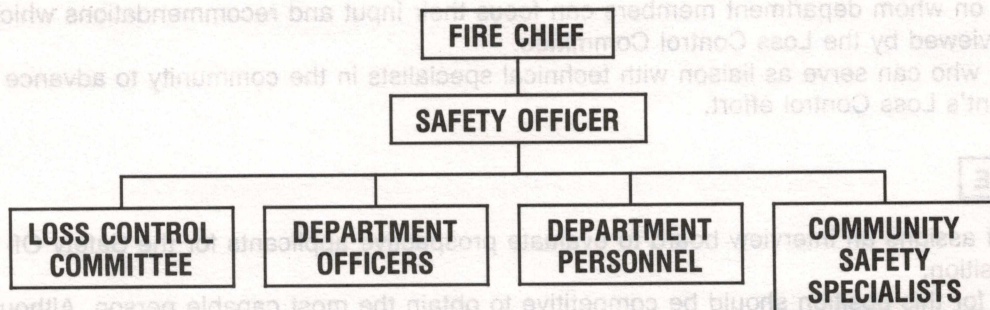
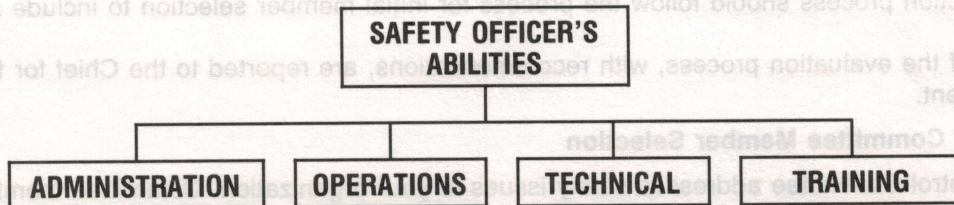


## Safety Officer Selection

As a member of your department, this person has already gone through the initial selection process. The Safety Officer's role in the Loss Control program will permit interaction with the Chief, departmental personnel and outside agencies. Findings of the Loss Control Committee and other investigations, will be reported to the Fire Chief. The Safety Officer's position within the department would appear as follows:



Since the Safety Officer will be dealing with different people and be involved in various duties concerning Loss Control, he should possess many abilities. Some of these abilities would include:



### 1. Administration

- A thorough knowledge of the laws regulating safety in matters pertaining to your department's operation. Such includes federal requirements, state and local laws.
- The ability to develop procedures to achieve greater department safety.
- Schedule and oversee the testing of departmental apparatus and personnel equipment.
- Write and maintain records on accidents, injuries, occupational hazards and fireground operations and provide information to the Chief in the form of recommendations for change.
- Serve as Chairman of the Loss Control Committee.

### 2. Operations

- Awareness of hazards involved in firefighting and other fire service activities.
- An understanding of proper, safe methods of performing duties during operations.
- Ability to document incidents and offer recommended policies and procedures on safe methods of operation.

### 3. Technical

- Understanding of Emergency Service equipment and proper operating methods.
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### 4. Training

- Develop and coordinate programs for members of the department in safe operations and accident prevention.
- Ability to instruct department personnel or obtain instructors for special programs.



## BENEFITS

1. A key person assigned to coordinate the safety effort.
2. A person who possesses the necessary talents and capabilities to ensure a successful program.
3. A person who is familiar with the operations of the department, the surrounding community and its needs from a safety standpoint.
4. A person on whom department members can focus their input and recommendations which will be reviewed by the Loss Control Committee.
5. Someone who can serve as liaison with technical specialists in the community to advance the department's Loss Control effort.

## PROCEDURE

1. The Chief assigns an interview board to evaluate prospective applicants for the Safety Officer's position.
2. Selection for this position should be competitive to obtain the most capable person. Although an officer may be better suited, owing to training and experience, others who possess the talents should also be considered. This position is administrative not command.
3. Applicants for the Safety Officer position should submit an updated resume listing their qualifications if such is not already included in their personnel file.
4. This selection process should follow the process for initial member selection to include an interview.
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### Loss Control Committee Member Selection

The Loss Control Committee addresses safety issues in your organization. Committee members serve as aides or assistants to the Safety Officer. Each member is assigned to a particular area of concern and is responsible for investigating hazards of that area. These findings are reported to the Safety Officer during scheduled meetings so corrective actions may be taken. Some unsafe conditions which are found will require immediate action and these should be brought to the Chief's attention.

After discussing the problem and recommending solutions, the findings and recommendations of the Committee are reported to the Chief by the Safety Officer. Loss Control programs contain the same parts discussed for the Basic Loss Control Program. These topics are: regulations, investigations, inspections, education, and personnel selection. Committee members should have a knowledge of the areas for which they will be responsible.

Your Committee might be structured like the following diagram, having a person assigned to each of the areas indicated. Each assigned person may gain guidance and assistance from others within your department or from people in industry or other agencies who are also interested in your department's goals. The make-up and operation of the Loss Control Committee will be discussed, in detail, in other forthcoming VFIS booklets.



## LOSS CONTROL COMMITTEE

### Concerned With:

1. Regulations
2. Investigations
3. Inspections
4. Education
5. Personnel Selection

### For the Following Departmental Programs:

1. LEGAL & LIABILITY ISSUES
2. EMERGENCY VEHICLE DRIVERS
3. FIRE DEPARTMENT EQUIPMENT
4. BUILDINGS & GROUNDS
5. EMERGENCY PLANNING
6. ON-SCENE OPERATIONS



Committee members are volunteers dedicated to creating individual departmental Loss Control programs to aid in reducing injury and property loss.

### BENEFITS

1. Individuals serve according to their interests and talents.
2. Safety issues within specific areas may be evaluated.
3. All areas within the department may be investigated toward developing safety measures.
4. Safety issues can be addressed from several viewpoints toward creating a well-rounded department program.

### PROCEDURE

1. After assigning the Safety Officer, department members should be selected in the same manner that the Safety Officer was to serve on the Loss Control Committee. This would also include interviewing interested persons to determine their qualifications.
2. An initial meeting is conducted, chaired by the Safety Officer with the Chief in attendance, to discuss the Loss Control program's goals and objectives.
  - a. An analysis of the department's safety record is performed. This will establish goals and objectives for the first Loss Control program to resolve immediate problems.
  - b. Members are asked to review standards and procedures for their assigned areas to provide input during the next meeting. This will help determine priorities if none are found during the analysis of the department's records.
3. Based on the department's safety record and input of Committee members, areas to be addressed by the Loss Control program are determined.
4. Major areas of concentration for each Committee member are assigned toward program goals.

### VOLUNTEER FIREMEN'S INSURANCE SERVICES FORMS

As a service to your department, VFIS has created forms which can be used in your Loss Control program. Using these forms will make the creation and managing of your program easier as well as help you in your continuing efforts.

These forms were designed so they can be used for each Loss Control program we will discuss. They contain information which will increase the effectiveness of your Loss Control efforts.

### SUMMARY

This booklet has shown you **why** a Loss Control program is important as well as introducing you to some of the more important aspects for creating your own program. Other VFIS booklets will discuss Loss Control programs aimed at specific problem areas which you can use in your own department.

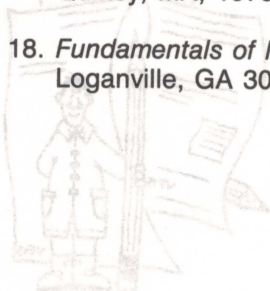
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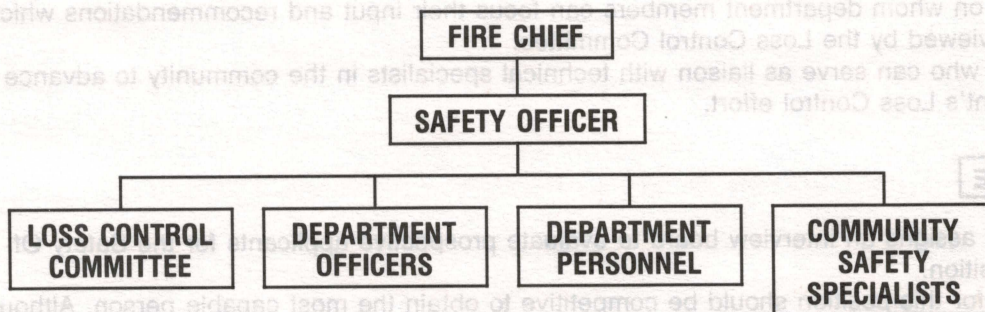
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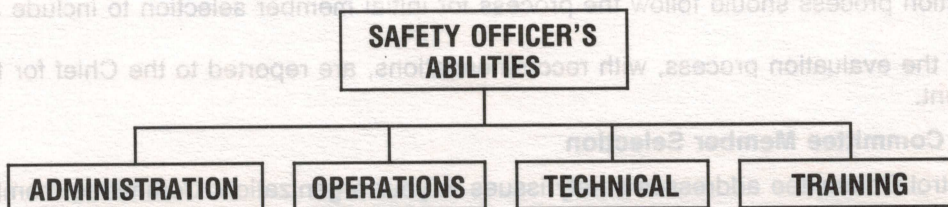


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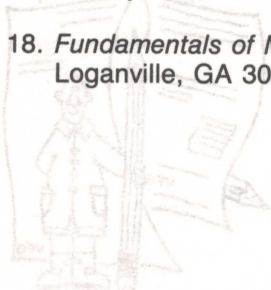
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# VFIS Forms

\_\_\_\_\_ **ACCIDENT/LOSS INVESTIGATION REPORT #C10:004.** A simplified investigation form with safety officer analysis section.

\_\_\_\_\_ **E.V. MAINTENANCE CHART #C10:005.** Records tire, battery, oil and lube record for each vehicle.

\_\_\_\_\_ **E.V. DRIVER'S SAFETY CHECK #C10:006.** Outlines 27 major vehicle check points. Serves as a guideline for pre-trip and post-trip inspection.

\_\_\_\_\_ **WEEKLY E.V. REPORT #C10:007.** Provides a weekly inspection record for mechanics and maintenance crew.

\_\_\_\_\_ **E.V. OPERATOR CERTIFICATION TEST #C10:008.** Use to check performance of drivers and driver trainees.

\_\_\_\_\_ **S.C.B.A. INSPECTION LOG #C10:046.** Provides a log of Self Contained Breathing Apparatus (meets O.S.H.A. regulations).

\_\_\_\_\_ **ANNUAL MEDICAL STATEMENT OF PERSONNEL #C10:009.** A detailed survey of present health status for drivers and other personnel without need for physical examination.

\_\_\_\_\_ **SELF-INSPECTION FORM FOR BUILDING AND GROUNDS #C10:010.** Helps you find potential fire and personal injury hazards in and around your buildings.

\_\_\_\_\_ **DRIVER'S OBSTACLE COURSE #C10:011.** Course layout and score system for drivers. Includes penalty schedule. Good for six runs.

\_\_\_\_\_ **PERSONNEL FILE #C10:013.** A detailed information sheet about your members. Included on back is a training record.

\_\_\_\_\_ **DRIVERS ACCIDENT REPORTING PACKET #C10:026.** A kit containing an accident report and witness cards to be carried in the vehicle.



