



Safety Officer (2011)

Checklist #06

Location:		Date:	
Respondent:		Reviewed By:	
Key Code: E = Exceeds Standard M = Meets Standard NI = Needs Improvement NR = Not Reviewed			
Description		Code	Remarks
1.	Annual Unit Safety and Health Action Plan is developed, approved and signed by unit agency administrator. This plan outlines courses of action to improve the unit's safety program and is based upon an assessment of what is needed to make the safety program fully functional. <i>RB Ch 2- Safety Table</i>		
2.	An individual has been designated as the Unit Safety Officer and provides technical support for all aspects of the safety and occupational health for the fire management organization. <i>BLM Manual 1112</i>		
3.	Risk assessments (RAs) are completed for non-suppression related fire activities. JHAs/RAs are completed for suppression related activities and crews are briefed on JHA/RA prior to beginning work. <i>RB Ch 2- Safety Table</i>		
4.	A DO/FO Safety Committee which includes fire program representation is organized to support overall direction of the safety program and monitor its performance. <i>RB Ch 2- Safety Table</i>		
5.	Written safety and health programs required by OSHA are in place and being implemented to include fire personnel. <i>RB Ch 2- Safety Table</i>		
	a. Hearing Conservation Program	a.	
	b. Bloodborne Pathogen	b.	
	c. Respirator Program (if applicable)	c.	
	d. PPE Standard	d.	
	e. Hazard Communications	e.	
	f. Confined Space (if applicable)	f.	
	g. Lock Out/Tag Out (if applicable)	g.	

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6.	<p>Employees are being provided mandatory safety and health training for the following programs: <i>RB Ch 2- Safety Table</i></p> <ul style="list-style-type: none"> a. Annual Fireline Safety Refresher b. Defensive Driving (if applicable) c. First Aid d. CPR e. Blood Borne Pathogens (BBP) f. New Employee Orientation g. Hazard Communications h. JHA/RA i. Fire tool use and maintenance j. Any specific training identified by JHA/RA k. Hazardous Materials First Responder Awareness. 		<ul style="list-style-type: none"> a. b. c. d. e. f. g. h. i. j. k.
7.	<p>Fire safety programs are known and being utilized: <i>RB Ch 2- Safety Table</i></p> <ul style="list-style-type: none"> a. SAFENET b. 6 Minutes for Safety c. Safety Alert 		<ul style="list-style-type: none"> a. b. c.
8.	<p>Safety Publications are available to all employees including: <i>RB Ch 2- Safety Table</i></p> <ul style="list-style-type: none"> a. <i>Incident Response Pocket Guide NFES #1077</i> b. <i>Safety and Health Handbook for Field Operations (BLM 1112-2)</i> c. <i>Fireline Handbook 410-1</i> 		<ul style="list-style-type: none"> a. b. c.
9.	<p>Procedures are in place to monitor Work Capacity Test (WCT) results and ensure medical examination policies are followed before red cards are issued. <i>RB Ch 2- Safety Table</i></p>		
10.	<p>Procedures are in place to ensure all drivers have authorization to drive through completed forms DI-131 & OF-345 or equivalent form prior to operating GOV vehicles. <i>RB Ch 7; H 1112-1</i></p>		

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11.	Material Safety Data Sheets (MSDS) are present, accessible, and available for all hazardous materials used and stored in the work area. <i>RB Ch 2- Safety Table</i>		
12.	Procedures are in place to purchase non-standard safety equipment as identified in the JHA/RA process, and to ensure compliance with ANSI standards for PPE. <i>RB Ch 2- Safety Table/1112-1 Ch 15</i>		
13.	PPE is supplied, used and maintained in accordance with manufacturer requirements and or ANSI standards as appropriate. <i>RB Ch 2- Safety Table/1112-1 Ch 15</i>		
14.	Supervisors and or work leaders ensure that job specific tailgate safety sessions are conducted and documented. <i>RB Ch 2- Safety Table</i>		
15.	Procedures are in place for reporting unsafe or unhealthy working conditions. <i>RB Ch 2- Safety Table</i>		
16.	Accident reporting procedures are documented and supervisors and employees are trained in the use of the Safety Management Information System (SMIS). <i>RB Ch 2- Safety Table</i>		
17.	Injury data is monitored and reviewed to determine trends affecting the health and welfare of employees. <i>RB Ch 2- Safety Table</i>		
18.	Formal safety inspections of physical facilities are made by a qualified inspector at least once each fiscal year. <i>RB Ch 2- Safety Table; H 1112-2</i>		

For the National Preparedness Review you will need to have the following items available for review.

Checklist Item #	Documentation
1	Annual Unit Safety & Health Action Plan
5 & 6	Documentation for the items listed
11	Material Safety Data Sheets (MSDS)
10	Authorization to drive -- completed forms DI-131 & OF-345 or equivalent form
2 & 12	Job Hazard Analysis's (JHA's)
2 & 12	Risk Assessment Forms
17	Documented local module safety sessions (Tailgate safety session)
	<i>Interagency Standards for Fire and Fire Aviation Operations</i>