

POSITION DESCRIPTION

Health and Safety Officer

Fire Department Town of Menasha
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3.11.01 Position Summary:

The health and safety officer (HSO) shall be appointed by the fire chief and report directly to the fire chief or to the fire chief's designated representative. The HSO shall administer and manage the fire department occupational safety and health program. The HSO shall chair the health and safety task force, conducting a minimum of three meetings each year.

3.11.02 Characteristic Work of the Position:

- A. **Definition:** This work is performed at a professional level in the fields of employee health and wellness, risk management, accident prevention, accident investigation, station/vehicle/equipment safety, training safety, incident safety, infection control, critical incident stress management and post incident analysis.
- B. **Nature:** The position shall have the responsibility to identify and recommend corrections of violations of health and safety standards including causing immediate correction of situations that create an imminent hazard to members. Where non-imminent hazards are identified, the HSO shall develop corrective actions within the administrative process for the department.

3.11.03 Fundamental Duties and Ancillary Responsibilities

Fundamental Job Duties:

- A. Provide input into all fire department pre-emergency, emergency, and non-emergency operations to ensure the safety of personnel is considered at all times.
- B. Ensure that training in safety procedures is provided to all firefighters. Training shall address corrective actions recommended by accident investigations.
- C. Develop operating guidelines pertaining to health and safety; and high risk activities.

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- D. Support appropriate physical fitness programs for the department, including overseeing the fitness coordinator activities.
- E. Help with research, purchase and use of protective clothing and equipment.
- F. Maintain a liaison with staff officer, firefighters, equipment manufacturers, regulatory agencies, safety specialists, and the fire department physician.
- G. Serve as incident safety officer at emergency scenes and training evolutions per department SOGs.

3.11.04 Ancillary Job Responsibilities

- A. The HSO shall develop and distribute health and safety information for the education of department members, including articles for the department's newsletter.
- B. The HSO shall manage an accident prevention program.
- C. The HSO shall investigate or cause to be investigated all occupational injuries, illness, exposures, and fatalities or other potentially hazardous conditions involving department vehicles, equipment or facilities.
- D. The HSO shall function as the infection control officer.
- E. The HSO shall ensure the establishment of a critical incident stress management program.
- F. The HSO shall develop procedures to ensure that health and safety issues are addressed during post-incident analysis.

3.11.05 Qualifications:

Essential Knowledge, Skills and Abilities:

1. Knowledge of NFPA 1500, Standard on Fire Department Occupational Safety and Health Program, and other laws, codes, and standards regulating firefighter safety and health.
2. Knowledge of health and safety hazards related to emergency and non-emergency operations.
3. Knowledge of firefighter health maintenance and physical fitness issues.

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4. Knowledge of infection control practices as defined in NFPA 1581.
5. Ability to educate personnel regarding the significance of accident prevention and personal wellness using verbal and written communication skills.
6. Ability to investigate accidents in a neutral, objective manner.

A. **Special Requirements:**

1. Minimum of a High School Diploma.
2. State of Wisconsin Certified Firefighter II and Driver/Operator with a minimum of three (3) years experience as a firefighter or in a health related field.
3. Successfully complete National Incident Management System – ICS 100/300/400/700.
4. Successfully complete National Fire Academy Incident Safety Officer course.
5. Specialized training in fire department health and safety programs and incident scene safety.
6. Possess and maintain a valid Wisconsin Motor Vehicle Operators License.
7. Reside within 2 miles of the Town of Menasha.

B. **Annual Refresher Training Requirements:**

50 hours of training annually (calendar year) including attending a minimum of 50% of the department training drills along with approved training outside of the regular department training program.

C. **Non-Discrimination:**

All positions and promotions within the rank of the Town of Menasha Fire Department will be filled according to the Equal Rights Act with no discrimination shown on the basis of race, religion, color, sex, age, national origin or disability and under the guidelines set forth under the Town of Menasha Affirmative Action Plan.