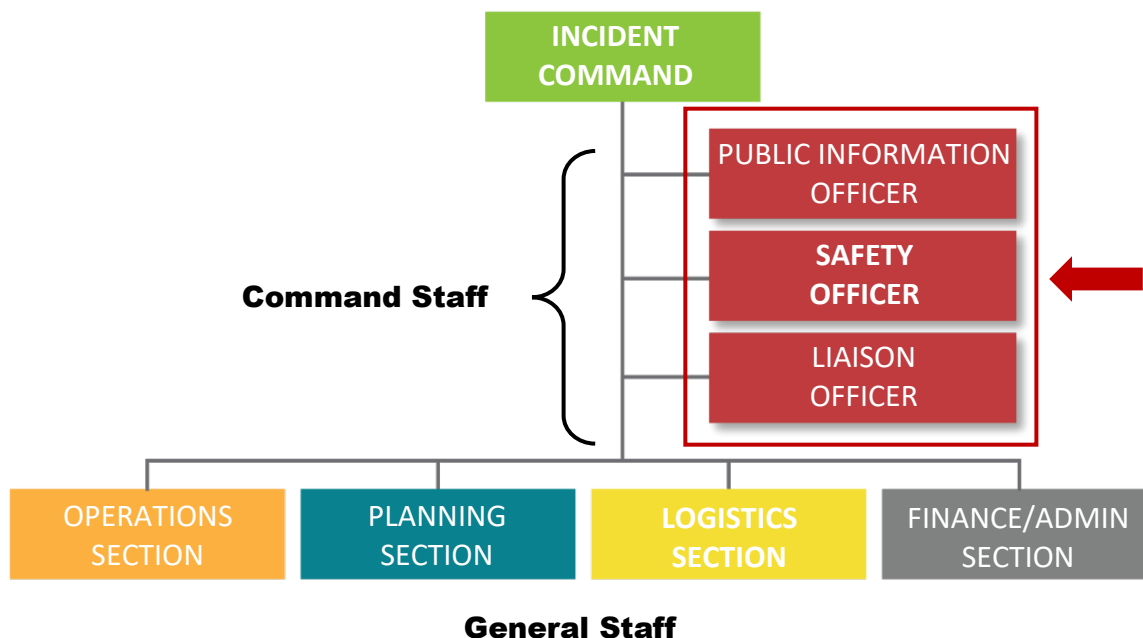


# TOOLBOX MEETING GUIDE

## TOPIC 3: SAFETY OFFICER



The Safety Officer (SO) is a member of the Command Staff within the Incident Command System (ICS) or Emergency Operations Centre (EOC) Structure. The SO, sometimes also known as the Risk Management Officer, is responsible for monitoring and determining hazardous and unsafe situations during an incident. The SO develops measures for assuring safety for responders (a site safety plan), and considers new and specific challenges created by the incident.

The SO plays a significant role in the development of the Incident Action Plan (IAP), and is responsible for reviewing and confirming the actions outlined in the IAP meet standards for responder safety. The SO maintains an awareness of active and developing situations and has the authority to stop or prevent unsafe actions, including immediate intervention when required.

### Activation Priorities

**Use Your Checklists** - All roles should have associated checklists. When fulfilling multiple roles, personnel must remember to use all applicable checklists. Keep in mind, not all tasks on a checklist may need to be completed. In many cases, the incident will determine the required tasks. Checklists are often divided into phases of the incident, such as: **Initial Response, Ongoing Response, and Demobilization**. Remember, you only need to address the checklist items according to the stage of the incident. Personnel must respond at the pace dictated by the incident and refer to the checklists for the specific stage of incident they are currently managing. To make a comparison, airline pilots refer to their take-off checklist first before they look at one for the landing process.

Checklists should be developed and used as part of all operations response activities, such as pre-approach briefings with Self Contained Breathing Apparatus (SCBA) checks, hazard assessment and safety data sheet (SDS) summary, use of appropriate Personal Protective Equipment (PPE), decontamination procedures, checks for ignition sources (ensure site ESD, portable equipment, cell phones, etc.), availability of medic and medical evacuation plan.

**Incident Action Plan (IAP)** - As the Planning Section develops the IAP shortly after an incident occurs, input from the Operations Section, the Incident Commander and **Safety Officer** are integral to create an effective blueprint for the response and management of the incident. A sample IAP may contain the following objectives (see the Planning Section Chief Toolbox Guide for further information on IAP development):

1. Responder Safety (*significant input from the Safety Officer*)
2. Public Protection
3. Control and Containment
4. Environment

As a part of the IAP, in order to ensure responder safety, the SO must refer to the hazard assessment and hazard procedures to prepare personnel in response roles for the hazards and risks posed by the emergency. If any accidents occur in the incident area, the SO is responsible for investigating them and maintaining documentation for internal and external investigative and reporting purposes.

**Briefing Meetings** – Status briefing meetings should occur at regular intervals (as scheduled by the Planning Section in conjunction with the Incident Commander). The SO will present information relating to any important safety concerns, and ensure they update the team with any new developments in the safety approach to the incident.

Any urgent developments from a health, life, and safety aspect must be brought to the Incident Commander immediately. Any information not urgent in nature can wait until status update briefing meetings to present.

**Demobilization** – As the incident comes under control, and upon confirmation by the Incident Commander in coordination with the regulatory authority (BC Oil and Gas Commission), demobilization may begin. The SO will need to ensure processes are in place to maintain the safety of responders and the public, such as:

- Securing the scene to prevent inadvertent injury to people in the area.
- Air monitoring in homes of any evacuated parties ahead of residents returning home.
- Critical incident debriefing for responder staff, especially if there have been any injuries or “close calls”.

Once the stand-down is complete, all forms must be given to the Planning Section.

**Forms:** ICS forms are an integral part of proper documentation processes. All roles should be familiar with the forms applicable to them. Documentation is vital during an incident as evidence of the processes and decisions made while responding to an incident, and can be legally admissible in a court of law.

#### **Examples of ICS Forms:**

ICS 208 – Safety Message/Plan

ICS 214 – Activity Log

ICS 215a – Safety Analysis

SDS Sheets