

Santa Barbara City Fire Department - Standard Operating Procedures Safety Operations	Code: S-I-2
Roles and Responsibilities	
Chpt: I Administration	Revised: 1/24/12 Pages: 3

I. ROLES

A. Safety Officer

1. The Fire Chief shall appoint a designated fire department Safety Officer. This position shall comply with the requirements of NFPA 1501, "Standard for Fire Department Safety Officer".
2. The department Safety Officer shall be responsible for the management of the occupational safety and health program.
3. The Fire Chief shall assign or make available such additional personnel and resources as may be required to fulfill the requirements of the occupational safety and health program.

II. RESPONSIBILITY

- A. It shall be the responsibility of all members of the Santa Barbara City Fire Department to provide a safe healthy work environment for its members.
- B. The department shall research, develop, implement, and enforce an occupational safety and health program that recognizes and reduces the inherent risks involved in the operations of a fire department.
- C. The department shall be responsible for compliance with all applicable laws and legal requirements with respect to member safety and health.
- D. The department shall establish and enforce rules, regulations, and standard operating procedures to reach the objectives of this manual.
- E. Each individual member of the fire department shall cooperate, participate, and comply with the provisions of this occupational safety and health program.
- F. All members of the department are responsible for contributing to a safe working environment due to the inherent risks of the occupation.

III. REQUIREMENTS

- A. Members shall be provided with training and education appropriate for their duties and responsibilities before being permitted to engage in emergency operations.

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- B. All members who engage in structural fire fighting shall meet the minimum requirements of Firefighter I, as specified by the State of California at the end of their six months probationary testing.
- C. All fire apparatus drivers/operators shall meet the minimum requirements specified in the acting engineer's program (See [T-I-3](#) Acting engineer program).
- D. All members who are primarily assigned to aircraft rescue and fire fighting shall meet the minimum requirements specified in NFPA 1003, "Standard for Airport Fire Fighter Professional Qualifications".
- E. All fire officers shall meet the minimum requirements as specified in the acting captain program (See [T-I-2](#) Acting captains program).
- F. All members who may be involved in emergency operations shall be trained in the incident command system and the department Standard Operating Procedures.
- G. The training program for all members engaged in fire ground operations shall include procedures to be followed to provide for their safe exit from the dangerous area in the event of equipment failure or sudden changes in fire conditions.
- H. Members engaged in structural fire fighting shall participate in training and/or drilling at least daily per the published training schedules.
- I. Training in fire ground operations shall be based on standard operating procedures. These procedures shall be maintained in written form and shall address all emergency scene operations.
- J. Training exercises shall be conducted in accordance with the established fire ground operating procedures and shall be supervised by qualified instructors.
- K. When training involves live fire-fighting exercises, these shall be conducted in compliance with NFPA 1403, "Standard on Live Fire Training Evolutions in Structures" and the criteria established by the Training Officer.
- L. Specialized training and education shall be provided to members regarding special hazards to which they may be exposed during fires and other emergencies.

IV. FREQUENCY

- A. Training shall be provided for all members as often as necessary to meet the requirements of this manual.
- B. Whenever changes in procedures or technology are introduced or new hazards are identified in the work environment, appropriate training and education shall be provided for all affected members.

V. RECORD KEEPING

Roles and Responsibilities

- A. The department shall establish a data collection system and maintain permanent records of all accidents, injuries, illnesses, or deaths that are or might be job related.
- B. The data collection system shall also maintain individual records of any occupational exposure to known or suspected toxic products or contagious diseases.
- C. The department shall maintain training records for each member indicating dates, subjects covered, and certifications achieved.
- D. The department and Public Works, if necessary, shall maintain inspection, maintenance, repair, and service records for all vehicles and equipment used for emergency operations.