



National Fire Academy

**W0730 – Health and Safety Officer
Version: 3rd Edition, 5th Printing, February 2015**

Quarter:

ACE Credit: In the lower division baccalaureate/associate degree category, one semester hour in occupational health and safety or fire science.

IACET Continuing Education Units: 1.6

Length of Course: 2 Days (16 hr., 15 min. contact hours)

Prerequisite: ICS 100 and 200 level training. Preferred Q0462 and Q0463.

Curriculum: Responder Health and Safety

Training Specialist: George Morgan

Instructor:

Instructor email/phone:

Classroom: J-

Meeting Time: 8 AM – 5 PM

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Course Description (Catalog)

W0730 – “Health and Safety Officer.” This two-day course examines the Health and Safety Officer's role in identifying, evaluating and implementing policy and procedures that affect health and safety aspects for emergency responders. Risk analysis, wellness, and other occupational safety issues will be the main emphasis of this course.

Student Qualifications (Primary and Secondary Audience)

There are three primary audiences anticipated for this course:

1. Fire and EMS department officers who have been designated by the authority having jurisdiction (AHJ) as the department Safety Officer.
2. Fire and EMS department members who may be assigned the HSO position.
3. Members of a department's Occupational Safety and Health Committee.

Course Scope (Goal)

To provide fire department members and other emergency medical services (EMS) personnel with information on the knowledge and skills needed to effectively manage a fire department's Occupational Safety and Health Program.

It is designed to prepare students to assist or to become the Health and Safety Officer (HSO) within their organizations.

This course provides information on the following topics: risk management; laws, codes, and standards; health maintenance and wellness; and the Occupational Safety and Health Program.

The HSO manages the safety, health, and wellness of all department members and leads in the organization's efforts to develop, maintain, improve, and implement a Risk Management Plan. This course provides information using instructor-led discussion, multimedia activities, and small group discussion to convey instructional points.

Course Objectives (Course Learning Outcomes – TLOs)

Course Delivery Method

The National Fire Academy (NFA) offers specialized training courses and advanced management programs of national impact in an academic classroom environment [on campus at the National Emergency Training Center \(NETC\) in Emmitsburg, Maryland](#) and through their State, local, tribal, and US territories training partners. All course materials are designed for interactive classroom environments, in either paper notebook or electronic formats.

Course Schedule

Unit 1:	Introduction	1 hr., 20 min.
Unit 2:	Principles of Risk Management	2 hr., 40 min.
Unit 3:	The Duties and Responsibilities of the Health and Safety Officer	3 hr.
Unit 4:	Health Maintenance	2 hr.
Unit 5:	Safety Areas of Concern	2 hr., 45 min.
Unit 6:	Systems-Based Change: Using Facts and Measurements	2 hr.
Unit 7:	Closing and Course Summary	2 hr.
	Total Time	16 hr., 15 min.

This Course Schedule is planned so it can be successfully instructed in two training days. Overall the instruction of the course should take no more than 16-1/2 hours of direct instruction. The instructor should use breaks and transitional periods appropriately during the 2 days.

Instructors should take note of the conditions and restrictions on modifications. Newly updated information may be substituted, but new content may not be added and slides should not be modified. Instructors may use additional slides of their own, but these should be limited in character and should not alter the information or instructional plan, course goals, or scope.

Course Resources (Instructional Materials)

In order to be fully prepared, obtain a copy of the required textbooks and other instructional materials prior to the first day of class.

Required Readings

The student must complete required readings during the course to be able to thoughtfully participate in discussions and activities.

None.

Suggested Reading/Resources

Suggested readings and resources are not evaluated, but may enhance the student's understanding, serve as additional sources for citation and promote discussion of course material.

None.

Required Resources (Course Textbook)

Student Manual.

Supplemental Resources (Supplemental Course Textbook)

None.

Grading Methodology (Evaluation Procedures)

The required performance to successfully complete the course is attained by completing the class with a letter grade of a “C” or higher.

Letter Grade	Point Range
A	90-100
B	80-89
C	70-79
F	69 or lower

Required Reading Assignments

Student completion of reading assignments will be done via evaluation of their class participation and will not be a separately graded activity.

Suggested Readings

Suggested readings are not evaluated, but may enhance the student’s understanding and promote discussion of course material.

Course Outline**Unit 1: Introduction****Objectives**

The students will:

1. Describe the history of the fire department's Safety Officer position.

2. Identify the role of the HSO position.
3. Describe the flow of the course.

Unit 2: Principles of Risk Management

Objectives

The students will:

1. Describe the classic Risk Management Model.
2. Identify the basics of risk management at an emergency and pre-emergency, and the related role of the Health and Safety Officer (HSO).
3. Describe the application of risk management principles in training evolutions.
4. Develop a Risk Management Plan for a specific risk.

Unit 3: The Duties and Responsibilities of the Health and Safety Officer

Objectives

The students will:

1. Describe how fatalities and injuries impact the organization and how the data point to key risk factors.
2. Describe how the Health and Safety Officer (HSO) uses short-term (dynamic) changes compared to long-term (comprehensive) changes to manage risk.
3. Define the role and responsibilities of the HSO.
4. Discuss the effect of regulations, standards, and policies on the work of the HSO.
5. Describe the components of a fire or emergency medical services (EMS) department Occupational Safety and Health Program.

Unit 4: Health Maintenance

Objectives

The students will:

1. Describe a health-maintenance program.

2. Describe the importance of medical requirements for response personnel.
3. Identify the comprehensive wellness and physical fitness models for career and volunteer organizations.
4. Describe the components of a compliant infection control program.
5. Develop the justification for a fire or emergency medical services (EMS) department wellness/fitness program.

Unit 5: Safety Areas of Concern

Objectives

The students will:

1. Describe the risks and safety approaches expected at wildland fire incidents.
2. Describe the risks and safety approaches expected at highway/traffic incidents.
3. Describe the safety concerns relating to incidents involving acts of violence.
4. Identify the risks associated with department facilities.
5. Describe the importance of incident scene rehabilitation.
6. Describe the components of a program for the selection, care, and maintenance of protective clothing and equipment.
7. Learn the basics of Standard Operating Procedure (SOP) development.

Unit 6: Systems-Based Change: Using Facts and Measurements

Objectives

The students will:

1. Describe the systems-based approach to occupational safety and health.
2. Describe the basics of investigations for incidents involving fatalities, injuries, department vehicle crashes, and health exposures.
3. Explain how trend analyses and postincident analyses contribute to the Occupational Safety and Health Program.

Unit 7: Closing and Course Summary

Objective

The students will review the major topics covered in this course.

Policies

Class Attendance and Cancellation Policy

Attendance

- You are required to attend all sessions of the course. If you do not, you may not receive a certificate.
- If you need to depart the training facility early and miss any portion of the course, you must make the request in writing to the sponsoring agency (e.g., State training director, etc.). The State training director may waive the attendance requirement in order to accommodate you with extraordinary circumstances as long as you complete all course requirements.

Student Substitutions

Substitutions for NFA courses are made from waiting lists; your fire department can't send someone in your place.

Cancellations or No-Shows

NFA's mission for delivery of courses is impaired significantly by cancellations and no-shows. It is very difficult and costly to recruit students at the last minute. Currently there is a two-year ban on student attendance for students who are no-shows or cancel within 30 days of the course start date without a valid reason. If you receive such a restriction, your supervisor needs to send a letter to our Admissions Office explaining the cancellation/no-show.

Course Failure

You can reapply for the failed course or any other NFA course and go through the random selection process. You don't have to successfully complete the failed course before attending another NFA course.

Student Code of Conduct Policy

Students, instructors and staff are expected to treat each other with respect at all times. Inappropriate behavior will not be tolerated.

Writing Expectations

Student writing will conform to the generally accepted academic standards for college papers. Papers will reflect the original work of the student and give appropriate credit through citations for ideas belonging to other authors, publications or organizations. Student written work should be free of grammatical and syntax errors, free of profanity or obscene language or ideas, and reflect critical thinking related to the course subject matter.

Citation and Reference Style

Attention Please: Students will follow the APA, Sixth Edition as the sole citation and reference style used in written work submitted as part of coursework to NFA. Assignments completed in a narrative essay, composition format, abstract, and discussion posts must follow the citation style cited in the APA, Sixth Edition.

Late Assignments

All assignments must be turned in by the established deadline. Late submissions could result in a 10 percent decrease in grade.

Disclaimer Statement

Course content may vary from the outline to meet the needs of this particular group.

Grading

Please review the above grading methodology that explains how grades will be awarded. Students who do not complete the entire course will be awarded an Incomplete (I) grade. In accordance with National Fire Academy academic policies, an Incomplete (I) grade must be removed by the end of the next semester following the course, or it automatically becomes a Failing (F) grade.

If you fail an on-campus course, you will not be issued a stipend for that course. You can reapply for the failed course or any other NFA course and go through the random selection process. You don't have to successfully complete the failed course before attending another NFA course.

https://www.usfa.fema.gov/training/nfa/admissions/student_policies.html

Academic Honesty

Students are expected to exhibit exemplary ethical behavior and conduct as part of the NFA community and society as a whole. Acts of academic dishonesty including cheating, plagiarism, deliberate falsification, and other unethical behaviors will not be tolerated.

Students are expected to report academic misconduct when they witness a violation. All cases of academic misconduct shall be reported by the instructor to the State training director or host agency and to the NFA Training Specialist.

If a student is found to have engaged in misconduct and the allegations are upheld, the penalties may include, but are not limited to one or a combination of the following:

- expulsion,
- withholding of stipend or forfeiture of stipend paid,
- exclusion from future classes for a specified period; depending on the severity it could range from 1-10 years, and/or
- forfeiture of certificate for course(s) enrolled in at NETC.

Refer to NFA-specific Standard Operating Procedure 700.1 – *Academic Code of Conduct and Ethics* for more information.