



# The Salvation Army

## ICS POSITION DESCRIPTION SAFETY OFFICER SAF SECTION (August 2019)

**Title:** Safety Officer (SAF)

**Reports To:** Incident Commander

### General Description:

The Safety Officer is responsible for identifying potential safety hazards on a disaster operation and recommending corrective actions. The Safety Officer ensures, as much as possible, that disaster workers and those The Salvation Army serves are not carelessly hurt or otherwise endangered. The Safety Officer has the authority to immediately halt practices which are potentially dangerous and to suspend operations if safety or security is compromised. The Safety Officer is authorized to audit all aspects of the disaster operation, including direct service programs, equipment, facilities and personnel practices, to determine possible hazards. In addition, the Safety Officer may also examine site security at Salvation Army facilities and other locations where Salvation Army disaster workers spend on or off-duty hours. The Safety Officer will help ensure Salvation Army personnel are safe and secure for the entire time they are deployed, including both on and off-duty hours.

### Responsibilities:

- Continual assessment of potential hazards and makes recommendations for corrective actions.
- Provides the Incident Commander with risk assessments that address identified hazards and suggests corrective actions.
- Conducts facility safety surveys before buildings are occupied and develops facility emergency action plans for disaster-related facilities.
- Ensures all disaster workers receive appropriate safety briefings upon arrival and at their assigned duty location as necessary.
- Ensures appropriate personal protection equipment (PPE) is available according to job function. For example, food preparers should wear hats, aprons and gloves. The Safety Officer should also ensure first aid kits, fire extinguishers, and other safety equipment are appropriately located in case of an accident or other emergency.
- Takes all necessary and reasonable actions to secure the safety of workers and clients, including implementing Safe from Harm practices and disaster worker badge and identification systems.
- Ensures local ordinances, such as fire code and public health regulations, are followed.
- In conjunction with the Logistics function, arranges security guards, public or private, for Salvation Army facilities as necessary
- Ensures that incident reports are filled out immediately when an accident/injury occurs and reported to The Salvation Army's insurance company, Chesterfield Services, the Incident Commander and Divisional & Territorial Headquarters. The Safety Officer will work in conjunction with these entities should a detailed investigation process be deemed necessary.
- In remote locales, develops procedures for contacting emergency medical services in the event of an injury or medical emergency.

- Coordinates with the Emotional and Spiritual Care function regarding stress management services for staff and develops a plan for crisis response in the event of serious accident or fatality.
- Assist the Operations and Logistics Chief in inspecting deliveries. This includes ensuring food is safe to serve and that certain donations, such as cleaning supplies, are safe to distribute to the public.
- Assist the Logistics Chief in ensuring that forklifts and other heavy equipment are operated only by properly qualified staff according to OSHA guidelines.
- Develops the Safety and Risk Analysis for the Incident Action Plan (IAP).
- Creates an inclement weather plan and presents it to the Incident Management Team and disaster workers as needed.

**Relates to:**

Within the incident management assistance team, the Safety Officer works closely with the Operations and Logistics functions (where the bulk of disaster service delivery and resource support are coordinated) to spot potential hazards. This is particularly important in areas of food preparation, food storage and warehouse operational safety. The Safety Officer should work closely with the Finance & Administration section to ensure disaster workers are properly screened and badged, orientated to the disaster site and advised of specific safety or security concerns, and that all accidents involving people or property are documented and reported. The Safety Officer should also maintain a close relationship with the Emotional Spiritual Care Officer in addressing issues of stress management among ICS team members.

In case of an accident, the Safety Officer may work directly with the Human Resources and/or Risk Management Departments at divisional and/or territorial headquarters to ensure that the incident is properly reported and, if necessary, a more detailed investigation is done.

**Skills/Physical Fitness:**

- Must be a Salvation Army credentialed disaster worker.
- Background in occupational safety. Knowledge of the OSHA Regulations (29 CFR 1910) and the NFPA (National Fire Protection Association) Fire Code 101
- Understanding of Salvation Army “Safe from Harm” policies and procedures.
- Knowledge of hazardous materials/IDLH situations (Immediately Dangerous to Life and Health).
- Knowledge of basic principles of crisis intervention including critical incident stress management.
- Valid state-issued driver’s license and on The Salvation Army’s approved drivers’ list.

**Required Training (in progressive order):**

1. SA-100 or SA-100.B - Introduction to The Salvation Army Emergency Disaster Services
2. USS-SFH - Safe From Harm (Level 3 or 4)
3. MEDIC FIRST AID – Basic Plus (CPR, AED and First Aid for Adults)
4. SA-200 - Incident Command System
5. SA-340.B –Safety Officer
6. NRAEF – ServSafe® Food Safety Managers Training

\* OSHA training covering topics in accident investigation; back injury prevention; hazard communication; personal protective equipment; blood borne pathogens; forklift safety; preventing slips, trips and falls.

\* CISM training in basic principles of crisis intervention and stress management.