** Safety Officer (2025)**

**Checklist #5**

| **Location:** |  |
| --- | --- |
| **Date:**  MM/DD/YY |  |
| **Respondent:**  First, Last |  |
| **Reviewed by:**  First, Last |  |

**For the National Preparedness Review, you will need to have the following items available for review:**

| **CHECKLIST ITEM #** | **DOCUMENTATION** |
| --- | --- |
| 1 | Annual Unit Safety and Health Action Plan, Including medical Plan. |
| 3, 11 | Risk Assessment / Job Hazard Analysis forms |
| 5, 6 | Documentation for the items listed |
| 9 | Authorization to drive in place (Incidental MVO / Full Time Operator) |
| 10 | Safety data sheets (SDS) |
| 13 | Documented local module safety sessions (tailgate safety session) |
| 19 | Serious Incident or Fatality (SIOF) Response Plan |
|  | Safety Rep is aware of *Interagency Standards for Fire and Fire Aviation Operations*  (<https://www.nifc.gov/standards/guides/red-book>) |

| **CHECKLIST ITEM #** | **CHECKLIST REFERENCES** |
| --- | --- |
| 6f | Employee Orientation Checklist (<https://www.nifc.gov/standards/blm-preparedness-review>) |

**Key Code: E = Exceeds Standard, M = Meets Standard, NI = Needs Improvement, NR = Not Reviewed**

| **ITEM** | **DESCRIPTION** | **CODE** | **REMARKS** |
| --- | --- | --- | --- |
| 1 | Annual Unit Safety and Health Action Plan is developed, approved and signed by unit agency administrator. This plan outlines courses of action to improve the unit’s safety program and is based upon an assessment of what is needed to make the safety program fully functional. *[RB Ch 6]* |  |  |
| 2 | An individual has been designated as the unit safety specialist/officer and provides technical support for all aspects of the safety and occupational health for the fire management organization.  *[BIA 25 IAM 1, B Manual 1112-2]* |  |  |
| 3 | Job Hazard Analysis (JHAs) and Risk Assessments (RAs) *[BIA 25 IAM 3-H v1]* |  |  |
|  | 1. Assists employees and managers with development of JHAs and JHAs training for nonsuppression-related fire activities |  |  |
|  | 1. Assists employees and managers with development of RA and RA training for suppression-related activities |  |  |
| 4 | Agency Safety Committee which includes fire program representation is organized to support overall direction of the safety program and monitor its performance. *[BIA 25 IAM 3-H]* |  |  |
| 5 | Written safety and health programs required by OSHA are in place and being implemented to include fire personnel.  *[BIA 25 IAM 3-H, H-1112-2]* |  |  |
| 1. Bloodborne pathogen |  |  |
| 1. Confined space (if applicable) |  |  |
| 1. Hazard communications |  |  |
| 1. Hearing conservation program |  |  |
| 1. Lock out/tag out (if applicable) |  |  |
| 1. PPE standard |  |  |
| 1. Respirator program (if applicable) |  |  |
| 1. Thermal stress program (if applicable) |  |  |
| 6 | Employees are being provided mandatory safety and health training for the following programs (if applicable): *[BIA 25 IAM 3-H, H-1112-2]* |  |  |
|  | 1. RT-130, Wildland Fire Safety Training Annual Refresher |  |  |
|  | 1. First aid |  |  |
|  | 1. BLM Operational Risk Management   *[DOI Talent]* |  |  |
|  | 1. CPR |  |  |
|  | 1. Fire Specific Drivers Training |  |  |
|  | 1. Employee Orientation Checklist |  |  |
|  | 1. Fire tool use and maintenance |  |  |
|  | 1. Hazard communication |  |  |
|  | 1. HAZMAT – First Responder Awareness Level |  |  |
|  | 1. Materials of trade |  |  |
|  | 1. OHV/UTV operator |  |  |
|  | 1. Job Hazard Analysis (JHA) / Risk Assessment (RA) |  |  |
|  | 1. Specific training identified by JHA / RA |  |  |
|  |  |  |  |
| 7 | Safety publications are available to all employees including:  *[RB Ch 2, Safety Table]* |  |  |
| a. *DOI Occupational Safety and Health Program - Field Manual* |  |  |
| b. *Incident Response Pocket Guide* |  |  |
| 8 | Procedures are in place to monitor work capacity test (WCT) results and ensure medical clearance policies are followed before Red Cards are issued.  *[RB Ch 6 / 13]* |  |  |
| 9 | Procedures are in place to ensure all drivers have authorization to operate motor vehicles prior to operating GOV vehicles.  *[RB Ch 6; BIA 25 IAM 4-H]* |  |  |
| 10 | Safety data sheets (SDS) are present, accessible, and available for all hazardous materials used and stored in the work area. *[BIA 25 IAM 3-H v1]* |  |  |
| 11 | Supervisors and work leads are consulting safety specialists prior to the procurement of specialized PPE and in accordance with agency direction and supported by a risk / hazard assessment.  *[BIA 25 IAM 3-H v1; RB Ch 14; H-1112-2]* |  |  |
| 12 | Proper PPE is being purchased (e.g., ANSI/NFPA 1977) as appropriate and meets manufacturer and policy requirements.  *[BIA 25 IAM 3-H v1; RB Ch 14; H-1112-2]* |  |  |
| 13 | Supervisors and/or work leaders ensure that job specific tailgate safety sessions are conducted and documented. *[BIA 25 IAM 3-H v1]* |  |  |
| 14 | Procedures are in place for reporting unsafe or unhealthy working conditions.  *[RB Ch 6, Safety Table; H-1112-2]* |  |  |
| 15 | Supervisors and employees are trained in the use of the Safety Management Information System (SMIS) and Employees’ Compensation Operations & Management Portal (ECOMP).  *[RB Ch 6; H-1112-1]* |  |  |
| 16 | Property damage and personal injuries are documented using the Safety Management Information System (SMIS). Personal injuries are also entered into Employees’ Compensation Operations & Management Portal (ECOMP) if filing an OWCP claim.  *[IA 25 IAM 5-H; H-1112-2; RB Ch 6]* |  |  |
| 17 | Using SMIS, injury data is monitored and reviewed to determine trends affecting the health and welfare of employees.  *[IA 25 IAM 5-H; H-1112-2; RB Ch 6]* |  |  |
| 18 | Formal safety inspections of physical facilities are made by a qualified inspector at least once each fiscal year. *[BIA 25 IAM 3-H v1]* |  |  |
| 19 | Serious Incident or Fatality (SIOF) Response Plan established and maintained.  *[RB Ch 18]* |  |  |