# 2023 Safety Officer Position Duty Worksheet

**Incident Name:**

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<th>Name</th>
<th>Date</th>
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## INITIAL REQUIREMENTS (Resource Order Received/IMT Mobilization Call)
- IWI Plan (Draft reviewed by IC prior to taking command)
- IWI IMT contact list and contact process (Text/WhatsApp/GroupMe)
- Snag Hazard/Medical Evac times/ Potential Control/Suppression Difficulty (RMA Dashboard)
- Preorder for additional Safety Officers
- Contact List for SOFs

## INBRIEFING (Emerging Incident)
- Agency Contacts/Notification Protocol for Accidents/Injuries/Illness
- Hospital Liaison List/Plan
- Known Hazards (unique to unit)
- Local Medical Response Capabilities/Challenges
- Infectious Disease Plan
- Safety Challenges
- Safety Concerns

## TRANSITION IN BRIEFING (From Existing Team)
- Agency Contacts/Notification Protocol for Accidents/Injuries/Illness
- Known Hazards (unique to unit)
- Local Medical Response Capabilities/Challenges
- SRA Products (Summary)
- 215R (Top 10s)
- Trends (Past and Emerging)
- Medical Summary
- Prior inspections
- Investigations/SafeComs/Safenets

## DAY 1
- IWI plan validated and signed by IC
- Ensure all functions have completed Pre IWI duties (Comms Unit, MEDL etc)
- Resource Orders for additional SOFs
- Operational Map displayed in safety workspace (labeled with safety officer and medical assignment locations)
- Develop 215R with OSC (Top 1-10 Hazards for operation)

## DAILY DUTIES (Within Camp)
- Pre-Brief with Operations (Identify Specific Geographic Hazards)
- Operational Briefing (Top 1-3 Hazards)
- Helibase/Air Ops Briefing
- Safety Officer Briefing (with Assigned Safety Officers)
- Regional Safety Call (if applicable)
- Strategic Risk Assessment (SRA)/StratOps Meeting
- C&G Meeting
- ICP Inspections
- Strategy Meeting
- Tactics Meeting

- Develop 215R with OSC (Top 1-10 Hazards for operation)
- Planning Meeting
- Night Operations Briefing (If Applicable)
- 209 Update for recordable injuries/illness (SIT Unit)
- Develop IAP Safety Message (Top 3-5 Hazards from 215R)
- Validate Medical Plan ICS 206
- Safety Officer Debriefing (with Assigned Safety Officers)
- Documentation of injuries/mishaps/close calls/ near misses
## 2023 Safety Officer Position Duty Checklist

### Incident Name:

| Name | Date |

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### DAILY DUTIES (Lead Safety Within Field)

- [ ] Pre-Brief with Operations (Identify Specific Geographic Hazards)
- [ ] Operational Briefing (Top 1-3 Hazards)
- [ ] Safety Officer Briefing (with Assigned Safety Officers)
- [ ] Helibase/Air Ops Briefing
- [ ] Strategic Risk Assessment (SRA)/StratOps Meeting (If Applicable)
- [ ] Communicate with Ground Support and Medical Unit for emerging trends
- [ ] Field Identification of Operational Hazards and Observations
- [ ] 1400 Lead Safety Call (Field Observations)
- [ ] Validate (Ground truth) Hazards Identified in 215R
- [ ] Safety Officer Debriefing (with Assigned Safety Officers)
- [ ] Documentation of injuries/mishaps/close calls/near misses

### DAY 1-7

- [ ] IWI Scenario for C&G (within first 3 days)
- [ ] Implement IWI Lessons Learned (If Applicable)
- [ ] ICP/Base Camp Emergency/Evacuation Plan (Incident Specific)
- [ ] ICP/Other Incident Facility Inspections (consider completing Helibase/Air Tanker Base and kitchen inspections twice per incident)
- [ ] Review Aviation Crash/Rescue Plan

### DAY 7-14

- [ ] ICP/Other Incident Facility Inspections (dependent on complexity)
- [ ] Taskbooks/Performance Evaluations
- [ ] Demob Plan meets Agency requirements
- [ ] Check for Safecoms/Safenets

### TRANSITION OUT BRIEFING (To New Incoming Team)

- [ ] Agency Contacts/Notification Protocol for Accidents/Injuries/Illness
- [ ] Known Hazards (unique to unit)
- [ ] Local Medical Response Capabilities/Challenges
- [ ] Transition Document
- [ ] SRA Products (Summary)
- [ ] 215R (Top 10s)
- [ ] Trends (Past and Emerging)
- [ ] Medical Summary
- [ ] Prior inspections
- [ ] Investigations/Safecoms/Safenets

### CLOSING OUT INCIDENT (Transition to Incoming Team / Back to Home Unit)

- [ ] Transition Document
- [ ] Executive Narrative (Safety Summary)
- [ ] Close out Meeting
- [ ] Incident Management Team AAR
- [ ] Taskbooks/Performance Evaluations