**SAFETY OFFICER CHECKLIST**

Responsible for: identifying, monitoring and assessing hazardous and unsafe situations; developing measures to ensure personnel safety, correcting unsafe acts or conditions; stopping or preventing unsafe acts when immediate action is warranted.

###### Reports to: the **EOC Manager**

#### DATE OF ACTIVATION: \_\_\_\_\_\_\_\_\_\_\_\_ REASON FOR ACTIVATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Completed or N/A** | **By (initials)** | **Time** | Item |
|  |  |  | Assumed responsibilities of the Safety Officer. |
|  |  |  | Compiled list of potentially hazardous situations for presentation at planning meetings. |
|  |  |  | Attended planning meetings to advise on safety matters. |
|  |  |  | Reviewed field reports to identify safety concerns. |
|  |  |  | Stopped unsafe operations – if warranted. |
|  |  |  | Investigated accidents and prepared accident report. |
|  |  |  | Recommended corrective action in case of unsafe situations. |
|  |  |  | Incorporated lessons learned during emergencies or exercises into the existing plan and procedures. |