



Pennsylvania State Fire Academy

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Minimum Standard for Accreditation (MSA)

November 1996

Course Title: Health and Safety Officer - NFA (HSO)

Length of Course: 20 Hours

Lecture/Lab Breakdown: 20/0

Prerequisites: INFO or 5 years experience as line officer.

Referenced Texts: Instructor Guide and Student Manual for course in question.

Course Goal: To enable the student to identify and analyze health and safety aspects that affect emergency responder safety in both emergency and non-emergency situations.

Description of Course: The role of the Health and Safety Officer in policy and procedure issues that affect the health and safety of emergency responders. Risk analysis, wellness, program management, and other occupational safety issues are the main emphasis of the course. The target audience is all individuals, and especially management-level personnel who have department-level health and safety responsibilities (such as planning and implementation) and organizational representatives who have active involvement in such activities.

Description of Methodology to be used: (Brief) Lecture, discussion and group activities.

Student Equipment/Supply Needs: Notebook, pen/pencil, copy of Student Manual for course in question.

Equipment/Audiovisual/Supply requirements: Classroom with adequate seating, chalkboard, flip chart, 35mm slide projector with screen, VHS VCR with adequate monitors, 1 copy of student manual for each student.

COURSE OUTLINE **(General - Not Detailed)**

<u>Time</u>	<u>Content</u>	<u>Instructor Notes</u>
1:00	Introduction	
1:35	HSO/ISO Role Clarification	
3:00	Laws, Standards, and Regulations	
4:40	Risk Management	

MINIMUM STANDARDS FOR ACCREDITATION

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Page 2 of 3

COURSE OUTLINE continued
(General - Not Detailed)

<u>Time</u>	<u>Content</u>	<u>Notes</u>
4:30	Health Maintenance	
1:30	Investigations	
2:45	Post-incident Evaluation and Analysis	
1:00	Test and Summary	

Competency Evaluation Mechanism (Brief description-attach copy): Written exam contained in the Instructor Guide.

Course Objectives (specific): The students will be able to:

1. given six safety functions and working in small groups, identify the location of those functions in their own organizations.
2. given written SOP's and working in small groups, compare the SOP's to laws, standards, and regulations, and recommend changes to bring the SOP's into compliance.
3. given applicable laws, standards, and regulations, and working individually, list at least three actions that will improve their department's safety and health program, and make a persuasive presentation.
4. given a specific fire or EMS operation and working in small groups, develop a risk management plan applying the five classic risk management methods to that operation.
5. given two specific purchases or projects and working in small groups, develop a risk management checklist for each project and identify the relationship between items on the list and responder safety.
6. given a specific training scenario and working in small groups, act as internal safety consultants and develop a safety action plan for that training exercise.
7. given a scenario involving violence and working in small groups, develop a SOP for their agency on responding to that type of violent situation.
8. given the task of developing a comprehensive wellness program for your department and working in small groups, identify six potential problems associated with program development and solutions to them.
9. given the task as a Health and Safety Committee and working in small groups, review fire department records and develop a report that includes three suggestions on how to improve the fire department's wellness program.
10. given a video case study of an accident and working in small groups, define five actions that should be taken in the initial stages of an investigation.
11. given information and scenarios, and working in small groups, determine what actions the Health and Safety Officer must take, using the postincident evaluation and analysis process, to rectify the safety and health problems or conditions.
12. given a safety and health case study, and working in small groups, evaluate and analyze the information to determine what corrective actions must take place to prevent the incident from recurring.

**Questions/Comments: Contact Rita Wessel, Curriculum Specialist: Extension 106
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