

| JOINT SOP | |
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| Title | Incident Safety Management Functions |
| Purpose | To define the key safety roles and related responsibilities to enhance the management of safety at emergencies. |
| Scope | <p>This Joint Standard Operating Procedure (JSOP) applies to all emergency personnel involved in the planning, establishment, resourcing and management of major emergencies.</p> <p>This procedure does not override the responsibilities of agencies or individuals under the <i>Occupational Health and Safety Act 2004</i>.</p> |
| Applicable Agencies | <p>This procedure applies to the following agency personnel;</p> <ul style="list-style-type: none"> • CFA • DELWP (FFM Vic) • EMV • MFB • VICSES |
| Content | <p>The procedural contents of this SOP are:</p> <ul style="list-style-type: none"> • Step 1: Appointment of Safety Functions • Step 2: Incident Controller • Step 3: Incident Safety Officer • Step 4: Field Safety Officers • Step 5: OHS Advisors • Step 6: State OHS Executive Advisor • Step 7: Systems and tools |
| Responsibilities | Safety Officer, Incident Controller, Regional Controller, State Response Controller, State OH&S Executive Advisor, Emergency Response Personnel |
| Definitions | <p>The following definitions apply to this procedure:</p> <p>Field Safety Officer A position allocated to the Sector or Division Commander to advise on all aspects of potential and current safety and risk management issues present at the sector or division. This role may also liaise with the Incident Safety Officer where appointed.</p> <p>Incident Safety Officer The Safety Officer reports to the Incident Controller on all aspects of potential and current safety risks and issues identified at the incident.</p> |

OHS Advisor

A technical or specialist advisor to the Incident Safety Officer and/or the Incident Controller primarily in relation to the broader non-operational areas of the incident.

State OH&S Executive Advisor

Reports to the State Response Controller to provide strategic health and safety advice to the State Response Controller and State Control Team

SMEACS

A briefing format incorporating: Situation, Mission, Execution, Administration and Logistics, Command and Communications, Safety and Questions.

PROCEDURE**1. Appointment of Safety functions**

- 1.1. The Chief Officer or equivalent of each agency will determine the training and accreditation required to undertake all incident safety functions.

2. Incident Controller (IC)

- 2.1. Incident Controllers should consider the skill sets of the personnel undertaking safety roles, and preference personnel with relevant hazard experience where possible.
- 2.2. The IC may appoint assistant/s to the Incident Safety Officer as required.
- 2.3. Appointment of a designated Incident Safety Officer for non-major emergencies remains at the discretion of the IC as per agency protocols. At such incidents, the Incident Safety Officer role may be allocated to a person performing other functions (pending appropriate qualifications and training), but not to the Operations Officer.
- 2.4. ICs are required to take into consideration all identified safety issues when making operational decisions.

3. Incident Safety Officer

- 3.1. The Incident Safety Officer is responsible for:
 - 3.1.1. Monitoring the development and implementation of the Incident Action Plan, considering:
 - Risks to the health, safety and welfare of incident personnel; and
 - Measures to eliminate, prevent or mitigate risks.
 - 3.1.2. Supporting the IMT to ensure that the relevant safety components are incorporated into SMEACS briefings delivered to all Incident Personnel. This is to include incident specific risks and any relevant safety alerts/directions issued from the State Tier.
 - 3.1.3. Assisting the IC in the provision of safety briefings and advice.
 - 3.1.4. Assisting with the conduct of risk assessments for the incident the development of risk controls and mitigation measures.
 - 3.1.5. Assisting with monitoring the effectiveness of incident communications and information flow.

- 3.1.6. Assisting with monitoring the health, safety and welfare of personnel.
 - 3.1.7. Advising the IC on all aspects of potential and current safety and risk management issues identified at the incident.
 - 3.1.8. Reviewing the operational aspects of the medical plan for the incident.
 - 3.1.9. Monitoring incident injury, near miss and hazard reports and first aid treatments and ensure they are reported according to the established agency systems. This will assist in the provision of guidance to the IMT on risk controls.
 - 3.1.10. Liaising with the Field Safety Officers/OHS Advisor/State OH&S Executive Advisor where appointed.
 - 3.1.11. Confirming the receipt and dissemination of safety alerts and key directions from the State Response Controller.
 - 3.1.12. Maintaining a log book of health, safety, and welfare issues.
 - 3.1.13. Recommending to the IC the requirement for an investigation of an incident or near miss.
- 3.2. Incident Safety Officers are required to report operational issues identified relating to safety appropriate position/s.
 - 3.3. The Incident Safety Officer is required to provide a report to the Incident Controller summarising issues that have been identified and actions taken during the shift or tour. The Incident Safety Officer should participate in any incident debrief or performance improvement activity.

4. Field Safety Officers

- 4.1. The Incident Controller may appoint a dedicated Field Safety Officer to operate within a division or sector. Field Safety Officers report through the chain of command e.g. Sector Commander.
- 4.2. The Field Safety Officer is responsible for:
 - 4.2.1. Monitoring and reporting on operational activities.
 - 4.2.2. Monitoring the use of safe working practices, including appropriate Protective Equipment and Personal Protective Clothing.
 - 4.2.3. Providing advice to the appropriate role to ensure any unsafe work practices observed are corrected
 - 4.2.4. Keeping the Incident Safety Officer advised of any issues identified.
 - 4.2.5. Facilitating and monitoring the reporting of incidents, injuries, hazards and near misses.
 - 4.2.6. Liaising with other Field Safety Officers and the Incident Safety Officer
 - 4.2.7. Maintaining a log book of health, safety and welfare issues.
- 4.3. Field Safety Officers are required to report operational issues identified relating to safety appropriate position/s.

5. OHS Advisors

- 5.1. The Incident Controller and Incident Safety Officer can request additional support to assist them in the safety management of the incident through the provision of an OHS Advisor.
- 5.2. The OHS Advisor role is not intended to provide advice on operational matters such as fire behaviour but does provide technical advice on hazards specific to

the incident.

5.3. The OHS Advisor reports to the Incident Safety Officer.

5.4. The OHS Advisor responsibilities may include:

5.4.1. Assisting in monitoring the health and welfare of incident personnel.

5.4.2. Provision of advice on incident specific hazards (e.g. asbestos or carbon monoxide).

5.4.3. Assisting with the monitoring of plant safety.

5.4.4. Assisting with liaison with WorkSafe and other technical experts in response, relief and recovery.

5.4.5. Assisting with contractor safety management.

5.4.6. Assisting with preliminary investigations into OHS incidents (e.g. injuries).

5.4.7. Monitoring of OHS management systems.

5.4.8. Reviewing the effectiveness and undertake the analysis of injury, near miss or hazard reports.

5.4.9. Contribute to the advice on health and safety risks to the community as the result of incident operations.

5.5. OHS Advisors are required to report operational issues identified relating to safety appropriate position/s.

6. State OHS Executive Advisor

6.1. Reporting to the State Response Controller (SRC) this role provides overall strategic management of safety. This role is to be appointed for all major emergencies or as required by the State Response Controller for all other incidents.

6.2. The OHS Executive Advisor responsibilities include:

6.2.1. Provision of coordinated strategic health and safety advice, including risks to health, safety and welfare of incident personnel and reporting of incidents that have occurred.

6.2.2. Development of Safety Alerts during a major emergency in consultation with agency representatives and technical specialists.

6.2.3. Reviewing key safety information including incident data and reporting.

6.2.4. Reviewing state action plans and identify health and safety issues.

6.2.5. Development of daily safety briefing reports to the State Response Controller and State Control Team.

6.2.6. Establishing and utilising information networks to gather safety intelligence.

6.2.7. Assisting the SRC in building a common operating picture (situational awareness) for safety across all agencies during a major emergency.

6.2.8. Coordinating approved safety initiatives such as inspections/reviews at major incidents, including staging areas.

7. Systems and Tools

7.1. The above defined functions will utilise tools to undertake their duties which include:

7.1.1. Safety Officer OHS Incident Risk Assessment Template

7.1.2. OHS Risk Treatment Plan Template

- 7.1.3. Field Safety Audit Check list
- 7.1.4. Safety Officer checklist
- 7.1.5. Agency Injury, Near miss, Hazard Reporting software (i.e. CFASafe, MFBSafe, SES-Safegate, DELWP-POSSUM).
- 7.1.6. Emergency Management Information Systems (e.g. EM-COP, email)

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SAFETY

Emergency personnel need to ensure that the protection and preservation of life is maintained at all times.

In the application of this JSOP the following safety considerations apply:

- Nil

REFERENCE

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| Related Documents | <p><i>Occupational Health and Safety Act (Vic) 2004</i></p> <p><i>Occupational Health and Safety Regulations (Vic) 2017</i></p> <p>Fatigue prevention in the workplace: Your health and safety guide (WorkSafe)</p> <p>Safety Officer OHS Incident Risk Assessment Template</p> <p>OHS Risk Treatment Plan Template</p> <p>Field Safety Audit Check List</p> <p>State OHS Executive Advisor Role Statement</p> <p>OHS Executive Advisor Guide</p> <p>SOP J8.01 OH&S Incident Reporting and Investigation – Major Emergencies</p> |
| Environment | Nil |

REVIEW

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| Date Issue | 9 September 2019 |
| Date Effective | 9 October 2019 |
| Date to be Reviewed | September 2022 |
| Date to Cease | N/A |

AUTHORITY

The Emergency Management Commissioner has issued this SOP under section 50 of the Emergency Management Act 2013.

| Approved | Signature | Date |
|---|------------------|-------------|
| Andrew Crisp Emergency Management Commissioner | | |
| Endorsed | Signature | Date |
| Steve Warrington Chief Officer, CFA | | |
| Chris Hardman Chief Fire Officer, DELWP | | |
| Greg Leach Chief Officer, MFB | | |
| Alistair Drayton Acting Chief Officer Operations, VICSES | | |

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