

Safety Officer

Mission: To ensure the safety of staff and any volunteers during POD activation. Specifically to ensure safe working conditions and best practices are followed.

Date: _____ Location: _____ Shift: _____ Reports to: POD Task Force Leader

POD Activation/Operations	Time	Initial
Read this entire JAS and review POD ICS chart. Put on position identification.		
Document all key activities, actions, and decisions on ICS Form 214.		
Review site safety plan. Create any necessary safety messages.		
Ensure overall safe working conditions of the POD site with authority to immediately correct unsafe conditions including authority to stop operations as necessary for serious safety hazards. <ul style="list-style-type: none"> • Trip hazards • Slip and fall issues • General building conditions 		
Ensure staff safety/Provide safety brief to include <ul style="list-style-type: none"> • Issuing of PPE • Use of PPE • Proper lifting techniques • Emergency exits • Severe weather plan • Event critical emergency guidance 		
POD site specific work rules <ul style="list-style-type: none"> • No Smoking in building. • No eating in storage area. • Do not leave without informing your supervisor. 		
Notify POD Task Force Leader of any unsafe conditions or acts.		

Documents

- IAP
- ICS organization chart
- DOC telephone directory
- ICS Form 214

Tools

- Radio
- Position Identification