

JOINT SOP	
Title	Incident Safety Roles and Functions
Purpose	To define the key health & safety roles, functions and responsibilities that support Incident Management Teams at emergencies.
Scope	<p>This Joint Standard Operating Procedure (JSOP) applies to all emergency personnel involved in the planning, establishment, resourcing, and management of Class 1 emergencies; however, the principles may be applied to all 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 agencies) • EMV • FRV • 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</p> <p>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>

Incident Safety Officer

A Safety Officer trained and or accredited person who reports directly to the Incident Controller on potential and current safety hazards and risks and any safety issues identified at the incident. And whose primary location is the ICC.

OHS Advisor

An OHS technical or specialist advisor to support the Incident Safety Officer and/or the Incident Controller primarily in relation to the broader non-operational areas of the incident. OHS Advisor reports to the Incident Safety Officer.

State OHS Executive Advisor

Reports to the State Response Controller and works in collaboration with all agencies/departments to improve OHS performance during major emergencies and provides strategic health and safety advice to the State Response Controller and State Control Team.

SMEACSQ

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/Commissioner or equivalent of individual agencies/departments will determine the training and accreditation required to undertake incident safety functions.

2. Incident Controller

- 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. ICs are required to take into consideration all identified safety issues when making operational decisions.

3. Incident Safety Officer

- 3.1. The Incident Controller may appoint a dedicated Incident Safety Officer to an IMT at major emergencies. The Safety Officer will report directly to the Incident Controller however, the Incident Controller may elect to have the role report directly to a Deputy Incident Controller.
- 3.2. 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

- 3.3. The Incident Safety Officer is positioned in the ICC and is responsible for:
- 3.3.1. Contributing to, analysing and reviewing IAPs and other operational or complementary plans for the purpose of providing safety advice and any potential to compromise safety.
 - 3.3.2. Investigating and managing safety incidents.
 - 3.3.3. Identifying issues related to safety, health and welfare of personnel and identification of actions to mitigate and/or control risks.
 - 3.3.4. Recording observations and recommendations and reporting on safety issues to Incident Controller and members of incident management team.
 - 3.3.5. Providing briefings and debriefings to the incident management team.
 - 3.3.6. Attending meetings with Incident Controller and personnel.
 - 3.3.7. Providing advice to Incident Controller and personnel on mitigating safety, health and welfare risks.
 - 3.3.8. Ensure the IC is aware of any relevant Safety documentation, including Safety Alerts, Safety Fact Sheets, JSOP's and Safety resources.
 - 3.3.9. Advise IC on compliance with legislation and codes of practice.
 - 3.3.10. Supporting the IMT to ensure that the relevant safety components are incorporated into SMEACSQ briefings delivered to all Incident Personnel. This is to include incident specific risks and any relevant safety alerts/directions issued from the State Tier.
 - 3.3.11. Anticipating and identifying hazards associated with response activities. Supporting the implementation of controls and monitoring the effectiveness of these controls.
 - 3.3.12. Monitoring incident injury, near miss and hazard reports and first aid treatments and ensure they are reported according to J08.01 – OH&S Incident Reporting and Investigation - Major Emergencies, ensuring required action plans and controls have been implemented.
 - 3.3.13. Liaising with the Field Safety Officers/OHS Advisor/State OHS Executive Advisor where appointed.
 - 3.3.14. Confirming the receipt and dissemination of safety alerts and key directions from the State Response Controller.
 - 3.3.15. In addition to agency incident reporting, maintaining a logbook of health, safety, and wellbeing tasks and issues.
- 3.4. The Incident Safety Officer is required to provide a report to the Incident Controller summarising identified Health, Safety and Wellbeing issues 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. Providing advice and support incident safety strategies to the appropriate role to ensure any at risk work practices observed are corrected.
 - 4.2.2. Monitoring and reporting on field operational activities.
 - 4.2.3. Monitoring the use of safe working practices, including appropriate

Protective Equipment and Personal Protective Clothing.

- 4.2.4. Keeping the Incident Safety Officer advised of any Health, Safety and Wellbeing issues identified in the field.
 - 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 logbook of health, safety and wellbeing issues.
- 4.3. Field Safety Officers are required to report operational issues identified relating to safety to appropriate IMT position/s.

5. OHS Advisors

- 5.1. The Incident Controller and Incident Safety Officer can request an OHS Advisor for additional support, to assist them in the safety management of the incident.
- 5.2. The OHS Advisor role is not intended to provide advice on operational matters such as fire behaviour but does provide specialist technical advice on OHS matters specific to the operational 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, safety and wellbeing of incident personnel.
 - 5.4.2. Provision of advice on operational 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 investigations into OHS incidents
 - 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 to appropriate IMT 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.
- 6.2.9. Support Incident and Regional Safety Officers as required.

7. Systems and Tools

- 7.1. The above defined functions will utilise documents and tools to undertake their duties which include:
 - 7.1.1. IMT Toolbox-Safety, located on EM-COP -
 - 7.1.2. State Control – OHS Exec Advisor and OHS Exec Guide, located on EM-COP
 - 7.1.3. EMV Safety menu, located on EM-COP
 - 7.1.4. EM Drive
 - 7.1.5. Agency Incident and Hazard Reporting software (i.e., CFASafe, FRVSafe, SES-Safegate, DELWP-POSSUM).

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

Related Documents	<p><i>Occupational Health and Safety Act 2004 (Vic)</i></p> <p><i>Occupational Health and Safety Regulations 2017(Vic)</i></p> <p>EMV Victorian Emergency Operations Handbook</p> <p>Critical Success Factors</p> <p>Safety Officer Checklist</p> <p>Safety Officer Field Audit Check List</p> <p>State OHS Executive Advisor Role Statement</p> <p>OHS Executive Advisor Guide</p> <p>SOP J8.01 OHS Hazard, Incident and Investigation reporting – Major Emergencies</p> <p>J03.09 – Resource Request Process</p> <p>JSOP 08.05 Health Monitoring- Emergency Personnel</p> <p>PUAOPE026 - Provide strategic safety advice at an incident</p>
Environment	Nil

REVIEW

Date Issue	27 September 2022
Date Effective	27 October 2022
Date to be Reviewed	October 2025
Date to Cease	N/A

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J03.04

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
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