



# FIRE DEPARTMENT SAFETY OFFICERS ASSOCIATION

*HEALTH AND SAFETY OFFICER  
(NFPA 1521-2020)*

*PRACTICAL SKILLS*

**HEALTH AND SAFETY OFFICER – NFPA 1521-2020: 4.3.1,4.3.2**  
*DEVELOP A STANDARD OPERATING PROCEDURE/ GUIDELINE*

**STUDENT NAME:**

**SKILL SHEET #3**

**Skill Objective:** The candidate shall demonstrate their ability to assess and develop SOP/Gs for an Occupational Health and Safety Program.

**Skill Procedure:** The candidate, the candidate with applicable laws, codes, standards, and local procedures so that they can evaluate existing SOP/Gs and develop SOP/Gs pertaining to an occupational health and safety program.

<u><i>Items to be checked</i></u>	FIRST TEST		RETEST	
	Pass	Fail	Pass	Fail
<i>If the candidate:</i>				
1. Reviews and revises SOP/Gs in accordance with AHJ procedures.				
2. Develops new SOP/Gs for OHS program in accordance with AHJ procedures, applicable laws, codes and standards.				
3. Develops goals and objectives to manage the SOP/Gs.				
4. Ensures that there will be an annual review of associated SOP/Gs for compliance to applicable laws, codes, and standards.				
5. Plan includes training and education for all members.				
6. Assures that the IMS is integrated within the SOP/Gs.				

*Candidate MUST successfully master each step listed to pass this skill.*

*Candidate's Grade:*

*Pass*

*Fail*

*Evaluator's Signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_