



# FIRE DEPARTMENT SAFETY OFFICERS ASSOCIATION

*HEALTH AND SAFETY OFFICER  
(NFPA 1521-2015)*

*PRACTICAL SKILLS*

## HEALTH AND SAFETY OFFICER – NFPA 1521-2015: 4.7.1, 4.7.2, 4.7.3 *RECORDS MANAGEMENT AND DATA ANALYSIS*

STUDENT NAME:

SKILL SHEET # 13

**Skill Objective:** The candidate shall demonstrate their ability to manage the collection of records and data related to accidents, occupational deaths, injuries, illnesses or exposures, inspections and service testing of apparatus and equipment, inspection and service testing of PPE, and fire department facilities.

**Skill Procedure:** The candidate with incident-related data, a data collection system (spreadsheets are acceptable) and information from chapter 4 of NFPA 1500 so that the data can be summarized, trends can be identified, and statistical data can be analyzed.

<u><i>Items to be checked</i></u>	FIRST TEST		RETEST	
	Pass	Fail	Pass	Fail
<i>If the candidate:</i>				
1. Coordinates the collection of data.				
2. Analyzes information from different data resources records.				
3. Develops procedures for collecting data and statistics.				
4. Identify cause(s) and trends in injury, death, or property damage.				
5. Develops recommendations to prevent similar losses.				
6. Develops guidelines for records management.				

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

*Candidate's Grade:*

*Pass*

*Fail*

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

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