



# Safety Officer Checklist



<b>Activity:</b> Responsible to ensure safety of all personnel through monitoring and assessing hazardous and unsafe situations.	<b>Date / Time Person Completing Checklist Reported to EOC:</b>
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<b>Primary Position Responsible for this Function:</b> Designee, Human Resources / Operational: Environmental Health and Safety.	<b>Name of Person Completing Checklist:</b>
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Action Guideline:	Action Taken:
Check-in and obtain briefing on situation from Emergency Operations Center Director.	
Obtain briefing and receive assignments.	
Identify hazardous and unsafe conditions/situations.	
Exercise emergency authority to stop and prevent unsafe acts.	
Post danger signs where and when applicable [barrier tape, signage, barriers, safety cones, etc.].	
Investigate accidents that occur within incident area.	
Maintain log, including operation times, significant events, equipment needed or purchased, and names of personnel involved events observed or reported.	
Interface with all Section Chiefs, the Emergency Operations Center Director, and the Emergency Operations Executive.	

**Notes on Conditions Observed:**

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