



# FIRE DEPARTMENT SAFETY OFFICERS ASSOCIATION

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

*PRACTICAL SKILLS*

## HEALTH AND SAFETY OFFICER – NFPA 1521-2015: 4.6.4, 4.7.4 *DEVELOP CORRECTIVE ACTION PLAN*

STUDENT NAME:

SKILL SHEET # 12

**Skill Objective:** The candidate shall demonstrate their ability to develop a corrective action plan.

**Skill Procedure:** The candidate, with a list of recommendations from skills 4-6 through 4-7, with causes determined, shall develop and document a corrective action plan and ensure proposals are implemented according to departmental SOP/SOGs.

<u><i>Items to be checked</i></u>	FIRST TEST		RETEST	
	Pass	Fail	Pass	Fail
<i>If the candidate:</i>				
1. Coordinate the development of a corrective action plan.				
2. Analyzes information from different data resources.				
3. Develops goals and objectives to manage a corrective action plan.				
4. Identify cause(s)/trends of injury, death, or property damage.				
5. Conducts interviews with personnel associated with event or incident.				
6. Develop recommendations to prevent similar losses in the future.				
7. Completes safety investigation documentation that includes corrective actions and develops report.				

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

*Candidate's Grade:*

*Pass*

*Fail*

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

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