

MANAGEMENT SAFETY ASSESSEMENT

1713

(No. 76 July 2015)

PURPOSE

1713.1

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In accordance with Title 8 of the California Code of Regulations, Section 3203(a)(5), procedures exist to review occupational injuries and illnesses. For serious accidents (as described in Handbook 1712), these procedures involve a system of assessment either at the department or local level.

The documentation process for serious accidents identified as administrative on the FC-800 is described in Handbook 1000.

The Management Safety Assessment (MSA) for determining an appropriate level of review is the completion of page one of form IIPP-16, Management Safety Assessment/SART Activation. This form is completed during a conference call organized by the Department Safety Program.

Attendees (or their designees):

- Directors Office (Deputy Director of Fire Protection)
- Representative of the Departmental Safety Program
- Applicable Region Chief or Program Chief
- Applicable Unit Chief/Program Manager
- Applicable Region Duty Chief
- Communications Program (if applicable)

RESPONSIBILITIES

1713.2

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Department Safety Officer

- Ensure every reported serious accident is assessed promptly through the completion of the IIPP-16, Management Safety Assessment/SART Activation and the FC800.
- Coordinate and initiate the MSA with the attendees listed for the conference call.
- Maintain a summary of Team Leaders acceptable for assignment.
- Maintain a record of information from all Management Safety Assessments.

PROCEDURES

1713.3

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- Procedures for this section are included on form IIPP-16, Management Safety Assessment/SART Activation.

RELATED INFORMATION

1713.4

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Forms

- IIPP-16, Management Safety Assessment/SART Activation ([DOC](#))

Related Policy

- Handbook 1712, Serious Accident Notifications ([WEB](#))

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[\(see Forms or Form Samples\)](#)