

**Fire Safety Officer  
Duties and Responsibilities  
City of San Jose Municipal Code 17.12.810**

1. A specific individual shall be designated responsible for on-site safety coordination. This person shall be called the Fire Safety Officer (FSO).
2. The FSO shall maintain the Fire Protection Plan (FPP) which addresses fire prevention and exposure. The plan shall identify both general safety guidelines such as described by the 2016 edition, California Fire Code (CFC), Article 33, and specific objectives tailored to the project and shall be kept as an active part of the job site management.
3. The FSO shall report violations of CFC and/or FPP to senior on-site management who shall be responsible for the correction of violations.
4. The FSO shall inform on-site personnel of the "No Smoking" policy and utilize best efforts to enforce it, throughout the duration of the project.
5. The FSO shall perform on-site inspections on a regular basis to ensure that fire lanes are clear, material storage is located in accordance with the Fire Safety Plan (FSP) and not blocking fire access. Ensure flammable and combustible liquids are not improperly stored on the site or in the building(s).
6. The FSO shall maintain a clean site and building(s). Ensure that construction debris is properly handled and disposed of in a timely manner.
7. The FSO shall confirm each contractor provides a "Fire Watch" during all "hot work" operations in such as described in the 2016 CFC Articles 33 and 35.
8. The FSO shall confirm that portable heating equipment is placed on non-combustible flooring or platforms, that adequate clearance, maintenance, and fueling are in accordance with the manufacturer's specifications and/or recognized standards, and that fueling is conducted out of buildings.
9. The FSO shall confirm that portable, properly rated and approved fire extinguishers are in their required positions. Conduct and/or monitor monthly inspections and tag sign-offs of each fire extinguisher.
10. The FSO shall review proper identification and labeling requirements on flammable liquid and gas containers and cylinders. Confirm that the containers are properly stored in safe storage areas which are designated and identified by clearly demarcated signs and surrounded by stable barriers or fencing.
11. The FSO shall confirm that fire access roads and fire hydrants and/or horizontal standpipes are in place and in service prior to and for the duration of combustible construction and that approved vertical temporary standpipes are installed when the construction reaches the third floor in accordance with the FPP.

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12. The FSO shall observe final testing (operational flow) of the hydrants and standpipes to confirm required systems are in service for the appropriate construction phase. Confirm contractor is properly marking (bagging) any inoperative equipment in accordance with San Jose Fire Department (SJFD) standards. Report impairments of required hydrants to the SJFD Communication Center (408) 277-8950 unless repair is immediately initiated.
13. The FSO shall be available during SJFD inspections. Observe and confirm final tests of fire protection equipment (automatic Sprinklers, fire alarm, and other equipment noted in the FSP).
14. The FSO shall periodically conduct safety briefings with construction personnel.

**Qualifications for Fire Safety Officer**

1. The FSO shall be generally familiar with construction methods, general sprinkler systems, fire alarm systems, fire vehicle access requirements and hot work fire safety.
2. The name of the FSO shall be submitted herein and with the FPP.

The Fire Safety Officer for this project is:

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

**My signature affirms I have read and accept the duties and responsibilities of the Fire Safety Officer as delineated in this document.**

Fire Safety Officer \_\_\_\_\_ / \_\_\_\_\_ Date \_\_\_\_\_  
(Print) (Signature)