



# **THE QUEEN ELIZABETH HOSPITAL BOARD JOB DESCRIPTION**

**JOB TITLE:** Hospital Fire Safety Officer  
**SALARY SCALE:** Z5-Z3 \$ 71,152.47  
**DEPARTMENT:** Human Resources Department  
**REPORTS TO:** Director Human Resources  
**DIRECT REPORTS:** Nil

## **JOB SUMMARY**

The Hospital Fire Safety Officer will be responsible for planning, implementing, and monitoring fire prevention and life safety measures to ensure the safety of patients, staff, visitors, and hospital property. The role involves ensuring compliance with fire safety regulations, conducting regular inspections and risk assessments, coordinating fire drills and emergency evacuations, maintaining fire protection systems, and providing fire safety training to hospital personnel. The officer works closely with hospital management, engineering, and local fire authorities to maintain a safe healthcare environment and to respond effectively to fire and emergency incidents.

## **MAJOR DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as an illustration of the various types of work that may be performed:

### **Fire Safety Governance and Compliance**

1. Serve as the designated competent person for fire safety in accordance with related regulations;
2. Develop, implement, and regularly review the hospital's fire safety policies and fire risk management strategy;

3. Ensure compliance with all statutory fire safety obligations and standards, including inspections, testing, and certification;
4. Prepare and present fire safety reports and recommendations to the executive team and relevant committees;

### **Fire Risk Assessment**

5. Conduct and document comprehensive fire and hazmat risk assessments across all hospital departments and facilities;
6. Identify hazards, evaluate risks, and implement suitable control measures;
7. Maintain a schedule of assessments and ensure timely reviews following any incident or material changes to the institution;

### **Fire Safety Training and Awareness**

8. Develop and deliver fire safety training programs, including induction sessions for new staff and refresher courses for existing employees;
9. Facilitate structured training sessions and awareness campaigns to promote a strong safety culture;
10. Coordinate with the Occupational Health and Safety Department to ensure training compliance and effectiveness;
11. Conduct fire drills in collaboration with the Occupational Health and Safety Department and department heads, ensuring compliance with mandatory requirements;

### **Fire Emergency Planning and Response**

12. Maintain and update the hospital's emergency plans for fires and related event to ensure they align with operational and emergency preparedness policies;
13. Liaise with the Barbados Fire Service on matters relating to emergency response, training, and inspections;
14. Act as the lead coordinator during fire alarms, drills, and real fire emergencies, ensuring safe evacuation procedures are followed;
15. Assists with the formulation of emergency/contingency plans for:

- Natural disasters, disaster preparedness and recovery
- Fire and smoke intrusion
- Explosions
- Hazmat response

### **Monitoring, Inspection, And Audit**

16. Conduct regular fire safety audits and inspections to identify risks, breaches, or areas of non-compliance;
17. Oversee maintenance and regular testing of fire detection systems, alarms, extinguishers, emergency lighting, and fire doors;
18. Work closely with engineering and maintenance teams to ensure issues identified during inspections are promptly resolved;

### **Incident Investigation and Reporting**

19. Lead investigations into fire-related incidents, identifying root causes and recommending corrective actions;
20. Maintain accurate records of incidents, inspections, risk assessments, training, and regulatory engagement;

### **Advisory and Collaborative Role**

21. Provide expert advice to the executive team and head of departments on fire safety matters;
22. Participate in construction or refurbishment project planning to ensure fire safety compliance from design through execution;
23. Represent the hospital in external audits, inspections, and liaise with regulatory bodies as required;
24. Attends Disaster Management and Safety and Health Committee meetings as required;
25. Observes health and safety precautions in the execution of duties;

26. Uses customer service skills to establish and maintain effective working relationships with patients, staff and members of the public; and
27. Performs any other related duty as assigned.

### **KNOWLEDGE, SKILLS & ABILITIES**

1. In-depth knowledge of fire prevention, fire behavior, and fire dynamics.
2. Understanding of hospital fire risks, including oxygen-rich environments, medical gases, electrical equipment, and hazardous materials.
3. Knowledge of fire detection, alarm, and suppression systems (sprinklers, hydrants, fire extinguishers, clean agent systems).
4. Familiarity with means of egress, compartmentation, smoke control, and passive fire protection systems.
5. Knowledge of National Building Code, local fire service rules, and hospital fire safety regulations.
6. Knowledge of emergency preparedness and disaster management guidelines
7. Ability to conduct fire risk assessments and safety audits.
8. Identification of fire hazards and implementation of corrective and preventive actions.
9. Competence in preparing inspection reports, risk registers, and compliance documentation.
10. Ability to conduct fire safety training, drills, and evacuation exercises,
11. Strong verbal and written communication skills for staff education and reporting.
12. Skills in developing fire safety SOPs, emergency plans, and training materials.
13. Awareness-building and behavior-based safety promotion among hospital staff.
14. Excellent leadership skills.
15. Possesses excellent time management skills.
16. Skilled at organizing and presenting information systematically.
17. Skilled in the use of modern office equipment and in Microsoft software applications.
18. Ability to systematically organise and direct others.
19. Ability to deal with difficult and sensitive situations with tact and diplomacy.

20. Ability to guide the continual professional development of the team to ensure existing and future institutional needs is met and
21. Ability to make calm rational decisions in the face of adversity.

### **REQUIRED TRAITS**

- Emotional Intelligence
- Empathy
- Accountability
- Collaboration
- Flexibility and Adaptability
- Initiative
- Dedication
- Dependability
- Integrity
- Co-operation

**EDUCATION AND EXPERIENCE**

A Bachelor's degree in Fire & Safety Engineering or Fire Engineering and five years' experience in fire safety roles in local fire services or healthcare OR

A Diploma in Fire & Safety Engineering or Fire Engineering and seven years' experience in experience in fire safety roles in local fire services or health care.

In-depth knowledge of fire safety legislation and healthcare-specific standards.