

COLLATERAL DUTY SAFETY OFFICER
SUPERVISOR APPOINTMENT AGREEMENT

_____ has been selected for the collateral duty
(name of employee)
assignment of Safety Officer for the _____.
(Office)

The acceptance of the responsibilities of this position will in no way hinder the incumbent's promotional or career responsibilities.

This assignment has been discussed with and agreed to by the employee's immediate supervisor.

The incumbent will be permitted to devote up to 15 percent of work time to this Collateral Duty Safety Officer (OSM) assignment.

The incumbent must report in writing to the OSM Safety and Occupational Health Manager each quarter on accomplishments of program objectives.

Program results will be reviewed quarterly by the Safety and Occupational Health Manager to determine the adequacy of achievements in relation to the amount of time devoted to the safety and health assignment; and whether or not program goals are being accomplished according to standards.

Collateral Duty Safety Officers shall be provided with adequate and appropriate equipment, training, and resources to perform assigned duties.

The attached Collateral Duty Safety Officer performance responsibilities briefly outline the incumbent's duties for this position.

Appointee _____
Date

Immediate Supervisor _____
Date

I hereby concur with this official collateral duty appointment.

OSM Safety and Occupational Health Manager

Cc: HQ/P
Safety and Occupational Health Manager
Supervisor
Employee

COLLATERAL DUTY SAFETY OFFICER **RESPONSIBILITIES**

- 1. Assists managers, supervisors, and the OSM Safety and Occupational Health Manager in implementing the Safety and Occupational Health Program in the office.**
- 2. Assists the supervisor in assuring that all accidents/incidents are investigated and reported in a timely manner and in accordance with Department of the Interior policy.**
- 3. Is familiar with and maintains a working knowledge of OSHA, DOI, and OSM safety and health standards, regulations, and policies.**
- 4. Applies the necessary skills to implement the basic elements of organizing, planning, and managing OSM's safety and health program at the local level.**
- 5. Conducts routine or recurring facility inspections as required under OSHA regulations and Department of the Interior policy and/or special initiatives. Is skilled in the knowledge necessary to conduct a thorough inspection of all employee work sites and employee hazard exposures.**
- 6. Initiates appropriate actions to correct deficiencies based on inspection findings.**
- 7. May serve as a member and/or advisor to the local Safety and Health Committee.**
- 8. Conducts and/or coordinates safety and health training at the local level. This training is in accordance with the OSM Individual Office Training Plan and other training necessary to address potential employee hazards exposure.**
- 9. Attends safety and health management and technical training as necessary to remain proficient in assigned Collateral Duty Safety Officer responsibilities, including attendance at the Department of Interior annual safety health seminar.**
- 10. Develops a system to ensure timely distribution of safety materials such as posters, safety bulletins, etc., which are received from the Safety and Occupational Health Manager.**

- 11. Provide a channel of communication between employees and management to assist management in providing a safe and healthful work place.**
- 12. Is willing to take safety and health direction from the Safety and Occupational Health Manager.**
- 13. Participates in a quarterly conference call with the OSM Safety and Occupational Health Manager and the OSM Collateral Duty Safety Officers.**
- 14. Ensures by communication with the Safety and Occupational Health Manager that the local safety and health program is following the direction of the FY Safety Management Program Action Plan and the Individual Office Training Plan.**
- 15. Assists the OSM Safety and Occupational Health Manager in the development of the OSM FY Safety Management Program Action Plan and the Individual Office Training Plan.**