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	U. S. DEPARTMENT OF THE INTERIOR OFFICE OF SURFACE MINING RECLAMATION AND ENFORCEMENT DIRECTIVES SYSTEM	Subject Number: ADS-2 Transmittal Number: 294 Date: 11/06/86

Subject: SAFETY AND ENVIRONMENTAL HEALTH MANAGEMENT PROGRAM

Approval: Jed H. Christensen **Title:** Director

1. PURPOSE. To establish a Safety and Environmental Health Management Program for the employees of the Office of Surface Mining Reclamation and Enforcement to prevent accidents, illnesses, and incidents involving people and property. This Directive supplements Part 485 of the Manual of the Department of the Interior by identifying responsibilities and actions required of OSMRE personnel to assure an effective occupational safety and health program.

2. DEFINITIONS.

a. Accident. - An undesired event that results in physical harm to a person or damage to property.

b. Illness. - is an unplanned or unintended exposure to a work related environmental condition that results in physical disability from other than accidental causes.

c. Incident. - is an undesired event that could (or does) result in a loss.

3. POLICY/PROCEDURES.

a. Concept. - The safety and health of employees must be the first consideration of management in implementing the mission of OSMRE. The efficiency of OSMRE's operation can be measured by its ability to control unnecessary loss. Accidents resulting in bodily injury or damage to property and equipment represent needless waste. A good safety record is clear evidence of good management.

b. Policy. - It is the policy of the Office of Surface Mining Reclamation and Enforcement to provide its employees safe and healthful working conditions, to protect its property from damage, and to provide for the safety of the public in connection with its operations when using its facilities. OSMRE will comply with Section 19 of the Occupational Safety and Health Act of 1970; Executive Order 12196 "Occupational Safety and Health Programs for Federal Employees"; the Code of Federal Regulations, Title 29 Part 1960, "Basic Program Elements for Federal Employee Occupational Safety and Health Programs"; and Department of the Interior policy.

c. Scope. - The OSMRE Safety and Environmental Health Management Program will cover all personnel activities, physical facilities, motor vehicles, and equipment of OSMRE.

d. Organization. - The OSMRE Safety and Environmental Health Management function is established in the Office of the Assistant Director for Budget and Administration as an integral part of management under the Chief, Branch of General Services. The Assistant Director for Budget and Administration is the Designated Safety and Health Official for the Office of Surface Mining Reclamation and Enforcement. The position of Safety Manager is established in the Branch of Policy and Evaluation. The Director of each Field Office and the Assistant Directors for Eastern and Western Field Operations shall appoint an employee to perform as collateral duty Safety Officer.

e. Responsibilities.

(1) The Assistant Director for Budget and Administration exercises the authority of the Director in establishing policy and procedures to ensure effective implementation of a Bureau-wide safety and environmental health program. The Assistant Director approves the necessary funding to ensure an effective safety program, and serves as permanent Chairperson of the OSMRE Safety and Health Advisory Committee.

(2) The Chief, Division of Management Services is responsible for carrying out OSMRE's safety management mission, acts as a Vice Chairperson of the OSMRE Safety and Health Advisory Committee and will assume the duties of the Chair when called upon by the Chairperson.

(3) The Safety Manager develops and directs a comprehensive accident prevention program and assists management in the fulfillment of it's health and safety responsibilities. Other responsibilities of the Safety Manager are to:

(a) Provide occupational safety leadership and direction for OSMRE.

(b) Advise the Assistant Director for Budget and Administration in the implementation of safety standards and procedures to effectively carry out OSMRE policy.

(c) Provide program direction to local collateral duty Safety Officers.

(d) Assist in the implementation of procedures to assure compliance with OSMRE's program and policy.

(e) Provide day-to-day safety expertise to OSMRE personnel including the prompt response to complaints of unsafe or unhealthful working conditions, dissemination of health and safety information, assistance in safety training and monitoring of hazards.

(f) Serve as executive secretary of the OSMRE Safety Advisory Committee.

(g) Serves as a member on the Departmental Safety Council.

(4) The Collateral Duty Safety Officers at Field Offices and Administrative Service Centers are responsible for assisting their management in implementing the OSMRE Safety Program and providing the necessary safety and health expertise to carry out program direction received from the Bureau Safety Manager. Other responsibilities include:

(a) Assuring that field offices are fulfilling their safety and environmental health obligations.

(b) Monitoring day-to-day operations of their respective locations to ensure that working conditions are free from recognized hazards and that motor vehicles are in safe operating condition.

(c) Administering recordkeeping and accident reporting functions as required by Part 485 of the Department Manual and 29 CFR 1960 "Inspection and Abatement."

(5) Administrative Service Centers are also responsible for the review of accident reports and tort claims for accuracy and completeness, prior to forwarding to Headquarters and for the initiation of safety training courses to their appropriate personnel.

(6) Supervisors are accountable for the safety and health of employees under their jurisdiction and for the prevention of damage to property and equipment. Supervisors shall assure, so far as is reasonably possible, safe and healthful working conditions for their employees. Motor vehicles and other equipment shall be kept in safe operating condition and the operators provided training to perform their jobs safely. The appointment of a Safety Manager to serve as the focal point for accident/incident control does not relieve other managers, line or staff, or their shared responsibility.

(7) Employees shall observe and follow all work procedures, whether oral or written, and shall comply with all OSMRE standards, rules and regulations. Employees are also expected to maintain a high degree of safety awareness so that they perform their work without producing accidents and incidents. Any employee involved in an accident or incident resulting in bodily injury, occupational illness, or property damage, is responsible for the prompt reporting of all facts and circumstances surrounding that accident/incident to his/her immediate supervisor. When circumstances do not permit the employee to make this report, the immediate supervisor shall investigate and report the accident/incident. Employees should report all unsafe and unhealthful conditions to their supervisors for corrective action.

However, any employee has the right to submit an anonymous report of unsafe or unhealthful conditions to the OSMRE safety manager.

f. Safety and Health Committees - are an important part of the safety and environmental health organization forming a chain of communication between employees and the various levels of management and provide program advice to appropriate management authorities.

(1) The OSMRE Safety Advisory Committee assists the Director in major matters pertaining to OSMRE's safety and environmental health program. The Committee shall make recommendations on major policy as it relates to health and safety. Bureau Action Plans and progress reports will be presented to the Committee for their comments and suggestions. The OSMRE Designated Safety and Health Official will serve as the permanent Chairperson.

(2) The Local Safety Committee - The Assistant Directors for Eastern and Western Field Operations shall each appoint a Safety Committee composed of at least five members representing both management and employees. In Field Offices, the Field Office Director, the Collateral Duty Safety Officer, and one other employee may constitute the Safety Committee. The head of each office, or an appointed alternate, shall serve as chairperson. The Collateral Duty Safety Officer in each office shall serve as Executive Secretary for the respective Safety Committee. A special effort should be made to include area office personnel and personnel who work primarily in the field in local committees.

(3) Scope of Safety Committees - Functions performed by the local Safety Committee may include:

(a) Advising and assisting officials, at their respective levels, of their duties and responsibilities under the hazard control program.

(b) Assisting and advising in the formulation of work rules and practices.

(c) Providing representatives to accompany health and safety inspectors on health and safety compliance inspections.

(d) Receiving and reviewing notices of unhealthful working conditions (inspection reports).

(e) Reviewing accident, injury, and illness data.

(f) Evaluating safety suggestions.

(g) Acting as a Board of Review to investigate motor vehicle accidents to determine causes, responsibility, and to suggest corrective actions.

(h) Any other action relevant to the committee's purpose.

g. Procedures

(1) Standards. - The Department of Labor's occupational safety and health standards as adopted under Section 6 of the Federal Occupational Safety and Health Act of 1970 shall be the Office of Surface Mining Reclamation and Enforcement standards to the extent they are applicable to OSMRE operations. The OSMRE Safety Manager, with the concurrence of the Assistant Director for Budget and Administration, may adopt or promulgate other standards as deemed necessary.

(2) Training. - Safety and environmental health training shall be provided for OSMRE employees at all levels, including management, supervisory personnel, collateral duty employees, mine inspectors and others whose exposure warrants specialized training. Such training shall include dissemination of information concerning the operation of the safety and environmental health program and the means by which each person may participate and assist in the operation of the program.

For mine inspectors and other field personnel, specialized periodic training in workplace hazards and applicable standards shall be conducted to assure proper use of protective clothing and gear, and to demonstrate safe procedures and conduct in a minesite environment.

The OSMRE Safety Advisory Committee shall develop nationwide plans and programs for safety training. However, Assistant Directors, Field Office Director, and other managers (with assistance for the local Safety Committees) are responsible for identifying requirements and arranging training on any safety matter, not included in the nationwide program. The use of locally available resources, such as defensive driving programs, is encouraged.

(3) Inspections. - In order to assure safe and healthful working conditions of OSMRE employees, all OSMRE workplaces including offices shall be inspected at least once annually. Where there is increased risk of accident, illness, injury, or property damage due to the nature of the work performed, inspections shall be conducted more frequently. Inspections shall be conducted by the Collateral Duty Safety Officer or other qualified persons selected by the local Safety Committee. Field Office Collateral Duty Safety Officers will be responsible for annual inspections of Area Offices. Inspections shall be conducted in compliance with 29 CFR 1960, Subpart D, Inspection and Abatement.

(4) Accident Investigation and Reporting - All occupational accidents will be investigated by the immediate supervisor of the employee involved. If no employee is involved, the supervisor having jurisdiction over the work place will conduct the investigation. The local Collateral Duty Safety Officer will assist the supervisor in carrying out his or her responsibility and will review and sign all accident/incident reports.

As a minimum, every supervisor will conduct an investigation sufficient to determine the information necessary to complete Form DI-134.

(a) Investigations. - An investigation is required for, but not limited to, the identification of human and physical/environmental factors, system deficiencies, and facts about causes of accidents/illnesses/incidents involving:

1 any employee injury, occupational illness, or death connected with the performance of work related duties;

2 any known public injury or property damage within the jurisdictional administration of the Department where there is a reasonable possibility of a tort claim being filed against the United States;

3 any fire, regardless of cost, involving equipment, structures or contents of any property under OSMRE control;

4 any motor vehicle accident involving Government vehicles or those vehicles privately owned or leased on a commercial basis when used on government business; and

5 any other property under the control of OSMRE that is damaged as the result of an "incident" as previously defined or where damage exceeds $100.00.

(b) Reporting - All accidents, illnesses, incidents and property damage as previously defined, shall be reported promptly to the OSMRE Safety Manager utilizing the appropriate forms as listed below. If a compensation claim is submitted, a copy of the basic form used (CA-1 through CA-4) shall also be sent to the Bureau Safety Manager. Each office shall maintain records in compliance with the regulations set forth in 29 CFR 1960, Subpart I and 485 DM 5.

(c) Forms used in reporting accidents, illnesses, incidents and property damage are listed below. One copy shall be retained at the reporting level and the others submitted through the appropriate Assistant Directors, Eastern and Western Field Operation to the Bureau Safety Manager within 10 days of the date of the accident/incident.

1 Report of Accident/Incident (DI-134). Form DI-134, "Reports of Accident/Incident," is the Department's official source document for investigating and reporting all accidents and incidents.

2 Supplementary Accident/Incident Report (DI-134-C). Form DI-134-C, "Supplementary Accident/Incident Report," is used to add to, delete, and/or correct information previously reported on Form DI-134.

3 Report of Motor Vehicle Accident. Standard Forms 91 "Operator's Report of Motor Vehicle Accident," 91-A "Investigation Report of Motor Vehicle Accident," 94 "Statement of Witnesses" (if applicable), OF-26 "Data Bearing Upon Scope of Employment of Motor Vehicle Operation" and DI-134 have to be submitted for all vehicle accidents. These forms are essential in determining fault and in the settlement of claims against the Government.

4 Aircraft Accident/Incident Reports. Form OAS-34, "Aircraft Incident/Malfunction Report," must be prepared for aircraft accidents/incidents involving employees and contractors, in addition to Form DI-134. (See 352 DM 6 - Aircraft Accident/Incident Reporting and Investigation). Forms may be obtained from the Division of Management Services.

(5) Abatement - Supervisors shall assure prompt abatement of unsafe or unhealthful conditions in areas under their jurisdiction.

4. REFERENCE - Departmental Safety Manual, DM 485-1-6. Federal Occupational Safety and Health Act of 1970 (PL 91-596). 5 U.S.C 7902, 19 U.S.C. 651 et. seq., Executive Order 12196, 29 CFR 1960 Subpart D, Inspection and Abatement, Privacy Act of 1974 (PL 93-579; Chapter 810, Federal Personnel Manual).

5. EFFECT ON OTHER DOCUMENTS - Supersedes Directive ADS-2, dated March 22, 1982.

6. EFFECTIVE DATE - Date of issuance.

7. CONTACT - Division of Management Services, Branch of General Services, FTS 343-4076.