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U. S. DEPARTMENT OF THE INTERIOR
OFFICE OF SURFACE MINING
RECLAMATION AND ENFORCEMENT
DIRECTIVES SYSTEM

Subject Number: ADS-2-1
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Subject: Safety and Environmental Management Program

Approval: Jennifer A. Salisbury Title: Director
Deputy and Acting Director

Office of Surface Mining Reclamation and Enforcement (OSM) Directive ADS-2, Safety and Environmental Health Program, dated 11-6-86, is changed to add a procedure for the anonymous reporting of safety hazards as follows.

On page 7, add 3.g(6) to read as follows:

(6) Anonymous reporting of safety hazards - An employee wishing to submit an anonymous report of unsafe or unhealthful workplace conditions shall provide the following information on a 3"x5" card or sheet of paper:

Date:
Location:
Description of Hazard:

Return the card in a special attention mail envelope to the collateral duty safety officer for your location. If the hazard cannot be remedied locally, the collateral duty safety officer will forward the card with a cover memorandum to the Safety and Health Manager, Office of Surface Mining Reclamation and Enforcement, Room 5131-L, 1951 Constitution Avenue, NW, Washington, D.C. 20240.

(a) The local OSM collateral duty safety officer will post a description of the anonymously reported hazard on an employees' bulletin board and apprise the location's senior management official (e.g., field office director, division chief). The description will include a proposed solution(s), time frame for resolving the hazard, and the date for posting an update report. If a safety hazard at a field location is reported anonymously to the Safety and Health Manager, the Safety and Health Manager will notify the local OSM collateral duty safety officer and the senior management official. The local collateral duty safety officer will follow the above posting procedure.

(b) Employees may anonymously report safety hazards by telephone.

CHANGE NOTICE