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RECLAMATION AND ENFORCEMENT  
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Subject:  
Safety and Occupational Health Management Program

Approval: *Kathleen L. Henry* Title: Acting Director

1. **PURPOSE.** This directive sets forth policy for the implementation and administration of an effective Safety and Occupational Health Program for the Office of Surface Mining (OSM) to prevent accidents and incidents involving people and property, and to prevent occupational illnesses. The directive identifies responsibilities and actions required of OSM personnel to assure an effective safety and occupational health program.
2. **DEFINITIONS.**
  - a. **Abatement Plan.** A written plan identifying program deficiencies, a timetable for their correction, the individual(s) responsible for correction, and the steps to be taken in the interim.
  - b. **Accident.** An unplanned event that results in injury, illness, death, property damage, or other loss that has a negative effect on the mission.
  - c. **Collateral-Duty Safety Officer (CDSO).** Individuals who are assigned safety and health duties, on a part-time, collateral duty basis, at headquarters, each Regional Office, and at each field and area office location. Technically, all CDSO's are responsible to the Safety and Occupational Health Manager (SM).
  - d. **Contractor.** Any individual or firm under contractual agreement with OSM for the performance of services (construction, landscaping, maintenance, janitorial, etc.).
  - e. **Designated Agency Safety and Health Official (DASHO).** The individual appointed by the Director to coordinate the agency's safety and occupational health program.
  - f. **Employees.** Individuals employed to accomplish work, including volunteers.
  - g. **Employee Representative.** Where unions exist, a member of the work group selected by his/her peers to represent them in the administration of the OSM safety program.
  - h. **Safety and Occupational Health Manager (SM).** The full-time individual within the agency assigned as the safety professional (GM-018 series) who is responsible for managing OSM's Safety and Occupational Health Program.

- i. First Aid Cases. Cases involving one-time treatment and subsequent observation of minor scratches, cuts, burns, splinters, etc. that do not ordinarily require medical care even though it may be provided by a physician or registered professional personnel. This also includes tetanus shots, initial or booster shots, hospitalization for observation only (no treatment) and negative x-rays.
- j. Formal Evaluation/Inspection. A review of the work environment and/or management procedures to determine the degree of implementation, enforcement, and/or compliance with safety and occupational health requirements.
- k. Health Evaluation. A medical examination, the scope of which is determined by a physician based upon an individual's age, sex, medical history, and position requirements.
- l. Hazard. Anything which causes danger, peril, or risk to persons or property.
- m. Imminent Danger. Any condition or practice that could reasonably be expected to cause death or serious physical harm before normal abatement actions can be taken.
- n. Incident. For reporting purposes, an unplanned event involving people, equipment, or the environment that could have resulted in an injury, illness, or loss, but did not.
- o. Office/Facility. A single physical location where OSM business is conducted or where services or operations are performed. Typically, it refers to Headquarters, Field Offices, Regional Offices, Areas Offices, installations, or facilities.
- p. Qualified Person. One who has received formal training and/or passed appropriate screening tests that established the person's ability to perform a task in a safe and healthful manner.
- q. Serious Accident. A job-related fatality or imminently fatal injury or illness to an employee, or to anyone as a result of an employee's action or work activity; a work related occurrence which results in three or more persons being hospitalized; or a property damage accident resulting in \$100,000 or more of loss, including cleanup costs.
- r. Standards. Minimum requirements published by recognized authorities, Federal, State, or local government agencies, or by National consensus groups.
- s. Trained Person. One who has the knowledge, skill, and ability to recognize the hazards associated with the task and perform it in a safe and healthful manner.

3. POLICY/PROCEDURES.

- a. Policy. OSM's policy is to effectively manage the Safety and Occupational Health Program, and to ensure that appropriate resources are devoted to reducing the occurrence of accidents and work related illnesses. OSM will provide employees with a safe and healthful work environment and will involve management and employees at all levels to ensure this policy is fully implemented. In addition, OSM will protect its property from damage, and will provide for the safety of the public using its facilities in connection with OSM operations.
- b. Scope. The OSM Safety and Occupational Health Program will cover all personnel activities, facilities, motor vehicles, and equipment.
- c. Organization. The OSM Safety and Occupational Health Program function is established in the Office of the Assistant Director, Finance and Administration, as an integral part of management under the Chief, Office of Administration. The Chief, Office of Administration is the Designated Agency Safety and Health Official (DASHO) for the OSM. The position of Safety and Occupational Health Manager is established in the Office of Administration. Managers of OSM offices/facilities will appoint an employee to function as CDSO.
- d. Responsibilities.
  - (1) The Chief, Office of Administration is appointed as the OSM DASHO. As such the DASHO directs OSM's Safety and Occupational Health Program.
  - (2) The OSM Safety and Occupational Health Manager (SM) is responsible for daily management of the Safety and Occupational Health Program to accomplish its objectives and to ensure that the program functions as directed. The SM provides program direction to local CDSOs and serves as a member on the Departmental Safety Council.
  - (3) Supervisors and managers are accountable for the safety and health of the public when visiting an OSM facility and the employees under their jurisdiction, for the prevention of damage to property and equipment, and for the integration of safety and health considerations into the planning of every job or task. Supervisors must ensure that motor vehicles and other equipment are maintained in safe operating condition and that operators are provided training to perform their jobs safely. Supervisors must ensure that appropriate safety and health training is provided for all employees, must monitor and inspect work areas for hazardous conditions and acts,

and investigate and prepare reports about job-related accidents to the SM within six working days. The appointment of a CDSO does not relieve any supervisor from his/her safety responsibilities.

- (4) Employees are expected to maintain a high degree of safety awareness so that they perform their work without causing accidents or incidents. Any employee involved in an accident or incident resulting in bodily injury, occupational illness, or property damage must report all facts surrounding the accident/incident to his/her supervisor as soon as possible. When circumstances do not permit the employee to make this report, the supervisor must investigate and report the accident/incident. Employees must report all unsafe and unhealthful conditions to their supervisors for corrective actions.
- (5) Safety and Health Committees will be formed at Headquarters and each regional and field office, playing an important part in the Safety and Occupational Health Program, forming communication links between employees and the various levels of management. The committees advise management officials on safety and health issues and assist the CDSO with implementing safety and health awareness activities.
- (6) Collateral Duty Safety Officers assist supervisors and the OSM SM with implementing the Safety and Occupational Health Program in the local offices. The CDSO must be familiar with and maintain a working knowledge of OSHA, DOI, and OSM safety and health standards, regulations and policies. The CDSO assists the supervisors with the investigation and reporting of accidents/incidents in a timely manner, conducting inspections of work spaces for safety and health concerns, coordinating safety training, and providing a channel of communication between staff members and supervisory officials.

e. Procedures.

- (1) Training. Safety and Occupational Health training will be provided for all OSM employees at all levels and occupations. Such training will include the dissemination of information concerning the operation of the Safety and Occupational Health Program and the means by which each person may participate and assist in the operation of the program. Each office location will prepare an annual safety training plan. The training plan will be based on: 1) analysis of historical accidents/incidents that occur at the office or agency, 2) job safety analysis for new tasks or functions, and 3) health related needs (CPR/First Aid, Blood Born Pathogens, etc.), with opportunity for input from local staff members. The Safety Manager may

also require location specific training based on analysis of historical accidents/incidents at the location or based on national safety training initiatives. The intent of the training will be to prevent the occurrence and/or recurrence of accidents/incidents and to maintain the general health and safety of all employees.

A copy of the completed training plan must be sent to the OSM SM. A quarterly safety report update should be sent to the SM within five working days of the end of the month. An end-of-the-year status report on the completion of the training plan will also be prepared and sent to the Safety Manager.

For mine inspectors and other field personnel, specialized training in workplace hazards and applicable standards will be conducted to ensure proper use of protective clothing and gear, and to demonstrate safe procedures and conduct within a minesite environment. Assistant Directors, Regional Directors, Field Office Directors, and other managers (with assistance from the local safety committees) are responsible for identifying requirements and arranging training on any safety matter, not included in the nationwide program. Some of the training is by DOI policy, and OSM policy and regulation. To provide a well rounded safety and occupational health training program, the following training requirements should be implemented:

**Annual Training (Conducted Yearly)**

- (a) All training listed on the current FY Individual Office Training plan in conjunction with the current FY Safety Management Program Action Plan. (Mandatory) 485 DM, 29CFR 1960, Executive Order 12196
- (b) Five hours annual First-Aid Training for field employees. (Optional) Good safety practice
- (c) 40 hours annual Collateral Duty Safety Officer Training at the DOI Safety and Health Seminar. This training must be provided within six months of his/her appointment. (Mandatory) 485 DM and 29 CFR 1960.58
- (d) Eight hours of initial Hazardous Waste/Hazard Communication Training for employees who may be exposed while working at field site locations and five hours of annual refresher training. (Mandatory) CFR 1910.1200, 485 DM

- (e) One hour annual Lyme Disease Training for all employees who visit field sites.(Mandatory) 485 DM, 29 CFR 1960

**Biennial Training (Conducted Every Other Year)**

- (f) Four to six hours of Mine Safety Training.for all employees who visits mine sites. (Mandatory) OSM Policy ADS-2
- (g) Three to four hours CPR Training, depending on the local affiliate requirements. (Optional) Good safety practice
- (h) Eight hours of Construction Safety Training for all employees whose conduct official business at construction sites. (Mandatory) 485 DM, Executive Order 12196, 29 CFR 1960.59(a), 29 CFR 1926.21

**Triennial Training (Conducted Every Third Year)**

- (i) Defensive Driver Training including 4x4 Safety Training (when applicable) This covers all employees who operate GOV's, Rental cars or personal vehicles while on OSM business. (Mandatory) 485 DM, 29 CFR 1960
- (j) Aviation Safety Training. For all employees who fly on non-scheduled aircraft (not commercial) in the performance of their official duties and supervisors who supervise employees who fly. (Mandatory) 350-354 DM, Federal Aviation Regulations, 14 CFR, OSM policy ADS-14, Aviation User's Handbook. OSM offices who do not conduct flight operations are not required to take this training. OSM offices should be very careful with the decision not to train, since no flight operations can be conducted until training is completed.

**Periodic Training**

- (k) One hour of Fire Awareness/Extinguisher Training for all employees. (Mandatory) 29 CFR 1910.157, 485 DM
- (l) Two hours of Video Display Ergonomics/Carpal Tunnel Syndrome/Repetitive Motion training for all employees using computers; periodic training thereafter. (Mandatory) 485 DM, Good Safety Practice

- (m) Safety and Health Orientation Training for all employees, supervisors, and managers, in the program. No required hours. (Use the employee orientation check list to conduct this training) (Mandatory) ADS-2 (Should be done by Personnel or the Supervisor)
- (n) Eight hours of Safety Committee Training, within six months of appointment. This training will include accident investigation, accident reporting, safety inspections and hazard recognition. (Mandatory) 485 DM, 29 CFR 1960.58
- (o) Four to six hours of initial Supervisory Safety Training within six months of appointment and four hours refresher training every three years. This course will include their rights and responsibilities under the program, and applicable information on the Occupational Safety and Health Act of 1970, 29 CFR 1960, Executive Order 12196, 485 DM and other applicable regulations. (Mandatory) 485 DM, Executive Order 12196, 29 CFR 1960.56
- (p) Tornado/Hurricane Training where applicable. (Optional)
- (q) Earthquake Awareness Training where applicable. (Optional)
- (r) Other Safety Training as the need arises.

Note: It is the supervisor's responsibility to ensure compliance with the training requirements.

- (2) Facility Inspections. In order to assure safe and healthful working conditions of OSM employees, all OSM workplaces must be inspected annually. Where there is an increased risk of accident, illness, injury, or property damage due to the nature of the work performed, inspections must be conducted more frequently. Inspections must be conducted by the CDSO, the local safety and health committee, the supervisor/manager, or other qualified persons. Supervisors will be responsible for the annual facility inspections in their area of responsibility. The office must keep on file a record of facility inspections, findings and abatement actions.
- (3) Job Safety Analysis. Job Safety Analysis (JSA) procedures include identification of tasks, potential hazards, and safe work procedures. Employees and supervisors should work together in the development of JSAs to assure that all characteristics of the job are addressed. A JSA must be completed for:

- (a) Jobs or work practices which have potential hazards.
- (b) New, non-routine or tasks performed where potential hazards exist.
- (c) Jobs which may require employee use of out-of-the-ordinary personal protective equipment (PPE) (Example: Use of a self-contained self rescuer in a coal mine).

Supervisors will discuss the job with employees prior to beginning new projects, or changing work sites, identify any hazards not noted on the job safety analysis, and discuss ways to reduce these hazards. To conduct a JSA the supervisor will:

- Identify the task.
- Identify the potential hazards.
- Develop safe work procedures.
- Periodically re-evaluate procedures.

- (4) Accident/Incident Investigations and Reporting. All occupational accidents, incidents, and occupational illnesses will be investigated by the immediate supervisor of the employee involved and reported to the OSM SM within six days of notification. If no employee is involved, the supervisor having jurisdiction over the work place will conduct the investigation. The local CDSO will assist the supervisor in carrying out his/her responsibility and will review all accident/incident reports. The head of the office will review and sign the DI-134 Accident/Incident Report Form. If a CA-1 or CA-2 compensation form is completed a copy should also be sent along with the original DI-134 to the safety office.

At a minimum, every supervisor will conduct an investigation sufficient to determine the information necessary to complete Form DI-134 and to determine causal factors to avoid a recurrence of the accident. The information to prevent a similar accident/incident will be distributed to the entire office.

- (a) Investigations. An investigation at a minimum must review the human and physical/environmental factors, system deficiencies, and facts about causal factors of accidents/illnesses/incidents involving:

- Any employee injury, occupational illness, or death

connected with the performance of work related duties.

- Any known public injury or property damage within the jurisdictional administration of the OSM where there is a reasonable possibility of a tort claim being filed against the United States.
- Any fire, regardless of cost, involving equipment, structures or contents of any property under OSM control.
- Any motor vehicle accident involving government vehicles, privately owned vehicles used for government business, or leased commercial vehicles .
- Any other property under the control of OSM that is damaged as a result of an "incident" as previously defined, or where damage exceeds \$100.
- Serious Accidents will be investigated by a trained investigator or a Board of Investigation supported by a trained investigator.

(b) Reporting. All accidents, incidents, illnesses and property damage as previously defined must be reported promptly to the OSM SM. Supervisors and employees should use the guidance and sample documents contained in OSM's "Accident Reporting Procedures for Supervisors" to prepare the required reports. A copy of all completed reports must be sent to the OSM SM. Each office will maintain records in compliance with the regulations set forth in 29 CFR 1960, Subpart I and 485 DM Chapter 7. The CDSO will maintain a tracking log of reported accidents/incidents available for inspection. The OSM safety office is designated as the office of record for Board of Investigation Reports and Forms DI-134 and DI-134-C. OSM will retain records for at least five fiscal years following the year of occurrence. This information will be controlled in accordance with the Privacy Act and Freedom of Information Act requirements.

(5) Employees Reporting Unsafe or Unhealthy Conditions. All employees are encouraged to report any unsafe or unhealthy condition to supervisors, CDSOs or both. The reporting may be via E-mail, written correspondence, or orally. An employee may also submit an anonymous report of unsafe or unhealthful workplace conditions. Any method of reporting should provide the date, location and description of the hazard.

If the hazard cannot be remedied locally, the supervisor or the CDSO will forward the information to the OSM SM.

- (a) The CDSO and/or the supervisor will post a description of the reported hazard on a employees' bulletin board or inform employees through the E-mail system along with notifying the office's senior management official. The description will include proposed solutions, 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 SM, the SM will notify the local CDSO and the senior management official. The CDSO will follow the above posting procedure.
  - (b) Employees may anonymously report unsafe or unhealthy conditions by telephone.
  - (c) In the case of imminent danger situations, employees may make reports by the most expeditious means available and follow-up with a written report.
  - (d) Reports of imminent danger conditions will be investigated immediately by the CDSO or the SM. Investigation of all other unsafe or unhealthy conditions will be initiated within one working day.
  - (e) The CDSO will provide a written report to employees submitting the unsafe or unhealthy condition within ten calendar days.
  - (f) A log of reports of unsafe or unhealthful conditions will be maintained by the CDSO at each office and the situation tracked until resolved. This log will be available for inspection by requesting officials, such as the Occupational Safety and Health Administration (OSHA) and other inspection officials.
- (6) Motor Vehicle Safety. Supervisors should ensure that staff members who operate a government, rental, or privately-owned motor vehicles for OSM comply with OSM's Motor Vehicle Management Directive, ADS-7 and 485 DM. Each OSM office should have a system to ensure employees who operate government, rental, or privately-owned motor vehicles in the conduct of OSM business meet the following requirements:
- (a) Initial and refresher training as necessary for employees to operate motor vehicles safely.

(b) Possession of a valid state license for the class of vehicle being operated. (Employees are required to notify their supervisor if their driver's license is suspended, revoked or canceled).  
40 U.S.C. Section 491(j), 485 DM.

(c) Supervisory approval to operate the vehicle.

Additionally, these employees must ensure the following:

(d) Procedures to investigate and analyze motor vehicle accidents to prevent recurrence of accidents/incidents are followed.

(e) Motor vehicles are inspected and maintained in a safe operable condition.

(f) Records such as service, training, or procurement pertaining to each operator in the motor vehicle safety program are maintained.

(g) All motor vehicle occupants use the provided seat belts at all times when the motor vehicle is in motion.

(h) Use of a cellular phone should be avoided while operating a motor vehicle. If it becomes necessary to use a cellular phone while driving, the employee should safely pull off the road before making the call.

(i) Smoking is prohibited in all government owned and leased (GSA) vehicles.

(7) Aviation Safety. The Office of Aircraft Services (OAS) is responsible for Department-wide functions related to aircraft services and facilities. OAS has adopted Federal Aviation Regulations as minimum standards to conduct aviation activities within the Department. Supervisors are responsible for ensuring compliance with OSM's ADS-14, Aircraft Safety Directive, 350-354 DM and OAS Operational Policy Memoranda and Information Bulletins prior to approving any non-commercial flight in helicopter or fixed-wing aircraft.

(8) Occupational Health (Industrial Hygiene Program). Supervisors will provide employees adequate protection from adverse environmental conditions (noise, chemical exposures, excessive temperature, dusts, mists, vapors, etc.) by implementing the following requirements:

(a) Identification of work areas or activities where excessive noise

exists.

- (b) Identification of employees likely to be exposed to excessive noise and the conducting of initial baseline, annual, and exit audiograms.
  - (c) Use of provided hearing protection, where required.
  - (d) Training provided upon employment and as needed.
  - (e) A hazard communications program (29 CFR 1910.1200) which should include the following:
    - Reviewing procurement requests for potentially hazardous chemicals.
    - Obtaining and maintaining material safety data sheets (MSDS). Any item received without the required MSDS should not be accepted. A copy of all MSDS should be maintained in a known location for employee use.
  - (f) Employees, supervisors and managers trained on the hazard communication program.
  - (g) Containers labeled with chemical content.
  - (h) Hazardous chemicals inventoried at least annually.
  - (i) A medical surveillance program for employees required to work in environments where harmful conditions are identified.
  - (j) Employee health-related records are maintained according to 485 DM and medical records according to OPM Operating Manual, The Guide to Personnel Recordkeeping, Chapter 3, Table 3-G, and Publication CA-810, Chapter 9-3.
- (9) Fire Safety. Supervisors will conduct the following fire prevention activities:
- (a) Annual inspection of fire detections/suppression equipment.
  - (b) Fire drills as necessary.
  - (c) Training employees in the use of fire extinguishers, if they are provided in the work place.

- (d) Training in the basics of fire prevention and emergency response. Special training will be provided to all employees with assigned duties in the Emergency Occupancy Plan, such as floor wardens, monitors, etc.
  - (e) Use the National Fire Protection Association (NFPA) Life Safety Code as the criteria in OSM occupied space.
  - (f) Maintain appropriate fire safety activities records.
- (10) Contractor Safety and Health.
- (a) Supervisors will require contractors to have a Substance Abuse Awareness Program in place and promote a drug free work environment, similar to that appearing in 48 CFR 52.223-6.
  - (b) OSM offices engaged in construction contracts exceeding \$20,000 will include, as a minimum, a safety and health clause similar to that appearing in 48 CFR 52.236-13.
  - (c) OSM will enforce safety and health requirements in contracts, in the same manner as other contract requirements.
  - (d) Where conflicts in safety and health standards exist, the most stringent will apply.
- (11) Safety Promotion Activities. Each office should establish a safety awards program to recognize employees who make a significant contribution to safety and health program. Supervisors will conduct safety promotion activities that will include:
- (a) Employee Safety Meetings.
  - (b) Posters, flyers, publications and safety literature.
  - (c) Promotional campaigns such as the following:
    - Seat Belt Use.
    - Slip and fall awareness.
    - Safe motor vehicle operation.
    - Fire prevention (work and home).

- Physical Fitness activities.
- Safety (off-the-job).

(12) Safety Performance Standards.

- (a) Each manager's and supervisor's performance standards should reflect their safety responsibilities covered specifically in the CDSO elements.
- (b) Each CDSO's performance standards will have in them measurable safety activities to reflect collateral duty responsibilities such as:
  - Timely response to deadlines for quarterly reports, accident reports, comments, and other safety reports and actions as required by the OSM SM.
  - FY Safety and Health Action Plan activities.
  - Office safety meetings and safety awareness activities.
  - Timely response to safety and health complaints.
  - Safety training classes conducted in the office.
  - Timeliness of annual safety inspections, preparation of abatement reports/activities, and reports submitted to the OSM SM.
  - Maintaining required safety and health logs.
- (c) OSM SM should be consulted during the performance review period for input in the safety performance area.

(13) Personal Protective Equipment.

- (a) OSM's policy is to provide its employees with safe and healthful working conditions and to comply with all applicable standards including those from the OSHA, Mine Safety and Health Administration (MSHA) and the National Institute of Occupational Safety and Health (NIOSH). Each supervisor shall follow established policy and procedures for obtaining, using and wearing PPE by OSM personnel while performing official duties. When specific PPE is available through OSM, it is mandatory for the

employee to use such equipment. Should an employee fail to do so, it is the supervisor's responsibility to take necessary steps to assure compliance including appropriate disciplinary action within the guidelines of 370 DM 752.

- (b) The JSA process will be used to identify hazards in a job task. JSAs should be reviewed by the CDSO and the SM to ensure PPE meets appropriate safety standards.
- (c) Due to the diversity of the occupational environments encountered by OSM employees and the various types of PPE available, the immediate supervisor, in coordination with the SM, decides which specific devices are required for a particular environment. Each supervisor reviews his/her operational activities and work environments, via the JSA, to determine the hazards and the need for specific PPE.

(14) Purchases.

- (a) General. In order to buy safety toe footwear at OSM expense, employees must obtain approval from their immediate or higher level supervisor having the authority to approve requisitions. Only safety toe footwear that meets ANSI standard is authorized for use by OSM employees. After approval has been obtained, the employee may buy the footwear or have the appropriate OSM purchasing office purchase the footwear.
- (b) Purchase by OSM. If an employee elects to have OSM purchase the safety toe footwear, the employee must submit an approved requisition to the purchasing office. The Purchasing Agent will buy the footwear from the appropriate Federal Supply Schedule (FSS) contractor. OSM will pay the vendor for the purchase up to a maximum of \$125 a pair, per year. Assistant Directors, Regional Directors, or Field Office Directors may waive the quantity of yearly safety boot purchases per employee, based upon local conditions.

- (15) Active Surface Mines and Underground Mines. Employees with jobs requiring them to visit operating mines will, as a minimum, wear PPE as required by the Mine Operator and mine safety regulations. In all cases, OSM employees who visit working areas of surface mines and surface areas of underground mines will wear safety glasses, self-rescue devices (when applicable), hard hats and safety toe work boots and any other necessary PPE meeting the requirements of this directive.

- (16) Abandoned Mine Sites. Because the degree of hazard encountered at abandoned mine sites may vary from minimal to imminent danger, no specific single standard for PPE applies for all situations. Gas detection equipment should be made available and utilized, and employees should be trained in its use. Where the following conditions occur, the specified PPE will be utilized:
- (a) Uneven, rough terrain with no earthmoving or drilling operations. - Sturdy industrial safety toe footwear at least six inches high and/or covering the ankle bone with lug sole bottoms or some appropriate nonskid materials that will provide suitable traction to help prevent slip and fall type accidents.
  - (b) Where earthmoving or drilling equipment is operating. - The same protective clothing as specified for working in areas of active mines will be worn. Include sturdy industrial safety toe foot wear at least six inches high and/or covering the ankle bone with lug sole bottoms or some appropriate nonskid material that will provide suitable traction to help prevent slip and fall type accidents.
- (17) Additional Personal Protective Equipment. OSM employees will wear the following type of PPE to prevent injuries and illnesses:

Eye and Face Protection. - Eye and face protection will be required when there is a reasonable possibility of injury which can be prevented by use of such equipment. No unprotected person will knowingly be subjected to a hazardous environmental condition. Regular safety glasses may be purchased through UNICOR. Purchases include prescription safety glasses, although costs of eye examinations are not reimbursable. An employee, however, may be reimbursed for their personal purchase of prescription safety lenses and frames with advance approval of the OSM office/facility manager and supported by a receipt marked "paid". In addition, OSM office/facility managers may authorize glare resistant safety glasses where he/she has determined that glare protection is needed to prevent potential accidents. These instances will be documented and submitted with the SF 1164. OSM office/facility managers may waive the quantity or frequency of purchases per employee based upon local conditions and other factors, such as safety glasses damage, prescription change, etc. Employees must use safety glasses or goggles or face shields when:

- handling acids.

- small flying particles and flying objects such as concentrations of cement, dusts, sand, gases, fumes, liquids, ammonia, injurious radiation, blood, body fluids and creosote exists.
- cutting or working with molten metal in welding operations.
- in field situations, where the risk of eye injuries exists from overhanging limbs, brush and twigs and other objects.

The following care for eye protection is recommended:

- Wipe lens frequently with a clean cloth or soft tissue.
- Keep frames, including side shields, free from dust and grit.
- Treat lenses to prevent fogging when necessary.
- Replace lens when they become scratched, pitted or otherwise damaged in a way that inhibits visibility.

(18) Head Protection. Suitable protective head gear will be required where there is a reasonable probability of injury, which could be prevented by use of such equipment. Hard hats:

- (a) Must be worn when working in all construction activities/mine site activities, working in confined spaces, or engaged in fire suppression work.
- (b) Must be worn if there is danger from falling or flying objects.
- (c) Must be nonconductive and insulated.
- (d) Should fit snugly with an air space of one-half inch or more between the head and top of crown of hat. The hat should be evenly centered to protect the head properly.
- (e) Should be replaced when they are damaged. Nonmetallic based paint will be used. Check with the manufacturer for shelf life of hard hats.

(19) Hand Protection. Use of hand protection will be required where there is a reasonable probability of injury which could be prevented by the use of such equipment.

- (a) Appropriate hand protection will be provided for the task when performing work which might cause injury to the hands; however, gloves will not be worn where they would create a greater hazard by becoming entangled in the moving parts of equipment.
- (b) It is especially important when working with chemicals, to ensure that special liquid or chemical hazard resistant gloves are selected, appropriate for the chemical being used.
- (c) Latex gloves should be worn to place a barrier between the wearer and other individual's blood and body fluids.

(20) Safety Belts, Harnesses, Rope, Life Jackets, Seatbelts.

- (a) Safety belts, harnesses, lanyards and rope to protect employees on unguarded above ground surfaces over excavations, shafts, pits, highwalls and sink holes where there is a danger of falling are required. A second person shall tend the lifeline when bins, tanks, or other dangerous areas are entered.
- (b) Life jackets or belts must be worn where there is danger of falling into water.
- (c) Seatbelts must be worn at all times in a vehicle where there is danger of overturning and where roll protection is provided.
- (d) Inspect safety belts for worn, dry, hard leather; pliability; worn or broken stitching; cuts; cracks; loose rivets; worn buckles, snaps, rollers, tongues, D-rings, etc. Check safety ropes frequently for broken fibers. Never weaken safety belts or straps by punching extra holes in them.

(21) Respirators. Respiratory protection is not a substitute for engineering controls. When engineering controls are not feasible, such as in case of an emergency, or when working with carcinogens, the following respiratory protection measures must be implemented:

- (a) Respirators will only be assigned to employees who have been certified by a doctor to be physically fit to perform the required work and to use the equipment.

- (b) Training for workers and supervisors must be conducted by a qualified person. Each wearer must receive fitting instructions, including demonstrations and practice on how the respirator is worn, how to adjust it, and to determine if it fits properly. This training must be documented and kept at the office.
  - (c) Face piece leak and fit testing must be conducted before initial use. Sealing and pressure testing must be conducted each time the respirator is worn.
- (22) Other PPE. OSM office/facility managers, and the SM will evaluate particular situations not covered by the above criteria, and where deemed advisable or required by applicable regulations, prescribe additional protective equipment for mandatory wear and/or use. Such equipment may include but is not limited to:
- (a) Chemical or flame retardant clothing.
  - (b) Ear plugs or ear muffs to prevent hearing loss.
  - (c) Disposable dust respirators for excessive road or other nuisance dust.
  - (d) Snake leggings.
  - (e) Parkas will be purchased through the OSM authorized uniform vendor. In addition, because of the diversity in temperature extremes between offices, office/facility managers may choose to authorize either a heavier down-filled, or lighter weight fiber-filled parka. In either case, the parka must have the OSM emblem/patch sewn on the left shoulder. Rain gear will also be purchased by the office/facility manager through the OSM authorized uniform vendor. See ADS-16, Uniform Standards and Allowances for more information.
  - (f) Suitable protective clothing to cover the entire body will be worn when handling corrosive or toxic substances, blood, body fluids or other materials which might cause injury to the skin.
- (23) Private Citizens. Any private citizen accompanying an OSM Inspector on official business to a mine site must be provided PPE as required. Such equipment will be returned to the OSM office upon completion of the visit. This includes protective rain gear (if available) and PPE such as:

- (a) Hooded Jacket (water resistant).
  - (b) Bib Overall/Rubberized Trousers.
  - (c) Twill Coverall (water resistant).
  - (d) Rubberized Over-the-shoe Boots.
  - (e) Hard toe shoes/hard toe shoe covers.
  - (f) Safety glasses
  - (g) Ear plugs or ear muffs
- (24) Aircraft/Helicopter Passengers. OSM employees and official passengers on an aircraft employed in special use activities must, while on board such aircraft, wear the appropriate personal protective equipment specified in 351 DM 6.4E and OSM Directive ADS-14 such as:

- (a) Aviator's protective headgear.
- (b) Fire retardant flight suits, gloves.
- (c) All-leather boots.

Natural materials such as wool and cotton will be worn under the flight suit while conducting special use flight operations. The thicker the fiber the more the protection. Synthetic materials will not be worn during flight operations because they burn easily and will contribute to the severity of injuries in case of a fire.

- (25) Employees With Infrequent Mine Site Exposure. For employees with jobs requiring infrequent exposure to mine site hazards, protective equipment for common usage will be made available at OSM offices. Common usage equipment includes:
- (a) Hard hat shells (individual suspensions should be issued).
  - (b) Visitor type eye protectors suitable for wearing over eye glasses.
  - (c) Toe guard, for use over work boots.
- (26) Employee-Owned Equipment. Where employees provide their own protective equipment, the employer will be responsible for assuring

adequacy, including proper maintenance of such equipment. It is recommended that employees use PPE issued by OSM.

- (27) Design. PPE will be of safe design and construction for the work to be performed.
- (28) Application. Protective equipment, including PPE for eyes, ears, face, head, and extremities, a protective clothing, respiratory devices, and protective shields and barriers will be provided, used, and maintained in a sanitary and reliable condition. This equipment is necessary because of possible hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through noise, absorption, inhalation or physical contact.
- (29) Firearms. No employees shall carry firearms while on official duty. Firearms are defined as any weapon (including starter guns) which will, or may readily be converted to expel a projectile by the action of an explosive.

#### 4. REFERENCES.

- a. American National Standards Institute (ANSI) Z41.1-1967, Z87.1-1968, and Z89.1-1969
- b. 350-354 DM, OAS Policy Manual and Operational Procedures Memoranda
- c. ADS-14 Directive, Aviation User's Handbook
- d. 29 CFR 1910. OSHA General Industry Standards
- e. 29 CFR 1926, OSHA Construction Standards as amended
- f. 30 CFR 77.1710 MSHA Protective Clothing Requirements
- g. 30 CFR 75.1720 MSHA Protective Clothing Requirements
- h. 370 DM 752, "Discipline and Adverse Actions"
- i. Federal Acquisition Regulations, Subpart 8.4
- j. 485 DM Safety and Health Handbook
- k. Title 30, Code of Federal Regulations (CFR), Part 0-199, Mineral Resources.

- l. Public Law 91-596, "Federal Occupational Safety and Health Act of 1970," Sections 6 and 19
  - m. 43 U. S. Code Section 1457 (Refers to public safety)
  - n. Executive Order 12196, "Occupational Safety and Health Programs for Federal Employees"
  - o. Title 29, Code of Federal Regulations (CFR), Part 1960, "Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters"
  - p. Davis-Bacon Act, 48 CFR Parts 1-53
  - q. ADS-7, Motor Vehicle Management Directive
  - r. Accident Reporting Procedures for Supervisors
  - s. 18 USC
5. EFFECTIVE DATE. Date of issuance.
6. EFFECT ON OTHER DOCUMENTS. Supersedes Directive ADS-2, dated November 6, 1986, ADS-2-1 dated October 3, 1990, and OSM Memorandum "Operating Procedures, Safety Program," dated June 2, 1993.
7. CONTACT. William C. Bass, Safety and Occupational Health Manager, OSM, Office of Administration, 412-937-2840.