

	U.S. DEPARTMENT OF THE INTERIOR OFFICE OF SURFACE MINING RECLAMATION AND ENFORCEMENT DIRECTIVES SYSTEM	Subject Code: ADS-2
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Subject: Safety and Occupational Health Program		
Approval: Glenda H. Owens <i>Glenda H. Owens</i>		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 Reclamation and Enforcement (OSM) to prevent accidents and incidents involving people and property and to prevent occupational illnesses. The directive identifies responsibilities and action required of OSM personnel to ensure an effective safety and occupational health program.

2. **Summary of Changes.** This directive has been revised to:

- a. Establish mandatory CPR training for employees who serve as an Automated External Defibrillator (AED) lay responder;
- b. Incorporate reference and application of 485 DM 16 (Inspections and Abatement) that includes the Department's Risk Assessment Codes;
- c. Incorporate name change of the Office of Aircraft Safety to Aviation Management Division;
- d. Incorporate an increase in the annual safety footwear allowance to \$175.00;
- e. Incorporate an increase in the parka allowance to \$175.00;
- f. Incorporate use of AEDs; and
- g. Make other minor, organizational, and editorial changes for purposes of clarity and consistency.

3. **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. Near misses are potential accidents.

- 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. CDSOs are provided technical program direction by the Safety and Occupational Health Manager.
- 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 OSM'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 in OSM in the GS-0018 position classification 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 that 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, Area 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 that 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 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.

4. Policy.

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 healthy 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, Division of Administration. The Chief, Division of Administration, is the DASHO for the OSM. The position of SM is established in the Division of Administration. All Regional Directors and Field Office Directors will appoint an employee to function as CDSO.

5. Responsibilities.

a. The Chief, Division of Administration, is appointed as the DASHO. As such, the DASHO directs OSM's Safety and Occupational Health Program.

b. The OSM Safety and Occupational Health Manager 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 technical program direction to CDSOs, serves as an advisor to managers and supervisors, and serves as a member on the Departmental Safety and Health Council.

c. Supervisors and managers are accountable for the safety and health of the public when visiting an OSM facility and the employees under their jurisdiction. They are responsible 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 must 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.

d. 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 should report all unsafe and unhealthy conditions to their supervisors for corrective actions.

e. Safety and Health Committees are required at Headquarters and each Regional Office, playing an important part in the Safety and Occupational Health Program and forming communication links between employees and the various levels of management. The committees assist the OSM SM and the CDSOs with implementing safety and health awareness activities. Each Regional Director will form a Safety and Health Committee for their respective region. The OSM SM will form a Safety and Health Committee at the Washington DC Headquarters Office.

f. Collateral-Duty Safety Officers assist supervisors and the OSM with implementing the Safety and Occupational Health Program in local offices. The CDSOs must be familiar with and maintain a working knowledge of Occupational Safety and Health Administration (OSHA), Department of the Interior (DOI), and OSM safety and health standards, regulations, and policies. The CDSOs assist 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.

6. Procedures.

a. 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 in the work environment; (2) job safety analysis for new tasks or functions; and (3) health-related needs (CPR/First Aid, Blood Borne Pathogens, etc.), with opportunity for input from local staff members. The OSM SM 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. When new employees arrive at OSM, all required safety training shall be completed within 60 days of entry on duty.

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 mine-site environment. Assistant Directors, Regional Directors, Field Office Directors, Area Office Directors, and other managers (with assistance from the CDSO and 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, OSM policy, and regulation. To provide a well-rounded safety and occupational health training program, the following training requirements should be implemented:

(1) Annual Training (Conducted Yearly)

(a) All training listed on the current Fiscal Year (FY) Individual Office Training Plan in conjunction with the current FY Safety Management Program Action Plan. (Mandatory) 485 DM, Executive Order 12196, 29 CFR 1960.

(Optional) (b) Five hours annual First-Aid Training for field employees.

(c) Forty hours annual CDSO Training at the DOI Safety and Health Seminar or at the National CDSO Safety Meeting. For a newly appointed CDSO, this training must be provided within six months of his/her appointment. (Mandatory) 485 DM and 29 CFR 1960.58.

(d) Four hours of initial Hazard Communication Training for all employees and one hour of annual refresher training. (Mandatory) 29 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.

(f) One hour of Fire Awareness/Extinguisher Training for all employees. (Mandatory) 29 CFR 1910.157, 485 DM.

(g) 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.

(h) Safety and Health Orientation Training for all employees, supervisors, and managers. Required as part of the OSM Employee Orientation Checklist. No required hours.

(i) 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.

(j) Tornado/Hurricane Training, where applicable. (Site Specific/Optional)

(k) Earthquake Awareness Training, where applicable. (Site Specific/Optional)

(l) Other Safety Training as the need arises.

(2) Biennial Training (Conducted Every Other Year)

(a) Mandatory four to six hours of Mine Safety Training for all employees who visits field sites. OSM Policy ADS-2.

(b) Three to four hours CPR Training, depending on the local affiliate requirements. (Optional) This training is mandatory for employees who serve as a lay responder for the AED. AED refresher training is required every two years.

(c) Eight hours of Construction Safety Training for all employees who conduct official business at construction sites. (Mandatory) 485 DM, Executive Order 12196, 29 CFR 1960.59(a), 29 CFR 1926.21.

(3) Triennial Training (Conducted Every Third Year)

(a) Defensive Driver Training including 4x4 Safety Training (when applicable). This training covers all employees who operate Government-owned vehicles, rental cars, or personal vehicles while on OSM business. (Mandatory) 485 DM, 29 CFR 1960.

(b) Aviation Safety Training. For all employees who fly on no-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.

(c) Four to six hours of initial Supervisory Safety Training within six months of appointment and two hours of refresher training every three years. This course will include supervisors' rights and responsibilities under the program and applicable information on the Occupational Safety and Health Act of 1970, Executive Order 12196, 29 CFR 1960, 485 DM, and other applicable regulations. (Mandatory) 485 DM, Executive Order 12196, 29 CFR 1960.56.

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

b. Facility Inspections. In order to ensure safe and healthy 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, along with the supervisor/manager or other qualified persons. Supervisors will be responsible for annual facility inspections in their area of responsibility. Any findings must be noted and abated actions taken and recorded in accordance with 485 DM Chapter 6.

c. Job Safety Analysis (JSA). JSA procedures include identification of tasks, potential hazards, and safe work procedures. Employees and supervisors should work together in the development of JSAs to ensure that all characteristics of the job are addressed. A JSA must be completed for:

- (1) Jobs or work practices that have potential hazards;
- (2) New, non-routine tasks performed where potential hazards exist; and

(3) Jobs that may require employee use of out-of-the-ordinary personal protective equipment (PPE), e.g., use of a self-contained self rescuer in a coal mine. Supervisors will discuss the job with employees prior to beginning new projects, changing work sites, or identifying any hazards not noted on the JSA and will discuss ways to reduce these hazards. To conduct a JSA, the supervisor will: (1) identify the task; (2) identify the potential hazards; (3) develop safe work procedures; and (4) periodically re-evaluate procedures.

d. Accident/Incident Investigations and Reporting. All occupational accidents, incidents, and occupational illnesses will be reported immediately to the immediate supervisor who will then investigate the matter and report it to the OSM SM within six days of notification. If no employee is involved, the supervisor having jurisdiction over the workplace 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 supervisor will review and sign the DI-134 Accident/Incident Report Form. If a CA-1 or CA-2 compensation form is completed, it should be sent with the original DI-134 to the OSM SM with a copy of each document for Human Resources. At a minimum, every supervisor will conduct an investigation sufficient to determine the information necessary to complete the accident reports and to determine causal factors to avoid a recurrence of the accident. The local or regional CDSO will aid the supervisor in creating the documentation and completing the investigation. The information to prevent a similar accident/incident will be distributed to the entire office. The accident information may be distributed throughout OSM if conditions warrant.