



Occupational Safety and Health Protection for Interior Employees

The Occupational Safety and Health Act of 1970, Executive Order 12196, and 29 CFR 1960 Require the Heads of Federal Agencies to Furnish to Employees Places and Conditions of Employment That Are Free from Recognized Safety and Health Hazards.

The U.S. Department of the Interior's Safety and Occupational Health Program Covers All Personnel While On Duty, and is Explained in Part 485 of the Departmental Manual and the Departmental Manual Safety and Health Handbook (DSHH).

INTERIOR RESPONSIBILITIES

- PROVIDE A SAFE AND HEALTHFUL WORKPLACE
- DESIGNATE AN AGENCY SAFETY AND HEALTH OFFICIAL (DASHO)

The Director of Program Services is the Designated Agency Safety and Health Official (DASHO) and exercises the authority of the Secretary for the management of the Department's Safety and Health Program. (DSHH 2.4)

- COMPLY WITH OCCUPATIONAL SAFETY AND HEALTH STANDARDS

It is the policy of the Department to comply with safety and health program requirements issued under E.O. 12196, 29 CFR 1960, OSHA standards and adopted national consensus standards. (485 DM 1.3.1)

- RESPOND TO REPORTS OF UNSAFE OR UNHEALTHFUL WORKING CONDITIONS

Respond to reports of unsafe/unhealthful conditions as set forth in the DSHH 8.

- INSPECT WORKPLACES

All workplaces will be formally inspected at least annually by technically qualified personnel. Whenever possible, affected employees will be consulted concerning working conditions. (DSHH 6)

- POST NOTICES OF HAZARDS

If hazardous conditions are discovered during formal inspections, a notice of these hazards will be posted in the work area until abated. (DSHH 6.3.G)

- ABATE HAZARDS

Management will take appropriate action to assure safe and healthful working conditions. If an imminent danger exists, as determined by a management official competent to recognize such hazards or a qualified safety professional, the area will be evacuated if necessary and the condition abated quickly. (DSHH 6)

- REPORT AND INVESTIGATE ACCIDENTS

Form DI-134, Report of Accident/Incident, is the Department's official source document for investigating and reporting all accidents, injuries, and job-related illnesses. Local managers will post, or otherwise make available, annual summaries of injuries and illnesses for a minimum of 30 days at each establishment. (DSHH 7)

- PROVIDE SAFETY AND HEALTH TRAINING

Appropriate occupational safety and health training will be provided for all employees,

including top management officials, supervisors, safety and health personnel and employee representatives. (DSHH 13)

EMPLOYEE RESPONSIBILITIES

- COMPLY WITH OCCUPATIONAL SAFETY AND HEALTH RULES AND PROCEDURES

Employees are required to comply with applicable oral and written work rules and procedures for their assigned tasks. Supervisors should be consulted concerning the standards and procedures applicable to the job. (DSHH 2.12.A)

- USE PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment and other safety equipment provided by the bureau, must be used when and as required. (DSHH 20)

- REPORT UNSAFE OR UNHEALTHFUL WORKING CONDITIONS

Report unsafe and unhealthful working conditions to the supervisor. (DSHH 2.12.B)

- REPORT ACCIDENTS, INJURIES AND ILLNESSES

All job-related accidents, injuries and illnesses must be promptly reported to the supervisor. (DSHH 2.12.E)

RIGHTS OF INTERIOR EMPLOYEES OR THEIR REPRESENTATIVES

- PARTICIPATION IN THE SAFETY AND HEALTH PROGRAM

Employees are encouraged to participate in bureau/Department safety and health program activities. When appropriate, employees will be authorized official time to participate in the activities provided by Executive Order 12196, 29 CFR 1960, negotiated agreements, and the Department's and/or bureau's safety and health programs without fear of restraint, interference, coercion, discrimination or reprisal. (DSHH 2.12.C)

- REVIEW OF STANDARDS/PROCEDURES

Employees have the right to examine safety and health standards and procedures applicable to their job. The supervisor should be contacted for this purpose. In addition, comments relating to proposed alternate standards will be given appropriate consideration. (DSHH 4)

- ACCESS TO ACCIDENT, INJURY AND ILLNESS STATISTICS

Employees have the right of access to accident, injury and illness statistics related to bureau/Department safety and health program activities. Contact the supervisor or bureau safety and health manager to review the statistics. (DSHH 7.3.H)

- SAFE AND HEALTHFUL WORKING CONDITIONS

The Department is committed to provide safe and healthful working conditions. Employees have the right to request an inspection of their work area, and the right to appeal decisions involving working conditions. Requests for inspections should be directed to the supervisor. The Department encourages resolution of these problems locally. However, should the employee not be satisfied with the initial handling of the situation, the appeal may be elevated to the Bureau DASHO; the Department DASHO; or to the Office of Federal Agency Programs, Occupational Safety and Health Administration, U.S. Department of Labor, Washington, D.C. 20210, in writing, following the adopted procedure; or use the grievance procedure established pursuant to 5 USC 7121. Anonymity is assured, when requested. (DSHH 8)

- PROTECTION FROM DISCRIMINATION

When exercising the above rights, no employee will be subjected to restraint, interference, coercion, discrimination or reprisal. (485 DM 1.3.E)

FURTHER INFORMATION

None of the provisions of 29 CFR 1960 are intended to modify organizationally the way the Interior Safety and Health Program operates. The normal and ordinary channels of supervision should be used to resolve and fulfill the Department's safety and health obligation.

For assistance and information including specific safety and health standards, contact your supervisor or the safety and health coordinator named below.

Paul Holley

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TITLE

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LOCATION

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COMM. NO.

FTS: