

**FFAS**  
**HANDBOOK**

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**Safety and Health Programs**

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**For All FSA, RMA, and FAS  
Offices Except Overseas**

SHORT REFERENCE

**8-PM**  
**(Revision 5)**

UNITED STATES DEPARTMENT OF AGRICULTURE  
Farm Service Agency  
Washington, DC 20250



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**Safety and Health Programs  
8-PM (Revision 5)**

**Amendment 1**

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**Approved by:** Deputy Administrator, Management



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**Amendment Transmittal**

**A Reason for Revision**

This handbook has been revised to update Safety and Health Programs policies and procedures.

**B Obsolete Material**

8-PM (Rev. 4) is obsolete.



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**Part 1 Safety and Health Programs****1 Basic Provisions****A Background**

This handbook provides Federal regulations (FR) and policies and procedures in administering the Safety and Health Programs for all FSA, RMA, and FAS employees except overseas.

Where exclusive representation exists, bargaining may be requested to the extent allowed by applicable statutes. Where contract language already addresses these policies and procedures for bargaining unit employees, contract language prevails.

**B Purpose**

This handbook :

- provides safe operating practices, accident investigation, and reporting procedures and polices for accident prevention in FFAS
- provides supervisors with accident prevention principles, standards, and safety reference data sources
- is a reference for practical information and guidance for handling hazardous material and equipment.

**C Source of Authority**

Authority for developing guidelines of the Safety and Health Programs are found in:

- Executive Order 12196, dated February 26, 1980, Occupational Safety and Health Programs for Federal Employees
- 29 CFR Part 1910, Occupational Safety and Health Standards
- 29 CFR Part 1960, Basic Program Elements for Federal Employee Occupational Safety and Health Programs
- 29 U.S.C. 668, 673, Sections 6, 19, and 24 of the Occupational Safety and Health Act of 1970, (84 Stat.1609, 1614, Federal Agency Safety Programs and Responsibilities)
- 5. U.S.C 552a, Privacy Act of 1974

**1 Basic Provisions (Continued)**

**C Source of Authority (Continued)**

- 5 U.S.C. 7901, Health Service Programs
- 5. U.S.C. 7361-7362, Federal requirements for developing appropriate prevention, treatment and rehabilitation programs and services for drug abuse, alcohol abuse, and alcoholism among employees.

**D Laws and Regulations**

Office heads responsible for carrying out OSHA shall maintain:

- the following safety and health laws and regulations:
  - 29 CFR Part 1910
  - 29 CFR Part 1926
  - 29 CFR Part 1928
  - 29 CFR Part 1960
- other OSHA standards and regulations that pertain to their jurisdiction
- a copy of OSHA Act of 1970 (amended 1998).

**Note:** Laws, regulations, and standards may be accessed through OSHA's website at [www.osha.gov](http://www.osha.gov).



## 2 Responsibilities for Safety and Health Programs

### A Director, HRD Responsibilities

HRD is responsible for providing the following:

- nationwide administrative guidance
- review and policy guidance of FFAS Safety and Health Program
- service to FFAS employees.

### B Office Head Responsibilities

Office heads responsible for carrying out OSHA's requirements are as follows:

- provide employees with employment and places of employment **free** from hazard causing or likely to cause death or physical harm
- comply with applicable Safety and Health Standards promulgated under the Occupational Safety and Health Act
- report to OSHA all work-related accidents that result in:
  - death of an employee (Exhibit 4)
  - hospitalization of 3 or more employees who were injured in the same accident

**Note:** Failure to report a death or hospitalization of 3 or more employees within 8 hours of knowledge of the incident may result in a minimum penalty of \$5,000. See Exhibit 4 for reporting requirements.

- investigate all accidents reported and determine corrective action
- followup until action is completed

**Note:** Report untimeliness to appropriate official.

- ensure that safety inspections are conducted by the Safety Officer annually, or as needed
- ensure that employees, supervisors, and responsible officials (safety officers) receive required training according to OSHA's laws and regulations

**Note:** See Exhibit 5 for a list of mandated training.

- maintain records of work-related injuries and illnesses.

**Note:** See subparagraph 3 D.

## 2 Responsibilities for Safety and Health Programs (Continued)

### C Supervisor Responsibilities

Supervisors are responsible for the safety of employees, property, and equipment under their jurisdictions.

In fulfilling these responsibilities, supervisors shall:

- provide and maintain a continuous accident prevention and health program and instruct personnel in safe work practices
- ensure that safety is considered in job planning and performance
- ensure that each accident is investigated according to FFAS procedures
- ensure that appropriate corrective action is taken to prevent recurrence of similar accidents
- encourage employee participation in safety and health training and activities
- provide adequate protective equipment for employees performing hazardous operations
- establish safe work practices and standards for hazardous operations or situations
- provide for periodic inspections of equipment and work operation to identify hazards and ensure observance of safe work practices and standards
- provide employees with information about accidents and potential hazards that may affect the job
- include safety instructions and precautions in information prepared and issued
- encourage employees to submit suggestions to help prevent accidents and give appropriate recognition under the incentive awards programs
- **use CA-1** to report employee injuries and **CA-2** to report occupational disease claims to DOL
- advise employees of their rights under FECA

2 Responsibilities for Safety and Health Programs (Continued)

C Supervisor Responsibilities (Continued)

- be trained to recognize and address illegal drug use
- initiate procedures for a drug test after making appropriate factual observations, documenting that observation, and obtaining appropriate concurrence
- refer employees to EAP for counseling
- initiate appropriate disciplinary action upon finding illegal drug use by a subordinate.

D Employee Responsibilities

Employees shall:

- observe and follow prescribed safety rules and regulations
- correct unsafe work conditions, if possible
- notify supervisor of unsafe working condition, accident or injury
- participate in safety and health training
- serve on safety committee, if possible
- comply with applicable OSHA standards.
- use safety equipment, personal protective equipment, and other devices for protection when necessary.

**Note:** Employees who willingly or repeatedly violate OSHA requirements are subject to appropriate disciplinary action including removal.

### 3 Requirements for Safety and Health Programs

#### A Violating Safety Requirements

Offices that violate OSHA requirements are subject to a penalty.

**Note:** See Exhibit 6 for examples.

#### B OSHA Reference Materials

Field Offices shall:

- supplement this handbook with standards, pamphlets, and manuals necessary to carry out requirements for their jurisdictions

**Examples:** The following are examples:

- safe driving
- bloodborne pathogens
- personal protective equipment
- industrial supervisor
- hazardous chemicals.

**Note:** Exhibit 6 provides suggested contacts for use in ordering material and information from government and non-government affiliations.

- maintain current contacts for:
  - OWCP offices (Exhibit 8)
  - OSHA Regional and Area Offices (Exhibit 9).

**Note:** Contact HRD, PMBAB at 202-418-9029 when contacts change.

### 3 Requirements for Safety and Health Programs (Continued)

#### C Posting Requirements

Office heads shall ensure that OSHA 3165 and AD-1010 are posted in central locations within each jurisdiction.

**Note:** Obtain OSHA 3165 online through the internet at:  
[www.osha.gov/pls/publications/pubindex.list](http://www.osha.gov/pls/publications/pubindex.list)

OSHA may impose a penalty of \$1,000 if **poster** is **not** displayed during an inspection.

**Notes:** Obtain AD-1010 online through USDA internet at:  
[www.usda.gov/da/shmd/agposter.htm](http://www.usda.gov/da/shmd/agposter.htm)

#### D Recordkeeping Requirements

Office heads shall record work-related injuries and illnesses in OSHA log 300 within 7 calendar days of receiving CA-1 or CA-2 of the incident. Recordable injuries and illnesses must meet 1 or more of the general criteria of 29 CFR 1904.08 through 1904.12.

**Notes:** Maintain log for 5 years.

Exemption from recordkeeping is ten or fewer employees during calendar year.

#### E Safety Inspections

Employee safety depends on the correction of accident hazards and causes. Conducting a safety inspection is the principal means of locating and determining accident, fires, and health hazards.

Office heads shall:

- conduct periodic workplace inspections to enhance safety and health
- develop checklists geared to work-site situations

**Note:** See example in Exhibit 10.

- keep inspection checklists for 3 years after date of inspection.

## 4 Objectives and Support of Programs

### A OSHA's Objectives

OSHA shall:

- create positive safety attitudes among FFAS employees
- eliminate accident, fire, and health hazards resulting in minimizing and preventing:
  - injuries and illnesses and the associated suffering, expense, and lost time from work
  - damage to facilities, equipment, and materials with the cost of repair or replacement
  - Federal costs for compensation, medical care, and liability claims
  - disruptions in operations because of accidents.

### B Support of Safety and Health Programs

Effective operation of the safety and health programs requires the cooperation and support of the entire workforce.

Significant reductions in employee accidents and property damage can only be achieved if employees cooperate and are resourceful.

**5 Safety Achievement Awards**

**A Recognition for Safety Achievement**

Individuals, groups, and offices may be recognized for meritorious achievements in FFAS accident prevention activities and programs.

The basis for recognition is the completion of at least 1 year’s work without a disabling injury. Recognition may be granted as agency-sponsored. Present certificates to offices for the performance of 1 year’s work without disabling injury.

Following are examples of commendations or awards:

- supervisory awards may be granted to supervisors in hazardous occupations whose employees meet the criteria in this paragraph
- group awards may be granted to employees that have made significant contributions to the FFAS accident prevention efforts.

**Example:** State Offices may recognize DD’s, COC’s, etc.

**B Documentation of Safety Awards**

Recommending officials shall support all awards according to instructions in 7-PM.

## 6 Safety Officer

### A Field Office Safety Officers

FFAS Field Offices shall have a Safety Officer to carry out safety and health requirements.

**Note:** CED shall serve as Safety Officer for the County Office.

The Safety Officer designated for KCAO shall serve FFAS Offices in KC, and St. Louis.

### B Safety Officer Responsibilities

Safety Officers shall:

- provide leadership and guidance for a comprehensive safety program
- develop and recommend an accident prevention program suitable to the needs of the office and consistent with this handbook
- help officials, supervisors, and employees fulfill safety requirements
- ensure compliance with Federal, State, local laws, ordinances, or orders on safety
- collect, analyze, and distribute data on accident prevention
- obtain or develop and distribute safety promotional materials
- ensure that prescribed safety training programs for employees are carried out
- review accident reports for completeness and clarity
- record injuries and illness on OSHA 300

**Note:** Prepare annual report upon request from HRD.

- determine whether preventive or corrective action taken or proposed because of an accident is adequate; if it is not adequate:
  - determine the detail safe work practices and standards for specific jobs, operations, and situations
  - followup to ensure that preventive or corrective action as prescribed is carried out
  - ensure that adequate provisions are made for the care of injured employees
  - represent the office at local Federal Field Safety Council meetings.



6 Safety Officer (Continued)

**B Safety Officer Responsibilities (Continued)**

State Office Safety Officers shall serve as secretary to the safety committee established, if they have **not** been designated the chairperson of the committee.

County Office Safety Officers shall:

- serve as secretary to the safety committee
- prepare the agenda for meetings
- ensure that adequate provisions are made for the care of injured employees.

**C Training Requirements**

All Safety Officers shall:

- receive training according to 29 CFR 1960.58
- take refresher training every 2 to 3 years or upon need, to keep abreast of requirements and obtain updated information.

**Example:** upon need is when a process or procedure changes.

New Collateral Duty Safety and Health Officers shall attend OSHA compliance training within 6 months from date of employment and upon need.

**Note:** The OSHA Training Institute is highly recommended for this purpose. Certification is provided upon completion.

Obtain training information through OSHA’s website at **www.osha.gov**.

## 7 Safety Committee

### A Establishing Safety Committee

The safety committee is an integral part of OSHA, and helps ensure effective implementation of the program at the establishment level. The principle function of the committee is to monitor and assist in the execution of the agency's safety policies and program at workplaces within that jurisdiction.

FFAS locations shall establish safety committees if the nature and volume of work reduces or prevents accidents.

Committees shall:

- serve in an advisory capacity
- consist of at least 3 members.

These members shall:

- include a chairperson and secretary designated by the head of the office
- ensure compliance with Federal, State, local laws, ordinances, or orders on safety
- collect, analyze, and distribute data for accident prevention purposes
- rotate at least 1 membership each year
- represent different employment and operating levels.

**Exceptions:** State and County Offices collocated with other Federal Agencies may participate and designate 1 employee to serve as a member of a multi-Agency committee.

County Offices **not** collocated with other Federal Agencies or that do **not** have operations large enough to warrant a safety committee, may request the District Director to organize and appoint a district safety committee.

**7 Safety Committee (Continued)**

**B Safety Committee Meeting**

Each committee shall:

- hold at least 2 meetings annually
- keep permanent records of minutes
- call special meetings when necessary.

**C Safety Committee Responsibilities**

Safety committees serve in an advisory capacity and are encouraged to request assistance in accident prevention activities from the FFAS Safety Officer in the National Office.

The committees shall:

- develop an accident prevention program with appropriate safety officers
- review accident reports referred by Safety Officers and make recommendations for remedial or disciplinary action based on the report
- assist in developing safe work practices and standards
- advise office head of a need for the following:
  - progress in preventing accidents and injuries
  - safety training
  - distribution of safety information
- submit the following to the FFAS Safety Officer:
  - effective preventive measures that may be beneficial to other offices
  - reports that would be of interest to other offices.

**8-24 (Reserved)**



## Part 2 Safety Standards

### 25 Guidelines for Safety Standards

#### A Safety Protection Responsibility

Office heads shall maintain safety protection in work situations by requiring employees to follow standards and safety rules.

#### B Types of Safety Standards

Safe work practices and standards are the acceptable procedures for work performance.

The following definitions are 2 types of standards that are acceptable procedures for work performance.

- National standards are standards that apply to all FFAS offices. Offices may supplement these standards. Send 2 copies of supplement to HRD.
- Local standards are standards issued locally for hazardous operations that are not covered by national standards.

When developing standards:

- keep them simple
- limit the number of established standards.

Standards should be enforceable. If they are **not** enforceable, they are suggestions rather than standards.

**Example 1:** A bin site laborer is required to use a power rotary-type lawn mower.

Standard “Before mowing, clear the entire area of all debris that could catch on or be thrown by the blade.”

**Example 2:** Office worker requirements.

Standard “Close file cabinet drawer before opening another or before leaving cabinet.”

**Note:** Office heads shall provide employees with a copy of required standards at employee meetings or upon request.

Standards may be obtained from OSHA or the Government Printing office at [www.gpo.gov](http://www.gpo.gov). See Exhibit 5.

**26 Safety Education and Training**

**A Safety Education Program**

Office heads shall:

- plan and conduct a program of safety education to fit its needs
- design a safety program to stimulate an interest in safety, share knowledge, and develop skill in working safely
- conduct safety meetings to help accomplish FFAS accident prevention goals
- promote safety awareness examples:
  - safety contests
  - office papers and memorandums
  - bulletin boards
  - signs
  - slogans
  - posters
  - newspapers.

**B Employee Training**

Employees shall be trained annually in proper safety and health procedures geared to local jurisdictions and job responsibilities.

Office heads shall ensure that appropriate training is provided to employees. See Exhibit 5 for a list of mandated training.

**26 Safety Education and Training (Continued)****C Occupant Emergency Plan/Fire Prevention (OEP)**

Areas where 10 or more employees are located shall have a current written OEP in place. OEP must provide procedures for safeguarding employees lives and property during emergencies (fire, bomb threat).

Office heads shall assure that a minimum of the following elements are included, in OEP:

- emergency escape procedures and emergency escape route assignments
- location of fire alarms and how to use them
- names, positions, and responsibilities of emergency team members, and other officials (office head, building manager) responsible for carrying out procedures
- procedures to account for all employees upon completion of the evacuation
- rescue and medical duties of employees trained and authorized to perform them. Include names and locations of first aid providers on staff
- types of emergencies (fire or bomb threat) and how to report them.

Examples of an OEP plan can be obtained from the:

- “OEP Guide,” published by GSA
- OSHA’s website at [www.gsa.gov](http://www.gsa.gov).

Employees shall receive periodic training on how to evacuate the workplace in the event of an emergency (fire or bomb threat).

OEP shall be updated as needed.

26 Safety Education and Training (Continued)

**D Driver Training**

Office heads shall:

- provide an annual training program for employees who drive on official business
- give drivers who have been involved in violations or accidents, training in the action that contributed to the violations or accidents
- **not** charge leave to employees taking driving courses at the direction of their supervisor, including travel to and from the training site.

**Note:** Training should include proper use of seat belts and improper use of cellular phones while operating a motor vehicle.

**E First Aid and CPR Training**

Office heads shall:

- offer OSHA compliance First Aid and CPR training to all employees including those who need recertification
- post in a central location on all floors, names and locations of employees who are certified first aid and CPR providers.

**Note:** Employees who receive First Aid and CPR certification may on a voluntary basis, provide services during an emergency.



**27 Health Facilities and First Aid Rooms****A Health Unit Facilities**

Many Field Offices have health units. Offices with **no** health units may:

- justify participation in a facility sponsored and operated by a Federal Government Agency
- use Federal health facilities if available and convenient to employees
- send agreements for participation to HRD annually upon request.

**B Health Units Operated by FFAS**

For maintaining employees health and morale, State and County Offices may provide health units where there are 50 or more employees.

State and County Offices may justify sponsoring and operating a health facility if FFAS has the largest number of employees and other Federal Government Agencies or Departments have agreed to participate.

Before arriving at a decision to establish a health facility, consider:

- community health and medical facilities
- availability of physicians
- hazards of work involved
- accident experience
- possibility of decreasing sick leave
- higher efficiency through health counseling
- promotion of morale
- maintenance of better personnel relations.

If a decision to provide a health facility has been made, send supporting documentations to HRD.

**27 Health Facilities and First Aid Rooms (Continued)****C Agreements for Participation in Federal Employee's Health Units**

Agreements for participation must be:

- in writing
- signed by responsible official of the other Agency
- reviewed by HRD before approval.

For approval, agreements for participation must be sent to:

- Director, HRD, if Federal facilities are used
- DAM through HRD, if non-Federal are facilities used.

**D Billings and Renewals of Agreements**

In FFAS-sponsored health facilities, KC will bill participating agencies.

State and County Offices shall have sponsoring agency bill KC for payment of FFAS pro rata share.

**Note:** County Offices will have bills sent to them for payment by the sponsoring agency.

Send all renewals to HRD according to subparagraph C.

**27 Health Facilities and First Aid Rooms (Continued)****E Using Health Unit**

Employees who:

- become ill during their prescribed workday may use the health unit or first-aid room, but may **not** remain in the facility for more than 1 hour with **no** charge to leave
- are too ill to return to duty may be sent home by a supervisory nurse or appropriate official
- are under doctor's orders (required to rest for specific periods) shall use leave (sick, annual, or LWOP) for the entire period of absence.

Following are examples of services provided in the health room:

- first aid and general medical assistance
- referral (to physician and dentist)
- preventive program relating to health (health screening)
- immunization and allergy shots.

**F First Aid Room/Kit**

Offices shall proceed as follows, where medical personnel and health units are **not** available:

- designate a room or area where first aid items are available and assistance can be given
- maintain a 24-unit first aid kit approved by the American Red Cross.
  - Inform employees of the location of the kit and its contents.
  - Periodically inspect the first aid kit to ensure that a sufficient quantity of items are available.

**Note:** Order necessary items before exhausting them.

## 28 Preventive Health Programs

### A Basic Provision

FFAS supports employee preventive health programs. Employees participation in programs and activities can improve health, morale, and productivity.

Preventive health services are offered to healthy individuals to help prevent disease, identify risk for disease, or detect disease in early, most treatable stages. Support to those who have specific health problems and diseases shall be made available to all employees.

Office heads shall promote health and wellness programs, events, and activities throughout the year.

Programs shall:

- identify goals and objectives for the workplace
- target key lifestyle traits that employees can change to improve health
- provide equal opportunities for employees regardless of age, sex, or grade level
- include provisions for employees with disabilities.

### B Program Requirements

Minimum wellness program requirements shall include health-related activities and the following information:

- screenings (blood pressure, cholesterol, cancer)
- seminars (stress management, nutrition, preventing and detecting cancer)
- health risk assessment
- intervention program (smoking cessation).

### C Exposure to Contagious Disease

Employees who are afflicted with a contagious disease or reside in a location where a disease may exist shall **not** report to work until a satisfactory medical certificate has been presented to their supervisor and employing office.

If an employee is afflicted with pulmonary tuberculosis, the employee shall contact the employing office immediately for instructions.

**28 Preventive Health Programs (Continued)****D Healthy Lifestyle Changes for Employees**

Making healthy lifestyle changes priority, enables employees to live longer and feel better. Following are ways employees can promote healthy lifestyles to help prevent diseases and improve health:

- develop good eating habits
- eat suggested foods provided on the USDA Food Pyramid approved by Health and Human Services daily

**Note:** Obtain a Food Pyramid on line at: [www.usda.gov/cnpp/pymid.gif](http://www.usda.gov/cnpp/pymid.gif).

- become physically active (participate in an exercise program or take daily walks)
- participate in health screening (cancer, diabetics, heart) to help prevent and detect diseases
- discontinue use of tobacco products, drugs, and excessive drinking.

**Note:** Employees should consult their physicians before making lifestyle decisions referenced in this paragraph.

**E Employee Participation in Health and Wellness Activities**

Office heads shall allow employees:

- official time to participate in physical activities to help meet job-related medical standards or physical requirements
- short periods of excused absences to participate in officially authorized special or one-time educational or awareness programs, such as:
  - Federal Fitness Day activities
  - a medical fitness screening procedure as part of joining a fitness program, or an Agency-sponsored health fair

## 28 Preventive Health Programs (Continued)

### E Employee Participation in Health and Wellness Activities (Continued)

- a smoking cessation program (6-8 week program once during employees life time) approved by the agency

**Note:** See 17-PM for policy covering excused absence to participate in Health Services and Screening.

- encouraging employees to use non-duty time (lunch period, before or after work) to participate in health and fitness activities that take place over extended or indefinite periods, such as use of fitness centers, running, aerobic classes.

### F Using Appropriated Funds

Funds may be appropriated for the following:

- establishing fitness facilities
- purchasing equipment and supplies
- holding health-related events (health fairs, seminars) activities
- obtaining health and wellness information (publications, booklets, and manuals).

**Note:** All offices shall ensure that safety and health program funds are used to promote health and wellness for their employees.

### G Methods of Funding Health Programs

Employee health programs may be funded as follows:

- fully by the Agency
- by employee contributions
- by a combination of employees' fees and Agency funding.

**Note:** The extent to which the Agency pay for such services depends on budget, employee needs, and the Agency.

### H Methods of Providing Health Programs

Health Programs may be provided through 1, or a combination of the following:

- agency
- contractor
- interagency agreement
- Cooperative Administrative Support Unit
- non-profit employee association
- volunteer services
- health unit
- off-site health facility.

**28 Preventive Health Programs (Continued)****I Liability**

Employees may file workers' compensation claims through the Department of Labor if injured while participating in an agency sponsored fitness program.

Injuries and occupational diseases arising from participation in an agency-sponsored physical fitness program are compensable under the Federal Employees Compensation Action, 5 U.S.C. 8108, et seq.

**J Fitness Weight Management and Nutrition Program**

Employees are encouraged to:

- use onsite or local fitness centers to participate in physical activities
- attend events and activities related to fitness, nutrition, and weight management.

**K Smoking Cessation Program**

Office heads shall offer help to employees who want to stop smoking. Suggestions may be made on how to provide help. Funds may be made available to pay for smoking cessation sessions (6 to 8-week program) approved by the following organizations:

- American Lung Association
- American Heart Association.

**Note:** Employees who fail to complete a session may be required to reimburse the Agency.

Office heads shall contact HRD, PMBAB at 202-418-9029, to obtain additional information about coordinating a smoking cessation program at their location.

**28 Preventive Health Programs (Continued)****L Promoting Health and Wellness for Employees**

Office heads may promote health and wellness for employees by:

- conducting annual surveys to find the health and wellness needs and interests of employees

**Note:** Survey results may help office heads determine needs to improve employee health, productivity, and morale.

- coordinating and holding health and wellness events (seminar, health fair, screening, 1-hour brown bag seminar)
- inviting outside speakers

**Note:** Coordinate and hold health fairs and screening, if **no** health units available to coordinate the event.

- creating and distributing quarterly newsletters
- sharing information through e-mail messages
- developing a health and wellness web page
- sharing self-help and self-care materials
- establishing a calendar of health observations to share information and hold events
- promoting (EAP) to help with behavioral changes (health issues and concerns).



**28 Preventive Health Programs (Continued)****M Resources for Preventive Health Services**

The following are some Federal agencies that provide guidance, technical assistance, pamphlets, forms, and manuals related to health services and issues.

- Office of Safety and Health Administration: [www.osha.gov](http://www.osha.gov)
- Office of Personnel Management: [www.opm.gov](http://www.opm.gov)
- Agency for Healthcare Research and Quality: [www.ahrq.gov](http://www.ahrq.gov)
- Center for Disease Control and Prevention: [www.cdc.gov](http://www.cdc.gov)
- Division of Nutrition and Physical Activity: [www.cdc.gov/maso/pdf/dnnpd.pdf](http://www.cdc.gov/maso/pdf/dnnpd.pdf)
- Federal Occupational Health: [www.foh.dhhs.gov](http://www.foh.dhhs.gov)
- National Cancer Institute: [www.nci.nih.gov](http://www.nci.nih.gov)
- National Heart, Lung, and Blood Institute Information Center: [www.nhlbi.nih.gov](http://www.nhlbi.nih.gov)
- Office of Disease Prevention and Health Promotion: [www.odphp.osophs.dhhs.gov](http://www.odphp.osophs.dhhs.gov)
- Office of Health and Human Services: [www.hhs.gov](http://www.hhs.gov)

The following are some non-Federal organizations that provide guidance, resources, and technical assistance related to employee health and well-being.

- American Cancer Society: [www.cancer.org](http://www.cancer.org)
- American Heart Association: [www.aha.org](http://www.aha.org)
- American Lung Association: [www.alh.org](http://www.alh.org)
- American Red Cross: [www.redcross.org](http://www.redcross.org)
- Healthfinder: [www.healthfinder.org](http://www.healthfinder.org)



**Reports, Forms, Abbreviations, and Delegations of Authority**

**Reports**

None

**Forms**

This table lists all forms referenced in this handbook.

<b>Number</b>	<b>Title</b>	<b>Display Reference</b>	<b>Reference</b>
AD-1010	Occupational Safety and Health Protection for USDA Employees		3
CA-1	Federal Employees Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation		2, 3
CA-2	Notice of Occupational Disease and Claim for Compensation		2, 3
FFAS-15	Fatality and Serious Incident Report		Ex. 4
OSHA log 300	Log of Work Related-Injuries and Illnesses		6
OSHA 301	Injuries and Illnesses Incident Report		Ex. 4
OSHA 3165	You Have a Right to a Healthful Workplace		3

**Abbreviations Not Listed in 1-CM**

The following abbreviations are not listed in 1-CM.

<b>Approved Abbreviation</b>	<b>Term</b>	<b>Reference</b>
EAP	Employee Assistance Program	28
FECA	Federal Employees Compensation Act	2
OSHA	Occupational Safety and Health Administration	1-4, 6, 7, 25, 26
OWCP	Office of Workers Compensation Program	3
OEP	Occupant Emergency Plan/Fire Prevention	26

**Delegations of Authority**

None



**Definitions of Terms Used in This Handbook**

**Employee**

An employee is any individual employed by FSA, RMA, and FAS (headquarters only).

**Note:** A County Committeeman is **not an employee**.

**Local Standards**

Local standards are standards issued locally for hazardous operations that are **not** covered by national standards.

**National Standards**

National standards are standards that apply to all FFAS Offices. Offices may supplement these standards.

**Office Head or Supervisor**

An office head or supervisor is any person occupying or acting in a position.

**Example:**

Location	Office Head of Supervisor
National Offices	<ul style="list-style-type: none"> <li>• Deputy Administrator</li> <li>• Assistant Deputy Administrator</li> <li>• Associate Administrator</li> <li>• Director</li> <li>• Deputy Director of Staffs and Divisions</li> </ul>
<p><b>Field Offices</b></p> <ul style="list-style-type: none"> <li>• State Offices</li> <li>• KC and St. Louis Offices</li> <li>• APFO</li> <li>• County Offices</li> <li>• RMA Compliance/Regional Service Office</li> </ul>	<ul style="list-style-type: none"> <li>• SED</li> <li>• Director, Deputy Director</li> <li>• Director</li> <li>• CED</li> <li>• Director, Deputy Director</li> </ul>

**Definitions of Terms Used in This Handbook (Continued)**

**Safety Officer**

The following are examples of Safety Officers:

- Designee, PMBAB, HRD, Washington, DC
- Designee, Administrative Services Division, KC
- Administrative Officer, State Office
- CED, County Office
- Director, RMA Regional Service, Compliance Office.

**Reporting Employee Fatality and Hospitalization (Work-Related Incidents)**

Office heads or designees shall proceed as follows:

- within 8 hours after the death of any employee hospitalization of 3 or more employees as a result of a work-related incident, provide an **oral report** using FFAS-15 to the OSHA Regional or Area Office nearest them by calling either of the following:
  - the applicable number is in FFAS-15
  - 1-800-321-OSHA (6742)
- report each fatality or hospitalization of 3 or more employees which occurs within 30 calendar days of an incident

**Note:** If the office head or designee does not learn of a reportable incident at the time it occurs, notify OSHA within 8 hours of learning about the incident.

- immediately after reporting to OSHA; **FAX** a completed copy of FFAS-15 to HRD, Performance Management, Benefits and Awards Branch, Attn: Safety Officer. The FAX number is 202-418-9129.

**Note:** The County Office shall **FAX** the State Office a copy of FFAS-15 after reporting to OSHA. The State Office shall review and FAX to HRD. HRD will FAX to OHRM, Safety, Health and Welfare Division, for further action.





**Federal OSHA Standards That Mandate Training**

<b>Specific Federal OSHA Standards That Mandate Training</b>	
Occupant Emergency Plan	29 CFR 1910.38
Fire Prevention Plan	29 CFR 1910.38
Operations of Powered Platform	29 CFR 1910.66
Hearing Protection	29 CFR 1910.95
Ionizing Radiation	29 CFR 1910.96
Storage of Flammable and Combustible Liquids	29 CFR 1910.106
Explosives or Blasting Agents	29 CFR 1910.109
Storage and Handling of LP Gases	29 CFR 1910.110
Process Safety Management of Highly Hazardous Chemicals	29 CFR 1910.119
Hazardous Waste Operations and Emergency Response	29 CFR 1910.120
Respiratory Protection	29 CFR 1910.134
Accident Prevention Signs and Tags	29 CFR 1910.145
Permit Required Confined Space	29 CFR 1910.146
Control of Hazardous Energy	29 CFR 1910.147
Medical Service and First Aid	29 CFR 1910.151
Fire Brigades	29 CFR 1910.156
Portable Fire Extinguishers	29 CFR 1910.157
Fire Extinguishing System(s)	29 CFR 1910.160
Servicing of Multi-Piece and Single-Piece Rim Wheels	29 CFR 1910.177
Powered Industrial Trucks	29 CFR 1910.178
Mechanical Power Presses	29 CFR 1910.217
Welding	29 CFR 1910.253
Electrical Safety-Related Work	29 CFR 1910.332
Toxic and Hazardous Substances	29 CFR 1910.1000
Blood Pathogens	29 CFR 1010.1030
Hazard Communication	29 CFR 1910.1200



**Violations and Penalties**

<b>IF the violation is...</b>	<b>AND...</b>	<b>THEN the penalty is...</b>
willful	employer either knowingly failed to comply with a legal requirement or acted with plain indifference to employee safety	\$25,000 (minimum) \$70,000 (maximum).
serious	when a workplace hazard could cause an accident or illness that would most likely result in death or serious physical harm unless the employer did <b>not</b> know or could not have known of the violation	\$7,000.
repeated	employer has been cited previously for the same or a substantially similar condition	\$70,000.
failure to abate	employer fails to correct a violation that has been cited for within the agreed-upon time period	\$7,000 for each calendar day beyond the abatement date.
OSHA 300 posting	employer fails to post OSHA 300 as required by the standard	\$1,000.
posting citations	employer fails to post issued citations as required	\$3,000.
maintaining OSHA 300, OSHA 301	employer fails to maintain OSHA 300 and/or OSHA 301	\$1,000.
falsifying records	employer falsified records	\$10,000.



**Contacts for Obtaining Safety and Health Materials and Information**

Use the following suggested contacts for obtaining publications, pamphlets, laws, and regulations.

<b>Office</b>	<b>Contact</b>
Office of Safety and Health Administration Management (OSHA)	<a href="http://www.osha.gov">www.osha.gov</a>
Government Printing Office (GPO)	<a href="http://www.gpo.gov">www.gpo.gov</a>
General Services Administration (GSA)	<a href="http://www.gsa.gov">www.gsa.gov</a>
National Safety Council	<a href="http://www.nsc.gov">www.nsc.gov</a>
Department of Labor (DOL)	<a href="http://www.dol.gov">www.dol.gov</a>



**OWCP Offices**

<p><b>Boston</b> U.S. Department of Labor, ESA/OWCP JFK Federal Office Building, Room E-260 Boston, Massachusetts 02203 617-624-6600 FAX 617-684-6605</p>	<p><b>Kansas City</b> U.S. Department of Labor, ESA/OWCP City Center Square 1100 Main Street, Suite 750 Kansas City, Missouri 64105 816-502-0301 FAX 816-502-0314</p>
<p><b>New York</b> U.S. Department of Labor, ESA/OWCP 201 Varick Street, Room 740 New York, New York 10014 646-264-3000 FAX 646-264-3006</p>	<p><b>Denver</b> U.S. Department of Labor, ESA/OWCP 1999 Broadway, Suite 600 Denver, Colorado 80202 720-264-3000 FAX 720-264-3043</p>
<p><b>Philadelphia</b> U.S. Department of Labor, ESA/OWCP Curtis Center, Suite 715 East 170 South Independence Mall West Philadelphia, Pennsylvania 19106-3308 215-861-5481 FAX 215-861-5454</p>	<p><b>San Francisco</b> U.S. Department of Labor, ESA/OWCP P.O. Box 193769 San Francisco, California 94119-3769 415-848-6700 FAX 415-848-6830</p>
<p><b>Jacksonville</b> U.S. Department of Labor, ESA/OWCP 214 North Hogan Street, Suite 1006 Jacksonville, Florida 32202 904-357-4777 FAX 904-357-4741</p>	<p><b>Seattle</b> U.S. Department of Labor, ESA/OWCP 1111 Third Avenue, Suite 650 Seattle, Washington 98101-3212 206-398-8100 FAX 206-398-8250</p>
<p><b>Cleveland</b> U.S. Department of Labor, ESA/OWCP 1240 East Ninth Street, Room 851 Cleveland, Ohio 44199 216-357-5100 FAX 216 357-5378</p>	<p><b>Dallas</b> U.S. Department of Labor, ESA/OWCP 525 South Griffin Street, Room 100 Dallas, Texas 75202 972-850-2300 FAX 972-850-2310</p>
<p><b>Chicago</b> U.S. Department of Labor, ESA/OWCP 230 South Dearborn Street, 8th Floor Chicago, Illinois 60604 312-596-7157 FAX 312-596-7145</p>	<p><b>National Operations Office</b> U.S. Department of Labor, ESA/OWCP 800 North Capital Street, NW Suite 800 Washington, D C 20211 202-513-6800 FAX 202-513-680</p>





**OSHA Regional and Area Offices**

**A Regional Offices**

<p><b>Region I</b> Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island, Vermont John F. Kennedy Federal Building Room E340 Boston, Massachusetts 02203 617-565-9860</p>	<p><b>Region VI</b> Arkansas, Louisiana, New Mexico, Oklahoma, Texas 525 Griffin Street Room 602 Dallas, Texas 75202 214-767-4731</p>
<p><b>Region II</b> New Jersey, New York, Puerto Rico, Virgin Islands 201 Varick Street Room 670 New York, New York 10014 212-337-2378</p>	<p><b>Region VII</b> Iowa, Kansas, Missouri, Nebraska City Center Square 1100 Main Street Suite 800 Kansas City, Missouri 64105 816-426-5861</p>
<p><b>Region III</b> District of Columbia, Delaware, Maryland, Pennsylvania, Virginia, West Virginia 3535 Market Street Gateway Building Suite 2100 Philadelphia, Pennsylvania 19104 215-596-1201</p>	<p><b>Region VIII</b> Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming 1999 Broadway Suite 1690 Denver, Colorado 80202-5716 303-844-1600</p>
<p><b>Region IV</b> Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee 1375 Peachtree Street, NE Suite 587 Atlanta, Georgia 30367 404-347-3573</p>	<p><b>Region IX</b> Arizona, California, Guam, Hawaii, Nevada 71 Stevenson Street San Francisco, California 94105 415-975-4310 800-475-4019 Technical Assistance 800-475~4020 Complaints 800-475-4022 Publications 415-975-4319 Fax</p>
<p><b>Region V</b> Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin 230 South Dearborn Street Room 3244 Chicago, Illinois 60604 312-353-2220</p>	<p><b>Region X</b> Alaska, Idaho, Oregon, Washington 1111 Third Avenue Suite 715 Seattle, Washington 98101-3212 206-553-5930</p>

**OSHA Area Offices (Continued)**

**B Area Offices**

Albany, New York 518-464-6742	Houston North, Texas 713-591-2438
Albuquerque, New Mexico 505-766-3411	Houston South, Texas 713-286-0583
Allentown, Pennsylvania 610-776-0592	Indianapolis, Indiana 317-226-7290
Anchorage, Alaska 907-271-5152	Jackson, Mississippi 601-965-4606
Appleton, Wisconsin 414-734-4521	Jacksonville, Florida 904-232-2895
Austin, Texas 512-482-5783	Kansas City, Missouri 816-426-2756
Avenel, New Jersey 908-750-3270	Lansing, Michigan 517-377-1892
Baltimore, Maryland 410-962-2840	Little Rock, Arkansas 501-324-6291
Bangor, Maine 207-941-8177	Lubbock, Texas 806-743-7681
Baton Rouge, Louisiana 504-389-0474	Madison, Wisconsin 608 264-5388
Bayside, New York 718-279-9060	Marlton, New Jersey 609-757-5181
Bellevue, Washington 206-553-7520	Methuen, Massachusetts 617 565-8110
Billings, Montana 406-657-6649	Milwaukee, Wisconsin 414-297-3315
Birmingham, Alabama 205-731-1534	Minneapolis, Minnesota 612-348-1994
Bismarck, North Dakota 701-250-4521	Mobile, Alabama 334-441-6131
Boise, Idaho 208-334-1867	Nashville, Tennessee 615-781-5423

**OSHA Regional and Area Offices (Continued)**

**B Area Offices (Continued)**

Bowmansville, New York 716-684-3891	New York, New York 212-466-2481
Bowmansville, New York 716-684-3891	Norfolk, Virginia 804-441-3820
Braintree, Massachusetts 617-565-6924	North Aurora, Illinois 708-896-8700
Bridgeport, Connecticut 203-579-5581	Oklahoma City, Oklahoma 405-231-5351
Calumet City, Illinois 708-891-3800	Omaha, Nebraska 402-221-3182
Carson City, Nevada 702-885-6963	Parsippany, New Jersey 201-263-1003
Charleston, West Virginia 304-347-5937	Peoria, Illinois 309-671-7033
Cincinnati, Ohio 513-841-4132	Philadelphia, Pennsylvania 215-597-4955
Cleveland, Ohio 216-522-3818	Phoenix, Arizona 602-640-2006
Columbia, South Carolina 803-765-5904	Pittsburgh, Pennsylvania 412-644-2903
Columbus, Ohio 614-469-5582	Portland, Oregon 503 326-2251
Concord, New Hampshire 603-225-1629	Providence, Rhode Island 401-528-4669
Corpus Christi, Texas 512-888-3420	Raleigh, North Carolina 919-856-4770
Dallas, Texas 214-320-2400	Sacramento, California 916-566-7470

**OSHA Regional and Area Offices (Continued)**

**B Area Offices (Continued)**

Denver, Colorado 303-844-5285	Salt Lake City, Utah 801-524-5080
Des Moines, Iowa 515-284-4794	San Diego, California 619-557-2909
Des Plaines, Illinois 708-803-4800	Savannah, Georgia 912-652-4393
Englewood, Colorado 303-843-4500	Smyrna, Georgia 404-984-8700
Erie, Pennsylvania 814-833-5758	Springfield, Massachusetts 413-785-0123
Fort Lauderdale, Florida 305-424-0242	St. Louis, Missouri 314-425-4249
Fort Worth, Texas 817-428-2470	Syracuse, New York 315-451-0808
Frankfort, Kentucky 502-227-7024	Tampa, Florida 813-626-1177
Harrisburg, Pennsylvania 717-782-3902	Tarrytown, New York 914-524-7510
Hartford, Connecticut 203-240-3152	Toledo, Ohio 419-259-7542
Hasbrouck Heights, New Jersey 201-288-1700	Tucker, Georgia 404-493-6644
Hato Rey, Puerto Rico 809-766-5457	Westbury, New York 516-334-3344
Honolulu, Hawaii 808-541-2685	Wichita, Kansas 316-269-6644
	Wilkes-Barre, Pennsylvania 717-826-6538

Office Safety Checklist

No.	Checklist	Yes	No
1	Is there an active safety and health program in operation?		
2	Is 1 person responsible for overall activities of the safety and health program?		
3	Is there a procedure for handling complaints about safety and health?		
4	Do you know how to locate the nearest doctor or hospital?		
5	Are emergency numbers posted?		
6	Are first aid kits accessible to each work area?		
7	Are you familiar with first aid procedures in case of an emergency		
8	Are work areas clean and orderly?		
9	Are floor surfaces clean, dry, level and in good condition?		
10	Are carpets well secured to floor and <b>free</b> of worn or frayed seams?		
11	Are aisles and doorways free from obstructions to permit visibility and movement?		
12	Are there sufficient exits to permit prompt escape in case of an emergency?		
13	Are all exits marked and visible?		
14	Are emergency exits adequately lighted and <b>free</b> of debris?		
15	Do you know where emergency exits are and how to reach them?		
16	Are stairways in good condition and covered with skid-resistant materials?		
17	Do you know where fire extinguishers are and how to use them?		
18	Do you know where fire alarms are?		
19	Are you familiar with fire evacuation procedures for your building and what to do in case of fire in your area?		
20	Are electrical appliances and equipment in good condition and properly grounded?		
21	Are a sufficient number of outlets available to eliminate overloading of circuits?		

**Office Safety Checklist (Continued)**

No.	Checklist	Yes	No
22	Are file cabinets arranged so that drawers do <b>not</b> open into aisles? Can only 1 drawer open at a time?		
23	Are chairs in good condition with <b>no</b> loose casters?		
24	Is your desk <b>free</b> from cluttered books or materials?		
25	Is furniture <b>free</b> from sharp edges, points, and splinters?		
26	Are all belts, wheels, fans, and other dangerous moving parts of machinery guarded?		
27	Is your office equipped with a step stool or ladder so that you can safely reach overhead objects?		
28	Are you familiar with the correct way to use a ladder?		
29	Are all office tools (pens, scissors, staplers, etc.) kept in their proper places?		
30	Are photocopying machines placed in well-ventilated rooms away from workers desk?		
31	Are machines serviced routinely?		
32	Are you properly trained in the safe use of photocopying machines?		
33	If you work with hazardous substances such as cleaning fluids, are you aware of the related hazards?		
34	Are hazardous substances properly stored?		
35	Is smoking only permitted in designated, separated, and well-ventilated areas?		
36	Are work areas properly illuminated?		
37	Does the ventilation system deliver quality indoor air?		
38	Are noise levels within acceptable levels?		
39	If you use a Video Display Terminal (VDT), are the keyboard, table, screen, and chair adjustable?		
40	For VDT users, are work breaks and variation of tasks incorporated into work schedules?		
41	Are you trained in proper lifting techniques?		