

# Reclamation Manual

## Directives and Standards

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**Subject:** Occupational Safety and Health – General

**Purpose:** To establish processes for integrating safety and health into all Bureau of Reclamation programs, operations, and facilities.

**Authority:** 5 U.S.C. 7902; Public Law 91-596, Occupational Safety and Health Act of 1970; 29 U.S.C. 651 et. SEQ., 29 CFR 1960; Executive Order 12196; and Department of the Interior Safety and Health Manual, 485 DM.

**Contact:** Safety and Health Services, D-7600

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1. **Program Direction:** As applicable, the following safety and health elements will be implemented by all Reclamation organizational components:

A. **Program Implementation.**

- (1) **Organizational Goals.** Establish annual safety and health goals.
- (2) **Action Plans.** Establish and submit through each Director an annual safety and health action plan to the Reclamation Safety and Health Official by October 1.
- (3) **Annual Reports.** Submit through each Director to the Reclamation Safety and Health Official an annual status report of safety and health action plan implementation by November 1.

B. **General Implementation Elements.**

- (1) **Safety and Health Training.** Establish a training program that provides safety and health orientation and professional development necessary to meet management and operational safety and health needs.
- (2) **Design Standards for Safety and Health.** Use established design standards for safety and health in all equipment specifications and design of Reclamation facilities.
- (3) **Workplace Hazard Analysis.** Establish a comprehensive safety and health analysis of workplaces which identifies safety and health needs.
- (4) **Written Programs.** Establish written hazard-specific programs and/or procedures in accordance with regulations, standards, codes, or directives.

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- (5) **Job Hazard Analysis.** Establish a process for conducting a job hazard analysis which identifies safety and health needs for job activities.
- (6) **Accident Reporting.** Establish a system of accident investigation and reporting as required in 485 DM and Reclamation directives.
- (7) **Safety and Health Inspections.** Establish a system for inspections of all Reclamation facilities and operations in accordance with regulations, standards, codes, and directives.
- (8) **Safety and Health Committees.** Establish safety and health committees in accordance with 485 DM.
- (9) **Safety and Health Meetings.** Conduct regularly scheduled meetings to address safety and health issues concerning employees, facilities, and operations.
- (10) **Safety and Health Awards.** Recognize outstanding individual or group achievements through issuance of appropriate awards.
- (11) **Program Accountability.** Establish a system of program measurement and accountability for safety and health, and periodically assess employee (management/supervisory/nonsupervisory) performance.

## 2. Safety and Health Responsibilities.

### A. Safety and Health Services Will:

- (1) Develop and issue appropriate Reclamation-wide safety and health guidelines, model programs, and assessment tools.
- (2) Develop, promote, and act as lead in the periodic evaluation of the implementation of Reclamation's safety and health program.
- (3) Monitor and interpret developments in new safety and health regulations, directives, standards, codes, guidelines, manuals, and technologies.
- (4) Manage accident/incident investigation and reporting program.
- (5) Provide guidance in the development of safety and health paragraphs and clauses for solicitations/specifications and contracts.

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- (6) Provide guidance in using current applicable design standards, instructions, guidelines, handbooks, and other publications relating to the safety and health of Reclamation's employees, contractors, and the public.
- (7) Provide consultation on applicants' technical qualifications to the Reclamation Safety and Health Official and the appointing authority prior to filling any vacant professional safety and health staff position.

### **B. Directors (SES Management Positions) Will:**

- (1) Provide leadership to ensure the implementation of an effective safety and health program within their area of responsibility.
- (2) Employ for each regional program a full-time, experienced, registered professional safety engineer or safety and health manager certified by the Board of Safety Professionals or the American Board of Industrial Hygiene as an immediate staff member.

If a team concept is adopted to fulfill the above requirement, a highly qualified safety or health professional shall be designated as team leader. That individual's qualifications shall meet the Office of Personnel Management safety or health manager qualifications for a GS/GM-018/690/803 series.

- (3) Periodically assess the performance of managers/supervisors/leaders in implementation of the safety and health program.

### **C. Managers/Supervisors/Leaders Will:**

- (1) Implement an effective safety and health program within their area of responsibility.
- (2) Provide professional safety and health services necessary to meet the provisions of the safety and health program.
- (3) Conduct hazard analysis and exposure determinations.
- (4) Provide safety and health training.
- (5) Develop and implement a system of safety and health program measurement and accountability for employees.

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- (6) Investigate and report all accidents/incidents immediately as required by 485 DM and Reclamation directives.
- (7) Correct identified unsafe or unhealthful conditions in Reclamation-managed facilities or operations.
- (8) Provide an environment for employee participation without fear of restraint, interference, coercion, discrimination, or reprisal.

### D. **Employees Will:**

- (1) Observe established regulations, standards, codes, directives, and management-initiated procedures for assigned operations and activities.
- (2) Practice safe work habits.
- (3) Promptly correct unsafe conditions, procedures, and acts; or report to their supervisor those beyond their control.
- (4) Promptly report incidents and accidents to their supervisor and complete required forms.

3. **Standards.** The following documents establish specific safety and health standards for the Reclamation mission:

! 29 CFR 1910

! 29 CFR 1926

! Department of the Interior Safety and Health Handbook, DM 485

! Reclamation Safety and Health Standards