

United States Department of Agriculture
Animal and Plant Health Inspection Service

WS Directive

2.605 10/07/05

WS SAFETY AND HEALTH PROGRAM

1. PURPOSE

To provide WS personnel with safety and health program guidelines.

2. REPLACEMENT HIGHLIGHTS

This directive revises WS Directive 2.605 dated 4/15/98.

3. POLICY

WS employees will establish and maintain a work attitude and philosophy that elevates workforce safety and health to one of their highest priorities and minimizes hazards in the work environment.

4. RESPONSIBILITIES

Each Regional Director will appoint one person to represent them and serve as their region's Collateral Duty Safety and Health Officer (CDSHO). CDSHO responsibilities and training requirements are described in Chapter 1 of the APHIS Safety and Health Manual.

State Directors are the safety coordinators for their program. They have the authority to delegate Safety Coordinator responsibilities to an employee under their direct supervision. Safety Coordinator responsibilities and training requirements are described in Chapter 1 of the APHIS Safety and Health Manual. The Safety Coordinator will have a copy of and be familiar with the APHIS Safety and Health Manual and have ready access to all safety and health related forms required by APHIS or other agencies including the CA-1, CA-2, and APHIS Form 256. Safety coordinators are encouraged to conduct regular safety and health meetings, safety training for work unit employees, and work site inspections.

WS supervisors are responsible for identifying all work place safety and health hazards, unsafe vehicles and equipment, specialized training and personal protective equipment needs, and for ensuring that their employees follow all applicable directives and regulations.

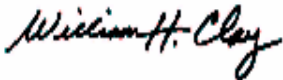
WS employees are responsible for advising their supervisor about potential and actual hazardous work conditions. Managers and supervisors will address all concerns made by subordinates and resolve justifiable concerns. Managers and supervisors will relay safety and health concerns to the WS Safety and Health Council as appropriate.

WS employees are encouraged to contact their Safety Coordinator regarding safety and health training opportunities, personal protective equipment, accident reporting, defensive driver training, and other pertinent subjects.

The WS Safety and Health Council is comprised of the two regional CDSHO's, the Deputy Administrator's representative, the National Wildlife Research Center's (NWRC) Safety and Health Occupational Specialist, one management representative from NWRC, the Aviation Safety Program Manager, and one non-management member from the Western Region and one from the Eastern Region. The council is responsible for implementing, monitoring, and assisting WS in conducting the Safety and Health Program and for providing recommendations to the WS Deputy Administrator and Management Team on safety and health-related issues. A listing of current WS Safety and Health Council members is available from the WS Operational Support Staff.

5. REFERENCES

APHIS Safety and Health Manual - APHIS 4790
(<http://www.aphis.usda.gov/library/manuals/>).
WS Directive 2.601, Safety (10/07/05).



Deputy Administrator