

Department of Homeland Security
DHS Directives System
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SAFETY AND HEALTH PROGRAMS

I. Purpose

This Directive establishes the Department of Homeland Security (DHS) policy, responsibilities and requirements regarding safety and health programs.

II. Scope

- A. This Directive applies throughout DHS.
- B. Military personnel and uniquely military equipment, systems, and operations are not covered by Executive Order (E.O.) 12196 and, therefore, are not within the scope of this Directive. The scope does include U.S. Coast Guard civilian personnel, equipment, operations and worksites that are not characterized as uniquely military.
- C. DHS Management Directive 5200.1, Occupational Safety and Health Programs, is hereby canceled.

III. Authorities

- A. Title 29, United States Code, Section 668, "Programs of Federal agencies"
- B. E.O. 12196, "Occupational safety and health programs for Federal employees"
- C. Title 29, Code of Federal Regulations (CFR), Part 1960, "Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters"
- D. Title 41, CFR, Chapter 102, "Federal Management Regulation"

IV. Responsibilities

A. The **Under Secretary for Management** is responsible for establishing a Departmental safety and health program, delegating authority as required for efficient program execution, and integrating safety and health principles into the management of the Department's operations.

B. The **Chief Administrative Officer** serves as the Designated Agency Safety and Health Official (DASHO) for the Department; oversees the development of policy, instructions, standards, requirements and metrics related to safety and health programs; provides direction and advice to DHS management for safety and health matters, including radiation, aviation, and marine safety; and, serves as Co-Chair on the Department's Safety, Health, and Medical Council. The Council determines collective actions necessary to achieve safety, health, and medical program objectives and assists top management with program coordination and oversight through the DASHO.

C. The **Assistant Secretary for Health Affairs** oversees the development of policies, standards, requirements and metrics for medical services and related programs; provides medical guidance for personnel programs; and, serves as Co-Chair on the Department's Safety, Health, and Medical Council.

D. The **Chief Human Capital Officer** ensures that safety, health, and medical principles and best practices are incorporated into all aspects of personnel management, including, but not limited to; performance measures, position descriptions, pre-placement evaluations, health-related worker screening and physical qualification monitoring, absentee minimization, and workers' injury/compensation/disability management. The Chief Human Capital Officer also serves on the Department's Safety, Health, and Medical Council.

E. **Component heads** are responsible for establishing and maintaining effective and comprehensive safety and health programs for their respective Components and organizations consistent with this Directive. Component heads shall serve as or designate a Designated Safety and Health Official (DSHO), with sufficient authority and responsibility to represent effectively the interest and support of the Component head in the management and administration of the Component safety and health program.

F. **Component DSHOs** provide operational program management and oversight for safety and health programs, and develop policy, instructions, standards, requirements and metrics related to safety and health programs within the Component. For the purposes of the DHS Safety and Health Program, a Component DSHO has the same responsibilities as a DASHO, as described under 29 CFR 1960, serving within their Component organization. DSHOs for the following Components will also serve as members on the Department's Safety, Health, and Medical Council:

- United States Citizenship and Immigration Services
- United States Coast Guard
- United States Customs and Border Protection
- Domestic Nuclear Detection Office
- Federal Emergency Management Agency
- Federal Law Enforcement Training Center
- United States Immigration and Customs Enforcement
- Science and Technology
- United States Secret Service
- Transportation Security Administration.

G. The **Director, Occupational Safety and Environmental Programs** coordinates the development of safety and health policy and procedures for the Department, develops goals for program performance, and provides direction and support for safety and health programs.

H. The **Department Safety and Health Manager** serves as the principal safety and health officer of the Department; manages an effective and comprehensive Department safety and health program; conducts program management evaluations or audits of Component safety and health programs; develops and assists management in implementing Departmental policy, programs, initiatives, and other management actions to promote safer, healthier work environments; and chairs the DHS Safety and Health Manager's Committee. The Committee recommends goals and objectives for safety and health programs, coordinates the development of policy and programs to address safety and health issues, identifies opportunities to leverage resources for effective and efficient safety and health program management, and reviews the effectiveness of safety and health programs.

I. **Component Safety and Health Managers** serve as the principal safety and health program officers of their Components and:

1. Manage an effective and comprehensive Component safety and health program.
2. Conduct safety and health program evaluations of their Component programs.

3. Develop and assist management in implementing Component policy, programs, initiatives, and other management actions to reduce safety and health risks and promote safer, healthier, work environments.
4. Report occupational fatalities or catastrophic accidents in less than eight hours to the Department Safety and Health Manager.
5. Serve on the DHS Safety and Health Manager's Committee.

J. The **Safety and Health Manager** in the Office of the Chief Administrative Officer, Administrative Operations (OCAO/AO) serves as the principal safety and health officer for the Office of the Secretary and the following Components:

- Ombudsman, Citizenship and Immigration Services
- Civil Rights and Civil Liberties
- Office of Counternarcotics Enforcement
- Executive Secretariat
- Office of the General Counsel
- Gulf Coast Region
- Office of Health Affairs
- Office of Inspector General
- Office of Intelligence and Analysis
- Office of Legislative Affairs
- Management
- Military Advisor's Office
- National Protection and Programs Directorate
- Office of Operations Coordination
- Office of Policy
- Chief Privacy Officer
- Office of Public Affairs.

The OCAO/AO Safety and Health Manager manages an effective and comprehensive safety and health program for the Office of the Secretary and these Components; conducts safety inspections of their work areas; develops and assists management in implementing policy, programs, initiatives, and other management actions to promote safer, healthier work environments in the Office of the Secretary and these Components; and serves on the DHS Safety and Health Manager's Committee.

K. **Managers and Supervisors** are responsible for:

1. Implementing, maintaining and operating safety and health programs.

2. Assuring employees are furnished a safe work environment and suitable equipment.
 3. Assuring all employees receive training in safe and healthful practices, principles of risk management, and the safeguards associated with their work.
 4. Encouraging employee performance that demonstrates positive safety and health behavior, and rewarding outstanding safety or health performance.
 5. Assuring employees comply with DHS safety rules, standards, and policies, including the use of personal protective equipment.
 6. Assuring prompt, accurate reporting of injuries, illnesses and fatalities.
 7. Identifying workplace hazards, assessing risks, promptly reducing risks, and correcting unsafe conditions and practices in order to safeguard employees, visitors, property, and operations.
- L. **DHS Employees** are responsible for:
1. Performing their duties in a safe and healthful manner.
 2. Complying with the Occupational Safety and Health Act, and DHS safety and health requirements.
 3. Immediately reporting all accidental fatalities, injuries, illnesses, property losses and mission degradation incidents as well as hazards or unsafe acts to others at imminent risk and to their supervisor or other competent authority for appropriate action.

V. Policy and Requirements

- A. Manage safety and health risks and exercise the tenets of operational risk management.
- B. Provide a safe and healthful work environment for employees, contractors, and the visiting public.
- C. Protect the public from risk of accidental death, injury, illness, or property damage resulting from DHS activities.

D. Support safety and health programs in order to protect personnel from accidental death, injury, or illness, and to prevent or minimize accidental property loss and mission interruption.

E. Use safety and health considerations and resources in mission planning and execution across all departmental operations, including acquisition, procurement, logistics, facility management, and human capital management, and operations.

VI. Questions

Any questions or concerns regarding this Directive should be addressed to the Office of the Chief Administrative Officer.



Elaine C. Duke
Under Secretary for Management

7/25/08
Date