

**Functional Series 500 – Management Services
ADS 529 - Safety Program**

Table of Contents

<u>529.1</u>	<u>OVERVIEW</u>	<u>2</u>
<u>*529.2</u>	<u>PRIMARY RESPONSIBILITIES</u>	<u>2</u>
<u>529.3</u>	<u>POLICY AND PROCEDURES</u>	<u>4</u>
<u>529.3.1</u>	<u>Agency Smoking Policy and Regulations</u>	<u>4</u>
<u>529.3.2</u>	<u>Agency Vehicle Safety Belt Policy</u>	<u>4</u>
<u>529.3.3</u>	<u>Agency Hazard Communication Program</u>	<u>5</u>
<u>529.3.4</u>	<u>USAID Participation in an Occupant Emergency Plan (OEP)</u>	<u>5</u>
<u>529.3.5</u>	<u>USAID Occupational Safety and Health (OS&H) Staff (M/AS)</u>	<u>5</u>
<u>529.3.6</u>	<u>USAID Senior Official in a USAID-Occupied Building</u>	<u>6</u>
<u>529.3.7</u>	<u>USAID Senior Official in Jointly Occupied Building</u>	<u>6</u>
<u>529.3.8</u>	<u>Building Occupant Emergency Coordinator (OEC)</u>	<u>7</u>
<u>529.3.9</u>	<u>Floor Monitors</u>	<u>7</u>
<u>529.3.10</u>	<u>Compliance with the Building OEP</u>	<u>8</u>
<u>529.4</u>	<u>MANDATORY REFERENCES</u>	<u>8</u>
<u>*529.4.1</u>	<u>External Mandatory References</u>	<u>8</u>
<u>529.4.2</u>	<u>Internal Mandatory References</u>	<u>9</u>
<u>529.5</u>	<u>ADDITIONAL HELP</u>	<u>9</u>
<u>529.6</u>	<u>DEFINITIONS</u>	<u>9</u>

ADS 529 - Safety Program

529.1 OVERVIEW

This chapter specifies the policies and procedures covering USAID's Occupational Safety and Health Program.

529.2 PRIMARY RESPONSIBILITIES

- a.** The Assistant Administrator, Bureau for Management (AA/M) is responsible for the overall management and administration of comprehensive Occupational Safety and Health programs.
- b.** The USAID Designated Agency Safety and Health Official (DASHO) Director, Bureau for Management, Office of Administrative Services (M/AS/OD) is responsible for
 - (1)** Assisting the AA/M in establishing USAID's Safety and Health Program;
 - (2)** Ensuring that adequate program direction, budget, and staff are provided to implement the worldwide program at all operational levels; and
 - (3)** Coordinating with the Department of State, Public Health Service, Red Cross, National Safety Council, Federal Emergency Management Agency (FEMA), General Services Administration (GSA), and other Federal, state, and local authorities as necessary.
- c.** USAID's Occupational Safety and Health Management coordinator, Bureau for Management, Office of Administrative Services (M/AS) is responsible for
 - (1)** Coordinating the development and issuance of USAID policies to comply with Federal safety laws and Occupational Safety and Health Administration (OSHA) regulations;
 - (2)** Serving as USAID's focal point for all occupational safety and health matters, and also as a liaison with other Federal, state, and local agencies;
 - (3)** Resolving employee safety reports concerning workplace conditions;
 - (4)** Coordinating annual inspections of USAID offices and facilities;
 - (5)** Representing the Agency on the Metropolitan Washington Federal Safety and Health Council;
 - (6)** Participating on USAID's Occupational Safety and Health Advisory Committee (OSHAC);

- (7) Coordinating safety and health training for Agency support staff personnel;
 - (8) Preparing the Agency's annual report for the DASHO to the Secretary of Labor; and
 - (9) Serving as official point of contact for USAID Occupant Emergency Plans (OEPs).
- d. Mission Directors are responsible for implementing the USAID Mission Occupational Safety and Health programs and for ensuring Mission compliance and participation in their respective building OEP, including
- (1) Ensuring that the OEP is updated annually; and
 - (2) Submitting copies of the updated OEPs to the Regional Security Officer (RSO).
- e. Executive Officers (EXOs) are responsible for assisting Mission Directors in administering USAID's Occupational Safety and Health programs as defined in 6 FAM 610. **(See Mandatory Reference, [6 FAM 610](#))**
- f. Administrative Management Staff (AMS) are responsible for assisting USAID/Washington Bureaus and Offices in administering USAID's Occupational Safety and Health programs.
- g. Supervisors are responsible, to the extent of their authority, for providing employees with a place of employment free from hazards that may cause injury or illness, including
- (1) Complying with the policies in 6 FAM 614.4 on occupational safety and environmental health **(See Mandatory Reference, [6 FAM 614.4](#))**;
 - (2) Eliminating or reducing workplace hazards in accordance with 29 CFR 1910 **(See Mandatory Reference, [29 CFR 1910](#))**;
 - (3) Instructing employees on the use of safe work practices;
 - (4) Reporting any injury or illness as prescribed by U.S. DOL Publication CA-810 (Rev. Feb. 1994). **(See Mandatory Reference, [U.S. DOL Publication CA-810](#))**
- h. Floor Monitors are responsible for ensuring that employees on their respective floors are aware of the OEP, floor-specific emergency procedures, and the location of the other Floor Monitors and their alternates.

i. Employees are responsible for complying with policies on occupational safety and health programs in accordance with 6 FAM 610, including

(1) Being alert to any working conditions that may be unsafe and reporting these conditions to their supervisors;

(2) Being aware of the OEP and other safety procedures, and cooperating fully with Floor Monitors and other members of the OEP team; and

* (3) Immediately reporting to their supervisor any work-related injury or illness occurring on the job, completing the form CA-1, Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation, within 30 days, and filing it with the USAID Workers Compensation Unit, M/HR/POD.

529.3 POLICY AND PROCEDURES

The Agency must prevent employee injuries and illnesses, and ensure for every employee, to the extent possible, a safe and healthful working environment. It is essential for heads of Bureaus and Offices, supervisory staff, and all employees to observe and adhere to occupational safety and health practices in order to achieve USAID policy objectives.

529.3.1 Agency Smoking Policy and Regulations

Smoking is prohibited in USAID-occupied and -controlled space buildings in the U.S. and U.S.-owned buildings around the world, including multi-tenant buildings, and in official vehicles. Smoking is defined as the use of a lighted cigarette, cigar, pipe, or other tobacco product. International conferences and meetings attended predominantly by non-U.S. citizens are exempt from this policy. This exemption is confined to a specific designated area at the conference site only for the duration of the conference.

Supervisors must authorize a reasonable period of administrative leave so smokers can attend smoking cessation programs.

Supervisors must ensure that the smoking ban is adhered to in their locations and must exercise reasonable judgment when enforcing this policy. Initial violations must be handled by counseling. If counseling is unsuccessful, standard disciplinary or grievance procedures must be followed. Employees must make no attempt to personally enforce this policy, but must report violations to their immediate supervisor.

529.3.2 Agency Vehicle Safety Belt Policy

All Agency passenger vehicles must be equipped with seat safety belts. The motor pool must maintain the belts in good working condition. When riding in a motor vehicle used for USAID official business, you must have your seat belt properly fastened at all times.

529.3.3 Agency Hazard Communication Program

The USAID Hazard Communication Program is worldwide and applies to all USAID facilities using hazardous chemicals. The Hazard Communication Standard 29 CFR 1910 requires employers to determine the types of chemicals in the workplace, usually by inventory, provide this information to their employees, and train employees in the safe use and proper handling of the chemicals they use in the workplace.

USAID managers and supervisors must comply with the Hazard Communication Standard and inform employees using hazardous chemicals through the use of inventories, labeling, material safety data sheets (MSDS), and formal training programs. (See Mandatory Reference, [Agency Hazard Communication Program](#))

529.3.4 USAID Participation in an Occupant Emergency Plan (OEP)

When USAID participates in an Occupant Emergency Plan (OEP), the senior USAID official must submit a completed copy of the OEP to the USAID Occupational Safety and Health (OS&H) staff (M/AS). All USAID personnel and all other Government agencies within the building must participate in the OEP.

529.3.5 USAID Occupational Safety and Health (OS&H) Staff (M/AS)

USAID's OS&H staff (M/AS) must publicize the Federal Safety Program goals within the Agency. These goals are to develop and maintain programs, policies, and procedures to provide a safe work place.

OS&H staff must undertake the following procedures:

- a.** Conduct with the senior management official of each Bureau/Office periodic inspections of facilities and workplaces to ensure compliance with guidelines established by the Occupational Safety and Health Administration (OSHA), USAID, state, and local authorities.
- b.** Initiate action to correct conditions that do not meet established standards set by OSHA.
- c.** Respond to employee reports of hazardous conditions within the timeframes listed below:
 - (1)** Within 24 hours for conditions posing imminent danger;
 - (2)** Within three business days for potentially serious conditions;
 - (3)** Within 20 business days for other conditions.

- d. Assess USAID's accident experiences and report on them as necessary to the Department of Labor and other public and private agencies;
- e. Represent the Agency on the Washington Metropolitan Federal Safety and Health Council;
- f. Review Agency plans for construction and renovation, along with recommendations relating to the safety and health of USAID personnel;
- g. Coordinate with the Office of Security (SEC) matters concerning installation of security locking devices and warning signal devices for the protection of USAID personnel and equipment and for security support; and
- h. Assist the senior management official of each Bureau/Office in
 - (1) Conducting Agency safety and health program activities to ensure that safety and health policies are implemented effectively;
 - (2) Developing specific procedures for OEP and arranging necessary OEP staff training.

529.3.6 USAID Senior Official in a USAID-Occupied Building

USAID's senior official in a building occupied exclusively by USAID is responsible for developing a building OEP, which requires the designation, staffing, and training of an occupant emergency organization, to include a building Occupant Emergency Coordinator (OEC) and emergency floor teams. A typical floor team in a large facility will include a Floor Monitor, area monitors (one for each major area of the floor), stairwell monitors, and employee with disabilities monitors.

The senior USAID official must submit to the USAID Occupational Safety and Health (OS&H) staff a copy of the completed OEP, which must include the names, room addresses, phone numbers, and descriptions of the specific assignments of all members of the occupant emergency organization.

529.3.7 USAID Senior Official in Jointly Occupied Building

When a building is occupied by USAID along with other Government and/or private sector tenants, and if the building OEP has not been established or does not already cover USAID employees, the senior USAID official is responsible for developing an appropriate OEP to cover USAID employees. In addition, the senior USAID official is responsible for negotiating with other Government agencies in the building to develop a unified OEP, and should also contact non-Government occupants to seek their participation. The senior USAID official must ensure that the OEP is kept current, and submit a copy of the completed OEP to the USAID OS&H Staff.

529.3.8 Building Occupant Emergency Coordinator (OEC)

USAID's OEC must assist in developing and implementing the OEP.

The OEC must follow the procedures below:

- a.** Assist the senior USAID official with designating necessary alternates for that building;
- b.** Ensure that all Floor Monitors and other emergency floor team positions are adequately covered at all times;
- c.** Plan and execute fire drills, in concert with the senior USAID official, to test the effectiveness and adequacy of the occupant emergency organization and the OEP overall;
- d.** Assume operational command, by agreement with the senior USAID official, of evacuating the building during a fire drill or an actual emergency;
- e.** Ensure that all USAID offices are familiar with the essential features of the building OEP, including basic safety practices and the location of fire extinguishers and other emergency equipment, and that they are aware of the identity and location of Floor Monitors;
- f.** Alert the Chief, Bureau for Management, Office of Administrative Services, Consolidation Property Division (M/AS/CPD) or the USAID OS&H staff of any hazardous conditions within the building that need immediate correction; and
- g.** In the absence of the senior USAID official, the OEC must represent DASHO on all emergency safety and health matters.

529.3.9 Floor Monitors

Employees designated, as Floor Monitors must consult with the heads of their respective units prior to conducting the procedures outlined below.

Floor Monitors must undertake the following procedures:

- a.** Receive instructions and guidance from the building OEC and/or the OS&H staff;
- b.** Attend OEP training;
- c.** Ensure that an alternate Floor Monitor is on duty at all times to handle emergencies or drills during the absence of the Floor Monitor;

- d. Ensure that all employees on their respective floor are familiar with the main features of the OEP and specific emergency procedures such as exit routes, the location of fire extinguishers, and other emergency resources. Ensure that employees are aware of the identity and location of their Floor Monitor/alternate;
- e. Have primary responsibility for the prompt and orderly evacuation of all employees on the floor during an actual or simulated emergency evacuation; and
- f. Report to the OEC any floor-specific problems encountered during an emergency evacuation, and make suggestions that will improve the effectiveness of any aspect of the overall OEP.

529.3.10 Compliance with the Building OEP

The head of each Bureau/Office is responsible for ensuring that all elements of his or her organization comply with and participate fully in their respective building OEP. (**See also 529.2**)

The senior management official of each Bureau/Office and the heads of other subordinate offices and staffs, including supervisors at the division, branch, or comparable levels, are responsible for

- a. Supporting occupational safety and health program policies by ensuring staff participation and compliance, and by taking or initiating corrective action as necessary to promote safe and healthful working conditions for all employees;
- b. Identifying responsible employees as candidates to serve as Floor Monitors and other members of emergency floor teams as required by the OEP, and identifying alternates when requested by the building Occupant Emergency Coordinator; and
- c. Ensuring that employees designated for Floor Monitor duty and their alternates receive available training in building-specific emergency evacuation procedures and are knowledgeable of all the essential features of their building OEP.

529.4 MANDATORY REFERENCES

***529.4.1 External Mandatory References**

- a. 29 CFR 1900
- b. [29 CFR 1910](#) [This reference is only available in PDF format. Therefore it may not be accessible to all users. If you need assistance accessing this file, contact gpoaccess@gpo.gov]

- c. [29 CFR 1910.1200](#), "Hazard Communication," May 23, 1988
- d. [29 CFR 1960](#), "Elements for Federal Employee Occupational Safety and Health Programs," Reprinted 1994
- *e. [CA-1, Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation](#) [This reference is only available in PDF format. Therefore it may not be accessible to all users. If you need assistance accessing this file, contact <http://www.dol.gov/dol/contact/contact-email.htm>]
- f. [Executive Order 12196](#), "Occupational Safety and Health Programs for Federal Employees," February 26, 1980
- g. [Executive Order 13043](#), "Increasing Seat Belt Use in the United States," April 16, 1997
- h. [Executive Order 13058](#), "Protecting Federal Employees and the Public From Exposure to Tobacco Smoke in the Federal Workplace," August 9, 1997
- i. [6 Foreign Affairs Manual \(FAM\) 610](#), Safety/Health and Environmental Management Program
- j. [6 FAM 614.4, Supervisors](#)
- k. The Occupational Safety and Health Act (OSHA) (Public Law 91-596, 84 Stat. 1590, Section 19, December 29, 1970), codified at [16 U.S.C. 651](#) et seq.
- l. [U.S. DOL Publication \(CA-810\)](#) (Rev. Feb. 1994)

529.4.2 Internal Mandatory References

- a. [Agency Hazard Communication Program](#), June 19, 1996

529.5 ADDITIONAL HELP

529.6 DEFINITIONS

The terms and definitions listed below have been included into the ADS Glossary. See the ADS Glossary for all ADS terms and definitions. (See [ADS Glossary](#))

Occupant Emergency Plan (OEP)

A detailed evacuation program that identifies procedures to be used and identifies building participants to assist in the orderly evacuation of a building during an emergency. (Chapter 529)

Security and Safety

Is the protection and well being of USAID employees, facilities, and classified or sensitive information. (Chapters 527, 529)

529_102401_w110702