

Dept. Staff Manual

SAFETY MANAGEMENT



OFFICE OF THE SECRETARY ..

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INTRODUCTION

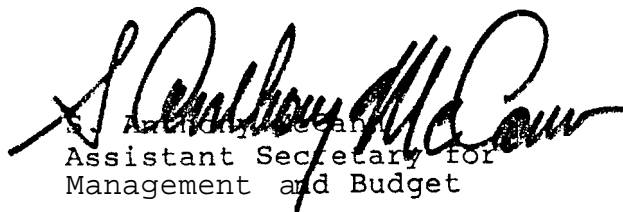
DEPARTMENT OF HEALTH AND HUMAN SERVICES
EMPLOYEE OCCUPATIONAL SAFETY AND HEALTH POLICY

It shall be the policy of the Department of Health and Human Services to develop, implement and continuously improve a comprehensive and effective Occupational Safety and Health Program that will:

- o provide the highest practical degree of safety and health for employees in all activities of the Department:
- o minimize losses in property damage and interruptions due to accident, injury or illness: and,
- o comply with Public Law 91-596 (The Occupational Safety and Health Act of 1970), Executive Order 12196, regulations and standards covering the occupational safety and health of HHS employees.

To these ends, managers and supervisors throughout HHS should undertake aggressive Occupational Safety and Health Programs within their respective areas of responsibility and in compliance with the HHS Safety Management Manual.

To these ends, also, employees are expected to comply with applicable regulations and guidelines, perform their duties in the safest possible manner, and report hazards, accidents, injuries and illnesses to their supervisors.


S. Anthony McLean
Assistant Secretary for
Management and Budget

Subject: PLAN OF THE MANUAL

1-00-00 Purpose
10 Numbering and Filing
20 Scope and Organization
30 Development and Maintenance
40 Distribution
50 Transmittal Notices and Check Lists
60 Effective Dates

1-00-00 PURPOSE

To outline the scope, organization, maintenance, distribution and use of the Safety Management Manual.

1-00-10 NUMBERING AND FILING

A. The major subdivisions of this manual are referred to as "parts"; these are subdivided as follows:

P a r t	1
Chapter	1-00
Section	1-00-10
Paragraph	1-00-10A
Subparagraph (or item)	1-00-10.A1

B. Appendixes specific to a Chapter are contained at the end of the Chapter and are identified with a prefix A. [i.e., A1-00].

C. General exhibits follow the last chapter of the manual and are referenced in the body of the manual. Exhibits are numbered by adding a capital letter to chapter or appendix number. Thus the first exhibit to chapter 4-00 would be numbered Exhibit 4-00-A; the second, Exhibit 4-00-B, etc.

1-00-20 SCOPE AND ORGANIZATION OF THE SAFETY MANAGEMENT MANUAL

A. Scope of the Manual

The Safety Management Manual contains the objectives, policies, standards and procedures pertaining to the HHS Occupational Safety and Health Program (OSHP). The manual establishes basic policies, procedures and requirements applicable to all OPDIVs, STAFFDIVs and Regional Offices of the Department.

B. Organization of the Manual

The manual is organized into several parts as listed below. At present, there is only one **chapter per** part. Subsequent material will be added as additional chapters to the parts. Beginning with Part 3, introductory paragraphs have been included to provide background and insight as a basis for the subsequent delineation of program requirements.

1. Part 1 - General: Delineates the plan, scope, numbering, distribution and filing of the manual.
2. Part 2 - Authorities and Responsibilities: Delineates authorities, DHHS policy, applicability and scope, definitions, assignment of responsibilities and required program elements applicable to the OSHP.
3. Part 3 - Administration: Addresses the development of operating program policy statements, gives guidance on staffing for an effective program and sets forth specific requirements for that program.
4. Part 4 - Accident Investigation, Reporting and Analysis: Provides guidance on the need for sound accident investigation techniques, gives the basis for the reporting requirements, describes analytical techniques applicable to accident data, and establishes reporting requirements.
5. Part 5 - Safety Specifications, Standards & Procedures: Introduces the use and application of consensus standards Departmentwide, identifies standard setting organizations, provides options to locally established standards or specifications, and sets forth specific requirements in the use and application of standards and the means for requesting exceptions.
6. Part 6 - Motor Vehicle Accident Prevention: Introduces the DHHS Motor Vehicle Accident Prevention Program and defines the scope and objectives of the program. Establishes basic program requirements.
7. Part 7 - Facility Survey/Inspection: Sets forth program requirements and reasons for surveys and/or inspections.

8. Part 8 - Fire Safety: Establishes fire safety as an integral part of the overall OSHP and identifies its interrelation with the concept of emergency planning.
9. Part 9 - Safety Education,- Training and Promotion: Introduces safety education and how it assists in the development of an accident prevention program, distinguishes between education and training, indicates where education is likely to have the greatest impact, references legal requirements for training and appropriate records, describes where safety promotion fits into the total program, and establishes program requirements.
10. Part 10 - Employee Rights: Identifies employee rights and sets forth program requirements to ensure protection of these rights.
11. Part 11 - Safety Program Evaluation: Introduces evaluation concepts applicable to agencies within the Department and sets forth the requirements related to program evaluation.

1-00-30 DEVELOPMENT AND MAINTENANCE

- A. All Departmental issuances in this manual are developed and maintained under the supervision of the Director, Office of Special Programs Coordination, Office of Administrative and Management Services, Office of Management and Budget, Office of the Secretary. Authenticated original manuscripts of such issuances are filed in that office.
- B. Recipients of this manual are encouraged to maintain its currency by promptly inserting all new material received. Prior to inserting new material, it should be reviewed to identify any errors. If errors are found, they should be identified and **brought** to the attention of the Director, Office of Special Programs Coordination.
- C. Safety Management Manuals should be maintained and available in the office(s) where their use is regularly required. Employees leaving assignments are expected to leave their manuals, currently posted.

1-00-40 DISTRIBUTION

- A. The Safety Management Manual is directed primarily to management officials at all levels; designated safety personnel and other individuals-responsible for implementing the OSHPs of the Department. Distribution to both installations and offices is controlled through the use of established mailing lists.
- B. Requests for changes in the mailing list applicable to the Safety Management Manual will be handled by the agency or office distribution control officer. A copy of such request will be sent to the Director, Office of Special Programs Coordination.
- c. Additional copies of the manual or materials may be obtained by writing to the Publications Section, Division of Administrative Services, Office of Administrative and Management Services, Office of the Assistant Secretary for Management and Budget, Office of the Secretary, DHHS.

1-00-50 TRANSMITTAL NOTICES AND CHECK LISTS

A. Transmittal Notices

All material forwarded for filing in the Safety Management Manual will be accompanied by a covering transmittal notice. These notices will identify the material transmitted, the material superseded (if any), filing instructions and distribution codes; they will be issued in numerical order.

B. Check Lists of Transmittal Notices

The "Check List of Transmittal Notices" is a form showing previous transmittals which should be included in a particular manual. The forms **should** be filed in the back of the manual and completed as soon as new transmittals are received. Additional detail is provided on the reverse of each form.

1-00-60 EFFECTIVE DATES

A transmittal notice number and date appear at the top of each page of the manual. Unless otherwise specified, the date appearing is to be considered the "effective date" of the issuance.

Subject: AUTHORITY, POLICY, SCOPE, AND RESPONSIBILITY

2-00-00	Purpose
10	Authority
20	Policy
30	Applicability and Scope
40	Definitions
50	Assignments of Responsibility
60	General

2-00-00 PURPOSE

The purpose of this chapter is to set forth the Department's authorities, policies, and the scope of responsibilities which pertain to the establishment and management of a comprehensive and effective departmentwide Occupational Safety and Health Program (OSHP).

2-00-10 AUTHORITY

- A. The OSHP within the Department of Health and Human Services is established in accordance with the following references:
- o Statement by the President, December 9, 1982.
(Exhibit 2-00-A)
 - o Executive Order 12196, Occupational Safety and Health Programs for Federal Employees, February 26, 1980.
(Exhibit 2-00-B)
 - o Section 19(a), Public Law 91-596, Williams-Steiger Occupational Safety and Health Act, Federal Agency Safety Programs and Responsibilities.
(Exhibit 2-00-C)
 - o Basic Program Elements for Federal Employee Occupational Safety and Health Programs; Final Rule, Occupational Safety and Health Administration, Department of Labor, October 21, 1980.
(Exhibit 2-00-D)
 - o Section 7902, Title 5, United States Code.
(Exhibit 2-00-E)

- B. The provisions stated in this chapter do not supplant the DHHS Employee Health Program prescribed by Personnel Instruction 792-1. The provisions of that instruction shall be applied in conjunction with the provisions of this chapter where appropriate.

2-00-20 POLICY

It is the policy of the Department of Health and Human Services to develop, implement and continuously improve a comprehensive and effective OSHP that will:

- o Provide the highest practical degree of safety and health for employees in all activities of the Department;
- o Minimize losses in property damage and interruption due to accident, injury or illness: and
- o Comply with Public Law 91-596 (The Occupational Safety and Health Act of 1970), Executive Order 12196, regulations and standards covering the occupational safety and health of HHS employees.

2-00-30 APPLICABILITY AND SCOPE

The policy is applicable to all Departmental operations and activities. The policy is specifically directed toward the prevention of all types of accidents and health hazards present in the performance of official duties which may result in any of the following consequences:

- o Occupationally related injuries or illnesses to:
 - Employees (civilian and commissioned officers) of the DHHS or other individuals when utilized by and in the service of the Department and the public (including patients and visitors).
 - Contractor employees, as provided for contractually.
- o Damage to equipment, materiel or property owned, leased or used by and/or under the control of the Department.
- o Damage to non-government property when incidental to an activity of the Department or on premises under its control.

2-00-40 DEFINITIONS

- A. Accident: An unintended or unplanned occurrence which results in:
- o injury or illness to personnel,
 - o damage to property or equipment,
 - o interruption or interference with the orderly progress of work,
 - o or a combination of the above.
- B. Agency: Herein means an organizational component within the Department of Health and Human Services; its meaning should not be equated with the term "agency" as defined in Section 1960.2, Basic Program Elements for Federal Employee Occupational Safety and Health Programs, Department of Labor, October 21, 1980.
- C. Designated Safety and Health Official: The individual who is designated or appointed by the Secretary, DHHS, in accordance with the provisions of Executive Order 12196, as having responsibility for the management of the OSHP throughout the Department.
- D. Establishment: A single physical location where business is conducted or where services or operations are performed. Where distinctly separate activities (i.e., independent field activities of the Office of the Secretary, OPDIVs, PHS Agencies, Regional Offices, tenant organizations, etc.) are performed at a single physical location, each activity shall be treated as a separate establishment.
- E. Imminent Danger: **Conditions** or practices in any place of employment which can reasonably be expected to cause death or serious physical harm immediately or before such conditions or practices can be eliminated through normal abatement procedures.
- F. Safety and Health Inspector: A safety and health specialist or other individual authorized to perform workplace inspections.
- G. Safety and Health Manager: The occupational safety and health specialist responsible for managing the OSHP within OPDIVs, PHS Agencies, Office of the Secretary, and Regional Offices.

- H. Safety and Health Specialist: A person meeting the Civil Service Standards for Safety Manager/Specialist, GS-018; Safety Engineer, GS-803; Industrial Hygienist, GS-690; Fire Protection and Prevention Specialist, GS-081; Health Physicist, GS-1306; or equally qualified military personnel.
- I. Safety Management: The management of occupational safety and health resources in such a manner as to effectively administer a total OSHP encompassing all elements of accident prevention, risk analysis, fire safety, system safety, and environmental hazard control, etc.

2-00-50 ASSIGNMENT OF RESPONSIBILITY

- A. The Assistant Secretary for Management and Budget (ASMB).

The ASMB exercises the authority of the Secretary, DHHS, in all matters pertaining to the Department's OSHP.

- B. The Deputy Assistant Secretary for Administrative and Management Services (DASAMS).

The DASAMS is appointed as the Designated Agency Safety and Health Official (DASHO). The DASHO is responsible for the development, implementation and management of the Departmentwide OSHP.

- C. The Office of Special Programs Coordination (OSPC).

This office serves, on behalf of the DASHO, as functional manager for the OSHP with responsibilities as follows:

- o Serves as the principal advisor to the DASHO in all matters pertaining to the OSHP of the Department.
- o Assists the DASHO in-determining the funds necessary for occupational safety and health staff, equipment, materiel, and training required to ensure an effective OSHP throughout the Department.

- 0 Provides executive leadership in the development, promulgation, and implementation of occupational safety and health policies, standards, and procedures. Coordinates such activities with Department staff offices, OPDIVs, PHS Agencies, Office of the-secretary, Regional offices, and others as appropriate to the effective management of the overall safety program.
- 0 Prepares and coordinates the Department's position on proposed legislation and regulations pertaining to safety and industrial hygiene, engineering, fire safety, environmental hazards control, occupational safety and health education, training, promotion, etc.
- 0 Coordinates and monitors research for the development of innovative accident and occupational injury and illness prevention methods and concepts.
- 0 Evaluates OSHPs throughout the Department and performs such workplace reviews as are considered appropriate to making a determination regarding the effectiveness thereof. Conducts and/or assists in the conduct of investigations as such requirements develop.
- 0 Represents the Department on the Federal Advisory Council for Occupational Safety and Health and provides official Department representation to the Department of Labor, General Services Administration, and other Federal Agencies on occupational safety and health management.
- 0 Provides Department liaison and representation with the National Fire Protection Association, National Safety Council, American Society of Safety Engineers, American Conference of Governmental Industrial Hygienists, and other governmental and professional organizations on matters pertaining to occupational safety and health management.
- 0 Administers a Safety Management Information System encompassing the entire Department.

D. Staff Offices, Office of the Secretary (**STAFFDIVs**).

Heads of **STAFFDIVs** will actively support the Department's OSHP within the area of -their responsibility. Further, they shall coordinate actions involving occupational safety and health with the Director, Office of Special Programs Coordination, to ensure uniformity of compliance with applicable standards, codes, and procedures throughout the Department.

E. Heads of **OPDIVs**, PHS Agencies, Regional Offices, and the Director, Office of Administrative and Management Services, Office of the Secretary.

These officials are responsible for ensuring that the following OSHP elements are fully implemented within their areas of authority:

- o administration
- o accident investigation, reporting and analysis
- o safety specifications, standards and procedures
- o motor vehicle accident prevention
- o facility survey/inspection
- o fire safety
- o safety education, training and promotion
- o employee rights
- o safety program evaluation

The requirements applicable to-each of the program elements are contained in **Parts** 3 through 11 in this manual.

F. Supervisors: Supervisors at all levels throughout the Department are responsible for:

- o Complying with and enforcing all applicable occupational safety and health standards, rules, regulations and orders issued by competent authority pertaining to the activities immediately under their jurisdiction.

- o Ensuring that employees are instructed and/or trained in safe practices and methods of job performance as such pertains to their assignment.
 - o Ensuring that ~~sick and/or injured~~ employees performing official duties receive appropriate first aid and/or medical attention.
 - o Investigating and reporting each accident and/or injury in accordance with established procedures.
 - o Initiating, to the limit of their authority and capability, such actions necessary to correct unsafe or unhealthful working conditions determined to exist and promptly advising appropriate management when such conditions require corrective actions beyond their authority.
 - o Conducting regular surveys of their operations to ensure compliance with such safety standards, codes, regulations, rules and orders identified by the Occupational Safety and Health Manager as being applicable to the work area concerned.
 - o Requesting, from the appropriate Occupational Safety and Health Manager, interpretation when the application of a ~~specific~~ safety standard, code, regulation, or rule is questioned.
 - o Ensuring that employees under their supervision are aware of the their responsibilities.
- G. Employees: Employees at all levels throughout the Department are responsible for:
- o Complying with such occupational safety and health standards, rules,- regulations, and orders issued by the Department of ~~HHS~~, the head of an OPDIV, PHS Agency, or Regional Office as are applicable to an employee's action and conduct.
 - o Promptly advising their supervisor regarding all work related accidents resulting in personal injury, illness and/or property damage.
 - o Promptly report to their supervisor or the appropriate Occupational Safety and Health Manager any unsafe or unhealthful conditions in the work environment.

2-00-60 GENERAL

- A. Heads of OPDIVs, PHS Agencies, Regional Directors, and the Director, Office of Administrative Services, Office of the Secretary, are not relieved from their safety and health responsibilities because of occupancy of space provided by the General Services Administration or other Agency; specifically, from the development and maintenance of sound occupational safety/health, and fire safety programs for such facilities, the conservation of services and supplies, the use of good housekeeping methods, the preservation of a healthful working atmosphere, and participation in a Facility Self-Protection Plan for dealing with occupational safety and health emergencies.
- B. Within the scope of authorities and responsibilities assigned to Regional Directors is the responsibility for ensuring the health and safety of the immediate regional staff. When other HHS components share a single location, such as a regional office, the Regional Director will provide for those program elements common to all components (safety inspections, accident investigation, safety training/education/promotion, etc.). Those components located within the region (but not necessarily at the Regional Office) may request consultation services on the implementation of various required program elements from the Regional Director.
- C. Nothing as stated in this manual shall serve to modify or negate any provision of an existing Labor-Management Agreement. Any conflicts determined to exist shall be promptly reduced to writing and brought to the attention of the Director, Office of Special Programs Coordination.
- D. Management officials are reminded that in implementing any facility policy, they **must** comply fully with the requirements of Executive Order 11491, as amended, concerning consultation and/or negotiation as appropriate.

Subject: ADMINISTRATION OF THE OCCUPATIONAL HEALTH AND SAFETY PROGRAM (OSHP)

3-00-00 Policy
10 Staffing
20 Safety Committees

3-00-00 POLICY

A. Introduction

The Departmental policy is a statement of the commitment to actively develop and maintain a comprehensive and effective Occupational Safety and Health Program (OSHP). Further, it is the expression of management which is a visible framework for the total program development. While the Departmental policy is applicable throughout all activities of the Department, the management within the various components of the Department should establish their own identity and commitment with a policy which is in keeping with the specific operation and which is consistent with Departmental policy.

B. Requirement

Each agency of the Department shall develop and promulgate a clear and concise occupational safety and health policy applicable to their specific activity which is consistent with the Departmental policy as described in this manual.

3-00-10 STAFFING

A. Introduction

It is difficult to establish absolute criteria for determining the **size** of staff needed to effectively implement an aggressive program. Therefore, it is important that a comprehensive review be made of the hazards involved, complexity of operations, number of employees, diversification, equipment, etc., in order to determine staff requirements. In some field installations, the size and complexity of operations may not warrant the appointment of full time Occupational Safety and Health Managers. In such cases, part-time or collateral duty personnel may be

utilized to fulfill the program management function. Staff of the Office of Special Programs Coordination, are available to assist in assessing staffing requirements.

B. Requirements

Each agency of the Department shall designate an Occupational Safety and Health Manager with adequate staff, funds and equipment to effectively administer the OSHP. Individuals so designated shall meet the Office of Personnel Management standards for Occupational Safety and Health Specialist as defined in Section 2-00-40H.

3-00-20 SAFETY COMMITTEES

A. Introduction

The success of any OSHP depends in no small amount on the perception of the employees toward the program efforts. Successful programs universally incorporate the use of committees to provide insights on the working conditions and practices from those most directly involved -- the employees -- as well as providing them with a sense of contributing not only to their well being, but to that of their fellow employees. In addition to meeting basic requirements, the formation and active participation of safety committees can materially enhance total program effectiveness.

B. Requirement

Each agency of the Department shall establish occupational safety and health committees, in accordance with the criteria set forth in Appendix A3-00, composed of management and recognized representatives of employees to assist management in carrying out its occupational safety and health responsibilities and keep the committee informed of occupational safety and health matters within its area of concern.

Subject: ACCIDENT REPORTING, INVESTIGATION AND ANALYSIS

4-00-00 Accident Reporting " "
10 Accident Investigation " "
20 Accident Analysis

4-00-00 ACCIDENT REPORTING

A. Introduction

Accident reporting is far more than establishing a written record of incidents which result in some form of loss. Any reporting system should be viewed as a vital tool to be used in determining subsequent prevention activities. Individual accident reports may serve to flag previously unidentified loss potentials. The data from accumulated reports may be used to partially characterize the success or failure of the overall safety efforts. An accident report may be viewed as a snapshot of a frequently complex event. Just as snapshots lack a dimensional quality, so do most accident reports - either because of the care used in completing the requested information, the tendency to look first at the extent of loss (either personal injury or property damage) rather than the potential for significant loss, or a combination of these and other factors. Thus, effectively addressing all of the factors which may be involved in an accident event is difficult. However, the DHHS system has been designed to function at several levels and, through the use of other data bases, requires considerably less data input than many systems. While the reporting requirements specify only certain classes of accidents, the value of automated data processing is enhanced if the system is routinely used for more than the minimum requirements.

B. Requirement

Each operating agency of the Department shall ensure that all accidents are reported in accordance with the requirements set forth in Appendix A4-00.

4-00-10 ACCIDENT INVESTIGATION

A. Introduction

The investigation of accidents to determine the causal factors which contributed to the event is possibly the most underutilized activity throughout the Department's various Occupational Safety and Health Programs (OSHPs). While individual supervisors are expected to perform the bulk of accident investigation activities, safety and health specialists are frequently called upon to provide assistance or, in some cases, to undertake the investigative tasks. Regardless of who conducts the investigation, there are two basic concepts which should be kept in mind throughout the process: 1) that the effort is directed toward fact finding, not fault finding; and, 2) that the accident event should be considered, in addition to the immediate consequences of the accident. All too often we tend to dismiss those accidents where the injury or loss is minor without considering the potential the event had to result in a far more serious loss. The process of determining facts should not be limited to those immediately associated with the incident, but it should, to the extent practical, extend far enough to identify significant contributing factors. Contributing factors may range from the relatively simple, such as failure to follow well established rules, to those involving a complex interaction involving procurement specifications, less than adequate training, and failure to effectively supervise in a hazardous situation. It is obvious that not every accident reported demands the same degree of attention. However, for those accidents which have resulted in significant injury or loss or for those where the potential for such loss is clearly high, the investigative process should be complete and accurate.

B. Requirement

Each agency of the Department shall ensure that adequate accident investigations are conducted in accordance with the requirements set forth in Appendix A4-00.

4-00-20 ACCIDENT ANALYSIS

A. Introduction

While accident investigation deals with a single event at a time, accident analysis is concerned with the body of data derived from a number of individual reports. There are a variety of ways in which the data can be presented. However, it should be kept in mind that merely presenting numbers seldom captures the readers' attention. The principal value of analysis lies in its ability to depict trends or unexpected clusters of events which in turn should serve as a tool to improving our prevention initiatives. Analysis also allows for either substantiating or refuting preconceived opinions. In a broad sense, it provides for predicting general classes of accidents but not where or when a serious loss may occur. The Department will provide basic analytical reports derived from the total data base. However, individual agencies will conduct such analysis as is appropriate for their needs.

B. Requirement

Each agency shall establish appropriate accident analysis programs which shall enable them to identify trends and principal causative factors. Such information shall be used to establish program priorities. Appendix A4-00 identifies several analytical techniques which may be used as appropriate.

APPENDIX A4-00

DHHS SAFETY MANAGEMENT INFORMATION SYSTEM

I. ACCIDENT REPORTING, INVESTIGATION AND ANALYSIS

The objective of the Safety Management Information System (SMIS) is the development of information essential to the management and maintenance of an effective Occupational Safety and Health Program (OSHP). As defined in Chapter 2-00-30, all accidents shall be reported to:

- o Establish a written record of accident causes.
- o Provide information to initiate and support corrective or preventive action.
- o Provide statistical information relating to accidents.
- o Provide information critical to the evaluation of the OSHP.
- o Provide the means for complying with the reporting requirements of Section 19 of the Occupational Safety and Health Act of 1970.
- o Maintain a capability to promptly respond to inquiries regarding either actual or alleged accidents, injuries or illnesses to employees or the public.

II. IMPLEMENTATION

Each agency of the Department shall implement the necessary procedures to ensure compliance with the provisions of the Safety Management Manual and this Appendix.

III. SAFEGUARDING ACCIDENT INFORMATION

- A. Statistical information regarding accidents, injuries, illnesses and property damage that cannot be identified with individuals will normally be made available except in those cases where, because of national security or related considerations, disclosure is not clearly in the public interest.

- B. Accident information, records, reports, etc., containing individual identifiers (name, social security number, address, etc.) shall be used, maintained and disseminated in accordance with the **requirements** of the Privacy Act of 1974 (Public Law **93-579**), the Freedom of Information Act (Public Law 93-502) and applicable Departmental regulations. When there is doubt regarding the legality of release of information, the matter will be referred, in advance of release, to the Office of the General Counsel, HHS, with an information copy to the Director, Office of Special Programs Coordination, HHS.

IV. FORMS AND RECORDS

- A. Forms prescribed for accident reporting and investigation are:

- o Form HHS-516 (Rev. **11/88**) will be used to report accidents, injuries and occupational illnesses. See Exhibit **A4-00-A**
- o Message Report of Serious Accidents. Provides preliminary information regarding serious accidents. See Exhibit **A4-00-B**.

- B. Related Forms and Records

- o Forms CA-1, CA-2, etc.: Forms required by the U. S. Department of Labor, Office of Federal Employee's Compensation. Such forms are completed in conjunction with, but independent of, the form HHS-516.
- o Form SF-91, Operators Report of Motor Vehicle Accident: (Exhibit **A4-00-C**). The form shall be executed and submitted to the official assigned to investigate an accident involving a **government-** owned motor vehicle. A copy shall be attached to the form HHS-516 and retained in the files of the HHS agency.

- C. Forms Supply

Use established procedures and channels regularly utilized to secure all forms.

V. REPORTS OF ACCIDENT(S) - PROCEDURES

A. Form HHS-516, "Report of Accident" (Rev. 11/88), will be used for reporting all recordable accidents.

1. A "Report of Accident" will be initiated by the supervisor having jurisdiction over the employee involved for any Recordable Accident (See A4-00-V.B.). The supervisor shall investigate the accident and determine the associated causes. The agency Occupational Safety and Health Specialist/Manager is available to assist the supervisor in the accident investigation and causal determination. The Supervisor will complete and submit the form HHS-516 together with such additional information as may be appropriate. The report shall be routed according to procedures established by the HHS agency involved to the appropriate Occupational Safety and Health Manager.

NOTE: Local procedures may require the initiation of the HHS-516 by someone other than the supervisor (such as a Health Unit, Safety Officer, etc.). In such cases, the procedures shall ensure that the supervisor is promptly provided a copy of the initial report.

2. At the discretion of the reporting authority, the HHS-516 may be used to report accidents not classified as recordable. It is recommended that, to the extent practical, such reports are entered into the agency's data base to permit increased analytical capability. When the HHS-516 is used to report accidents not classified as recordable, it is permissible to enter less than a complete report (e.g., omitting all or a portion of the accident analysis fields). The ADP program has been designed to accept less than a complete report for other than recordable reports.

B. Recordable Occupational Accidents, Injuries and Illnesses

1. Fatalities, regardless of the time between the injury and death, or the length of illness.
2. Any diagnosed occupational illnesses regardless of whether medical treatment is required.

3. Non-fatal cases which result in:
 - a. transfer to another job
 - b. termination of employment
 - c. requirement for medical treatment (other than first-aid)
 - d. loss of consciousness
 - e. restriction of work or motion
 - f. lost workdays (days away from work)
4. All Motor Vehicle Accidents
5. Serious Accidents
 - a. The following categories are classified as "Serious Accidents" and shall be reported by telephone **or telegraph** within eight (8) hours of the occurrence to the Head of the Operating Division, PHS Agency or Regional Director concerned and to the Director, Office of Special Programs Coordination.

NOTE: See Exhibit **A4-00-B** for **message** format to be used in reporting "serious accidents."

- o A fatality. (Following the telephone or message report, a final or interim report will be submitted within five working days.)
- o The receipt of medical treatment (excluding first aid or prophylactic treatment) or the hospitalization of three (3) or more persons, including non-Federal employees, patients and employees of Federal contractors in a single accident.
- o First-aid treatment (excluding prophylactic treatment) of five (5) or more persons, including non-Federal employees, patients, and employees of Federal contractors in a single accident.
- o Property damage amounting to \$25,000 or more.

- 0 All aircraft accidents that are reportable to the National Transportation Safety Board per Federal Aviation Regulations.
- 0 Radiation exposure resulting in a disabling injury (one which prevents the employee from returning to work on the next regularly scheduled workday).
- 0 **Biological** exposures where the public may be over-exposed, or, where in the judgment of competent authority, the exposure is considered significant.

C. Retention of Accident Information: All accident reports, records, logs and other related information shall be retained within the agency for a minimum of five (5) years following the end of the calendar year in which the accident occurred. Such information may be retained on paper, within the data base of a computer system, on microfilm or magnetic tape or a combination thereof.

VI. ACCIDENT INVESTIGATION

A. Investigation by the Operating Agency Level

- 1. All recordable accidents shall be investigated and the proximate causes identified.
- 2. In addition to assisting the supervisor as may be appropriate, the occupational safety and health specialist/manager shall review all recordable accidents.
- 3. When it is concluded that an accident may result in a claim for or against the United States, a claims investigation shall be conducted in accordance with Section 20A, Part 4, Chapter 4-30, HHS General Administration Manual.

B. Investigation by the Department Level

- 1. The Office of Special Programs Coordination will, upon request, provide technical guidance and assistance to the operating agencies in the investigation of accidents.

2. In the event of a serious accident, the Director, Office of Special Programs Coordination (or his designee) is authorized to:
 - a. Appoint a board of investigation and act in the name of the Designated Agency Safety and Health Official (DASHO) in matters pertaining to occupational safety and health.
 - b. Take charge of and assume responsibility for the conduct of the investigation following consultation with the authority from whom such jurisdiction is assumed. Following such assumption of responsibility by the Director, Office of Special Programs Coordination (or his designee), those concerned shall provide such support as is required in the effective conduct of the investigation.
3. Certain safety matters may periodically arise that, because of their impact on either the Department or the community, may require special handling. The Director, Office of Special Programs Coordination will be notified by the officials concerned in order that a decision may be made regarding who shall conduct the investigation of such matters.

VII. AUTOMATIC DATA PROCESSING

The completion of the form HHS-516 by the supervisor and/or the occupational safety and health specialist/manager is the first Step in the process of data collection, **storage and** ultimately analyzing Departmental accident data. **Some of** the information recorded **on the HHS-516 is** translated into machine readable codes and subsequently entered into the data base through the use of personal computers (PC) or terminals located within the agencies. **OPDIVs, PHS Agencies** and Regions are responsible for data entry into the data bank with such direct data entry commencing not later than January 1, 1989.

~~The Parklawn Computer~~ Center (PCC) provides the support for the ADP portion of the Safety Management Information System which ~~includes the~~ Office of **Workers Compensation Program** (OWCP) data from the Department of Labor. The PCC program ~~instructions are contained in~~ Exhibit 4-00-D. The program ~~has~~ been written to permit easy access and data entry from a

PC. In addition to entering data, each agency may retrieve data applicable to their accident experience from both the HHS-516 and OWCP data banks. Such data may be subjected to various analytical manipulations to assist in the effective development of accident/illness prevention efforts.

In summary, the ADP portion of the Safety Management Information System contains both the HHS-516 and the OWCP data banks as supported by the **Parklawn** Computer Center. Direct input of the appropriate data from the form HHS-516 and Quarterly Accident Exposure Report (QSM) will be required of the OPDIVs, PHS Agencies and Regions commencing January 1, 1989. Direct input and retrieval will require access to a PC with modem or terminal, an account with the **Parklawn** Computer Center against which charges for computer time may be made, and assignment of a system ID. The internal centralization or decentralization of data input and retrieval is at the discretion of the OPDIVs, PHS Agencies and Regions. Establishment of an account with PCC and/or the assignment of an ID shall be initiated by a written request to the Director, Office of Special Programs Coordination, Rm. 4700 Cohen Bldg., 330 Independence Ave. S.W, Washington, D.C. 20201, Attn: Safety and Health. Upon approval by OSPC, the requestor will be contacted by the **Parklawn** Computer Center.

VIII. CODING OFFICIAL

- A. Each agency shall appoint an individual to complete the source document (HHS-516) by inserting the necessary code numbers and letters in the spaces provided on the form. Applicable codes are contained in **A4-00-XI**.
- B. It is recommended that the coding process be located within the agency's safety and health program area.

IX. QUARTERLY ACCIDENT EXPOSURE REPORT (QSM)

The Quarterly Accident Exposure Report (Exhibit **A4-00-E**) provides base data which, along with summary information taken from accident/illness reports, allows the calculation of accident incidence rates. The information needed is basically the number of personnel and vehicles in use and therefore "exposed" to accidents during a calendar quarter. The QSM data for any given calendar quarter is to be input into the **Parklawn** Computer Center SMIS data bank by the OPDIVs, PHS Agencies and Regions no later than ten (10) days following the close of each quarter.

X. ACCIDENT ANALYSIS

A. Required Reports

1. Annual Report of Safety Management Program

Each agency shall submit an annual report relating to their Occupational Safety and Health Program (OSHP) for the preceding calendar year to the Director, Office of **Special** Programs Coordination, in accordance with guidelines and instructions issued by the Department **of** Labor.

2. Log of Occupational Injuries and Illnesses

Each establishment must maintain a log of occupational injuries and illnesses to provide a quick and current view of workplace safety and health throughout the establishment. The format shown in **A4-00-F**, or one with the same 12 data items, is to be used for the log. The log is to be completed within six working days after receiving information on an incident. All recordable occupational accidents, injuries and illnesses will be logged. Maintenance of logs at area or regional levels is permitted if there is quarterly feedback of data to each establishment for access by management, employee representatives, employees and OSHA. Logs of occupational injuries and illnesses will be available on a quarterly basis in the Safety Management Information System for the OPDIV, PHS Agency and Regional levels.. Logs for the area or individual establishment level are possible in many instances through special arrangement/programming with the **Parklawn** Computer Center.

3. Annual Summary of Accidents

Each agency shall post, within 45 days following the close of the fiscal year and for a period of thirty (30) consecutive days, a copy of its Annual Summary of Accidents covering the preceding fiscal year. The summary shall be posted in a conspicuous place regularly frequented by those employees to whom it pertains: it shall not be altered, defaced or covered by other material.

The log format (Exhibit A4-00-F) with the right lower part completed may be used for this posting requirement. This summary will be available in the Safety Management Information System for the OPDIV, PHS Agency and Regional levels.

B. Periodic Reports

The following reports will be available from the PCC data base on a regular basis:

1. Log of Occupational Injuries and Illnesses
(from accident reports, HHS-516)
2. Summary of Accidents For Past 12 Months
(from accident reports, HHS-516)
3. Summary Chargeback Billing List
(Quarterly - cumulative - data from the Office of Workers Compensation Programs, Department of Labor)
4. Detailed Chargeback Billing List
(Individual Cases and Costs Incurred During Quarter - Cumulative - from the Office of Workers Compensation Programs, Department of Labor)
5. Monthly Report of Accident/Injuries/Illnesses Received by the Office of Workers Compensation Programs, Department of Labor

C. Analytical Reports

1. Count on Selected Body Part
(from accident reports - HHS-516)
2. Accident Distribution by Agency, Severity, Age
(from accident reports - HHS-516)
3. Nature of Injury by Count and Percentage
(from monthly OWCP statistics)
4. Source of Injury by Count and Percentage
(from monthly OWCP statistics)
5. Type of Injury by Count and Percentage
(from monthly OWCP statistics)
6. Anatomical Location by Count and Percentage
(from monthly OWCP statistics)

XI. SAFETY MANAGEMENT INFORMATION
SYSTEM

ACCIDENT REPORTING CODES

GENERAL INSTRUCTIONS

The supervisor of an operation or activity will normally initiate a Form HHS-516 (Report of Accident) immediately following an accident or incident resulting in **injury, property** damage or a combination of both when an employee for whom she/he **is** responsible is involved. When, due to internal circumstances, the normal procedure as stated-is inadequate for any **situation**, the Head **of** the OPDIV, PHS Agency or Regional Director concerned shall promulgate such procedures as are necessary to ensure compliance with the requirements of Part 4, Safety Management Manual.

Computerization of the reporting system requires the use of codes in the form of numbers and/or letters as shown on the succeeding pages. Codes and/or letters not reflected in this appendix shall not be used. However, there is room for the addition of codes identifying specific items of information in some fields (such as field 41, "**Source** Of Injury Or Damage"). This unused program space may be used for the addition of data subsets specific to a reporting activity's needs. Reporting activities are encouraged to identify the need for additional data items in such **fields** that will help meet recurring or unique program information requirements. If such a need is determined by the **reporting** activity to be ubiquitous or pervasive enough to justify the expense of the additional programming required, a request for such addition(s) should be forwarded to the **Director**, Office of Special Programs Coordination, who will make arrangements for such additions with the PCC.

Insofar as possible the form **HHS-516** has been designed to be self-coding, i.e., when the form is initially filled out certain spaces will be automatically coded. In addition to those fields which are "self-coding", the **form** also contains fields where the initiator may select from several choices and enter the appropriate code into the space provided. Coding officials are alerted to the need for checking such spaces to ensure **they have** been properly completed. Persons initiating the form **will not** write in the shaded portions since these areas will be completed by the coding official.

Coded forms reflecting a recordable accident/injury/illness shall, as a normal rule, be submitted through those channels delineated by the Head of the OPDIV within six (6) working days following the date of the accident to the agency's Occupational Safety and Health Manager. Data input to the **Parklawn** Computer Center data banks shall be accomplished within 30 days following the date of the accident/illness.

ACCIDENT IDENTIFICATION SECTION

REPORT DATA

1. Organization

Each OPDIV, PHS Agency, Region and the Office of the Secretary has **been assigned** a block of numbers (codes) for the purpose of identifying the organization in which an accident/incident occurred and they may select from within this block of numbers to identify major organizational elements.

Example:

The block of numbers from 4000 to 4499 is assigned to the Food and Drug Administration. 4303 may identify the Bureau of Foods, a major organization within FDA.

The assigned identifying codes are as follows:

<u>Code</u>	<u>Organization</u>
0001 - 0099	Office of the Secretary
0200 - 0399	Region One
0400 - 0599	Region Two
0600 - 0799	Region Three
0800 - 0999	Region Four
1000 - 1199	Region Five
1200 - 1399	Region Six
1400 - 1599	Region Seven
1600 - 1799	Region Eight
1800 - 1999	Region Nine
2000 - 2199	Region Ten
2200 - 2299	Reserved
2300 - 2499	Office of Human Development Ser.
2500 - 2599	Headquarters, Public Health Ser.
<u>2600 - 3499</u>	Reserved
3500 - 3999	IHS
4000 - 4499	FDA

4500 - 4999	Center for Disease Control
<u>5000 - 5499</u>	Reserved
5500 - 5999	Health Resources and Services Administration
6000 - 6499	National Institutes of Health
6500 - 6999	Alcohol, Drug Abuse, & Mental Health Administration
7000 - 7499	Family Support Administration
7500 - 8999	Social Security Administration
9000 - 9025	Health-Care Financing Admin.
<u>9026 - 9999</u>	Reserved.

2. Case Number

Each organizational element assigned an organization code in accordance with Item 1 will number their accident reports serially from 0001 through 9999 during each calendar year; specifically, the first report reflecting a recordable accident occurring on January 1, will be assigned a case number of 0001. The HHS-516 is designed to permit a two-digit prefix signifying the calendar year of the occurrence in addition to the four digit case number.

3. Sequence Number

A report sequence number will be assigned to all Supplemental Reports, beginning with 02, associated with an initial report. NOTE: Care must be used to ensure that supplemental report(s) have the same case number as the initial report. If no supplemental reports are submitted with the initial report, this field is to be left blank. If a Corrected Report is used to correct errors in a supplemental or initial report previously submitted it must carry the same case number as the initial report and the same sequence number of a supplemental report being corrected.

4. Type of Report

- I. Initial Report: The first report submitted as the result of an accident, injury or illness.
- B. Supplemental Report: Submitted to complete an initial report or provide information regarding additional individuals and/or equipment involved in the initial incident.

NOTE: Be sure that the supplemental report carries the same case number as the initial report.

C. Corrected Report: Used to correct errors in any report previously submitted. NOTE: Be sure that the corrected report carries the same case number as the initial report.

5. Type of Accident

Enter the appropriate code broadly characterizing the accident:

- P. Property Only (Example - motor vehicle accidents without injury or other forms of property damage)
- I. Injury or Illness Only - Self-explanatory
- B. Both Property Damage and Personal Injury/illness

PERSONNEL INVOLVED DATA

6. Name of Person Involved in Accident

Enter the full name of the person involved in the accident, even if no injury is reported. Please print or type. Leave blank only when there is absolutely no person involved. If more than one person **is** involved, use Supplemental Reports to identify additional individuals.

7. Social Security Number

Enter the full Social Security Number for the person involved. If person is not an employee or patient of the reporting activity, this field may be left blank.

8. Age

Enter the age of the person involved. If less than 10 years of age, use **preceeding** zero (02,05, etc.). If older than 99, enter 99. If no person is involved leave blank.

9. **Sex**

Self-explanatory

10. Pay Plan

Enter the appropriate code to describe the pay plan of the Federal employee. If not a Federal employee, or no person is involved, leave blank. The recognized pay plan codes are as follows:

2EC-Experts/Consultant	WG-Wage Grade
ES-Executive Schedule	WL-Wage Leader
GM-Merit Pay	WP-Wage Printer
GS-General Schedule	WS-Wage Supervisor
GW-Schedule A Student	WT-Apprentice
ST-Scientific/Technical	YW-Student Aid
WB-Wage Boarh	
CO-Commissioned Officer of the PHS	

11. Grade

Enter the step within the employee's grade. Leave blank if non-Federal person or a **stepless** plan.

12. Step (If applicable)

13. Series

Enter the series classification for the employee's occupation, i.e., Food and Drug Inspection Technician series is 1862.

14. Occupation

Write in a one or two word description of the employee's occupation, i.e., Research Chemist, Plumber, Nurse, Clerk-typist, Biologist, etc. This is entered into the data bank in the clear and may be used as a basis for information retrieval by contacting PCC.

15. Years of Service in Present Position

Enter the number of years of service the employee has. If **less** than six months, use 00.

16. Personnel Status

Enter the code to indicate the status of the person involved. If no person involved, leave blank.

- A. Reporting Activity Civilian Employee
- B. Visiting Scientist
- C. Contractor Personnel
- D. Hospitalized Patients
- E. Outpatients
- F. Commissioned Corqs., PHS

- G. Other Federal employees
- H. State/local government employees
- I. Students, interns, volunteers
- Z. Public or not listed above

17. Duty Status

Use the codes below to indicate the duty status of the person involved in the accident. Leave blank if no person involved.

- A. On duty in or on Reporting Activity facility
- B. On duty away from Reporting Activity facility
- C. TDY at Reporting Activity
- D. TDY away from Reporting Activity
- E. In process of 'Change of Duty Station
- F. Off Duty
- P. Patient
- R. Visitor
- Z. Not Applicable

18. Hours on Duty (at time of accident)

Enter to the nearest whole hour, the number of hours the employee involved in the accident had been on continuous duty prior to the accident.

NOTE: Travel time, TDY, prior to an accident is not to be included. Include normal time used for coffee breaks, meals, etc. When time is less than 10 hours use preceding zero, i.e., 04, 07, etc.

For personnel other than civilian or Commissioned Corps employees, leave blank.

19. Employee's Work Phone Number

Self-explanatory. This information is not entered into the data base.

20. Supervisor's Name

Self-explanatory. Please Print.

21. Supervisor Location/Phone

Self explanatory. If appropriate, identify building and room number. This information is not entered into the data base.

ACCIDENT/INJURY/ILLNESS DATA

22. Date of Occurrence

Enter actual date the accident occurred. If reporting occupational illness, enter the date it was first reported. For single digit numbers use **preceeding** o, e.g. January 01 , note order of entry: month, day, year.

23. Time of Occurrence

Enter the time when the accident occurred using as a twenty-four hour clock. Between one (1) minute after midnight to 1:00 pm enter actual time eg. **1:15 am** enter 0115; **10:30 am** enter 1015; **12:30 pm** enter 1230. At 1:00 pm to midnight add 12 to the hour eg. 1:00 pm enter 1300; **8:30 pm** enter 2030. If the time of occurrence cannot be determined or estimated enter 0001.

24. State or Territory

Enter the State, Territory, or Possession of the United States or other place in the world where the accident occurred using the following codes.

01	Alabama	31	New York
02	Arizona	32	North Carolina
03	Arkansas	33	North Dakota
04	California	34	Ohio
05	Colorado	35	Oklahoma
06	Connecticut	36	Oregon
07	Delaware	37	Pennsylvania
08	District of Columbia	38	Rhode Island
09	Florida	39	South Carolina
10	Georgia	40	South Dakota
11	Idaho	41	Tennessee
12	Illinois	42	Texas
13	Indiana	43	Utah
14	Iowa	44	Vermont
15	Kansas	45	Virginia
16	Kentucky	46	Washington
17	Louisiana	47	West Virginia
18	Maine	48	Wisconsin
19	Maryland	49	Wyoming
20	Massachusetts	50	Alaska
21	Michigan	51	Guam, Marinas 1
22	Minnesota	52	Hawaii
23	Mississippi	53	Panama Canal Zone
24	Missouri	54	Philippine Islands
25	Montana	55	Puerto Rico
26	Nebraska	56	Virgin Islands
27	Nevada	57	
28	New Hampshire	58	
29	New Jersey	59	Outside USA
30	New Mexico	60	Unknown

25. Accident location

Briefly describe where the accident occurred, giving building and room numbers if appropriate.

26. Description of Accident

This portion of the form is used for a narrative description of the accident. Be as complete as possible and necessary to describe the events' leading up to the incident, employee actions, or the actions of others which may have contributed to the event. Use the reverse side of the form if additional space is required.

27. Nature of Injury or Illness

Report the nature of the occupational injury, disease or illness using the following codes. Use general heading code if not elsewhere classified.

<u>CODE</u>	<u>NATURE OF INJURY/ILLNESS</u>
AX	External injury with loss of use of part of the body
AA	Loss of sight to any extent
AB	Amputation, traumatic or surgical
AC	Avulsion (Loss of non-bone)
AD	Crush
AE	Loss of movement of body part
AF	Burn-From any source
BX	External injury without loss of use of part of body
BA	Abrasion
BB	Burn - From any source
BC	Contusion (bruise)
BD	Crush
BE	Cut (laceration)
BF	Foreign body embedded
BG	Puncture
cx	Internal injury with body parts intact and in place
CA	Anoxia due to lack of oxygen
CB	Drowning, immersion or submersion
cc	Electrical shock
CD	Ingestion of foreign object
CE	Aspirated foreign material
CF	Shock, other than electrical

DX Internal parts of body damage or displaced
DA Concussion
DB Dislocation
DC Fracture
DD Hernia

EX Miscellaneous injuries
EA Animal bite
EB Insect bite or sting
EC Report of biological, radiological or chemical exposure
with no injury or illness **present**.
EZ No injury involved

FX Occupational skin disease
FA Contact dermatitis
FB Eczema
FC Rash, from irritants, sensitizers, etc.
FD Oil acne
FE Chemical inflammation

GX Dust disease of the lungs
GA Silicosis
GB Asbestosis
GC Coal worker's Pneumoconioses

HX Respiratory conditions from biological or toxic agents
HA Pneumonitis (bacteria or viral)
HB Pharyngitis
HC Rhinitis, congestion from chemicals, dusts
HD Tuberculosis

IX Systemic effect of toxic agent
IA Meal
IB Gase
IC Chemical
ID Carcinogen, teratogen, mutagen
IE Biological
IF Radiological

JX Disorders from physical agents (other than toxic Or
biological agents)
JA Heatstroke, sunstroke, heat exhaustion
JB Other effects of environmental heat
JC Freezing, frostbite

KA Disorders from repeated trauma
KA Noise induced hearing loss, **incl.** deafness
KB Synovitis
KC Tenosynovitis
KD Bursitis
KE Carpal tunnel syndrom

LX Occupationally acquired infectious disease
LA Bacterial

LB Viral
LC **Fungal**
LD Rickettsial
LE Chlamydia

MX All other occupational illnesses
MA Food poisoning
MB Malignant tumors
MC Non-malignant tumors
MD Allergic reaction
ME One-time antigen exposure

28. Part of Body

Enter the code for the part of the body of the person involved in the accident which was most affected or injured as a **result** of the accident. When more than one part is affected, report the part most seriously affected **or** the part which would be considered the most disabling. Use general headings when part of body is not elsewhere classified.

<u>CODE</u>	<u>PART OF BODY</u>
00	Head parts - NEC
01	Brain
02	Scalp
03	Skull
04	Nose
05	Mouth, lips, tongue, teeth, face skin
06	Neck, throat
07	Ear
08	Eye
10	Upper Trunk (torso, between neck and abdomen)
11	Shoulder, shoulder blade, collarbone
12	Rib, breast bone
14	Upper side, external
15	Upper back, external
16	Upper spine (Thoracic vertebrae 1-12)
17	Upper internal organs, thoracic viscera, etc.
<u>20</u>	Lower trunk (abdomen and pelvis)
21	Front, external
22	Side, external (below rib cage)

- 23 Hip, pelvic
- 24 Lower back, external
- 25 Lower spine (below thoracic vertebra 12)
- 26 Lower internal organs, 'abdominal viscera

- 30 Upper Extremity

- 31 Upper arm
- 32 Wrist
- 33 Lower arm
- 34 Wrist
- 35 Hand
- 36 Thumb
- 37 Finger

- 40 Lower Extremity

- 41 Upper leg
- 42 Knee
- 43 Lower Leg
- 44 Ankle
- 45 Foot
- 46 Great toe
- 47 Toe, Other

- 50 Entire body (burns, rash, etc.)

- 51 25 percent of body affected
- 52 50 percent of body affected
- 53 All of body affected

29. Severity of injury/illness

Enter the code characterizing the severity of the injury/illness.

1. No treatment required. Use when employee does not require any treatment, first-aid or other. Do not use when employee is referred to other health care providers by the reporting activity or when employee is first reporting an injury after being treated by outside health care providers.

2. First Aid Only. One time treatment and subsequent observation of minor scratches, cuts, burns, etc., which do not ordinarily require medical care even though provided by a physician or registered professional staff.
3. Medical Treatment Only. Includes treatment administered by a physician or registered professional under the standing orders of a physician. Include loss of consciousness in this category. Also-include any first-aid if subsequent visits require treatment.
4. Occupational Illness - Any diagnosed occupational illness will be reported whether or not medical treatment is given.
5. Disabling (Temporary) Any injury or illness which **prevents** the employee from returning to work **on** the next **regularly** scheduled workday or shift. If the employee can return on the next regularly scheduled workday or shift, the severity is classified under 1 through 4 above.
6. Disabling (Permanent Partial) An injury or illness which results in any permanent loss or impairment of functions of the body or part thereof regardless of whether the person 'loses time from work.
7. Disabling (Permanent Total) An injury or illness which results in the total **loss** of ability of the person to perform any work.
8. Fatality An injury or illness which results in the death of the person.

30. Culmination of Injury

Enter the code describing the employment status of the Reporting Activity employee as a result of the injury/illness.

1. No Restriction - Employees are not permanently restricted in performing their job as a result of the accident. This includes temporary restriction.

2. Restricted - Employees can remain on the job, but are limited in capability to perform their job as before the accident. Note: Do not use to characterize temporary restriction.
3. Temporary Transfer - Transfer of employees from their former job (where injured) to another job, with the intent of returning them to their former job after medical clearance. Transfer is not permanent.
4. Permanent Transfer - Transfer of employees from their former job (where injured) to another job because of their inability to perform the former tasks.
5. Terminated - The employee no longer works for the Federal Government. Includes fatalities.

31. Days at Work (But restricted in activity)

Enter the number of full or partial workdays (consecutive or not) on which, because of the injury/illness the Reporting Activity employee was (a) assigned to another job on a temporary basis, (b) worked at a permanent job less than fulltime, or (c) worked at a permanently assigned job but could not perform all duties normally connected with it. Count partial days as full days.-

For injuries/illnesses to persons other than reporting activity employees, leave blank.

32. Days Away from Work

Enter the number of workdays (consecutive or not) employee did not work as a result of the accident. The number of lost workdays should not include the day of the injury or onset of illness **or any** days on which the employee would not have worked under normal conditions.

33. Weather at Time of Accident

Briefly describe the weather (sunny, raining, etc.). Even though the accident may have occurred indoors, a description of the weather may have a bearing on the accident causation.

Code Weather

A Blizzard
B Dust Storm
C Electrical Storm-NEC
D Extreme High Temp.
E Extreme Low Temp.
F Extreme Humidity
G Flood-NEC
H **Fog**
I Ice or Sleet

Code Weather

J Rain-NEC
K Snow-NEC
L Turbulence
M Typhoon Tornado
N Windstorm-NEC
O Adverse weather-NEC
P Good weather-NEC
Z Weather not a factor

34. Job Relationship

D. Direct - any activity directly related to the 'employee performing the duties of the position. **For** example: A craftsman injured while repairing equipment or a secretary while filing or typing.

I. Indirect - Any activity at the time of the accident which was not directly related to the actual performance of position requirements. For example: On the way to or from lunch, to or from the parking lot.

35. Third Party

Indicate whether the accident was caused by a third party (non-Federal).

36. Recordable

Indicate whether the accident was a recordable accident as defined in Appendix A4-00.V.B.

37. Date of This Report

Indicate the month, day and year this report was initiated.

38. Completed By

If the report has been initiated or completed by other than the supervisor, that individual's name is to be printed in this space.

39. Cause of Injury/Illness

100 - Struck

Codes 100 through 230 apply to cases in which the injury or damage was produced by impact between the person or object and the source.

110 - Struck by

111 Struck by falling object

112 Struck by flying object

Use codes 110 through 112 when the motion producing the contact was primarily that of the source rather than that of the person or object injured or damaged.

120 - Struck against

Use 120 when the motion producing the contact was primarily that of the injured or damaged property rather than that of the source.

200 - Fell, Slipped, Tripped

210 Fell on same level

211 Fell on different level

Use appropriate code to describe events characterized by **loss** of balance and when the force of impact was generated **by gravity**. Code 211 includes "jumping from elevation."

230 Slipped, tripped (no fall)

300 Caught

310 Caught on

320 Caught in

330 Caught between

These codes apply to non-impact cases in which the the injury or damage was produced by squeezing, pinching, **or** crushing between a moving object and a stationary object, between moving objects or between parts of an object.

400 Punctured, lacerated

410 Punctured by

420 Cut by

430 *Stung* by

440 Bitten by

500 Contacted

501 Contacted with (injured person or object moving)

520 Contacted by (source was moving)

The 500 series applies to non-impact cases when the contact resulted from normal or expected movement and the injury or damage did not result from impact, e.g., touching a hot object, contact with electrical current when the injury or damage resulted from the current alone, drowning, etc. Does not apply to cases of injury or damage resulting from contact with or by chemicals or biological agents.

600 Exerted

610 Lifted, strained by (single action)

620 Stressed by (repeated action)

630 Bodily reaction

Code 620 includes cases caused by non-impact pressure, vibration or friction.

Code 630 generally applies to the occurrence to. strains, sprains, ruptures, or other internal **injuries** resulting from the assumption of an unnatural position or from involuntary motions induced by sudden noise, fright, or efforts to recover from slips or loss of balance. Includes cases involving nervous shock and cases of muscular or internal injury resulting from the execution **of** personal movements such as walking, climbing, running, reaching, turning, bending, etc., when such movement in itself was the source of injury.

700 Exposed

710 **Inhaled**

720 Ingested

730 Absorbed

740 Other

The 700 series applies to cases such as **exposure** to contagious diseases or biological agents, toxic or caustic chemicals, allergic reaction, exposure to **forms of** radiation, etc. Use 700 for general **exposures** when there was no clear event.

800 Travelling in or on

Note: This code is different from the other type codes in that its function is not to identify factors contributing to the injury or damage, but rather to collect data of the type of vehicle involved in the event. Do not use when the injury or damage did not result from an accident to the vehicle or from the motion of the vehicle.

900 Not applicable

950 Insufficient Data

999 NEC

(Not elsewhere classified)

ACCIDENT ANALYSIS DATA

40. Activity at Time of Accident

Select and enter the code which most closely describes the employee's activity at the time of the accident. Unless local requirements call for specific coding, you may use the code at the head of each major section. There may be occasions when more detailed coding will be required.

<u>CODE</u>	<u>ACTIVITY</u>
<u>A X</u>	<u>ADMINISTRATIVE OPERATIONS</u>
AA	Office (within Building)
AB	Non-office (within Building)
AC	Entering Bldg. (Incl. sidewalks, steps)
AD	Leaving Bldg. (Incl. sidewalks, steps)
AE	Training Operations
AF	Parking Lot
AG	Walking between Buildings

<u>BX</u>	<u>CONSTRUCTION/MAINTENANCE</u>
BA	Carpentry, including maintenance
BB	Concrete work
BC	Construction inspection
BD	Electrical work, including maintenance
BE	Excavation, hand
BF	Excavation, mechanical
BG	Htg., vent., air cond. , incl. maint.
BH	M a s o n r y
BI	Painting, all types
BJ	Plumbing/steam fitting, incl. maint.
BK	Road construction, including maint.
BL	Roofing, including maintenance
BM	Sheet metal, including maintenance
BN	* Steel work
<u>CX</u>	<u>DISPOSAL OPERATIONS</u>
CA	Biological material
CB	Chemicals
cc	D e m o l i t i o n
CD	Explosive
CE	Inert Material
CF	Radiological
<u>DX</u>	<u>HOSPITAL/INSTITUTION OPERATIONS</u>
DA	Dispensing medications
DB	Medical, surgical
DC	Nursing, therapy
DD	Nursing, direct patient assistance
DE	Patient care - NEC
DF	Patient, any activity
<u>EX</u>	<u>INSPECTION OPERATIONS</u>
EA	Aircraft
EB	Factory or industrial
EC	Food processing
ED	Goods, materials
EE	Laboratory
EF	Mining
EG	Motor vehicles, etc.
EH	Ships, shipping

<u>FX</u>	<u>MATERIALS HANDLING OPERATIONS</u>
FA	Manual lifting, carrying
FB	Operating equipment, fork lifts, etc.
FC	Operating, working with conveyers
FD	Pushing, pulling carts, objects, etc.
FE	Racking, shelving materials, stock
FZ	Materials handling operations-NEC
<u>GX</u>	<u>RECREATIONAL, SPORTS ACTIVITIES</u>
GA	Physical conditioning other than sports
GB	Sports, individual type, Supervised
GC	Sports, individual type, Unsupervised
GD	Sports, team type, Supervised
GE	Sports, team type, Unsupervised
<u>HX</u>	<u>REPAIR OPERATIONS</u>
HA	General equipment repair
HB	Research/hospital equipment repair
HC	Vehicle repair, all types
<u>IX</u>	<u>LABORATORY OPERATIONS</u>
IA	Animal handling
IB	Biological
IC	Chemical
ID	Engineering
IE	Physical
IF	Biochemical
<u>JX</u>	<u>SERVICE OPERATIONS</u>
JA	Escort, guides, etc.
JB	Firefighting, emergency response

JC	Food preparation, serving, clean-up
JD	Grounds, gardening
J E	Insect, pest control, fumigation
JF	Janitorial, refuse collection
JG	Laundry
JH	Police, security
KX	<u>VEHICLE/TRANSPORT, OPERATIONS</u>
KA	Motor vehicle, driver
KB	Motor vehicle, passenger
KC	Watercraft, operator
KD	Watercraft, passenger
KE	Snowmobile, driver, passenger
KF	Aircraft, pilot, passenger
KG	All terrain vehicle, driver, passenger
KH	Animals, rider
XX	<u>ACTIVITIES/OPERATIONS, MISC.</u>
XA	Unlawful acts, fighting, etc.
XB	Eating, drinking, etc.
x c	Running, jumping
XD	Walking
XE	Working, playing with children
XF	Picnic

41. Source of Injury/Damage

The source of injury or damage is the principal object, substance, or premise such as tool, machine, vehicle, material or structure involved in the accident /incident. The term is to be used either to designate the object, substance, etc. most directly causing the accident or incident or the object inflicting injury/illness property damage.

The codes for source of injury/damage are the beginning point for analysis of accidents. The importance of correct and consistent coding cannot be over emphasized.

Use the major heading code when a more specific sub-code fails to adequately identify the source.

<u>CODE</u>	<u>SOURCE</u>
<u>0100</u>	<u>BUILDING or WORKING AREA</u>
0110	Walking/working surface (interior) (Floor, platform, etc.)
0111	Walking/working surface (exterior) (Sidewalks, street, parking lot, etc.)
0120	Stairs, steps (interior)
0121	Stairs, steps (exterior)
0130	Ladder
0140'	Furniture, furnishings, office equip.
0150	Boiler, pressure equipment
0160	Equipment layout (ergonomic)
0170	Window, doors
0180	Electricity
0190	Escalator
<u>0200</u>	<u>ENVIRONMENTAL CONDITION</u>
0210	Temperature extreme (indoor)
0220	Weather (ice, rain, heat, etc.)
0230	Fire, flame, smoke (not tobacco)
0231	Hot material (object, liquid, etc.)
0232	Cold material (object, liquid, etc.)
0240	Noise
0250	Radiation (Ionizing)
0251	Radiation (Non-ionizing)
0260	Light
0270	Ventilation
0271	Tobacco smoke
0280	Stress (Emotional)
0290	Confined space
0291	Oxygen deficient atmosphere
0292	Contaminated atmosphere
0293	Excavation (manhole, trench, etc.)
<u>0300</u>	<u>EQUIPMENT/MACHINES/TOOLS</u>
0310	Hand tool, powered (saw, grinder, etc.)
0311	Hand tool, powered - medical
0312	Hand tool, powered - laboratory
0320	Hand tool, non-powered
0321	Hand tool, non-powered - medical
0322	Hand tool, non-powered - laboratory

0330 Mechanical power transmission apparatus
0331 Machines, fixed (saws, drillpress,
etc.)
0332 Appliances, not portable (refrigerators,
etc.)
0340 Guard, shield (fixed moveable, **deadman**)
0350 Video display terminal
0360 **Pump**, compressor, air pressure tool
0370 Heating equipment (fixed)
0371 Heating equipment (portable)
0380 Welding equipment (electric)
0381 Welding equipment (gas)

0400 VEHICLE

0410 Privately-owned (includes rental)
0411 As driver
0412 As passenger
0420 Government-owned
0421 As driver
0422 As passenger
0430 Common Carrier (airline, bus, etc.)
0440 Aircraft (not commercial)
0450 Boat, ship, barge
0451 Other, (Bicycle, motorcycle, etc.)
0452 As driver
0453 As passenger

0500 MATERIAL HANDLING EQUIPMENT

0510 Earthmover (tractor, backhoe, etc.)
0520 Conveyor (for material and/or equipment)
0530 Elevator, escalator, personnel hoist
0540 Hoist, sling chain, jack
0550 Forklift, crane
0560 Handtruck, dolly, wheelbarrow
0570 Housekeeping cart

0600 DUST, VAPOR, GASSES, ETC.

0610 Dust (silica, coal, etc.)
0620 Fibers
0621 Asbestos
0622 Fiberglass
0630 Gases (unconfined)
0631 Carbon Monoxide
0632 Gases (Compressed or liquified)
0633 Gases, corrosive

0634	Gases, toxic
0635	Gases, flammable
0640	Mist, steam, vapor, fume
0650	Particles, unidentified
0700	<u>CHEMICAL, PLASTIC, ETC.</u>
0710	<u>Dry chemical</u>
0711	Corrosive
0712	Toxic
0713	Explosive
0714	Flammable
0720	<u>Liquid chemical</u>
0721	Corrosive
0722	Toxic
0723	Explosive
0724	Flammable
0730	Plastic
0740	Water
0750	Medicine
0760	Incomplete mixture
0770	Experimental Drugs, carcinogens
0800	<u>INANIMATE OBJECT</u>
0810	Box, barrel, etc.
0820	Paper
0830	Metal item, mineral
0831	Needle (Hypodermic)
0840	Glass
0850	Scrap, trash
0860	Wood
0870	Food
0880	Clothing, apparel, shoes
0900	<u>ANIMATE OBJECT</u>
0910	Animal, small
0911	Animal, large
0912	Dog
0913	Rodent
0914	Non-human primate
0915	Large domestic (Horse, cow, etc.)
0920	Plant
0930	Insect

0940	Human (Violence)
0945	Human, (Non-violent)
0950	Human (Communicable disease)
0960	Bacteria, virus, fungi (<u>Not</u> human contact/opportunistic micro organism)
0970	Blood or other body fluid
0980	Ionizing Radiation (form 250)
<u>1000</u>	<u>PERSONAL PROTECTIVE EQUIPMENT</u>
1010	Protective clothing, shoes, glasses, goggles
1020	Respirator, mask
1021	Diving equipment
1030	Safety belt, harness
1040	Parachute
<u>9000</u>	<u>SOURCE, NEC</u>
<u>9999</u>	<u>INSUFFICIENT DATA</u>

42. Unsafe Conditions

Identify the hazardous or unsafe condition which caused or permitted the accident/event to occur. The selection should be related to the previously identified SOURCE and does not involve a determination of the feasibility of correcting or eliminating the condition identified. Identify any unsafe condition which existed even though an unsafe act also contributed to the accident. Do not identify an unsafe condition as a physical defect or weakness of a person.

CODE UNSAFE CONDITION

AX DEFECTS OF ACCIDENT SOURCE

(i.e., undesired and unintended characteristics, generally the opposite of the desirable and proper characteristic, such as being dull when it should be sharp. Do not classify an intended and necessary characteristic of a source as a defect.

For example: A knife is expected to be sharp and is not defective because it has this characteristic.)

- AA Composed of unsuitable materials
- AB Dull
- AC Improperly compounded or constructed
- AD Rough
- AE Sharp
- AF** Slippery
- AG Worn, cracked, frayed, broken etc.

BX DRESS OR APPAREL HAZARDS

Identify this condition if it, in fact, contributed to the occurrence of the accident even though the condition was created by the injured employee's own choice or unsafe act.

- BA Lack of necessary personal protective equip.

Note : Use this classification only when the personal protective equipment constitutes an essential element in the safe performance of the activity.

- BB Improper or inadequate clothing.

CA ENVIRONMENTAL HAZARDS, NEC

These are general hazards of the workplace which commonly affect everyone in the area regardless of their assignment. They should be used only when none of the other more specific unsafe conditions apply.

- CA Excessive noise
- CB Inadequate aisle space, exits, etc.
- cc Inadequate clearance (for moving objects or Persons
- CD Inadequate traffic control (on employers' premises only. e.g., maintenance of traffic lanes, elimination of blind corners, control of speeding, traffic direction etc.
- CE Inadequate ventilation (general - not due to defective equipment)
- CF Insufficient workspace
- CG Improper illumination (insufficient light for the operation, glare, etc.)

DX UNSAFE METHODS OR PROCEDURES

Caution should be observed in the application of this classification, particularly to avoid its becoming a "catch-all" for cases which cannot be assigned to other specific classifications because of inadequate information. It is not intended that an activity should be classified as an unsafe procedure simply because an injury or injuries occurred in the course of that-activity. An unsafe method or procedure in this context is usually a deviation from the normal and generally accepted safe procedures commonly applied in the work environment. In some respects, this classification parallels the unsafe act classification. The distinguishing characteristics is that the procedures here were planned, directed, or condoned by supervision.

- DA Use of inherently hazardous (not defective) material or equipment
- DB Use of inherently hazardous methods or procedures
- DC Use of inadequate (not defective) or improper tools or equipment
- DD Inadequate help for heavy lifting, etc.
- DE Improper assignment of personnel (i.e., disregard of physical limitations, skill, etc.)

EX PLACEMENT HAZARDS (Materials, equipment, not Parsons)

- EA Improperly piled (refers to method of piling)
- EB Improperly placed (refers to position occupied)
- EC Inadequately secured against undesired motion (not unstable piling)

FX INADEQUATELY GUARDED

- FA Unguarded (mechanical or physical hazards - not electrical or radiation hazards)
- FB inadequately guarded (as above)
- FC Lack of or inadequate shoring in mining, excavating, construction, etc.
- FD Ungrounded (electrical)
- FE Uninsulated (electrical)
- FF Uncovered connections, switches, etc.. (**elec.**)
- FG Unshielded (radiation - ionizing or non-ionizing)

- FH Inadequately shielded (radiation)
FI Unlabeled or inadequately labeled materials
- GX HAZARDS OF OUTSIDE WORK ENVIRONMENTS - (Not public hazards) Encountered while working in or on premises not controlled by the employer
- GA Defective premises of others
GB Defective materials or equipment of others
GC Other hazards associated with the property or operations of others
GD Natural hazards (i.e., hazards of irregular and unstable terrain; exposure to the elements, wild animals, etc. encountered in open country operations but not in cleared or regularly designated work areas)
- HX PUBLIC HAZARDS (encountered in public places away from employer's premises)
HA Public transportation hazards (while a passenger on a public carrier)
HB Traffic hazards (on public streets, roads, etc.)
- IX HAZARDOUS CONDITIONS, NEC
- JX UNDETERMINED - Insufficient information
- KX NO UNSAFE CONDITION

43. Unsafe Act

Select the code which most closely describes the action an employee took or failed to take which directly contributed to the accident. When more than one unsafe act is apparent, report the act which was the primary contributor to the accident.

AX CLEARING, OILING, ADJUSTING OR REPAIRING OF MOVING, ELECTRICALLY ENERGIZED, OR PRESSURED EQUIP.

(Do not include actions directed by supervision)

- AA Caulking, packing, etc., of equipment under pressure
AB Cleaning, oiling, adjusting, etc., of moving equipment
AC Welding, repairing, etc., of tanks, container or equipment without supervisory clearance with respect to the presence of dangerous vapors, chemicals, etc.

- AD Working on electrically charged equipment
(motors, generators, lines, etc.)
- BX FAILURE TO USE AVAILABLE PERSONAL PROTECTIVE
EQUIPMENT (goggles, gloves, masks, aprons,
lifelines, shoes, etc.)
- CX FAILURE TO WEAR SAFE PERSONAL ATTIRE
(Wearing high heels, loose hair, long sleeves,
loose clothing, etc.)
- DX FAILURE TO SECURE OR WARN
- DA Failure to lock, block, or secure vehicles,
switches, valves, other tools, materials, and
equipment against unexpected motion, flow of
electric current, steam, etc.
- DB Failure to shut off equipment not in use
- DC Failure to place warning signs, signals, tags
- DD Releasing or moving loads, etc., without
giving adequate warning
- DE Starting or stopping vehicles or equipment
without giving adequate warning
- EX HORSEPLAY distracting, teasing, **abusing, etc.**
- FX IMPROPER USE OF EQUIPMENT
- FA Use of material or equipment in a manner for
which it was not intended
- FB Overloading (vehicles, scaffolds, etc)
- GX IMPROPER USE OF HANDS OR BODY PARTS
- GA Gripping objects insecurely
- GB Taking wrong hold of objects
- GC Using hands instead of hand tools
(to feed, clean, adjust, repair, etc.)
- HX INATTENTION TO FOOTING OR SURROUNDINGS
- IX MAKING SAFETY DEVICES INOPERATIVE
- IA Blocking, plugging, tying, etc., of
safety devices
- IB Disconnecting or removing safety
devices

SC Misadjusting safety devices
ID Replacing safety devices with those of
improper capacity (e.g., higher amp electric
fuses, low capacity safety valves, etc.)

JX OPERATING OR WORKING AT UNSAFE SPEED

JA Feeding or supplying too rapidly
JB Jumping from elevations
JC Operating plant vehicles at unsafe speed
JD Running
JE Throwing material instead of carrying or passing

KX TAKING UNSAFE POSITION OR POSTURE

KA Entering tanks, bins, or other enclosed spaces
without proper supervisory clearance
KB Riding unsafe position (e.g., on platforms,
tailgates, single occupant vehicles, etc.)
KC Unnecessary exposure under suspended loads
KD Unnecessary exposure to swinging loads
KE Unnecessary exposure to moving materials or equipment

LX DRIVING ERRORS (by vehicle operator on public
roads)

LA Driving too fast or too slowly
LB Entering or leaving vehicle on traffic side
LC Failure to signal when stopping, turning, etc.
LD Failure to yield right of way
LE Failure to obey traffic control signs or signals
LF Following too closely
LG Improper passing
LH Turn from wrong lane

MX UNSAFE PLACING, MIXING, COMBINING

MA Injecting, mixing, or combining one substance
with another so that explosion, fire, or
other hazard is created {e.g., injecting cold
Water into hot boiler, pouring water into
acid, etc)
MB Unsafe placing of vehicles or material moving equipment
MC Unsafe placement of materials, tools, scrap, etc., so
as to create tripping, bumping, slipping hazards

NX UNSAFE ACT, NEC

ox NO UNSAFE ACT

*

44. Contributing Factor

The majority of accidents involve a number of factors which influence the actions of employees. Seldom does an accident occur from simply a single unsafe act or unsafe condition. At times, **an** employee's actions may be significantly influenced by actions of others: the employees own condition may influence, but not necessarily be directly responsible for the accident event (for example) a physical handicap may place the employee at greater risk - even though the handicap may not have been the principal contributor to the accident). At times, two conditions may combine (e.g., a wet surface obscured by inadequate illumination) or a condition may be created by another. This field may use the codes listed below or any of the codes listed under item 42. Unsafe Condition or item 43, Unsafe Act.

Note: If using codes from item 42./ Unsafe Condition, the entry will use a prefix -C-, i.e., **FX** - Inadequately Guarded, would be entered **CFX**.

If using codes from item 43, Unsafe Act, the entry will use a prefix -A-, i.e., **HX** - Inattention to following or surroundings, would be entered as AHX.

<u>CODE</u>	<u>CONTRIBUTING FACTOR</u>
FAX	Attitude
FAA	Uncontrolled temper
FAB	Operating without authority
FAC	Willful disregard of rules, instructions
FBX	Lack of knowledge
FBA	Did not recognize or appreciate hazard
FBB	Inadequate training
FBC	Failure to understand rules, orders, etc.
FCX	Inadequate physical condition
FCA	Substance abuse (alcohol, drugs)
FCB	Under medication
FCC	Recognized physical handicap
FCD	Preexisting physical condition (recovering from previous injury, illness, pregnant, fatigued allergy, etc.)

FDX Contributing factor, NEC

FDZ No contributing factor

45. Fire • Form of Heat of Ignition

For accidents involving fire only • otherwise leave blank.

Note : Unless otherwise instructed, use only the principal heading code(s).

Report the form of heat energy to identify the fuel or nature of heat energy of the source of ignition. Gas is a gas fuel, while gasoline is a liquid fuel.

<u>CODE</u>	<u>Form</u>
10	Heat from fuel-fired or fuel-powered object
11	Spark, ember, flame escaping from gas fueled equipment
12	Heat from gas fueled equipment, pilot light, flames
13	Spark, Ember, Flame escaping from liquid fuel equipment
14	Heat from liquid fueled equipment, Pilot light, etc.
15	Spark, Ember, Flame escaping from Solid fuel equipment
16	Heat from Solid Fueled equipment
17	Spark, Ember, Flame from equipment, fuel unknown
18	Heat from equipment, fuel unknown
19	Heat from equipment, NEC
20	Heat from Electric Equipment, Arcing or overloading
21	Short circuit arc, Water caused
22	Short circuit arc, Mechanical damage
23	Short circuit arc, . Defective or worn insulation
24	Short circuit arc, Unspecified
25	Arc from faulty contact, loose connection, broken
26	Arc or spark from operating equipment or switch

- 27 Heat from overloaded equipment,
wire, motor
- 28 Fluorescent light ballast
- 29 Heat from electrical equipment,
arcing or overloading - NEC

- 30 Heat from smoking material in use
or after use

- 31 Cigarette
- 32 Cigar
- 33 Pipe
- 39 Heat from smoking material - NEC

- 40 Heat from open flame or Spark

- 41 Cutting torch operation, separating
materials
- 42 Welding torch operation, joining materials
- 43 Torch operation, plumbers, **bunsen**
burner, etc
- 44 Candle, taper
- 45 Match
- 46 Lighter
- 47 Open fire, campfire, rubbish fire,
outdoor fireplace
- 48 Sparks from internal combustion
engine
- 49 Heat from open flame or spark - NEC

- 50 Heat from hot object

- 51 Heat or spark from friction, tire
overheated
- 52 Molten or hot material, forging,
hot glass
- 53 Hot ember or ash
- 54 Light bulb
- 55 Rekindle, re-ignition
- 56 Heat from properly operating
electrical equip.
- 59 Heat from hot object - NEC

- 60 Heat from Explosive or Fireworks

- 61 Explosives, bombs, rockets,
ammunition, military
- 62 Blasting agent

- 63 Fireworks, sparklers
- 64 Toy caps, party poppers
- 65 Models, amateur rockets
- 66 Incendiary device, Molotov cocktail
- 69 Heat from explosives - NEC

- 70 Heat from natural source

- 71 Sun's heat, usually magnified
 through glass
- 72 Spontaneous ignition, chemical reaction
- 73 Lightning discharge
- 74 Static discharge
- 79 Heat from natural source - NEC

- 80 Heat spreading from another hostile fire
 (exposure)

- 81 Heat from direct flame or convection currents
- 82 Radiated heat
- 83 Heat from flying brand, ember or spark
- 84 Conducted heat
- 89 Heat spreading from another hostile fire - NEC

46. Fire - Type of Material

For accidents involving fire only. - otherwise leave blank.

Note: Unless otherwise instructed, use only the principal heading code(s)

Report the type of material burned in the fire. This is the basic substance of the material, not the form of the material such as a piece of furniture. If the furniture were made of wood, the wood is the type of material burned.

<u>CODE</u>	<u>Type of Material</u>
10	Heat from fuel-fired or fuel powered object
11	Natural Gas
12	LP-City Gas (LP and Air mix)
13	Manufactured Gas
14	LP Gas
15	Anesthetic Gas

- 16 Acetylene
- 17 Specialty Gas - Other than Anesthetic
- 19 Gas - NEC
- 20 Flammable or Combustible Liquid
- 21 High Volatile Flammable Liquid,
(Class **1A**, **Flashpoint less** than 73
Degrees F) Boiling Point less than
100 Degrees F.
- 22 Gasoline type of Flammable Liquid,
(Class **1B**. Flashpoint less than 73
Degrees F Boiling Point 100 Degrees
or **above**)
- 23 Gasoline
- 24 Intermediate type Flammable Liquid;
(Class **1C**, Flashpoint 73 Degrees F
Boiling Point 100 Degrees or above)
- 25 Kerosene type Flammable Liquid
(Class II. Flashpoint 100 Degrees F
but less than 140 Degrees **F**)
- 26 Heavy fuel Oil style combustible
liquid, (Class **111A**. Flashpoint
140 Degrees **F** but less than **200**
Degrees F)
- 29 Flammable Combustible Liquid - NEC
- 30 Volatile (Melts between 100 & 250
Degrees F.)
- 31 Fat, (food), butter, tallow, lard
- 32 (non-food), Petroleum jelly
- 33 Polish, Wax, Paraffin
- 34 Adhesive, glue, gelatin
- 35 Resin, rosin, **1amas**, elemi, kauri
- 36 Tar, asphalt, pitch
- 39 Volatile solid - NEC
- 40 Chemical, metal, plastic, applied paint

- 41 Solid chemical
- 42 Magnesium, Titanium, Zirconium
- 43 Metals - NEC
- 44 Plastic
- 45 Paint or Varnish - applied
- 46 Radioactive material
- 47 Explosives
- 49 Chemical, Plastic - NEC

- 50 Natural type Products

- 5 1 Rubber, including synthetic
- 5 2 Cork
- 53 Leather
- 54 Grass, leaves, hay, straw
- 55 Grain, feathers, felt, hemp, jute, cotton, etc.
- 56 Coal, coke, briquettes, peat
- 57 Food, starch
- 58 Tobacco
- 59 Natural products - NEC

- 60 Wood or Paper

- 61 Wood, growing
- 62 Wood, felled but unsawn
- 63 Wood, sawn: includes all finished lumber
- 64 Wood shavings, sawdust, excelsior
- 65 Hardboard, Plywood
- 66 Fiberboard (low density), beaverboard,
wood pulp
- 67 Paper, untreated, uncoated
- 68 Cardboard
- 69 Wood or paper - NEC

- 70 Fabric, textile, fur

- 71 Synthetic fabric, fiber, finished goods
- 72 Cotton or Rayon, cotton fabric or finished
goods
- 73 **Wool** or wool mixture fabric or finished goods
- 74 Fur, silk **or** other fabric or finished goods
- 75 Human hair or wig, not on a person
- 76 Hair or wig, on person

- 79 Fabric, textile, fur - NEC
- 80 Material compounded with oil
- 81 Linoleum
- 82 Oil cloth
- 83 Treated and/or coated paper, Waxed paper
- 84 Tarpaulin, waterproof canvas
- 85 Oily rags
- 86 Asphalt treated materials
- 89 Materials compounded with oil - NEC
- 99 Type of material burned - NEC

47. Fire - Form of Material Burned

For accidents involving fire only - otherwise leave blank.

Note: Unless otherwise instructed, use only the principal heading code(s)

Report the form that the materials burned were in at the time of fire, this is not the basic material of which they were made, but to what use they were fashioned for.

<u>CODE</u>	<u>Form of Material</u>
AX	Structural component or finish
AA	Roof covering, surface or finish (exterior)
AB	Exterior sidewall covering, includes eaves
AC	Exterior trim, doors, porches, platforms
AD	Floor coverings, carpets, flooring, stairs
AE	Interior wall coverings, permanently affixed
AF	Ceiling coverings, acoustical tile
AG	Structural member of framing
AH	Insulation, thermal or acoustical
AZ	Structural component or finish - NEC
BX	Furniture (includes built-in)

BA Upholstered sofa, chair, vehicle seat
BB Non-upholstered chair, bench
BC Cabinetry, filing cabinets, desk, table, bookcase
BD Ironing board
BZ Furniture - NEC
cx Soft goods and wearing apparel

CA Mattress, pillow
CB Bedding, blanket, sheet, comforter
cc Linen, (other than bedding), towels
CD Wearing apparel, not on a person
CE Wearing apparel, on a person

CF Curtain, blind, drapery, tapestry
CG Goods, not made up: fabric, yard goods
CH **Luggage**
cz Soft goods and wearing apparel - NEC

DX Adornment, recreational material
DA Christmas tree
DB Decoration for special event
DC Book
DD Magazine, newspaper, writing paper, files
DE Toy, game
DZ Adornment, recreational material - NEC

EX Supplies or stock

EA Box, carton, bag
EB . Basket, barrel
EC Pallet, skid (not in use)
ED Rope, cord, twine, string, yarn
EE Packing, wrapping material
EF Bale storage
EG Bulk storage
EH Cleaning supplies, broom, brush, **mop**, cloth
EZ Supplies stock - NEC

FX Power transfer equipment, *fuel*

FA Electrical insulation, cable
FB Transformer oil
FC Conveyor belt, drive belt, V-belt
FD Tire
FE Fuel
FZ Power transfer equipment, fuel

GX Miscellaneous materials
GA Agricultural product
GB Fence, poles
GC Fertilizer
GD Pyrotechnics, explosives
GE Tarpaulin, canvas, tents,, awnings
GF Natural form, **forests** or brush
GH Cooking materials
GI Dust
GJ Fibers
GK Atomized liquid
GL Chips
GM **Pelletized** material
GN Gas or liquid escaping or spilled from pipe or container
GO Rolled material, rolled paper

48. Property Damaged/Destroyed

Classify the property damaged or destroyed by type according to the following codes:

<u>CODE</u>	<u>Property damaged or destroyed</u>
AX	Motor vehicle
AA	Motor vehicle - passenger
AB	Motor vehicle - commercial (truck, bus)
AC	Motor vehicle • other (motorcycle, etc.)
BA	. Aircraft
CA	Marine Vessel
DA	Non-motorized vehicle (Bicycle)
EA	Building or structure
FA	Equipment, mechanical or electrical
GA	Supplies
HA	Chemicals
IA	Furniture

JA Records
KA Trees, grass, crops, etc.
ZA Property damaged or destroyed NEC
ZZ Not applicable

49. Property Ownership

Identify who is the owner of the property damaged or destroyed. This will change possibly when there is more than one piece of property damaged. Be sure that the ownership matches the property covered by the report sequence number.

<u>CODE</u>	<u>Property Ownership</u>
A	Reporting activity owned and occupied/used
B	GSA owned, reporting activity occupied/used
C	Other Federal ownership, reporting activity occupied/used
D	Reporting activity owned - occupied by other
E	Commercially owned
F	Privately owned
G	Ownership, NEC

50. Amount of Damage of Loss

Enter the amount of property damage to the nearest dollar in the space provided. Ensure that the amount is registered with respect to the decimal point. It is not necessary to fill the spaces to the left of the amount with zeros.

51. Year of Manufacturer or Construction

Estimate if unknown.

52. Could Accident have Resulted in More Serious Injury or Loss

This question is obviously a judgment call. Basically, if a minor change in time or position could have resulted in a more serious injury or loss, the answer would be yes. The question is directed toward the

DHHS ACCIDENT REPORT

To be used to report accidents including exposures to chemical, biological or radiological agents and property damage. PLEASE PRINT. Do NOT fill in shaded blocks

REPORT DATA											
1. ORGANIZATION		2. CASE NUMBER			3. SEQUENCE NO.		4. TYPE OF REPORT		5. TYPE OF ACCIDENT		
							1 - INITIAL 5 - SUPPLEMENTAL* 6 - CORRECTED* <small>* Use same case no. as initial report.</small>		P - PROPERTY ONLY I - INJURY/ILLNESS B - BOTH		
PERSONNEL INVOLVED DATA											
6. NAME (Last, first, middle initial) PLEASE PRINT					7. SOCIAL SECURITY NUMBER			8. AGE		9. SEX	
										M F	
10. PAY PLAN		11. GRADE	12. STEP	13. SERIES		14. OCCUPATION			15. YEARS OF SERVICE		
									In present position		
16. PERSONNEL STATUS			17. DUTY STATUS			18. HOURS ON DUTY AT TIME OF ACCIDENT		19. EMPLOYEE WORK PHONE			
A - CIVILIAN EMPLOYEE B - VISITING SCIENTIST C - CONTRACTOR D - HOSPITAL PATIENT E - OUTPATIENT			F - COMMISSIONED OFFICER G - OTHER FED. EMPLOYEE H - STATE/LOCAL GOVT. I - STUDENT/VOLUNTEER J - PUBLIC			A - ON DUTY AT FACILITY B - ON DUTY OFF FACILITY C - TOT AT FACILITY D - TRV OFF FACILITY E - CHANGE OF DUTY		F - OFF DUTY P - PATIENT Z - PUBLIC			
20. SUPERVISOR NAME (Last, First) PLEASE PRINT					21. SUPERVISOR LOCATION & PHONE NUMBER						
ACCIDENT/INJURY/ILLNESS DATA											
22. DATE OF ACCIDENT			23. TIME OF ACCIDENT		24. STATE		25. ACCIDENT LOCATION (Include Bldg. & Room Number or outside location)				
Month Day Year			24 HOUR CLIKX								
26. DESCRIPTION OF ACCIDENT (Use reverse side for additional space)											
27. NATURE OF INJURY or ILLNESS		28. PART OF BODY		29. SEVERITY OF INJURY/ILLNESS			30. CULMINATION				
				1. No Treatment Required 2. First Aid Only 3. Medical Treatment Only 4. Occupational Illness			5. Disabling (Temporary) 6. Disabling (Perm. Partial) 7. Disabling (Total) 8. Fatality				
							1. No Restriction 2. Restricted 3. Temp. Transfer 4. Perm. Transfer 5. Terminated				
31. DAYS AT WORK but restricted in activity		32. DAYS AWAY FROM WORK Due to Accident		33. WEATHER at time of accident		34. JOB RELATIONSHIP		35. THIRD PARTY INVOLVED ?		36. RECORDABLE	
						D - Direct I - Indirect		Y or N		Y or N	
37. DATE OF THIS REPORT			38. Completed by (if other than Supervisor)								
Month Day Year											
ACCIDENT ANALYSIS DATA											
39. CAUSE OF INJURY/ILLNESS (OWCP Type) See Appendix for additional codes.											
100 - Struck 300 - Caught 500 - Contacted 700 - Exposed 950 - Insufficient Data 200 - Fall, Slip 400 - Puncture, Cut 600 - Exerted 800 - Travel 999 - NEC											
40. ACTIVITY AT TIME OF ACCIDENT		41. SOURCE OF INJURY OR DAMAGE		42. UNSAFE CONDITION		43. UNSAFE ACT		44. CONTRIBUTING FACTOR		45. FIRE Form of Ignition	
46. FIRE Type of Material		47. FIRE Form of Material		48. PROPERTY DAMAGED		49. PROPERTY OWNERSHIP		50. AMOUNT OF DAMAGE OR LOSS			
AR OF REG/CONST.		52. COULD ACCIDENT HAVE RESULTED IN A MORE CHANGES/INTIME/ORPOSITION? Y or N				53. CORRECTIVE ACTION TAKEN					

Explain What Led Up To The Accident, How The Accident Happened, Equipment Failures, Material Defects, Etc. Put Necessary Sketches or Photographs to make facts clear. (Use Additional Sheets, if Necessary)

WITNESS: NAME AND ADDRESS:

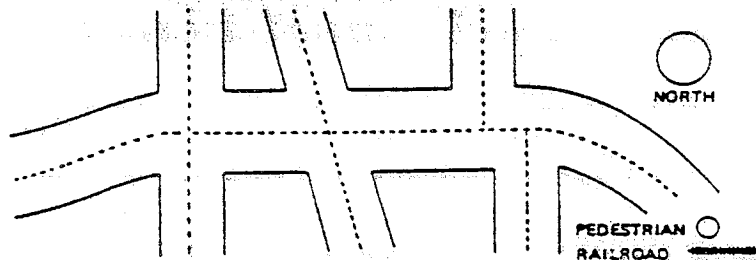
DRAW A DIAGRAM OR SKETCH OF WHAT HAPPENED:

FOR MOTOR VEHICLE ACCIDENTS.

SHOW VEHICLE AS AND NUMBER EACH



USE SOLID LINE TO SHOW PATH BEFORE ACCIDENT
 USE DASHED LINE TO SHOW PATH AFTER ACCIDENT
 SHOW DIRECTION OF TRAVEL BY ARROWS
 GIVE NAMES OR NUMBERS OF STREETS OR HIGHWAYS



Signature, Address, and Title of Reporting Official:

Date:

Phone:

Signature, Address, and Title of Reviewing Authority:

Date:

Phone:

Signature, Address, and Title of Coding Official:

Date:

Phone:

Safety and Occupational Health Office Review:

Agency, Region, or Office:

Date:

Phone:

NOTICE OF CONDITIONS UNDER WHICH THIS INFORMATION IS COLLECTED

In compliance with the Privacy Act of 1974, the following information is provided:

1. Solicitation of the information is authorized by the Occupational Safety and Health Act of 1970 (PL 91-696); 5 USC 7902; 29 CFR 1960; 28 USC 2671-80 and Executive Order 12196 (1 Oct 1980); these authorities do not require that penalties be imposed for failure to respond to this request.
2. The principal purpose for which this information is collected is to provide statistical data and analysis of injury, illness and property loss experience in support of the Departmental, Agency, Region and Staff Office Safety and Health Programs as well as required statistical submissions or reports to the Department of Labor and other governmental entities or functions requiring such information.
3. Routine uses of this information include: a) Providing the means for complying with the reporting requirements of the Occupational Safety and Health Act of 1970; 29 CFR 1960; and such other reports as may be required by legislative or regulatory obligations; b) Providing such summary statistical data and analysis as is necessary to appropriately evaluate the effectiveness of the safety management programs and assist appropriate departmental functions in the initiation and support of corrective or preventive action; c) Responding to a court subpoena or court of competent JURISDICTION in a criminal or civil suit; and d) Transferring to the appropriate governmental or regulatory entities, whether federal, state, local or foreign, such information as is relevant to investigative action or when a violation or potential violation of a statute or regulation is indicated.
4. The effect on the individual of not providing all or part of the requested information may be to render impossible or to delay the Department's determining the injury, illness, and/or property loss. Every effort will be made to obtain the factual information relating to an incident from other sources should the individual involved refuse to provide the requested information.

MESSAGE REPORT OF SERIOUS ACCIDENTS

FORMAT FOR MESSAGE REPORT

Each message report will contain this heading: This is a Message Report of an Accident.

- 1 . Date, time, place.
2. Property, equipment, material involved (give identifying data, type, model, serial number, owned by, etc.).
3. Classification: motor vehicle, aircraft, fire, marine, other.
4. HHS personnel involved (name, grade, occupation, organization to which assigned, degree of injury, duty, etc.).
5. Other personnel involved (name, address, degree of injury, relationship of person to the accident). If none indicate by using word "none" opposite Item 5.
6. Description o-f how accident occurred.
7. Description of **any** known or suspected equipment failures **or** malfunctions.
8. Other Government agencies notified if required **by law** or agency regulations.

STANDARD FORM 6 (REVISED 1955)
**INVESTIGATION REPORT OF
 MOTOR VEHICLE ACCIDENT**

(Department or subdivision)

(Name and location of reporting unit)
2. GENERAL LOCATION, DATE, DAY AND HOUR OF ACCIDENT

IF ACCIDENT IN CITY, GIVE CITY OR TOWN AND STATE, IF OUTSIDE CITY LIMITS, INDICATE MILEAGE OR DISTANCE TO NEAREST CITY OR TOWN

(City or town)

(County and State)

DATE DAY OF WEEK HOUR A M P M

Limit Center

3. EXACT LOCATION OF ACCIDENT

ACCIDENT OCCURRED ON (Street) (Highway)

NOTE: CHECK AND COMPLETE ONE. Name (or otherwise identify) nearest intersecting street, house number, power or telephone pole (give number), highway curve, bridge, railroad crossing, flag station, alley, driveway, culvert, symbol, milepost, landmark, or other identifying landmark. Show exact distance.

AT INTERSECTION WITH (Street or other)

NOT AT INTERSECTION (Direction) (Direction)

AND (Direction) (Direction)

4. FEDERAL VEHICLE (Fed.) (Includes Privately Owned Federally Operated)

YEAR	MAKE	BODY TYPE
REGISTRATION NO.	END OF CARGO	NUMBER OF PASSENGERS
WAS CARGO DAMAGED? YES	NO	
PARTS OF VEHICLE DAMAGED AND NATURE OF DAMAGE		

GOING (Direction) ON (Street or Highway)

DISTANCE DANGER NOTICED (Feet)	TERMINAL SPEED (MPH) (p. 4)	ESTIMATED SPEED AT IMPACT (p. 4)
LAWFUL SPEED (p. 4)	DISTANCE TRAVELLED AFTER IMPACT (Feet)	

MAXIMUM SAFE SPEED (p. 4)	OPERATOR'S PLANT
	<input type="checkbox"/> FEDERAL <input type="checkbox"/> STATE

TYPE OF PLANT (Trucking license) (Power number)
 CHAUFFEUR TRUCK DRIVER OPERATOR

LOCATION OF PLANT

DRIVER'S NAME SEX AGE ADDRESS

NUMBER OF HOURS ON DUTY PRECEDING ACCIDENT
 FEARS DRIVING EXPLANATION
 EXPERIENCE WITH VEHICLE

5. OTHER VEHICLE (2)

YEAR	MAKE	BODY TYPE
REGISTRATION NO.	END OF CARGO	NUMBER OF PASSENGERS
WAS CARGO DAMAGED? YES	NO	
PARTS OF VEHICLE DAMAGED AND NATURE OF DAMAGE		

GOING (Direction) ON (Street or Highway)

DISTANCE DANGER NOTICED (Feet)	TERMINAL SPEED (MPH) (p. 4)	ESTIMATED SPEED AT IMPACT (p. 4)
LAWFUL SPEED (p. 4)	DISTANCE TRAVELLED AFTER IMPACT (Feet)	

MAXIMUM SAFE SPEED (p. 4)	OPERATOR'S PLANT
	<input type="checkbox"/> FEDERAL <input type="checkbox"/> STATE

TYPE OF PLANT (Trucking license) (Power number)
 CHAUFFEUR TRUCK DRIVER OPERATOR

LOCATION OF PLANT

DRIVER'S NAME SEX AGE ADDRESS

NAME AND ADDRESS OF OWNER (Include phone number)

6. WITNESSES

A. NAME PHONE NO. B. NAME PHONE NO.

ADDRESS ADDRESS

LOCATION OF WITNESS AT TIME OF ACCIDENT LOCATION OF WITNESS AT TIME OF ACCIDENT

7. KILLED OR INJURED

A. NAME SEX AGE B. NAME SEX AGE

ADDRESS ADDRESS

(CHECK ONE) (CHECK ONE) (CHECK ONE) (CHECK ONE)
 KILLED DRIVER HELPER KILLED DRIVER HELPER
 INJURED PASSENGER PEDESTRIAN INJURED PASSENGER PEDESTRIAN

(CHECK ONE) (CHECK ONE) (CHECK ONE) (CHECK ONE)
 IN FED. VEHICLE WHERE IN VEHICLE? IN FED. VEHICLE WHERE IN VEHICLE?
 IN OTHER VEHICLE IN OTHER VEHICLE

FIRST AID GIVEN BY FIRST AID GIVEN BY

TAKEN TO TAKEN TO

TAKEN BY REGISTRATION NO. TAKEN BY REGISTRATION NO.

8. PEDESTRIAN

PEDESTRIAN WAS GOING ON

(Direction) ACROSS (Street, Highway No., etc.) FROM (St., Ave., W. Side, etc.) TO (St., W. Side, etc.)

PEDESTRIAN WAS (Check one)

- 1. LOSING AT INTERSECTION WITH SIGNAL
- 2. SAME—AGAINST SIGNAL
- 3. SAME—NO SIGNAL
- 4. SAME—DIAGONALLY
- 5. CROSSING NOT AT INTERSECTION COMING FROM BEHIND PARKED CARS
- 6. SAME—NOT COMING FROM BEHIND PARKED CARS
- 7. COMING FROM BEHIND PARKED CARS TO ENTER VEHICLE
- 8. WAITING OR GETTING ON OR OFF AT STREET CAR SAFETY ZONE
- 9. NOT AT SAFETY ZONE
- 10. GETTING ON OR OFF ANOTHER VEHICLE
- 11. PLAYING IN ROADWAY
- 12. WORKING IN ROADWAY
- 13. WALKING IN ROADWAY—WITH TRAFFIC
- 14. WALKING IN ROADWAY—AGAINST TRAFFIC
- 15. WALKING IN ROADWAY—SIDEWALK AVAILABLE
- 16. WALKING IN ROADWAY—NO SIDEWALK AVAILABLE
- 17. INTERING ON VEHICLE
- 18. LYING IN ROADWAY
- 19. NOT IN ROADWAY (Lobby)

9. DAMAGE TO PROPERTY OTHER THAN MOTOR VEHICLES OR CARGO

NAME OBJECT, SHOW OWNERSHIP, STATE NATURE OF DAMAGE

ID. KIND OF LOCALITY (Check one)	LE. LIGHT (Check one)	WE. WEATHER (Check one)
<input type="checkbox"/> 1. MANUFACTURING AND INDUSTRIAL <input type="checkbox"/> 2. SHOPPING AND BUSINESS <input type="checkbox"/> 3. RESIDENTIAL <input type="checkbox"/> 4. SCHOOL AND PLAYGROUND <input type="checkbox"/> 5. OPEN COUNTRY <input type="checkbox"/> 6. INDUSTRIAL PREMISES <input type="checkbox"/> 7. HOME OR DOMESTIC PREMISES <input type="checkbox"/> 8. OTHER (Specify)	<input type="checkbox"/> 1. DAYLIGHT <input type="checkbox"/> 2. DAWN <input type="checkbox"/> 3. DUNE <input type="checkbox"/> 4. DUSK <input type="checkbox"/> 5. ARTIFICIAL LIGHT <input type="checkbox"/> 6. NO ARTIFICIAL LIGHT	<input type="checkbox"/> 1. CLEAR <input type="checkbox"/> 2. FOG <input type="checkbox"/> 3. RAIN <input type="checkbox"/> 4. OTHER (Specify) <input type="checkbox"/> 5. SHOWING

CONDITION OF DRIVER AND OPERATOR		CONDITION OF VEHICLE	
<p>17. Check one or more:</p> <p>1. MADD NOT IN</p> <p>2. MADD STATE</p> <p>3. MADD STATE</p> <p>4. MADD STATE</p> <p>5. MADD STATE</p> <p>6. MADD STATE</p> <p>7. MADD STATE</p> <p>8. MADD STATE</p> <p>9. MADD STATE</p> <p>10. MADD STATE</p> <p>11. MADD STATE</p> <p>12. MADD STATE</p> <p>13. MADD STATE</p> <p>14. MADD STATE</p> <p>15. MADD STATE</p> <p>16. MADD STATE</p> <p>17. MADD STATE</p> <p>18. MADD STATE</p> <p>19. MADD STATE</p> <p>20. MADD STATE</p> <p>21. MADD STATE</p> <p>22. MADD STATE</p> <p>23. MADD STATE</p> <p>24. MADD STATE</p> <p>25. MADD STATE</p>	<p>18. Check one or more:</p> <p>1. MADD NOT IN</p> <p>2. MADD STATE</p> <p>3. MADD STATE</p> <p>4. MADD STATE</p> <p>5. MADD STATE</p> <p>6. MADD STATE</p> <p>7. MADD STATE</p> <p>8. MADD STATE</p> <p>9. MADD STATE</p> <p>10. MADD STATE</p> <p>11. MADD STATE</p> <p>12. MADD STATE</p> <p>13. MADD STATE</p> <p>14. MADD STATE</p> <p>15. MADD STATE</p> <p>16. MADD STATE</p> <p>17. MADD STATE</p> <p>18. MADD STATE</p> <p>19. MADD STATE</p> <p>20. MADD STATE</p> <p>21. MADD STATE</p> <p>22. MADD STATE</p> <p>23. MADD STATE</p> <p>24. MADD STATE</p> <p>25. MADD STATE</p>	<p>19. Check one or more for each vehicle:</p> <p>1. DEFLECTING BLADES</p> <p>2. ONE HEADLIGHT OUT</p> <p>3. BOTH HEADLIGHTS OUT</p> <p>4. TAILLIGHT OUT OR BURNED OUT</p> <p>5. BURNED TAIL OR SIDE LIGHT</p> <p>6. BURNED TURN SIGNAL</p> <p>7. BURNED STOP LIGHT</p> <p>8. BURNED BRAKE LIGHT</p> <p>9. BURNED REFLECTOR</p> <p>10. BURNED MIRROR</p> <p>11. BURNED WIPER</p> <p>12. BURNED HORN</p> <p>13. BURNED BELL</p> <p>14. BURNED GONG</p> <p>15. BURNED CLAXON</p> <p>16. BURNED SIREN</p> <p>17. BURNED SPEAKER</p> <p>18. BURNED INTERCOM</p> <p>19. BURNED MICROPHONE</p> <p>20. BURNED TELEPHONE</p> <p>21. BURNED RADIO</p> <p>22. BURNED TV</p> <p>23. BURNED VIDEO</p> <p>24. BURNED CAMERA</p> <p>25. BURNED LIGHT</p>	<p>20. Check one or more:</p> <p>1. DEFLECTING BLADES</p> <p>2. ONE HEADLIGHT OUT</p> <p>3. BOTH HEADLIGHTS OUT</p> <p>4. TAILLIGHT OUT OR BURNED OUT</p> <p>5. BURNED TAIL OR SIDE LIGHT</p> <p>6. BURNED TURN SIGNAL</p> <p>7. BURNED STOP LIGHT</p> <p>8. BURNED BRAKE LIGHT</p> <p>9. BURNED REFLECTOR</p> <p>10. BURNED MIRROR</p> <p>11. BURNED WIPER</p> <p>12. BURNED HORN</p> <p>13. BURNED BELL</p> <p>14. BURNED GONG</p> <p>15. BURNED CLAXON</p> <p>16. BURNED SIREN</p> <p>17. BURNED SPEAKER</p> <p>18. BURNED INTERCOM</p> <p>19. BURNED MICROPHONE</p> <p>20. BURNED TELEPHONE</p> <p>21. BURNED RADIO</p> <p>22. BURNED TV</p> <p>23. BURNED VIDEO</p> <p>24. BURNED CAMERA</p> <p>25. BURNED LIGHT</p>

26. INDICATE ON THIS DIAGRAM HOW ACCIDENT HAPPENED

Use one of three vehicles to sketch the scene of the accident, willing to direct or highway meeting or road.

1. Number Federal vehicle as 1-car, vehicle as 2-additional vehicles

2. Show Federal vehicle as 1-car, vehicle as 2-additional vehicles

3. Show position by +

4. Show road by -

5. Show some or number of lanes on highway

6. Indicate north by arrow in this circle

7. Breaks line after accident

27. CHECK ONE FOR EACH VEHICLE INVOLVED

1. FRONT <input type="checkbox"/>	2. LEFT FRONT <input type="checkbox"/>	3. RIGHT FRONT <input type="checkbox"/>
4. REAR <input type="checkbox"/>	5. LEFT REAR <input type="checkbox"/>	6. RIGHT REAR <input type="checkbox"/>
7. FRONT <input type="checkbox"/>	8. LEFT FRONT <input type="checkbox"/>	9. RIGHT FRONT <input type="checkbox"/>
10. REAR <input type="checkbox"/>	11. LEFT REAR <input type="checkbox"/>	12. RIGHT REAR <input type="checkbox"/>

28. DESCRIBE WHAT HAPPENED

29. SIGNATURE OF INVESTIGATOR

30. STATEMENT OF REVEREND OFFICIAL

31. SIGNATURE OF REVEREND OFFICIAL

32. DATE

33. DATE

34. DATE

35. DATE

36. DATE

37. DATE

38. DATE

39. DATE

40. DATE

41. DATE

42. DATE

43. DATE

44. DATE

45. DATE

46. DATE

47. DATE

48. DATE

49. DATE

50. DATE

QUARTERLY ACCIDENT EXPOSURE REPORT

This is not a Standard or HHS form. Copies may be made of the report format below for internal use.

QUARTERLY ACCIDENT EXPOSURE REPORT

To:	Organizational Code	<input type="text"/> <input type="text"/>
		01 02
From:	Calendar Year	<input type="text"/> <input type="text"/>
		03 04
	Reporting Period (Calendar Quarter)	<input type="text"/> <input type="text"/>
		05
CIVILIAN EMPLOYEES	Average number this reporting period	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
		06 07 08 09 10 11
	Total man-hours worked (thousands)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
		12 13 14 15 16 17
COMMISSIONED CORPS	Average number this reporting period	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
		18 19 20 21 22
	Total man-hours worked (thousands)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
		23 24 25 26 27
OTHER EMPLOYEES	Average number this reporting period	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
		28 29 30 31 32
	Total man-hours worked (thousands)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
		33 34 35 36 37
HHS VEHICLES	Number in use this reporting period	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
		38 39 40 41 42
	Total miles traveled	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
		43 44 45 46 47 48 49
Person completing this form:	Title:	Phone:
		Dntc:

QUARTERLY ACCIDENT EXPOSURE REPORT

INSTRUCTIONS FOR COMPLETION OF THEQUARTERLY ACCIDENT EXPOSURE REPORT (QSM).

- A. The QUARTERLY ACCIDENT EXPOSURE REPORT provides base data which, along with the summary information taken from the accident reports, will be used to calculate Accident Incidence Rates. The information needed is basically **the number of personnel and vehicles** in use and therefore **"exposed"** to accidents.
- B. The QSM data is to be input into the **Parklawn** Center data bank no later than ten (10) days following the close of each **quarter**, with information provided for the preceding calendar quarter.
- C. Each space on the form shall be completed as follows:
1. From: Give the complete mailing address of the Region or Operating Division or HHS Agency completing the report.
 2. Organizational Code: Fill in the code for the organization submitting the report from the **following table:**

<u>Code</u>	<u>Organization</u>
OS	Office of the Secretary
SS	Social Security Administration
FS	Family Support Administration
HD	Office of Human Development
HC	Health Care Financing Administration
PH	Hq. , Public Health Service
IH	Indian Health Service
FD	Food and Drug Administration
CD	Center for Disease Control
HR	HRSA (Use HR until changed)
NH	National Institute of Health
AM	Alcohol, Drug Abuse, and Mental Health Admn

RA Region One
 RB Region Two
 RC Region Three
 RD Region Four
 RE **Region Five**
 RF Region Six
 RG **Region Seven**
 RH Region Eight
 RI Region Nine
 RJ Region Ten

3. Calendar Year: Enter the last two figures of the calendar year for which the quarter reported is a part. For Example: 88 **for the year 1988. DO NOT USE FISCAL YEAR.**
4. Reporting Period Enter the figure 1, 2, 3, or 4 to indicate the calendar for which the information in the report covers.
- | | |
|--------------------|-----|
| January - March | = 1 |
| April - June | = 2 |
| July - September | = 3 |
| October - December | = 4 |
5. Civilian Employee Enter the average number of civilian employees, including temporary and **parttime** (excluding Commissioned Corps) employees who were employed by the reporting organization for the calendar quarter. Enter the total number of hours (in thousands) worked by these **employees**. Place the figures in the space provided so that the figures are blocked to the right. For example: 1875 employees would be entered 001875 and **3,750,000** man-hours would be entered 003750.
6. Commissioned Corps Enter the **average** number of commissioned corps employees and their hours worked **as** for the civilian employees.

7. Other Emolovees Other employees, such as foreign nationals or contract personnel shall be reported by their number and hours worked as above.
 8. HHS Vehicles Enter the number of HHS vehicles in use during the reporting period and the total number of miles they traveled during the period in the spaces provided, blocking the figures to the right. Do not round off the figures to the nearest thousand as **for** the man-hours above.
 9. Private Vehicles Enter the number of miles that private vehicles were driven on Government business during the reporting period. The number of vehicles is not necessary. Block figures to the right.
 10. Person Comoletina This Form: Enter the name of the person who completes the form* This should be a readable name rather than a signature so that anyone having a question would know who to contact.
 11. Title: Enter the title of the person completing the form to assist in contacting them in the event of questions.
 12. Phone: Enter the telephone number, including area code, of the person completing the form. This saves much time in the event the person has to be called concerning a question.
 13. Date: Enter the date the form was completed.
- D. Forward the report to the individual or office within the reporting organization responsible for data input into the Safety Management Information System.

- E. This form is designed to be "**self coding**" from an ADP standpoint, therefore all figures or letters must be entered correctly and NEATLY. **Any** questions concerning definitions of terms should first be checked in **Chapter 2-00**; if the question is not satisfactorily answered, then call the Office of Special Programs Coordination.

Subject: SAFETY STANDARDS, SPECIFICATIONS AND PROCEDURES

5-00-00 SAFETY STANDARDS, SPECIFICATIONS AND PROCEDURES

A. Introduction

It is recognized that many accidental injuries arise from situations where no "standard" would have served a preventative role. However, a significant number of incidents do occur which are the result of a failure to adhere to a standard developed in response to former loss. Notwithstanding the legal requirements, ensuring that machine guards are appropriately designed, installed and maintained: that procurement specifications address safety considerations: that written procedures ensure adequate coordination with the Occupational Safety and Health Manager or clearly establish the ways in which various activities are conducted, are all outward and visible signs of management's commitment to an effective Occupational Safety and Health Program (OSHP).

B. Requirement

The workplace standards promulgated under Section 6 of the Occupational Safety and Health Act of 1970 shall be followed. In addition, appropriate national consensus standards (such as those developed by the organizations listed in paragraph 5-00-00D) shall be used as a basis for design, construction, alteration, and renovation of facilities: for the purchase of equipment and supplies: for the purchase of contractual services and for environmental and procedural criteria and design. Furthermore, the heads of OPDIVs, principal staff offices, Office of the Secretary, and Regional Directors are responsible for ensuring that:

- o Standards, specifications and/or procedures are developed which cover specific conditions or situations peculiar to a given hazardous operation not covered in existing codes or standards.

- A master file of those occupational safety, fire and health standards, codes and procedures recognized and adopted by the Department or required by law shall be kept current and available to line and staff personnel responsible for their implementation.
- Employees receive physical examinations in accordance with the occupational safety and health standards applicable to the work performed.
- Procedures and/or directives are established to ensure that internal actions pertaining to occupational safety and health are coordinated with the Occupational Safety and Health Manager in advance of action and/or implementation.
- When state or local codes exceed the minimum criteria in the standards and codes developed by organizations such as those listed below for use or application in the design of structures and facilities, for procedural control and for waste disposal, they will normally be followed after determination has been made that the best interest of the Government will be served.

C. Deviations

All requests for interpretations, resolution of conflict between two or more standards, deviations, and/or variances from the basic intent of applicable standards, specifications or procedures shall be submitted in writing to the Director, Office of Special Programs Coordination, for resolution and response. Such requests shall identify the standard or code in question, the reason(s) it cannot be applied and how the requested alternative or variance will provide the same level of protection anticipated or required by the original standard or code. Standards, specifications or procedures are considered mandatory in nature and application. In the absence of applicable standards, agencies may consider developing "guidelines" or "recommended safe practices" as an alternative to developing a more restrictive standard, specification or procedure. Such guidelines or recommended safe practices may not be used to subvert a required standard, specification or procedure.

D. Standard Setting Organizations

The following Federal Government agencies and nationally recognized professional organizations are responsible for the development of applicable standards, specifications, codes or procedures:

- o U. S. Department of Health and Human Services
- o u. s. Department of Labor
- o u. s. Department of Transportation
- o U. S. Department of Energy
- o U. S. Environmental Protection Agency
- o U. S. Department of Agriculture
- o National Bureau of Standards
- o General Services Administration
- o American National Standards Institute
- o National Fire Protection Association
- o American Society for Testing and Materials
- o American Society of Mechanical Engineers
- o International Conference of Building Officials
- o American Insurance Association
- o American Conference of Governmental Industrial Hygienists
- o Manufacturing. Chemists Association
- o National Sanitation Foundation
- o Joint Commission on Hospital Accreditation
- o American Society of Heating, Refrigeration and Air Conditioning Engineers

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Safety Management Manual
HHS Transmittal 87.01 (9/18/87)

Page 1

Subject: MOTOR VEHICLE ACCIDENT PREVENTION

6-00-00 MOTOR VEHICLE ACCIDENT PREVENTION

RESERVED - In process of development.

Subject: FACILITY SURVEY/INSPECTION

7-00-00 FACILITY SURVEY/INSPECTION

A. Introduction

Previously cited standards require that an annual workplace inspection be conducted to determine the extent of compliance or non-compliance with the standards, identify deficiencies, determine abatement requirements and ensure employees an opportunity to participate in the inspection process (See Appendix A7-00). However, the standards are silent on the precise manner in which the inspection process will be established in order to ensure adequate coverage of the entire workplace or facility. The common practice found in many safety programs - that of a continuing "inspection" process resulting from qualified occupational safety and health specialists, supervisors, and managers routine presence in the work environment usually results in the identification and resolution of occupational safety and health deficiencies. However, there is seldom adequate documentation attesting to the fact that problems have been identified and corrected. Although the requirements for no advance notice, opening and closing conferences, employee or employee representative participation, posting of abatement notices and other requirements are mandated requirements, the Department recognizes the difficulty or impracticality of a literal application of such procedures when an effective program of continuing inspections as noted above is practiced.

B. Requirement

Each agency of the Department will establish an inspection program which is in keeping with the intent of the requirements identified in Appendix A7-00. Adequate records shall be available which will identify the work areas inspected, the deficiencies noted and the corrective action taken. In addition to the specific occupational safety and health inspections, other forms of inspection activity, such as may be found in **preventive maintenance** programs, elevator inspections, etc., should be integrated so as to reflect the total inspection program of an operating element or activity.

APPENDIX A7-00

FACILITY SURVEY/INSPECTION

I FACILITY INSPECTIONS

It is the policy of the Department of Health and Human Services that safety and occupational health inspections be conducted of work places, including offices, at least annually.

The safety and health inspection program is applicable to all operations and activities of the, Department as administered by the Heads of Operating Divisions (OPDIVs), Public Health Service Agencies (PHS Agencies), Regional Offices, and the Office of the Secretary.

II OBJECTIVE

The **objective** of the occupational safety and health inspection program is to assure safe and healthful working conditions and practices for employees Department wide through the early detection and abatement of unsafe or unhealthful practices and/or working conditions.

III RESPCNSIBILITIES

Heads of OPDIV's, PHS Agencies, Regional Offices, Director, Division of Buildings Management and Telecommunications, Office of the Secretary, DHHS shall:

- A. Insure that occupational safety and health inspections of all workplaces, including offices, are conducted at least annually, and at greater frequency where there is an increased risk of accident, injury or illness due to the nature of the work performed.
- B. Authorize occupational safety and health inspectors to utilize the services of additional technical and professional personnel who possess expertise that may **assist** them in evaluating safety in the establishment being inspected.
- C. Provide occupational and health inspectors with such technical training, test equipment, staff, and funding as is necessary to the effective performance of inspections.

- D. Authorize occupational safety and health inspectors access to accident and injury records of the establishment being inspected.
- E. Develop and issue procedures for issuing and posting notices of unsafe or unhealthful working conditions discovered during inspections.
- F. Develop and promulgate procedures covering the initiation, control and distribution of Hazard Abatement Plans.
- G. When situations arise involving multiple responsibilities for conditions affecting employee safety and health, coordination of inspection functions shall be encouraged.

IV. CONDUCT OF INSPECTIONS

A. Advance Notice

Inspections may be announced or unannounced. Sufficient unannounced inspections and unannounced follow-up inspections should be conducted to ensure the identification and abatement of hazardous conditions. Announced inspections shall be conducted in the following situations:

1. In case of apparent imminent danger, to enable the official in charge of the activity being inspected to abate the danger as quickly as possible.
2. In circumstances where **the** inspection can most effectively be conducted a'fter regular business hours or were special preparations are necessary for a successful inspection.
3. Where necessary to assure the presence of representatives of the official in charge of the establishment being inspected or representatives of employees, or other appropriate personnel needed to assist in the conduct of the inspection.
4. Where required by security regulations.

When advance notice is given to the official in charge of the establishment scheduled for inspection, it will be his responsibility to promptly notify the recognized representative(s) of employees whom it is anticipated may be involved.

B. Selection of Inspectors

1. Safety and health specialists as defined in chapter 2-00-40H of the DHHS Safety Management Manual, with experience and/or up-to-date training in occupational safety and health hazard recognition and evaluation, are considered as meeting the qualifications for safety and health inspectors. Personnel so qualified will be utilized in conducting inspections of hazardous operations (chemical, biological, machine process, material handling or loading, etc.).
2. For working environments where there are less complex hazards, safety and health specialists as cited above may not be required. Inspections may be conducted by individuals who possess sufficient documented training and/or experience in the safety and occupational health needs of the workplaces involved to recognize and evaluate unsafe or unhealthful working conditions and suggest general abatement procedures. Training in safety and health inspections/hazard recognition as sponsored by recognized organizations such as the Occupational Safety and Health Administration of the Department of Labor, the National Institute of Occupational Safety and Health of the Department of Health and Human Services, or the National Safety Council are examples of sufficient training for this purpose.

C. Conduct of the Inspection

1. Safety and health inspectors are authorized to enter without delay and at reasonable times any building, installation, facility, construction site or other area, workplace or environment wherein work is performed by DHHS employees. Such entry shall be for the purpose of inspecting during regular working hours and at other reasonable times, and within reasonable limits, and in a reasonable manner, any place of employment and all pertinent conditions,

structures, machines, apparatus, devices, equipment, procedures, processes and materials therein. The inspector may question privately any employee, supervisor or official in charge of an establishment being inspected. Inspections will be conducted at such times and in-such activities as the authority scheduling the inspection directs. Every effort will be made to conduct safety and health inspections in such manner as to preclude, where possible, undue disruption of the activity. Prior to commencement of the inspection, the safety and health inspector shall be provided all available relevant information which pertains to the occupational safety and health of the workplace to be inspected, including safety and health hazard reports, injury and illness records, previous inspection reports, and reports of unsafe and unhealthful working conditions.

2. Safety and health inspectors will, during the conduct of inspections, comply with all safety and occupational health rules and practices required within the establishment being inspected (i.e., the wearing and use of appropriate protective clothing and equipment).
3. Safety and health inspectors or their designee:
 - a. Are authorized to take environmental samples, to take or obtain photographs related to the purpose of the inspection, and to employ other reasonable techniques of inspection including requesting employees to wear reasonable and necessary personal monitoring devices for periods determined by the inspector to be necessary for complete and effective sampling of the environment.
 - b. **May** utilize the services of additional technical and professional personnel to assist in the conduct of inspections.
4. Access to facilities classified in the interest of national 'security will be limited to those safety and occupational health inspectors, and accompanying representatives, with appropriate security clearance; those without the proper security clearance will not be permitted to enter such

facilities, nor will they be given access to classified information or material.

5. Safety and health inspectors are authorized to deny the right of accompaniment to any individual whose participation, in their judgment, would interfere with a fair and orderly inspection.
6. The safety and occupational health inspector shall be in charge of the inspection. A representative of the official in charge of the establishment being inspected and a recognized representative of the employees shall be given an opportunity to accompany inspectors during the physical inspection of the workplace to render assistance and provide detailed information regarding any existent or potentially unsafe or unhealthful working conditions as needed. The inspector may arrange for additional representatives of the official in charge and additional recognized representatives of employees to accompany the inspection when the inspector determines that such additional representatives will further aid the inspector. A different representative of the official in charge and a different recognized representative of employees may accompany the safety and occupational health inspector during each different phase of an inspection.
7. At the conclusion of an inspection, the inspector will informally review with the official in charge of the inspected activity or his representative and an appropriate representative of employee the results of the inspection. The official in charge and the representative of employees will, during such briefing, be afforded an opportunity to bring to the attention of the safety and health inspector pertinent information regarding conditions in the workplace(s).
8. Subsequent to the exit review, the inspector will put his findings and recommendations into writing. The report will, as a minimum, contain the following information, and will be submitted to the official in charge of the inspected activity within ten (10) working days from the date the inspection is completed:

- a. Activity inspected and dates of inspection;
 - b. Official in charge;
 - c. Scope of inspection;
 - d. Listing of unsafe or unhealthful conditions to include a reference to the appropriate standard, code, procedure;
 - e. Date notices of unsafe or unhealthful working conditions disclosed during the inspection were provided the official in charge of the activity involved; and
 - f. Recommendations.
9. Inspectors are responsible for issuing notices of unsafe or unhealthful working conditions discovered during an inspection within five (5) working days following completion of the inspection. Notices must specifically describe the nature of the unsafe or unhealthful working condition and include a reference to the standard or other requirement involved. Notices will be provided the official in charge of the activity inspected who will in turn provide the safety and occupational health committee a copy. Notices will fix a reasonable time for the abatement of the unsafe or unhealthful working condition(s) referenced. Exhibit A7-00-A is an example of a suitable form for such notices.
10. Upon receipt of a notice of unsafe or unhealthful working conditions, the official in charge of the activity where the condition(s) exist shall immediately date and post such notice, or an unedited copy, at or near each place where an unsafe or unhealthful working condition referenced in the notice, exists. Where, because of the nature of the activities operations, it is not practicable to post the notice at or near each such place, notices shall be posted unedited in a prominent location where it will be readily observable by all affected employees. **Where** the activities operations are physically dispersed, the notice may be posted at the location to which employees report each day. Where employees do not primarily work at or report to a single location, the notice shall be posted at

the location from which the employees operate to carry out their activities. The official in charge will take positive steps to ensure that the notices posted are not altered, defaced, or covered by other material.

- a. Each notice pertaining to an unsafe or unhealthful working condition or a copy will remain posted until the unsafe or unhealthful working condition has been abated, or for three (3) working days, whichever is later.
 - b. In those instances where a notice of an unsafe or unhealthful working condition is issued and posted as a result of a report of an unsafe condition, filed by an employee or representative of employees, a copy of the notice will be provided to the individual initiating such report.
11. The procedure for correcting unsafe or unhealthful working conditions will include reinspection, where practicable, to determine whether the conditions reported during the inspection have, in fact, been corrected. If by reinspection, or other means, it is determined that corrective action was not taken, the safety and occupational health inspector making such determination will make this fact known to the appropriate Head of OPDIV, PHS Agency, Regional Director, or Director, **Division** of Buildings Management and Telecommunications, Office of the Secretary, DHHS, within three (3) working days from the date such a determination is made.

V. HAZARD ABATEMENT

- A. Whenever a safety and health inspector concludes, on the basis of an inspection, that conditions or practices exist in any place of employment which could reasonably be expected to cause death or serious physical harm immediately or before the imminence of such danger can be eliminated through the normal abatement procedures, he shall inform the affected employees and official in charge of the activity where the 'Imminent Danger' situation exists. The official in charge of the activity, or a person empowered to act for him in his absence, shall undertake immediate abatement and the

withdrawal of employees not absolutely necessary for abatement of the dangerous condition.

1. In the event an imminent danger situation cannot be promptly and completely abated, the official in charge of the activity where such a situation exists will promptly notify the appropriate OPDIV Head, PHS Agency, Regional Director, or Director, Division of Buildings Management and Telecommunications, OS, and the Director, Office of Special Programs Coordination, OS, by the fastest available means as follows:
 - a. Establishment where imminent danger situation exists to include the name of the official in charge;
 - b. Brief description of unsafe or unhealthful condition;
 - c. Action taken to protect employees, the **public** and/or government property;
 - d. Action taken to alleviate imminent danger situation: and
 - e. Name, organization and telephone contact of safety and health inspector involved.
 2. Inform the appropriate occupational safety and health committee and representatives of employees of all relevant actions as soon as time permits.
 3. In those establishments where the official in charge concludes, based on either his own or employee observation, that an Imminent Danger situation exists he shall promptly take specific actions as delineated above.
- B. When in the judgment of the official in charge of an establishment where an unsafe or unhealthful condition exists the abatement thereof will not be possible within thirty (30) working days, he will submit an abatement plan to the Director, Division of Special Programs Coordination, OS. The plan will contain an explanation of the circumstances surrounding the abatement delay including a proposed timetable for the abatement, and a

summary of interim steps being taken to protect employees from being injured by the unsafe or unhealthful working condition. Additional copies of the abatement plans will be distributed as follows:

1. To the OPDIV Head, PHS **Agency**, Regional Director; Director, Division of Buildings Management and Telecommunications, OS, as appropriate
 2. To the occupational safety and health committee serving the establishment where the unsafe or unhealthful condition exists.
- C. Abatement plans shall be maintained current as changes occur. **Any** changes in abatement plans previously submitted will require the submission of a new plan. New plans will be initiated and distributed by the official in charge of the activity where the unsafe or unhealthful condition(s) exist within three (3) working days of the date it is determined that the abatement plan previously submitted does not reflect current information.

The Director, **DSPC**, OS, may, following coordination with the Department of Labor, require certain additional information related to the abatement of an unsafe or unhealthful working condition.

- D. When a hazard cannot be abated within the authority and resources of the official in charge of the establishment; that official shall request **assistance** from appropriate higher authority. The local **safety and health** official, **any** established committee and/or employee representatives, and all personnel subject to the hazard shall be advised of this action and of interim protective measures in effect, and shall be kept informed of subsequent progress on the abatement plan. When a hazard cannot be abated without assistance of the General Services Administration or other Federal lessor agency, the occupant agency shall act with the lessor agency to secure abatement.

VI. GENERAL

- A. The occupational safety and health inspection responsibility of Regional Directors is currently limited to those offices comprising the **Regional Headquarters**: it shall not be interpreted as encompassing those

activities which are field operations of OPDIVs. This limitation shall not be interpreted as implying any intent to restrict the cooperation and assistance vital to a comprehensive and effective safety management program encompassing- both the Regional Office and associated OPDIVs and PHS Agencies. Such cooperation and assistance in the common interest is encouraged.

- B. It should be noted that management is responsible for seeing that safety and health inspections are conducted at least annually by appropriately qualified personnel. This does not mean that OPDIV, STAFFDIV or Regional personnel must conduct such inspections. The conduct of such inspections may be contracted, arrangements may be made for other **governmental organizations** to conduct the inspections or in the case of contiguous offices such as may occur in a regional office or headquarters building, one inspection may cover a number of different program operations. The inspection requirement is met so long as management has documented evidence, such as an inspection report, that annual inspections have been made of space occupied by employees for which they are responsible.
- C. When the Director, DSPC, OS considers it appropriate, he may arrange for a representative of his office to join with the safety and occupational health inspector of a OPDIV, PHS Agency, Regional Office, or Office of the Secretary, during the conduct of inspections or investigations to assure safe and healthful working conditions for employees or determine first-hand facts as they pertain to a matter of particular concern or interest.
- D. Management officials are reminded that in implementing **this** policy guidance they must comply fully with the **requirements** of Executive Order 11491 concerning consultation and/or negotiation as appropriate.
- E. Reports of Inspection and Abatement Plans shall be retained in the active files for a period of five (5) years from the date such report is originated.

U.S. Department of Health & Human Services

NOTICE OF UNSAFE OR UNHEALTHFUL WORKING CONDITIONS

An inspection has been conducted of a place of employment in which employees are working, located at _____ and described as follows _____

On the basis of this inspection, it is alleged that a potential danger to employees exists. In accordance with CFR 29, Chapter XVII, Part 1960.26(C), the supervisor(s) and all employees	affected are being informed of a possible danger by the posting of this notice of unsafe or unhealthful working condition(s) near the condition(s) described below.
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DESCRIPTION OF UNSAFE OR UNHEALTHFUL WORKING CONDITION

This notice must remain posted until the condition has been abated or for three working days, whichever is later.

Safety Log # _____ Safety and Health Inspector _____

Abatement Date _____ Phone # _____

Subject: FIRE SAFETY

8-00-00 FIRE SAFETY

A. Introduction

Among the range of risks associated with the facilities, functions, and programs of the Department, fire/explosion represents the largest single risk for catastrophic personal injury and/or property damage. Uncontrolled fires and explosions may involve not only employees, but patients and the public. Studies of human behavior in serious fire conditions clearly indicate that even rational individuals will respond in totally unpredictable ways, often resulting in unnecessary loss of life. Closely related to the problem of actual fires or explosions are the problems associated with significant natural disasters, widespread medical emergencies, major exposures to hazardous materials, and terrorist activities (including bomb threats). In addition to the prevention and control available through the application of appropriate standards and codes, this broad category of risk has one thing in common - the requirement to ensure the prompt and safe evacuation of typically large numbers of employees.

B. Requirement

The heads of OPDIVs, STAFFDIVs and Regional Directors shall ensure that:

- o Applicable fire safety standards and codes have been applied to the construction, occupancy use, processes and procedures within their area of responsibility.
- o An "Occupant Emergency Plan" and a "Plan for the Evacuation of the Handicapped" is developed, tested and implemented within each structure or functional area. Such an evacuation plan shall be based on the requirements established by Chapter 7-02, General Administrative Manual, HHS Transmittal 87.02 (9/4/87). See Exhibit 8-00-B.

C. Mutual Aid

For those agencies and functional areas which maintain their own fire departments, the heads of such operating agencies may enter into mutual aid agreements in accordance with Public Law 46, 84th Congress (Title 42 USC, Section 1856 et seq). [See Exhibit 8-00-A]. In the absence of mutual aid fire fighting agreements, DHHS fire departments may render emergency assistance in the vicinity of DHHS installations where such assistance is determined to be in the best interest of the United States, and does not excessively endanger the fire fighting capability for fulfilling emergency responsibilities of DHHS facilities.

While not considered a requirement, operating agencies are strongly urged to coordinate activities which may have an impact on the surrounding community with local authorities and to be prepared to offer appropriate assistance to community leaders in the event of local emergencies.

Subject: SAFETY EDUCATION, TRAINING AND PROMOTION

9-00-00 SAFETY EDUCATION, TRAINING AND PROMOTION

A. Introduction

Safety education may take a variety of forms ranging from the traditional classroom setting to publications widely distributed throughout the organization. It differs from Safety training in that the latter is more directly aimed at developing a particular skill or set of skills - as opposed to the transfer of knowledge. A well conceived and thoughtful safety education program can have a major impact on the accident experience of any organization. However, both management and the safety professional should recognize the inherent weaknesses in safety education as a principal tool of accident prevention. An analysis of the Department's accident experience indicates that a relatively minor number of the accidents occurred because the injured employee lacked the specific knowledge necessary to avoid accidental injury or illness. Employees know that ice is slippery; that loose carpeting can cause one to trip; that hot items can burn - we really don't need to educate them in these and other basic areas. Yet, all too often, safety programs will undertake massive educational efforts as a means to reduce their accident experience. Such efforts often represent a major investment in costly time - with little solid evidence that such efforts really had an impact. Care should be taken to ensure that safety educational efforts are directed toward those accident categories where increased knowledge is critical. For example, providing information on new and evolving processes or products, introducing people to a change in procedures which may impact on their safety or health, or providing them hazard information on a process or product. Typically, such efforts are undertaken without attempts to measure or observe the desired terminal behavior of the employee.

B. Safety Training

Training is normally considered to be the development of a particular skill or skills through instruction and practice. The terminal behavior of the employee can usually be observed and/or measured. The specific training

requirements of the Occupational Safety and Health Act generally fall into the skill category, with a few requiring essentially only the transfer of information or knowledge. As with safety education, safety training is often undertaken with little accurate assessment of actual needs and seldom is any follow-up ~~made to determine~~ the actual return on the time invested. However, safety training efforts are capable of providing a significant impact on an organization's accident experience and further serve to reinforce a management commitment to an effective Occupational Safety and Health Program (OSHP).

C. Safety Promotion

Promotion is really the sales side of the safety program. It attempts to influence the attitude of the employee toward a desired end result. Just as safety education may take several differing forms, so may safety promotion range from the regular use of posters to a safety exposition involving several days. Effective safety promotional activities are limited only by one's imagination.

D. Requirement

Safety education, training and promotion activities are to be considered an inherent aspect of the Department's OSHP. Educational efforts are to be directed toward ensuring that employees are provided accurate and sufficient information concerning expected workplace hazards and the means available to avoid them. Safety training programs shall comply with all applicable safety training requirements of the Occupational Safety and Health Act and applicable standards. Adequate records shall be established and maintained in order that such training efforts may be verified.

It is expected that agencies of the Department will, in addition to the above requirements, determine and implement other safety training needs which are responsive to their specific accident experience and/or exposure. Promotion efforts are to be directed toward appropriate hazard identification. Each organizational entity within the Department is responsible for determining their specific educational, training and promotional **needs**.

Subject: EMPLOYEE RIGHTS

10-00-00 EMPLOYEE RIGHTS .

A. Introduction

Specifically addressed in the Occupational Safety and Health Act, and recognized long before legislated, is the recognition that employees are reluctant to identify unsafe working conditions for fear of some form of reprisal. A safety program depends upon the support of the employees if it is to be at all effective. Physical conditions change, functions or processes change and both with a frequency which, without input from the employee, add to the difficulties of achieving optimum program effectiveness. Therefore, it is critical that employees are aware that the act of reporting what appears to be a legitimate concern for their occupational safety or health will not form the basis for any form of reprisal.

B. Requirement

Policies and procedures shall be established which assure that all employees and recognized representatives of employees are advised regarding their rights and the procedures which apply to the reporting of an occupational safety and health hazard which they believe exists in their work environment. The required procedures shall be consistent with those set forth in Appendix A10-00. The Director, Office of Special Programs Coordination will provide a uniform poster to the heads of OPDIVs, PHS Agencies, Regional Directors and the Office of the Secretary which details the basic rights and identifies appropriate individuals. Recipients will ensure that such notices are so posted as to be readily recognizable and in such form and location as to be highly visible and that they contain required information specific to the activity or location.

C. Informal Communications

The required procedures should not be interpreted as the only mechanism available to the employees for reporting unsafe conditions. Operating agencies may accept informal communication as an initiating action. However, discretion should be exercised in deciding if informal reports require additional documentation, either by the employee, supervisor or the Occupational Safety and Health Manager. It is difficult to establish absolute guidelines on when a report must be documented. Obviously, reports of imminent danger should be well documented while reports involving relatively minor hazards may be handled on a routine basis. Even in the absence of written responses to employees, they should be notified of the actions taken so as to encourage their continued participation in the program.

APPENDIX A10-00

EMPLOYEE RIGHTS

- A. Employee Reports of Hazardous Conditions
1. The head of each agency in DHHS shall establish procedures which adequately advises employees of their rights and procedures regarding the reporting of unsafe or hazardous conditions.
 2. Such procedures shall, at a minimum, provide for the following:
 - a. Freedom of the employees or employee representatives to directly report hazardous conditions to the Safety and Health Manager, in addition to the employee's immediate supervisor.
 - b. Freedom of the employee or employee representatives to request an inspection of the workplace by giving notice of alleged unsafe or unhealthful conditions directly to the Occupational Safety and Health Manager of the agency concerned.
 - c. Steps to be followed by the employee in adequately identifying hazardous conditions.
 - d. Prompt response and immediate corrective action when the report concerns an "Imminent Danger" situation.
 - e. Response and corrective action, in other than "Imminent Danger" situations, shall be taken within six (6) working days following receipt of a report of a hazardous condition.
 - f. Provisions which will permit employees reporting hazardous conditions to, at their request, remain anonymous.

- g. Provisions for adequate documentation and response to the reporting employee and others as may be appropriate.
- h. Procedures for 'appealing decisions relative to alleged unsafe or unhealthful conditions to the HHS Designated Safety and Health Official.

B'. Protection of Employees From Reprisals

Heads of agencies are responsible for ensuring that reprisals arising from the reporting of a hazardous condition do not occur. Thus, in addition to the above requirements, the following shall be incorporated into the procedures noted above.

1. Policy statement stating that the taking of reprisal action against an employee for identifying unsafe or unhealthful working conditions or for other involvement in the safety and health program is not to be condoned.
2. Investigation of reprisal complaints by an official with the necessary ability and authority to conduct an effective inquiry within appropriate time frames and to recommend redress if warranted.
3. The right of appeal to the agency head or an appropriate deputy if the employee is dissatisfied with the initial denial of the reprisal complaint.
4. A means of informing the appropriate agency safety and health office of allegations of reprisal and their disposition if these officials are not involved in the investigation or adjudication.
5. Inclusion of criteria in the agency's self evaluation program which will provide information regarding the effectiveness of the reprisal review program.

THE WHITE HOUSE

WASHINGTON

December 9, 1982

MEMORANDUM FOR HEADS OF

EXECUTIVE DEPARTMENTS AND AGENCIES

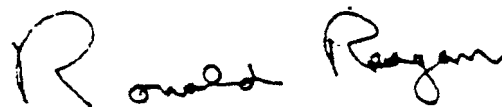
SUBJECT: OCCUPATIONAL SAFETY AND HEALTH PROGRAM
FOR THE FEDERAL SECTOR

I am announcing today, through the issuance of the enclosed policy statement, a major effort directed towards the reduction of illnesses and injuries among Federal workers.

The human suffering which results from work-related injuries and illnesses in the Federal sector must be addressed effectively. Today, I am asking that each head of an agency or a Department review existing safety and health programs and, with the help and advice of the Department of Labor's Occupational Safety and Health Administration, take every step possible to reduce the number of occupational injuries and illnesses -occurring in the Federal sector. The Federal government remains **the Nation's** largest single employer and has represented in its workplaces all of the hazards found in private industry. Through effective administration, the Federal workplace can serve as a model for the private sector. That is what I am asking you to accomplish.

Besides our overriding goal of providing a safer and healthier workplace for Federal employees, this effort should result in significant cost savings. Reducing these financial and human losses depends on your commitment and the commitment of **your** senior staff, managers, supervisors and employees. I **expect** you to work together -- **calling** upon the Department of Labor for assistance -- to develop improved occupational safety and health programs for your employees.

I urge you to study your operations thoroughly to find more and better ways by which you can reduce the injuries, illnesses, and associated costs in your jurisdictions.



Presidential. Documents

Executive Order 12196 of February 26, 1980.

Occupational Safety and Health Programs for Federal Employees

By the authority vested in me as President by the Constitution and Statutes of the United States of America, including Section 7905(c) of Title 5 of the United States Code and in accord with Section 19 of the Occupational Safety and Health Act of 1970, as amended. (29 U. S .C. 668), it is ordered:

1-1. Scope *of this Order.*

I- 10 I. This order **applies to** all agencies of **the** Executive Branch except military personnel and **uniquely** military equipment, systems, and operations.

1-102. For the purposes of this order, the term "agency" means an **Executive department**, as defined in 5 U.S.C. 101, or any **employing unit** or **authority** of the Federal government, **other** than **those** of the judicial and **legislative** branches. Since **section** 19 of the **Occupational** Safety and Health Act ("the Act") **covers all** Federal employees, however, the Secretary of Labor ("the Secretary") shall cooperate and consult with the heads of **agencies** in the legislative **and judicial** branches of the government to help them adopt safety **and** health programs.

1-2. *Heads of Agencies.*

1-201. The head of each agency shall:

(a) Furnish to employees **places** and conditions of employment that are free from **recognized hazards** that are causing or are likely to cause death or serious physical harm.

(b) **Operate** an occupational safety and health **program** in accordance with the requirements of. this. order and basic program elements promulgated by the **Secretary**

(c) Designate an **agency** official with sufficient authority to represent the **interest** and support of the agency head to be responsible for the management and administration of the agency occupational safety and health program.

(d) Comply with all standards issued under section 6 of the Act, except where the **Secretary** approves compliance with alternative standards. When an agency head determines it **necessary** to apply a different standard, that **agency** head shall, after **consultation** with appropriate occupational safety and **health** committees where established, notify the Secretary **and** provide **justification** that equivalent or greater protection will be assured by the **alternate standard.**

(c) **Assure prompt abatement of unsafe** or **unhealthy** working condition. Whenever an **agency cannot** promptly abate such conditions, it shall

develop an abatement **plan** setting **forth** a timetable for abatement and a summary of **interim steps** to protect employees... Employees exposed to the conditions shall be informed of the provisions of the plan. When a **hazard** cannot be abated without assistance of the General Services **Administration** or **other Federal lessor** agency, an **agency shall** act with the lessor agency to **secure** abatement-

(f) **Establish procedures** to assure that no **employee** is subject to restraint, interference, coercion, discrimination, or **reprisal for** filing a report of an unsafe or unhealthy working **condition**, or **other** participation in agency occupational safety and health program activities.

(g) Assure that periodic **inspections** of all agency workplaces are performed **by** personnel with equipment **and** competence to recognize hazards.

(h) Assure response to employee reports of hazardous conditions and **require** inspections **within** twenty-four hours for imminent dangers, three working **days** for potential **serious** conditions, and **twenty working days** for other conditions. Assure the right to anonymity of those making the **reports**.

(i) Assure that employee representatives accompany inspections of agency workplaces.

(j) Operate an occupational **safety** and health management information system, which shall **include** the maintenance of such records as the **Secretary** may require.

(k) Provide safety **and** health training for supervisory employees, employees responsible for conducting occupational safety and health inspections, **all** members of occupational safety and health committees where established, and other employees.

(l) Submit to the Secretary an **annual** report on the agency **occupational** safety and health program that includes information the Secretary prescribes.

1-3. Occupational Safety and Health Committees.

I-301. Agency heads may establish occupational safety and health committees. If committees are established, they shall be established at both the national **level** and, for agencies with field or regional offices, other appropriate levels. The committees shall be composed of representatives of management and an equal number of nonmanagement employees or their representatives. **Where** there are **exclusive** bargaining representatives for employees at the national or other **level** in an agency, such representatives shall select the appropriate nonmanagement members of the committee.

1-302. The committees **shall**, except where prohibited by law,

(a) Have access **to** agency information relevant to their duties, including information on the nature and hazardousness of substances in agency **workplaces**.

- (b) Monitor performance, including agency inspections, of the agency safety and health programs at the level they are established,
- (c) Consult and advise the agency on the operation of the program.

I-303. A Committee may request the Secretary of Labor to conduct an evaluation or inspection pursuant to this order if half of a Committee is not substantially satisfied with an agency's response to a report of hazardous working conditions.

1-4. Department of Labor. .

1-401. The Secretary of Labor shall:

- (a) Provide leadership and guidance to the heads of agencies to assist them with their occupational safety and health responsibilities.
- (b) Maintain liaison with the Office of Management and Budget in matters relating to this order and coordinate the activities of the Department with those of other agencies that have responsibilities or functions related to Federal employee safety and health, including the Office of Personnel Management, the Department of Health, Education, and Welfare, and the General Services Administration.
- (c) issue, subject to the approval of the Director of the Office of Management and Budget, and in consultation with the Federal Advisory Council on Occupational Safety and Health, a set of basic program elements. The program elements shall help agency heads establish occupational safety and health committees and operate effective occupational safety and health programs, and shall provide flexibility to each agency head to implement a program consistent with its mission, size and organization. Upon request of an agency head, and after consultation with the Federal Advisory Council on Occupational Safety and Health, the Secretary may approve alternate program elements.
- (d) Prescribe recordkeeping and reporting requirements.
- (e) Assist agencies by providing training materials, and by conducting training programs upon request and with reimbursement.
- (f) Facilitate the exchange of ideas and information throughout the government about occupational safety and health.
- (g) Provide technical services to agencies upon request, where the Secretary deems necessary, and with reimbursement. These services may include studies of accidents, causes of injury and illness, identification of unsafe and unhealthful working conditions, and means to abate hazards.
- (h) Evaluate the occupational safety and health programs of agencies and promptly submit reports to the agency heads. The evaluations shall be conducted through such scheduled headquarters or field reviews, studies or inspections as the Secretary deems necessary, at least annually for the larger or more hazardous agencies or operations, and as the Secretary deems appropriate for the smaller or less hazardous agencies.

(i) Conduct **unannounced** inspections of agency **workplaces** when the Secretary **determines** necessary if an agency does not have occupational safety and health committees; or in response to reports **of unsafe or unhealthful working** conditions, **upon** request of occupational safety and health committees under Section **1-3**; or, in the case of, a report of an imminent danger, when **such a** committee has not responded to an employee who has alleged to it that the agency has not adequately responded to a report as required in I-201 (h), **When** the Secretary or his designee performs an inspection and discovers **unsafe** or unhealthy conditions, **a** violation of any provisions of this order, **or** any safety or health standards adopted by an **agency** pursuant to this order, or any program **element** approved by the Secretary; he **shall** promptly issue a report to the head of the agency- and to the **appropriate** occupational safety and health committee, if any. The report shall describe the **nature of** the findings and may **make recommendations** for **correcting** the violation.

(j) **Submit to the** President, each year a summary report of the status of the occupation&safety and health of Federal employees, and, together with agency **responses**, evaluations of **individual agency** progress and problems in correcting unsafe and unhealthful working conditions, and **recommendations for improving their performance.**

(k) Submit to **the** President, **unresolved disagreements between** the Secretary **and agency** heads, **with recommendations.**

(l) Enter into agreements or other arrangements as necessary of **appropriate with** the **National Institute for Occupational Safety and Health** and delegate to it the **inspection and investigation** authority provided under this section.

1-5. The Federal Advisory Council on Occupational Safety and Health.

1-501. The Federal Advisory Council on **Occupational** Safety and Health, **established** pursuant to.. Executive Order M.O. 11612, is continued. It **shall advise the Secretary in carrying out responsibilities under this order.** The Council shall consist of sixteen members appointed by the **Secretary**, of whom **eight shall be** representatives of **Federal** agencies and eight shall be **representatives** of labor organizations representing Federal **employees.** The members **shall serve** three-year terms with the terms **of five or six** members expiring **each** year, provided this Council is renewed every two years in accordance with the Federal Advisory Committee Act. The members currently serving **on the Council** shall be deemed to be its **initial members under this order** and their terms shall expire in accordance with the terms of their appointment.

1-502. The Secretary, or a designee, shall **serve** as the Chairman of the Council, and **shall** prescribe rules for the conduct of its business.

1-503. The Secretary **shall** make **available necessary office space and furnish the Council necessary equipment,** supplies, and **staff** services, and **shall** perform **such** functions with respect to the **Council as may be required by the Federal Advisory Committee Act** as amended (5 U.S.C. App. D).

1-6. General Services Administration.

1-601. Within six months of the effective date of this order the Secretary of Labor and the Administrator of the General Services Administration shall initiate a study of conflicts that may exist in their standards and other requirements affecting Federal employee safety and health, and shall establish a procedure for resolving conflicting standards for space leased by the General Services Administration.

1-602. In order to assist the agencies in carrying out their duties under Section 19 of the Act and this order the Administrator shall:

(a) Upon request, require personnel of the General Services Administration to accompany the Secretary or an agency head on any inspection or **investigation** conducted pursuant to this order of a **facility** subject to the authority of the General Services Administration.

(b) Assure prompt attention to reports from agencies of unsafe or unhealthy conditions of facilities subject to the authority of the General Services Administration; where abatement cannot be promptly effected, submit to the agency head a timetable for action to **correct** the conditions; and give priority in the **allocation** of resources available to the Administrator for prompt abatement of the conditions.

(c) Procure and provide safe supplies, devices, and equipment, and establish and maintain a product safety program for those supplies, devices, equipment and services furnished to agencies, including the issuance of Material Safety Data Sheets when hazardous substances are furnished *them*.

1-7. General Provisions.

1-701. Employees shall be authorized official time to participate in the activities provided for by this order.

1-702. Nothing in this order shall be construed to impair or alter the powers and duties of the Secretary or heads of other Federal agencies pursuant to Section 19 of the **Occupational** Safety and Health Act of 1970, Chapter 71 of Title 5 of the United States Code, Sections 7901, 7902, and 7903 of Title 5 of the United States Code, nor shall it be construed to alter any other provisions of **law** or Executive **Order** providing for collective bargaining agreements and related procedures, or affect the responsibilities of the Director of Central Intelligence to protect intelligence sources and methods (50 U.S.C. 403(d) (3)).

1-703. **Executive** Order No. 11807 of September 28, 1974, is revoked.

1-704. This order is effective **July 1, 1980**.

THE WHITE HOUSE,
February 26, 1980.



Public Law 91-596
91 st Congress. S. 2 193
December 29, 1970

To assure safe and healthful working conditions for working men and women: by authorizing enforcement of the standards developed under the Act; by assisting and encouraging the States in their efforts to assure safe and healthful working conditions; by providing for research, information, education, and training in the field of occupational safety and health; and for other purposes.

Be it enacted by the *Senate and House of Representatives of the United States of America in Congress assembled*, That this Act may be cited as the "Occupational Safety and Health Act of 1970".

FEDERAL AGENCY SAFETY PROGRAMS AND RESPONSIBILITIES

SEC. 19. (a) It shall be the responsibility of the head of each Federal agency to establish and maintain an effective and comprehensive occupational safety and health program which is consistent with the standards promulgated under section 6. The head of each agency shall (after consultation with representatives of the employees thereof) —

(1) provide safe and healthful places and conditions of employment, consistent with the standards set under section 6;

(2) acquire, maintain, and **require** the use of safety equipment, personal protective equipment, and devices reasonably necessary to protect employees;

(3) keep adequate records of **all** occupational accidents and **illnesses** for proper evaluation and necessary corrective action;

(4) consult with the Secretary with regard to the adequacy as to **form** and content of records kept pursuant to subsection (a) (3) of this section; and

(5) make an annual report, to the Secretary with respect to occupational accidents and injuries and the agency's program under this section. Such **report** shall include any **report** submitted under section 7902(e) (2) of title 5, United States Code.

(b) The Secretary shall report to the President a **summary** or digest of **reports** submitted to him under subsection (a) (5) of this section, together with his evaluations of and recommendations derived from such **reports**. The President shall transmit annually to the Senate and the House of Representatives a report of the activities of **Federal** agencies under this section.

(c) Section 7902(c) (1) of title 5, United States Code, is amended by inserting after "agencies" the following: "and of labor organizations representing **employees**".

(d) The Secretary shall have access to records and reports kept and **filed** by Federal agencies pursuant to subsections (a) (3) and (5) of this section unless those **records** and **reports** are specifically **required** by Executive order to be kept secret in the interest of the national defense or foreign **policy**, in which case the Secretary shall have access to such information as **will** not jeopardize national defense or foreign policy.

PART 1960

BASIC PROGRAM ELEMENTS FOR FEDERAL EMPLOYEE OCCUPATIONAL **SAFETY** AND HEALTH PROGRAMS AND RELATED MATTERS

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AUTHORITY: Sees. 19 and 24 of the **Occupational Safety and Health** Act of 1970 (84 Stat. 1609, 1614, (29 U.S.C. 668, 673)); **Secretary** of Labor's **Order** No. 8-76 (41 FR 25059); **E.O.** 12196.

SOURCE: The provisions of this part 1960 appear at 45 F.R. 69796, Oct. 21, 1980 as amended at 49 F.R. 3077, Jan. 25, 1984 unless otherwise noted.

SUBPART A—GENERAL

1960.1 —PURPOSE AND SCOPE

(e) Section 19 of the Occupational Safety and Health Act (the Act) contains special provisions to assure safe and healthful working conditions for Federal employees. Under that section, it is the responsibility of the head of each Federal agency to establish and maintain an effective and comprehensive occupational safety and health program which is consistent with the standards promulgated under section 6 of the Act. The Secretary of Labor (the Secretary), under section 19, is to report to the President certain evaluations and recommendations with respect to the programs of the various agencies, and the duties which section 24 of the Act imposes on the Secretary of Labor necessarily **extend** to the collection, compilation and analysis of occupational safety and health statistics from the Federal Government. The role of the General Services Administration in this area stems from its duties as the Government's principal landlord and from its specific safety and health responsibilities under 41 CFR Part **101**, Subchapter D, Federal Property Management Regulations.

(b) Executive Order 12196, Occupational Safety and Health Programs for Federal Employees, issued February 26, 1980, prescribes additional responsibilities for the heads of agencies, the Secretary, and the General Services Administrator. Among other duties, the Secretary is required to issue basic program elements in accordance with which the heads of agencies **shall** operate their safety and health programs. The purpose of this part is to issue these basic program elements. Although agency heads are required to operate a program in accordance with the basic program elements, those elements contain numerous provisions which, by their terms, permit agency heads the flexibility necessary to implement their programs in a manner consistent with their respective missions, sizes, and organizations. Moreover, an agency head, after consultation with agency employees or their representatives and with appropriate safety and health committees may request the Secretary to consider approval of alternate program elements; the **Secretary**, after consultation with the Federal Advisory Council on **Occupational** Safety and Health, may approve such alternate program elements.

(e) **Under** Executive Order 12196, the Secretary is **required to** perform **various** services for the agencies, **including** consultation, training, **recordkeeping**, inspections, and evaluations. Agencies are encouraged to seek such assistance from the Secretary as well as advice on how to comply with the basic program elements and operate effective **occupational** safety and health programs. Upon the request of an Agency, the Office of Federal Agency Safety and Health Programs will review proposed agency plans for the implementation of program elements.

(d) Section 19 of the Act and the Executive Order require specific opportunities for employee participation in the operation of agency safety and health programs. The manner of fulfilling these requirements is set forth in part in these program elements. These requirements are separate from but consistent with the Federal Service Labor Management Relations Statute (**5 U.S.C. 71**) and regulations dealing with labor-management relations within the Federal Government.

(c) Executive Order 12196 and these basic program elements apply to all agencies of the Executive Branch. They apply to all Federal employees. They apply to all **working** conditions of Federal employees except those involving uniquely military equipment, systems, and operations.

(f) The Executive Order and this part do not apply to employees or working conditions of employees of private contractors performing work under government contracts, regardless of whether such privately employed workers perform their duties in government owned or **leased** facilities with government equipment or together with government personnel. Protection of employees of private contractors is assured under the other provisions of the Act, not under Section 19. No provision of the Executive Order or this part shall be construed in any manner to relieve any private employer, including Federal contractors, or their employees of any rights or responsibilities under the provisions of the Act, including compliance activities conducted by the Department of Labor or other appropriate authority.

(g) Federal employees who work in establishments of private employers are covered by their agencies' occupational safety, and health programs. Although an agency may not have the authority to require **abatement** of hazardous conditions in a private sector workplace, the agency head must assure safe and healthful work-

ing conditions for **his/her** employees. This shall be **accomplished** by administrative controls, **personal protective** equipment, or withdrawal of **Federal** employees from the private sector facility to the extent necessary to assure that the employees are protected.

1960.2—Definitions

(a) The term "Act" means the Occupational Safety and Health Act of 1970 (84 Stat. 1590 et seq., 29 U.S.C. 651 et seq.).

(b) The term "agency"* for the purposes of this part means an Executive Department, as defined in 5 U.S.C. 101, or any employing unit or authority of the Executive Branch of the Government. For the purposes of this part to the extent it implements section 19 of the Act, the term "agency" includes the United States Postal Service. By agreement between the Secretary of Labor and the head of an agency of the Legislative or Judicial **Branches** of the Government, these **regulations** may be **applicable** to such **agencies**.

(c) The term "agency liaison" means an agency person appointed with **full** authority and responsibility to represent the occupant agency management with the **official** in charge of a facility or installation such as a GSA **Building** Manager.

(d) The term "building manager" means the person who manages one or several buildings under the authority of a Federal **agency**. For example, a building manager may be the GSA person who **manages building(s)** for GSA.

(e) As used in Executive Order 12196, the term "consultation with representatives of the employees thereof" shall **include** such **consultation**, conference, or negotiation with representatives of agency employees as is consistent with the Federal Service Labor Management **Relations** Statute (5 U.S.C. 71), or collective bargaining or other labor-management arrangements. As used in this part, **the** term "representative of employees" shall be interpreted with due regard for any obligation imposed by the aforementioned statute and any other labor-management **arrangement** that may cover the employees involved.

(f) The term "Designated Agency Safety and Health **Official**" means the individual 'who is responsible for the management of the safety and health **program within an** agency, and **is so** designated or appointed by the **head of the agency** pursuant to § 1966.6 and the provisions of Executive Order 12196.

(g) The term "employee" as used in this part means any person, other than members of the Armed **Forces**, employed or otherwise suffered, permitted,; or **required to** work by an "agency" as **the** latter term is defined in paragraph (b) of this **section**.

(h) **The** term "establishment" means a single **physical** location where business is conducted or where services or operations are performed. Where distinctly separate activities, are performed at a **single** physical location, each activity **shall** be treated as a separate "establishment." Typically, an "establishment" as used in this part **refers** to a field activity, regional **office**, **area** office, installation, or facility.

(i) *The term* "uniquely military equipment, systems, and operations" excludes from the scope of the order the design of Department of Defense equipment and systems that are unique to the national defense mission, such as military aircraft, ships, submarines, missiles, and missile sites, early warning systems, military space systems, artillery, tanks, and **tactical** vehicles; and **excludes operations** that are uniquely military such as **field** maneuvers, **naval operations**, military flight operation, associated research test and **development** activities, and actions required under emergency conditions. The term **includes** within the **scope** of the **Order** Department of Defense workplaces and operations comparable to those of industry in the private sector such as: **Vessel**, aircraft, and vehicle repair, **overhaul**, and

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modification (except for equipment trials); construction; supply services; civil engineering or public works; medical services; and office work.

(j) The term "incidence rates" means the number of injuries and illnesses, or lost workdays, per 100 full-time workers. Rates are calculated as

$$\frac{N \times 200,000}{EH}$$

N=number of injuries and illnesses, or number of lost workdays.

EH=total hours worked by all employees during a month, a quarter, or fiscal year.

200,000=base for 100 full-time equivalent workers (working 40 hours per week, 50 weeks per year).

(k) The term "inspection" means a comprehensive survey of all or part of a workplace in order to detect safety and health hazards. Inspections are normally performed during the regular work hours of the agency, except as special circumstances may require. Inspection? do not include routine, day-to-day visits by agency occupational safety and health personnel, or routine workplace surveillance of occupational health conditions.

(l) Categories of injuries/illnesses/fatalities-

(1) **Injury (Traumatic).** A wound or other condition, of the body caused by external force, including stress or strain. The injury is identifiable as to time and place, of occurrence and member or function of the body affected, and is caused by a specific event or incident or series of events or incidents within a single day or work shift.

(2) **Illness/Disease (Occupational).** A physiological harm or loss of capacity produced by systemic infection; continued or repeated stress or strain; exposure to toxins, poisons, fumes, etc.; or other continued and repeated, exposures to conditions of the work environment over a long period of time. For practical purposes, an occupational illness/disease is any reported condition which does not meet the definition of injury (traumatic).

(3) **Fatality.** Death resulting from an injury (traumatic) or illness/disease (occupational).

(4) **Lost Time Case.** A nonfatal injury (traumatic) that, causes disability for work beyond the day or shift it occurred; or a nonfatal illness/disease (occupational) that causes disability at any time.

(5) **No-Lost Time Case.** A nonfatal injury (traumatic) or illness/disease (occupational) that does not meet the definition of Lost Time Case.

(6) **Catastrophe.** An accident resulting in five or more agency and/or nonagency people being hospitalized for inpatient care.

(m) The term "representative of management" means a supervisor or management official as defined in the applicable labor-management relations program covering the-affected employees.

(n)-(p) [Reversed]

(q) The term "Safety and Health Inspector" means a safety and/or occupational health specialist or other person authorized pursuant to Executive Order 12196; section 1-201(g), to carry out inspections for the purpose of Subpart D of, this part, a person having equipment and competence to recognize safety and/or health hazards in the workplace.

(r) The term "Safety and Health Official" means an individual who manages the occupational safety and/or organizational health program at organizational levels below the Designated Agency Safety-and Health Official.

(s) The term "Safety and Health Specialist" means a person or persons meeting the Office of Personnel Management standards for such occupations, which include but are not limited to:

Safety and Occupational Health Manager/
Specialist GS-018
Safety Engineer GS-803
Fire Prevention Engineer GS-804
Industrial Hygienist GS-690
Fire Protection and Prevention Specialist/Marshal
GS-081
Health Physicist GS-1306
Occupational Medicine Physician GS-602
Occupational Health Nurse GS-610
Safety Technician GS-019
Physical Science Technician GS-1311
Environmental Health Technician GS-699

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Air Safety Investigation Officer GS-1815
 Aviation Safety Specialist GS-1825
 Chemist GS-1320
 Health Technician GS-645
 Highway Safety Manager GS-2125

or equally qualified military, agency, or nongovernment personnel. The agency head shall be responsible for determination and certification of equally qualified personnel.

(†) The term “workplace” means a **physical location** where the agency’s work or operations are performed.

(u) The term “imminent danger” means any conditions or practices in **any workplace** which are such that a danger exists which **could** reasonably be expected to cause death or serious **physical** harm immediately **or** before the imminence of such danger can be eliminated through normal procedures.

(v) The word “serious” as used in “serious hazard,” “serious violation” or “serious condition” means a **hazard**, violation or condition such that there is a substantial probability that death or serious physical harm could result.

(w) The term “certified safety and health committee” means **an** agency safety and health committee that meets the provisions of **section 1-3** of Executive Order 12196 and of this part, as listed and attested to by the head of each agency in **writing to the Secretary**.

(x) The term “reprisal” as used in this part means any act of restraint, interference, coercion or discrimination against an **employee for** exercising his or her rights under Executive Order 12196 and- this **part**, or for participating in the agency’s safety and health program.

1960.3–1960.5—(Reserved)

SUBPART B—ADMINISTRATION 1960.6—DESIGNATION OF AGENCY SAFETY AND HEALTH OFFICIALS

(a) **The head** of each **agency shall** designate an official with sufficient authority and responsibility to represent effectively the interest and **support of the agency head in** the management and administration of the agency occupational safety and health program. This Designated Agency Safety and Health Official should be of the rank of Assistant Secretary, **or** of equivalent **rank**, or **equivalent degree of** responsibility, and **shall** have sufficient headquarters staff with the necessary training and experience. The headquarters **staff should** report **directly** to, **or** have **appropriate** access to, the Designated Agency Safety and Health Official, in order to carry out the responsibilities under this part.

(b) The Designated Agency Safety and Health Official shall assist the agency head in **establishing**:

(1) An agency occupational safety and health policy and program to carry out the provisions of section 19 of the Act, Executive Order 12196, and this part:

(2) An organization, including provision for the designation of safety and health officials at appropriate levels, with adequate budgets and staffs to implement the occupational safety and health program at all operational levels;

1960.6(b)(3)

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(3) A set of procedures that ensures effective implementation of the, agency policy and **program as required by section 19** of the Act, **Executive Order X2196**, and the program elements of this part, considering the mission, size, and organization of the **agency**;

(4) Coals and objectives for reducing and eliminating **occupational** accidents, injuries, and **illnesses**;

(6) **Plans** and procedures for evaluating the agency's occupational safety and health **program** effectiveness at all operational levels: **and**

(6) Priorities with respect' to the factors which cause occupational accidents, injuries, and **illnesses** in the agency's workplaces so that appropriate corrective. actions can be taken.

(c) The agency head shall assure that safety and health officials are designated at, each **appropriate** level with sufficient authority and responsibility to **plan for and assure** funds for necessary safety and health staff, equipment, materials, and training required to ensure implementation of an effective occupational safety and health program.

1960.7—FINANCIAL MANAGEMENT

(a) The head of each agency shall **ensure** that the agency budget submission includes appropriate financial **and** other resources to effectively implement and **administer** the agency's occupational safety and health program.

(b) The **Designated Agency Safety- and Health Official**, management officials in charge of each establishment, safety and health. **officials at all** appropriate levels, and **other** management officials shall be **responsible for planning, requesting** resources, implementing, and evaluating, the **occupational** safety and health **program budget in** accordance with the regulations **of the Office** of Management and Budget Circular **A-11** (sections **13.2(f)** and **13.5(f)**) and other relevant documents.

(c) Appropriate resources for an agency's **occupational** safety and health program **shall** include, but not be limited **to**:

(1) Sufficient personnel to implement and administer the program at **all** levels, including

necessary administrative costs such as training, travel, and personal protective equipment;

(2) Abatement 'of unsafe or unhealthful working **conditions** related to agency operations or **facilities**;

(3) Safety and health sampling, testing, and **diagnostic** and analytical tools and equipment, including laboratoiy analyses:

(4) Any necessary contracts to identify, analyze, or evaluate unsafe. or unhealthful working conditions and operations:

(5) Program promotional costs such as publications, posters, **or** films;

(6) Technical information, documents, books, standards, codes, periodicals, and **publications**; and

(7) Medical surveillance programs for employees.

1960.8—AGENCY RESPONSIBILITIES

(a) The head of each agency shall furnish to each employee employment and a **place** of employment

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which are free from recognized hazards that are causing or are **likely** to cause death or serious physical harm.

(b) The head of each agency shall comply **with** the Occupational **Safety** and **Health** Administration standards applicable **to** the **agency**.

(c) The head of each agency shall develop, implement, and evaluate an **occupational** safety and health program in accordance with **the** requirements of section 19 of the Act, Executive Order **12196**, and the basic program elements **pre-**scribed in this part, or approved' alternate program elements.

(d) The head of each agency shall acquire, maintain, and require the **use** of approved personal protective equipment, **approved** safety equipment, and **other devices** necessary to **protect** employees.

(e) In order to provide essential specialized expertise, agency heads shall authorize safety and health **personnel** to **utilize** such expertise from whatever **source** available, **including** but not limited to other agencies: professional' groups, consultants, universities, labor organizations, and safety and health committees.

1960.9—Supervisory responsibilities

Employees who exercise supervisory functions shall, to the extent of their authority, furnish employees **employment** and a **place** of **employ-**ment which are **free** from **recognized hazards** that are causing **or** are likely to cause death or serious physical **harm**. They **shall also** comply with the

occupational safety and health standards **appli-**cable to their agency and with **all** rules, **regula-**tions, and orders issued by the head of the agency with respect to the agency occupational safety and health program.

1960.1 O-Employee responsibilities and rights

(a) Each employee shall comply with the standards, rules, regulations, and' orders issued by his/her agency in accordance with section 19 of the Act, Executive Order 12196, and this part which are applicable to his/her own actions and conduct.

(b) Employees shall use safety equipment, personal protective equipment, and other devices and **procedures provided or directed by the** agency **and** necessary for their protection.

(c) **Employees** shall have the right to report unsafe **and** unhealthful working conditions to **ap-**propriate **officials**.

(d) Employees **shall** be authorized official time to participate in the activities provided for in section 19 of the Act, Executive Order 12196, this part, and the agency occupational safety and health program.

1960.11 —Evaluation of occupational safety and health performance

Each agency head shall ensure that any **per-**formance evaluation of any management official

in charge of an establishment, any supervisory employee, or other appropriate management **of-**

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official, measures that' employee3 performance in meeting requirements of the agency occupational safety and health program, consistent with the employee's assigned responsibilities and authority, and taking into consideration any applicable

regulations of the 'Office of Personnel Management or other appropriate authority. The recognition of superior performance in discharging safety and health responsibilities by an individual or group should be encouraged and noted.

1960.12—Dissemination of occupational safety-and health program information

(a) Copies of the Act, Executive Order 12196, program elements published in this part, details of the agency's occupational safety and health program, and applicable Safety and health standards shall be made available upon request to employees or employee representatives for review.

(b) A copy of the agency's written occupational safety and health program applicable to the establishment shall be made available to each supervisor, each occupational safety and health committee member, and to employee representatives.

(c) Each agency shall post conspicuously in each establishment, and keep posted, a poster informing employees of the provisions of the Act, Executive Order 12196, and the agency occupational safety and health program under this part. The Department of Labor will furnish the core text of a poster to agencies. Each agency shall add the following items:

(1) Details of the agency's procedures for responding to reports by employees of unsafe

or unhealthful working conditions, and to allegations of discrimination or reprisal due to participation in safety and/or health activities;

(2) the location, where employees may obtain information about the agency's occupational safety and health program, including the full text of agency occupational safety and health standards, and

(3) relevant information about any agency safety and health committees. Such posters and additions shall not be altered, defaced, or covered by other material.

(d) A copy of the agency's poster shall be provided to the Secretary. If the agency needs assistance and advice on the content and development of the poster, such shall be requested of the Secretary prior to printing and distribution.

(e) Agency heads shall promote employee awareness of occupational safety and health matters through their ordinary information channels, such as newsletters, bulletins and handbooks.

1960.13–1960.15 (RESERVED)

SUBPART C--STANDARDS

1960.16—COMPLIANCE WITH OSHA STANDARDS

Each agency head shall comply with all occupational safety and health standards issued under

section 6 of the Act, or with alternate standards issued pursuant to this subpart. In complying with section 6 standards, an agency may, upon prior notification to the Secretary, prescribe and enforce more stringent permissible exposure levels or threshold limit values and may require more frequent monitoring of exposures without recourse to the approval procedures for alternate standards described in § 1960.17. In addition,

after consultation with employees and safety and health committees and prior notification to the Secretary, an agency may utilize the latest edition of a reference standard if it is more stringent than the section 6 standard. After notification, the Secretary may require the use of the approval procedures for alternate standards for any of the situations described in this paragraph.

1960.17—ALTERNATE STANDARDS

An agency head may apply an alternate standard where deemed, necessary, and shall, after consultation with employees or their representatives, including appropriate occupational safety and health committees, notify the Secretary and request approval of such alternate standards.

(a) Any request by the head of the agency for an alternate standard shall be transmitted to the Secretary.

(b) Any such request for an alternate standard shall not be approved by the Secretary unless it provides equivalent or greater protection for affected employees. Any such request shall include:

(1) A statement of why the agency cannot comply with the OSHA standard or wants to adopt an alternate standard;

(2) A description of the alternate standard;

(3) An explanation of how the alternate standard provides equivalent or greater protection for the affected employees;

(4) A description of interim protective measures afforded employees until a decision is rendered by the Secretary of Labor; and

(5) A summary of written comments, if any, from interested employees, employee representatives, and occupational safety and health committees.

1960.18—SUPPLEMENTARY STANDARDS

(a) In addition to complying with emergency temporary standards issued under section 6 of the Act, an agency head shall adopt such emergency temporary and permanent supplementary standards as necessary and appropriate for application to working conditions of agency employees for which there exists no appropriate OSHA standards. In order to avoid any possible duplication of effort, the agency head should notify the Secretary of the subject matter of such standard when the development of the standard begins.

(b) The agency head shall send a copy of the final draft of the permanent supplementary standard to the Secretary prior to official adoption by the agency, along with any written comments on the standard from interested employees, employee

representatives, and occupational safety and health committees. If the Secretary finds the permanent supplementary standard to be adopted inconsistent with OSHA standards, or inconsistent with OSHA enforcement practices under section 5(a)(1) of the Act, the Secretary shall have 15 working days in which to notify the head of the agency of this finding. In such a case, the supplementary standard shall not be adopted, but the agency will be afforded an opportunity to resubmit a revised standard that is designed to provide adequate protection and is consistent with OSHA standards. Upon request of the agency head, the Secretary shall offer to the agency technical assistance in the development of the supplemental standard.

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1960. 19—OTHER FEDERAL AGENCY STANDARDS AFFECTING OCCUPATIONAL SAFETY AND HEALTH

(a) Where employees of different agencies engage in joint operations, and/or primarily report to work or carry out operations in the same establishment, the standards adopted under § 1960.17 or § 1960.18 of the host agency shall govern.

(b) There are situations in which the head of an agency is required to comply with standards affecting occupational safety and health issued by a Federal agency other than OSHA. For example, standards issued by the Federal Aviation Administration, the Department of Energy, or the General Services Administration may be applicable to certain Federal workplaces. Nothing in this

subpart affects the duty of any agency head to comply with such standards. In addition, agency heads should comply with other standards issued by Federal agencies which deal with hazardous working conditions, but for which OSHA has no standards.

(c) Although it is not anticipated that standards of other Federal agencies will conflict with OSHA standards, should such conflict occur, the head of the agency shall inform the other Federal agency and the Secretary so that joint efforts to resolve the issues may be undertaken. However, until conflicts are resolved, agencies shall comply with the more protective of the conflicting standards.

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SUBPART D—INSPECTION AND ABATEMENT

1960.25 QUALIFICATIONS OF SAFETY AND HEALTH INSPECTORS AND AGENCY INSPECTIONS

(a) Executive Order 12196 requires that each agency utilize as inspectors "personnel with equipment and competence to recognize hazards." Inspections shall be conducted by inspectors qualified to recognize and evaluate hazards of the working environment and to suggest, general abatement procedures. Safety and health specialists as defined in § 1960.2(s), with experience and/or up-to-date training in occupational safety and health hazard recognition and evaluation are considered as meeting the qualifications of safety and health inspectors. For those working environments where there are less complex hazards, such safety and health specializations as cited above may not be required, but inspectors in such environments shall have sufficient documented training and/or experience in the safety and health hazards of the workplace in-

involved to recognize and evaluate those particular hazards and to suggest general abatement procedures. All inspection personnel must be provided the equipment necessary to conduct a thorough inspection of the workplace involved.

(b) Each agency which has workplaces containing information classified in the interest of national security shall provide access to safety and health inspectors who have obtained the appropriate security clearance.

(c) AH areas and operations of each workplace, including office operations, shall be inspected at least annually. More frequent inspections shall be conducted in all workplaces where there is an increased risk of accident, injury, or illness due to the nature of the work performed. Sufficient un-

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announced inspections and unannounced follow-up inspections should be conducted by the agency to ensure the identification and abatement of hazardous conditions.

(d) When situations arise involving multiple agencies' responsibilities for conditions affecting employee safety and health, coordination of **inspection** functions is encouraged.

1960.26—CONDUCT OF INSPECTIONS

(a) Preparation.

(1) Prior to commencement of the inspection, the Safety and Health Inspector **shall be** provided all available relevant information which pertains to the occupational safety and health of the workplace to be inspected, including safety and health hazard reports, injury and illness records, previous inspection reports, and reports of unsafe and unhealthful working conditions.

(2) The **Safety** and Health Inspector shall determine in advance, where possible, the actual work procedures and conditions to be inspected, in order to **have** the proper equipment available to conduct an effective inspection.

(b) Inspection.

(1) For the purpose of assuring safe and healthful **working** conditions for employees of agencies, the head of the agency shall authorize safety and/or health inspectors: To enter without delay, and at reasonable times, any **building**, installation, facility, construction site, or other area, workplace, or environment where work is performed by employees of the agency; to inspect and investigate during regular working hours and at other **reasonable** times, and within reasonable limits and in a reasonable manner, any such place of employment and **all** pertinent conditions, structures, machines, apparatus, devices, equipment, and materials therein, and to question privately any **agency** employee, and/or any agency supervisory employee, and/or any official in charge of an establishment.

(2) If there are no authorized representatives of employees, the inspector **shall** consult with a reasonable number of employees during the walkaround.

“(3) When, in the opinion of the inspector, it is necessary to conduct personal monitoring (sampling) of employee's work environments, the inspector may request employees to wear reasonable and necessary personal monitoring devices, e.g., noise dosimeters and air sampling pumps, for periods determined by the inspector to be necessary for complete and effective sampling of the environment.

(4) Upon request of the inspector, the employer shall encourage **employees** to wear the personal **environmental** monitoring devices during an **inspection**.

(3) Whenever and as soon as it is concluded on the basis of **an inspection** that a danger exists which could reasonably be expected to cause death or serious physical harm immediately, the inspector shall inform the affected employees and **official** in charge of the workplace of the danger. The **official** in charge of the workplace, or a person empowered to act for that official, shall undertake immediate **abatement** and the withdrawal of employees who are not necessary for abatement of the dangerous conditions. In the event the **official** in charge of the workplace needs assistance to undertake full **abatement**, that official **shall** promptly contact the Designated Agency Safety and Health Official and **other** responsible agency officials, who shall assist the abatement effort. Safety and health committees shall be informed of all **relevant actions** and representatives of the employees **shall** be so informed.

(6) At the conclusion of an inspection, the Safety and Health Inspector shall confer with the official in charge of the workplace or that **official's** representative, and with an **appropriate** representative of **the employees** of the establishment, and informally advise them of **any apparent** unsafe or unhealthful working **conditions** disclosed by the inspection. During

any such conference, the official in charge of the workplace and the employee representative shall be afforded an opportunity to bring to the attention of the Safety and Health Inspector any pertinent information regarding conditions in the workplace.

(c) Written reports and notices of unsafe or unhealthful working conditions.

(1) The inspector shall, in writing, describe with particularity the procedures followed in the inspection and the findings which form the basis for the issuance of any Notice of Unsafe or Unhealthful Working Conditions.

(2) Each agency shall establish a procedure for the prompt issuance of a Notice of Unsafe or Unhealthful Working Conditions. Such notices shall be issued not later than 15 days after completion of the inspections for safety violations or not later than 30 days for health violations. If there are compelling reasons why such notice cannot be issued within the 15 days or 30 days indicated, the persons described in paragraph (c)(1)(iii) of this section shall be informed of the reasons for the delay. Such procedures shall include the following:

(i) Notices shall be in writing and shall describe with particularity the nature and degree of seriousness of the unsafe or unhealthful working condition, including a reference to the standard or other requirement involved;

(ii) the notice shall fix a reasonable time for the abatement of the unsafe or unhealthful working condition: and

(iii), a copy of the notice shall be sent to the official in charge of the workplace, the employee representative who participated in the closing conference, and/or the safety and health committee of the workplace, if any.

(3) Upon receipt of any notice of an unsafe or unhealthful working condition, the official in charge of a workplace shall immediately post such notice; or copy thereof, unedited, except for reason of national security, at or near each place an unsafe or unhealthful working condition referred to in the notice exists or existed. In addition, a notice shall be posted if any special procedures are in effect. Where, because of the nature of the workplace operations, it is not practicable to post the notice at or near each such place, such notice shall be posted, unedited, except for reason of national security, in a prominent place where it will be readily observable by all affected employees. For example, where workplace activities are physically dispersed, the notice may be posted at the location to which employees report each day. Where employees do not primarily work at or report to a single location, the notice may be posted at the location from which the employees operate to carry out their activities.

(4) Each notice of an unsafe or unhealthful working condition or a copy thereof, shall remain posted until the unsafe or unhealthful working condition has been abated or for 3 working days whichever is later. A copy of the notice will be filed and maintained for a period of five years after abatement at the establishment and made available to the Secretary upon request.

1960.27—REPRESENTATIVES OF OFFICIALS IN CHARGE AND REPRESENTATIVES OF EMPLOYEES

(a) Safety and health inspectors shall be in charge of inspections and may interview any employee in private if the inspector deems it necessary. A representative of the official in charge of a workplace and a representative of employees shall be given an opportunity to accompany Safety and Health Inspectors during the physical inspection of any workplace, both to aid the in-

spection and to provide such representatives with more detailed knowledge of any existing or potential unsafe or unhealthful working condition. The representative of employees shall be selected by the employees. Additional representatives of the official in charge and additional representatives of employees may accompany the Safety and Health Inspectors if it is determined

by the inspector that such additional representatives will further aid the inspection. Different **representatives** of the employer and employees may be allowed to accompany the Inspector during each different phase of **an inspection**.

(b) Safety and health inspectors shall be authorized **to** deny the right of accompaniment under this section to any person whose **participation** interferes with a fair and orderly **inspection**.

(c) With regard to facilities classified in **the interest** of national security, only persons authorized to have **access** to such facilities shall be

allowed to accompany a Safety and Health Inspector in such areas.

(d) Safety and health inspectors shall consult with employees concerning matters of **occupational safety and health** to the extent deemed necessary for the conduct of an effective and thorough inspection. During the course of an inspection, any employee shall be afforded an opportunity to bring to the attention of the Safety and **Health** Inspector any unsafe or **unhealthful** working condition which the employee has reason to believe exists in the workplace.

1960.28—EMPLOYEE REPORTS OF UNSAFE OR UNHEALTHFUL WORKING CONDITIONS

(a) The purpose of employee reports is to inform agencies of the existence of, or potential for, unsafe or unhealthful working conditions. A report under this part is not a grievance.

(b) This section provides guidance in **establishing** a channel of communication between agency employees and those **with** responsibilities for safety- and health matters, **e.g.**, their supervisor, the agency safety and health officials, safety and health committees, safety **and** health inspectors, the head of the agency, or the Secretary. These channels of communication are intended to assure prompt analysis and response to reports of unsafe or unhealthful working conditions in accordance with the requirements of Executive Order 12196. Since many safety and health problems can be eliminated as soon as they are identified, the existence of a formal channel of communication shall not preclude immediate corrective action by an employee's supervisor in response to oral reports of unsafe or unhealthful working conditions where such action is possible. Nor should an employee be required to await the outcome of such an oral report before filing a written report pursuant to the provisions of **this section**.

(c) Any employee or representative of employees, who believes that an unsafe or **unhealthful** working condition exists in any workplace where such employee is employed, shall have the right and is encouraged to make a report of the unsafe or unhealthful working condition to an ap-

propriate agency safety and health official **and** request an inspection of such workplace for this purpose. The report **shall** be reduced to writing **either by** the individual submitting the report or, **in** the case of an oral notification, by the above official, or **other** person designated to receive the reports in the workplace. Any such report shall set forth grounds for the report and shall contain the name of the employee or representative of employees. Upon the request of the individual making such report, no person shall disclose the name of the individual making the report or the names of individual employees referred to in the report, to anyone other than authorized representatives of the Secretary. In the case of imminent danger situations, employees shall make reports by the most expeditious means available.

(d) Reports received by the agency.

(1) Each report of an existing or potential unsafe or unhealthful working condition should be recorded on a log maintained at the establishment. If an agency finds it inappropriate to maintain a log of written reports at the **establishment** level, it may avail itself of procedures set forth in § 1960.71. A copy of each report received shall be sent to the appropriate establishment safety and health committee.

(2) A sequentially numbered case file, coded for identification, should be assigned for purposes of maintaining an accurate record of the

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report and the response thereto. **As a minimum, each** establishment's log should contain the following information: date, time, code/reference/file number, **location** of condition, **brief description** of the condition, **classification** (imminent danger, serious or other), **and date and nature** of action taken.

(3) Executive Order 12196 requires that agency inspections be conducted **within** 24 hours for employee reports of imminent danger conditions, within three working days for potentially serious conditions, and within **20** working days for other than serious safety and **health** conditions. However, an inspection may not be necessary if, through normal management action and with prompt notification to employees and **safety and health** committees, the hazardous **condition(s)** identified **can** be abated immediately.

(4) An employee submitting a report of **unsafe** or unhealthful conditions shall be notified in writing within 15 days if the **official** receiving the **report** determines there are not **reasonable grounds** to believe such a hazard exists and does not plan to make an inspection **based on** such report. **A copy of each such notification shall** be provided by the agency to the **appropriate** certified safety and **health** committee, where established under Executive Order 12196. An agency's, inspection or investigation report, if any, **shall** be made available to the employee making the report within 15 days after completion of the inspection, for safety violations or within **30** days for health violations, unless there are compelling reasons, and shall be made **available** to the Secretary or the

Secretary's authorized representative on request.

(e) Reports received by the Secretary of Labor.

(1) **Agency safety and health** programs must **have provisions** for responding to **employees' reports of unsafe or unhealthful** working conditions and the Secretary encourages employees **to use agency procedures** as the **most expeditious means of** achieving abatement of **hazardous conditions**. It is recognized, however, that employee reports may be received directly by the Secretary.

(2) When such reports are received directly **from an employee or** employee representative, the Secretary shall, where a certified safety and **health committee exists**, forward the report to the **agency** for handling in accordance with procedures outlined in § 1960.28(d). **A copy of the response to the** originator shall be sent to the Secretary.

(3) Where there is no certified safety and health committee, or when requested by half the members of a committee, the Secretary may initiate **an** inspection or other appropriate **action**. **When the Secretary determines that an** inspection is warranted, the Secretary **shall observe** the same response times as required of the agencies under the Executive Order and § 1960.28(d)(3). When the Secretary determines not to make an inspection, the report shall be forwarded to **the** agency for handling in accordance with procedures outlined, in § 1960.28(d). **A copy of the response to the** originator **shall** be sent to the Secretary.

1960.29—ACCIDENT INVESTIGATION

(a) While all accidents should be investigated, including accidents involving property damage only, the extent of such investigation shall be reflective of the seriousness of the accident.

(b) In any case, each accident which results in a fatality or the hospitalization of five or more employees shall be investigated to determine the causal factors involved. Except to the extent necessary to protect employees and the public, evidence at the scene **of** an accident shall be left

untouched until inspectors have an opportunity to examine it.

(c) Any information or evidence uncovered during **accident** investigations which would be of benefit in developing a new OSHA standard or in modifying **or revoking an** existing standard should be promptly transmitted to the Secretary.

(d) The **investigative** report of the accident shall include appropriate documentation on date, time,

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location, description of operations, description of accident, photographs, interviews of employees and witnesses, **measurements, and** other pertinent information. A copy of the **investigative** report required by **this section** shall be forwarded to the official in **charge** of the workplace, **the**

appropriate safety and health committee, and the exclusive employee representative, if any. The investigative report shall be made available to the Secretary or his authorized representative on request,

1960.30—ABATEMENT OF UNSAFE OR UNHEALTHFUL WORKING CONDITIONS

(a) The agency shall ensure the prompt, abatement of unsafe and unhealthful conditions. Where a Notice of an Unsafe or Unhealthful Working Condition has been issued, abatement shall be within the time set forth **in the notice**, or in accordance with the established abatement plan.

(b) The procedures **for** correcting unsafe or unhealthful working conditions shall include a follow-up, to the extent necessary, to determine whether the correction **was** made. **If, upon the follow-up**, it appears that the correction was not made, or was not carried out in **accordance** with an abatement plan prepared pursuant to paragraph (c) of this section, **the official** in charge of the establishment and **the appropriate** safety and health **committee shall be** notified of the failure to abate.

(c) The official in charge of the establishment shall promptly prepare **an** abatement plan with the appropriate participation of the establishment's Safety and **Health Official** or a **designee**, if in the judgment of the establishment official the abatement of an unsafe or unhealthful working condition will not be possible within **30** calendar **days**. Such plan shall contain an explanation of the circumstances of the delay in abatement, a proposed timetable for the abatement, and a **sum-**

mary of steps **being taken** in the interim to protect employees **from being** injured as a result of the **unsafe** or unhealthful working condition. A copy of the plan **shall** be sent to the safety and health **committee**, and, if no committee exists, to the representative of the employees. Any changes in an **abatement plan** will require the preparation of a new plan in accordance with the provisions of this section.

(d) When a **hazard** cannot be abated within the authority and **resources** of the official in charge of the **establishment**, that official **shall** request assistance **from** appropriate higher authority. The **local safety and health** official, any **established** committee **and/or** employee **representatives**, and all personnel subject to the hazard shall be **advised of** this action and of interim protective measures **in effect**, and shall be kept informed of subsequent progress on the abatement plan.

(e) When a hazard cannot be abated without **assistance** of the General Services Administration or other Federal- lessor agency, the occupant agency shall act with the lessor agency to secure abatement. Procedure for coordination with the General Services Administration are contained in Subpart **E** of this part.

1960.31 - Inspections by OSHA

(a) The Secretary or the Secretary's **representatives are authorized to conduct, when** the Secretary deems necessary, announced or **unannounced** inspections in the following situations:

(1) Where an **agency** has not established **occu-**

pational safety and health committees or where committees no longer operate in conformance to the requirements of subpart F of this part;

(2) In response to a request from half the membership of record of any certified safety

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and health committee; and

(3) In response to an employee's report on an imminent danger situation, where there is a certified committee, but where the Secretary determines that neither the agency nor the committee has responded to the employee.

(b) The Secretary's inspectors or evaluators are authorized: to enter without delay, and at reasonable times, any building, installation, facility, construction site, or other area, workplace, or environment where work is performed by employees of the agency; to inspect and investigate during regular working hours, and at other reasonable times, and within reasonable limits and in

a reasonable manner, any such place of employment, and all pertinent conditions, structures, machines, apparatus, devices, equipment, and materials therein, and to question privately any employee, any supervisory employee, and/or any official in charge of an establishment.

(c) The Secretary may also, make scheduled inspections as an integral part of OSHA's evaluation of an agency's safety and health program in accordance with Subpart J of this part.

(d) OSHA inspections shall follow the general format set forth for agency inspections in other applicable parts of this subpart.

1960.32-1960.33 (RESERVED)

SUBPART E—GENERAL SERVICES ADMINISTRATION AND OTHER FEDERAL AGENCIES

1960.34—GENERAL PROVISIONS

Within six months of the effective date of this part, the Secretary of Labor and the Administrator of the General Services Administration (GSA) shall initiate a study of conflicts that may exist in their standards concerning Federal buildings, leased space, products purchased or supplied, and other requirements affecting Federal employee safety and health. Both agencies shall establish and publish a joint procedure for resolving conflicting standards. All other Federal agencies that have authority for purchasing equipment, supplies, and materials, and for controlling Government space, as well as the leasing of space, shall also be subject to the requirements of this subpart, including publication of a procedure for resolving conflicting standards,

(a) In order to assist agencies in carrying out their duties under section 19 of the Act, Executive Order 12196, and this part, the Administrator or the Administrator's designee shall:

(1) Upon an agency's request, furnish for any owned or leased space offered to a Federal agency for occupancy:

(i) a report of a recent preoccupancy inspection to identify serious hazards or serious violations of OSHA standards or approved alternate standards, and

(ii) a plan for abatement of the hazards and violations discovered:

(2) Provide space which:

(i) meets any special safety and health requirements submitted by the requesting agency, and

(ii) does not contain either serious hazards or serious violations of OSHA standards or approved alternate standards which cannot be abated:

(3) Repair, renovate, or alter, upon an agency's request, owned or leased space in a planned and controlled manner to reduce or eliminate, whenever possible, any hazardous exposure to the occupant agency's employees;

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(4) Accompany, upon request, the Secretary or the Secretary's designee on any inspection or investigation of a facility subject to the authority of the General Services Administration. Requests made for this purpose, **shall**, whenever possible, be made at the GSA regional level in order to facilitate prompt **assistance**;

(5) Investigate, upon an official **agency** request, **reports** of unsafe or unhealthful conditions within the scope of GSA's **responsibility**. Such investigation, when requiring an on-site inspection, shall be completed within **24 hours** for imminent danger situations, **within** three *working* days for potentially serious conditions, **and** within 20 working days for other safety and health risk conditions:

(6) Abate unsafe or unhealthful conditions disclosed by reports, investigation or inspection within 30 calendar days or submit to the occupant agency's designated liaison official an abatement plan. Such abatement plan **shall** give priority to the allocation of resources to bring about prompt abatement of the conditions. (GSA shall publish **procedures** for abatement of hazards in the Federal Property Management Regulations- 41 CFR Part **101**);

(7) Establish an occupancy **permit** program which **will** regulate the types of activities and occupancies in facilities in order to avoid incompatible groupings, e.g., **chemical** or **biological** laboratories in office space. GSA shall seek to consolidate Federal laboratory operations in facilities designed for such purposes:

(8) Ensure, insofar as possible, that agency safety and health problems **still** outstanding are resolved, **or** otherwise answered by acceptable **alternatives** prior to renegotiation of leases: and

(9) Ensure that GSA or other Federal lessor agencies' building managers maintain a log of report of unsafe or unhealthful conditions submitted by tenants to **include**: date of receipt of report, action taken, and final resolution.

(b) Product safety. Agencies such as GSA, **DOD**, and others which procure and provide supplies, equipment, devices, and material for their own use or use by other agencies, except for the design of uniquely military products as *set forth* in §

1960.2(i), shall establish and maintain a product safety program which:

(1) Ensures that items procured, will allow user agencies to use such **products** safely for their designed purpose and will facilitate user compliance with all applicable standards.

(2) Requires that products meet the applicable safety and health requirements of Federal law and regulations issued thereunder:

(3) Ensures that hazardous material will be labeled in accordance with current law or regulation to alert users, shippers, occupational safety and health, and emergency action personnel, and others, to basic information *concerning* flammability, toxicity, compatibility, first aid procedures, and normal as well as emergency handling and disposal procedures;

(4) Ensures, **availability** of appropriate safety rescue and personal protective equipment to supply user **agencies**. The **writing** of Federal procurement **specifications** will be coordinated by GSA with **OSHA/NIOSH** as needed to assure purchase of approved products:

(5) Ensures that products recalled by the manufacturer, either voluntarily or by order **from** a regulatory authority, are removed from inventory. Each recall notice or order shall be forwarded to all agencies **which** have ordered **such product from** or through the procuring/-supplying **Federal agency**, e.g., **GSA, DOD**, etc.;

(6) Include preparation of **FEDSTD 313**, Material Safety Data Sheets (**MSDS**), involving all interested agencies in review to keep the **standard** current. **MSDS** provided by agencies or contractors shall meet the **requirements** of **FEDSTD 313** and be furnished to **DOD** for filing **and distribution**.

(c) In order to assist agencies in carrying out their duties under section 19 of the **Act**, Executive Order 12196, and this part, the **DOD** operates **and** maintains an automated system to receive, file, reproduce, and make available **MSDS** data to other Federal agencies through the Government Printing Office or the National Technical Information Services.

(d) All Federal agencies shall use **MSDS** either

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provided by DOD, or acquired directly from suppliers, when purchasing hazardous materials (as defined, in FEDSTD 313) for local use; These data will be used to develop detailed procedures to advise employees in the workplace of the hazards involved with the materials and to protect them therefrom.

(●) **Safety and health services.** GS-A will operate and maintain for user agencies the following services:

(1) Listings in the "Federal Supply Schedule" of safety and health services and equipment which are approved for use by agencies when needed. **Examples** of such services, are: workplace **inspections**, training; **industrial hygiene surveys**, asbestos bulk **sampling**, and mobile health testing; examples: of such equipment are: personal protective equipment and apparel; safety devices, and environmental monitoring equipment:

(2) Rules for assistance in the preparation of agency "Occupant Emergency Plans" (formerly called "Facility Self-Protection Plans"), to be published by **GSA at 41 CFR Part 101**;

(3) An effective **maintenance** program in the Interagency **Motorpool** System which will ensure the safety and health of **Federal employees utilizing** the vehicles. Critical items to be included are: Exhaust systems, **brakes**, tires, lights, steering, and passenger restraint or other crash protection systems; and

(4) A rapid response system whereby **agencies** can alert GSA to unsafe or unhealthful items purchased or **contracted for** by GSA; which in turn will evaluate the reports, initiate corrective action, as appropriate, and: advise use agencies of interim protective measures.

1960.35—NATIONAL INSTITUTE FOR OCCUPATIONAL SAFETY AND HEALTH

(a) The Director of the National Institute for Occupation+ Safety and Health (**NOISH**) shall, upon request by the Secretary, assist in: (1) **Evaluations** of Federal agency safety and health programs; (2) investigations of possible safety and health hazards and (3) inspections resulting from employee or committee reports of unsafe or unhealthful working conditions.

(b) The Director of NIOSH shall provide a Hazard Evaluation (**HE**) program for-Federal agencies. This program shall be designed to **respond** to requests for assistance in determining whether or not safety or health hazards are present in a Federal Workplace. Requests for such Hazard Evaluations may be submitted to the Director by:

(1) The Secretary of Labor:

(2) The Head of a Federal agency:

(3) An agency safety and health committee if half the committee requests such service; and

(4) Employees who are not covered by a certified safety and health committee.

(c) The Director of NIOSH may assist agencies by providing hazard alerts, technical services, training materials and conducting training programs upon request by an agency and with reimbursement.

SUBPART F--OCCUPATIONAL SAFETY AND HEALTH COMMITTEES

1960.36—GENERAL PROVISIONS

(a) The occupational safety and health committees described in this subpart are organized and

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maintained basically to monitor and assist an agency's safety and health program. These committees assist agencies to maintain an open channel of communication between employees and management concerning safety and health matters in agency workplaces. The **committees provide** a method; by **which** employees can utilize their **knowledge** of workplace operations to assist agency management to improve policies, conditions, and practices.

(b) Agencies may elect to establish safety and health committees meeting the minimum requirements contained in **this** subpart. Where such committees are not established, or fail to meet the minimum requirements established by the Secretary, the Secretary is **authorized by** section 1-401(i) of Executive Order 12196 to conduct unannounced inspections of agency workplaces when the Secretary **determines** them necessary.

1960.37—COMMITTEE ORGANIZATION

(a) For agencies which elect to utilize committee concept, safety and health committees shall be formed at both the national level and, for agencies with **field** or regional offices, at appropriate levels within the agency. To realize exemption from unannounced OSHA inspections, an agency must form a committee at the national level and at any establishment of grouping of **establishments** that is to be exempt, keeping the Secretary **advised of** the locations and activities where such committees are functioning.

(1) The principal function of the **national** level committee **shall** be to consult and **provide** policy **advice on and** monitor the performance of, the agency-wide safety and health **program**.

(2) Committees at **other** appropriate levels shall be established at agency establishments or **groupings** of establishments consistent with the mission, size and organization of the agency and its collective bargaining configuration. The **agency shall** form committees at the lowest practicable local level. The principal **function of** the establishment (or local) committees is to monitor **and** assist in the execution of the agency's safety and health policies and program at the workplaces within their jurisdiction. Any **dispute over** the meaning of the term "**appropriate levels**" shall be resolved by the Secretary.

(b) Committees shall have equal representation of management and nonmanagement employees, who **shall** be members of record.

(1) Management members of both national **level** and establishment level committees shall

be appointed in writing by the person empowered to make such appointments.

(2) **Nonmanagement** members of establishment level committees shall represent all employees of the **establishment** and shall be determined according to the following rules:

(I) Where employees are represented under collective bargaining arrangements, members **shall** be appointed from among those **recommended** by the exclusive bargaining representative:

(II) Where employees are not represented under collective **bargaining** arrangements, members shall be determined through **procedures devised** by the agency which provide for effective representation of all employees: and

(III) Where some employees of an establishment are covered under collective bargaining arrangements and others are not, members **shall be representative** of both groups.

(2) Nonmanagement members of national level committees shall be determined according to the *following* rules:

(i) Where **employees** are represented by organizations having exclusive recognition on an **agency** basis or by organizations having national consultation rights, some members shall be determined in accordance with the terms of collective bargaining agreements and some members shall be selected from those organizations having consultation rights, and

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(ii) Where employees are not represented by organizations meeting the criteria of paragraph (b)(3)(i) of this section, members shall be determined through procedures devised by the agency which provide for effective representation of all employees.

(cc) Committee members should serve overlapping terms. Such terms should be of at least two years duration, except when the committee is initially organized.

(d) The committee chairperson shall be nominated from among the committee's members and shall be elected by the committee members. Management and nonmanagement members should alternate in this position. Maximum service time

as chairperson should be two consecutive years.

(e) Committees shall establish a regular schedule of meetings and special meetings shall be held as necessary; establishment level committees shall meet at least quarterly and national committees shall meet at least annually.

(f) Adequate advance notice of committee meetings shall be furnished to employees and each meeting shall be conducted pursuant to a prepared agenda.

(g) Written minutes of each committee meeting shall be maintained and distributed to each committee member, and upon request, shall be made available to employees and to the Secretary.

1960.38—COMMITTEE FORMATION

(a) Upon forming such committees, heads of agencies shall submit information to the Secretary concerning the existence, location, and coverage, in terms of establishments and populations, of such committees, certifying to the Secretary that such committees meet the requirements of this subpart. The information submitted should include the name and telephone numbers of the chairperson of each committee, and should be updated annually as part of the annual report required by § 1960.74 to reflect any changes that may have occurred.

(b) If, upon evaluation, the Secretary determines that the operations of a committee do not meet the requirements of this subpart, the Secretary shall notify the agency and identify the deficiencies to be remedied. If the agency does not satisfy the Secretary within 90 days that the committee meets the requirements of this subpart, the committee shall not be deemed a committee under Executive Order 12196 and this part.

1960.39—AGENCY RESPONSIBILITIES

(a) Agencies shall make available to committees all agency information relevant and necessary to their duties, except where prohibited by law. Examples of such information include, but are not limited to: The agency's safety and health policies and program; human and financial resources available to implement the program; accident, injury, and illness data; epidemiological data; em-

ployee exposure monitoring data; Material Safety Data Sheets; inspection reports; reprisal investigation reports; abatement plans; NIOSH hazard evaluation reports; and internal and external evaluation reports.

(b) Agencies shall provide all committee members appropriate training as required by subpart H of this part.

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1960.40—ESTABLISHMENT COMMITTEE DUTIES

(a) The safety and health committee is, an integral part of the safety and health program, and helps ensure effective implementation of the program at the establishment level.

(b) An establishment committee formed under this subpart shall, except where prohibited by law:

(1) Monitor and assist the safety and health program at establishments under its jurisdiction and make recommendations to the official in charge on the operation of the program;

(2) Monitor findings and reports of workplace inspections to confirm that appropriate corrective measures are implemented;

(3) When requested by the agency Safety and Health Official, or when the committee deems it necessary for effective monitoring of agency establishment inspection procedures, participate in inspections of the establishment;

(4) Review internal and external evaluation reports and make recommendations concerning the establishment safety and health program;

(5) Review, and recommend changes, as appropriate, to procedures for handling safety

and health suggestions and, recommendations from employees;

(6) When requested by the Designated Agency Safety and Health Official, or when the committee deems it necessary, comment on standards proposed pursuant to the provisions of Subpart C of this part;

(7) Monitor and recommend changes, as required, in the level of resources allocated and spent on the establishment safety and health program;

(8) Review agency responses to reports of hazardous conditions, safety and health program deficiencies, and allegations of reprisal;

(9) Report their dissatisfaction to the Secretary if half a committee determines there are deficiencies in the establishment's safety and health program or is not satisfied with the agency's reports of reprisal investigations; and

(TO) Request the Secretary to conduct an evaluation or inspection if half the members of record are not satisfied with an agency's response, to a report of hazardous working conditions.

1960.4 1 -NATIONAL COMMITTEE DUTIES

National committees established under this subpart shall, except where prohibited by law:

(a) Monitor performance of the agency safety and health program and make policy recommendations to the head of the agency on the operation of the program:

(b) Monitor and assist in the development and operation of the agency's establishment committees. As the committee deems appropriate, monitor and review: Reports of inspections: internal and external evaluation reports; agency safety and health training programs: proposed agency

standards: agency plans for abating hazards; and responses to reports of hazardous conditions; safety and health program deficiencies; and allegations of reprisal:

(c) Monitor and recommend changes in the resources allocated to the entire agency safety and health program;

(d) Report their dissatisfaction to the Secretary if half a committee determines, there are deficiencies in the agency's safety and health program or is not satisfied with the agency's reports of reprisal investigations: and

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(e) Request the Secretary to conduct an evaluation or inspection if half the members of record are not satisfied with an agency's response to a report of hazardous working conditions;

1960.42-1 960.45 (RESERVED)

SUBPART G—ALLEGATIONS OF REPRISAL

1960.46—AGENCY RESPONSIBILITY

(a) The head of each agency shall establish procedures to assure that no employee is subject to restraint, interference, coercion, discrimination or reprisal for filing a report of an unsafe or unhealthful working condition, or other participation in agency occupational safety and health program activities, or because of the exercise by such employee on behalf of himself or herself or others of any right afforded by section 19 of the Act, Executive Order 12196, or this part. These rights include, among other things, the right of an employee to decline to perform his or her assigned task because of a reasonable belief that, under the circumstances the task poses an imminent

risk of death or serious bodily harm coupled, with a reasonable belief that there is insufficient time to seek effective redress through normal hazard reporting and abatement, procedures established in accordance with this part.

(b) Based on the Secretary's evaluation of agencies' procedures for protecting employees from reprisal, the Secretary shall report to the President by September 30, 1982 his findings and recommendations for improvements, in procedures for the investigation and resolution of allegations of reprisal.

1960.47—RESULTS OF INVESTIGATIONS

Each agency shall keep occupational safety and health committees advised of agency activity regarding allegations of reprisal and any agency determinations thereof. Agency officials shall provide copies of reprisal investigation findings, if any, to the Secretary and to the appropriate safety and health committee.

1960.48-1 960.53 (RESERVED)

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SUBPART H-TRAINING

1960.54—TRAINING OF TOP MANAGEMENT OFFICIALS

Each agency shall provide top management officials with orientation and other learning experiences which will enable them to manage the occupational safety and health programs of their

agencies. Such orientation should include coverage of section 19 of the Act, Executive Order 12196, the requirements of this part, and the agency safety and health program.

1960.55—TRAINING OF SUPERVISORS

(a) Each agency shall provide occupational safety and health training for supervisory employees that includes: supervisory responsibility for providing and maintaining safe and healthful working conditions for employees, the agency occupational safety and health program, section 19 of the Act; Executive Order 12196, this part, occupational safety and health standards applicable to the assigned workplaces, agency procedures for reporting hazards, agency procedures for reporting and investigating allegations of reprisal, and agency procedures for the abatement of hazards, as well as other appropriate rules and regulations.

(b) This supervisory training should include introductory and specialized courses and materials which will enable supervisors to recognize and eliminate, or reduce, occupational safety and health hazards in their working units. Such training shall also include the development of requisite skills in managing the agency's safety and health program within the work unit, including the training and motivation of subordinates toward assuring safe and healthful work practices.

1960.56—TRAINING OF SAFETY AND HEALTH SPECIALISTS

(a) Each agency shall provide occupational safety and health training for safety and health specialists through courses, laboratory experiences, field study, and other formal learning experiences to prepare them to perform the necessary technical monitoring, consulting, testing, inspecting, designing, and other tasks related to program development and implementation, as well as hazard recognition, evaluation and control,

equipment and facility design, standards, analysis of accident, injury, and illness data, and other related tasks.

(b) Each agency shall implement career development programs for their occupational safety and health specialists to enable the staff to meet present and future program needs of the agency.

1960.57—TRAINING OF SAFETY AND HEALTH INSPECTORS

Each agency shall provide training for safety and health inspectors with respect to appropriate standards, and the use of appropriate equipment and testing procedures necessary to identify and evaluate hazards and suggest general abatement

procedures during or following their assigned inspections as well as preparation of reports and other documentation to support the inspection findings.

1960.58—TRAINING OF COLLATERAL DUTY SAFETY AND HEALTH PERSONNEL AND COMMITTEE MEMBERS

Within six months after October 1, 1980, or on appointment of an employee to a collateral duty position or to a committee, each agency shall provide training for collateral duty safety and health personnel and all members of certified occupational safety and health committees commensurate with the scope of their assigned responsibilities. Such training shall include: The agency occupational safety and health program; section

19 of the Act; Executive Order 12196; this part; agency procedures for the reporting, evaluation and abatement of hazards; agency procedures for reporting and investigating allegations of reprisal, the recognition of hazardous conditions and environments; identification and use of occupational, safety and health standards, and other appropriate rules and regulations.

1960.59—TRAINING OF EMPLOYEES AND EMPLOYEE REPRESENTATIVES

(a) Each agency shall provide appropriate safety and health training for employees including specialized job safety and health training appropriate to the work performed by the employee, for example: Clerical; printing; welding; crane operation; chemical analysis, and computer operations. Such training also shall inform employees of the agency occupational safety and health program, with emphasis on their rights and responsibilities.

(b) Occupational safety and health training for employees of the agency who are representatives

of employee groups, such as labor organizations which are recognized by the agency, shall include both introductory and specialized courses and materials that will enable such groups to function appropriately in ensuring safe and healthful working conditions and practices in the workplace and enable them to effectively assist in conducting workplace safety and health inspections. Nothing in this paragraph shall be construed to alter training provisions provided by law, Executive Order, or collective bargaining arrangements.

1960.60—TRAINING ASSISTANCE

(a) Agency heads may seek **training** assistance from the Secretary of Labor, the National Institute for Occupational Safety and Health and other appropriate sources.

(b) After the effective date of Executive Order 12196, the Secretary **shall**, upon request and with reimbursement, conduct orientation for **Designated** Agency Safety and Health Officials **and/or** their designees which will enable them. **to manage** the occupational safety and health programs of their agencies. Such orientation shall include coverage of section 19 of the Act, Executive Order 12196, and the requirements **of** this part.

(c) Upon request and with reimbursement, the Department of Labor shall **provide** each agency

with training materials to assist in fulfilling the training needs of this **subpart, including** resident and **field** training **courses designed** to meet selected training needs of agency safety and health specialists, safety and health inspectors, and **collateral duty safety and health personnel**. These **materials and courses** in **no** way reduce each agency's responsibility to provide whatever specialized training is required by the unique characteristics of its work.

(d) **In** cooperation with OPM, the Secretary will develop guidelines **and/or provide materials** for the **safety and health** training programs for **high-level** managers, supervisors, members **of** committees, and employee representatives;

1960.61–1960.65 (RESERVED)

SUBPART I—RECORDKEEPING AND REPORTING REQUIREMENTS

1960.66—PURPOSE, SCOPE AND GENERAL PROVISIONS

(a) The purpose of **this** subpart is to establish uniform requirements for the collection and compilation by agencies of occupational safety and health data, for proper evaluation and necessary corrective action and **to** assist the Secretary in meeting the requirement **to** develop and maintain an effective program of collection, compilation, and, **analysis** of occupational **safety** and health statistics. The term "incident" as hereinafter used in this subpart shall include all occupational injuries and illnesses.

(b) In order **to** perform his duties under Section 19 of the Act and Executive Order 12196, particularly with respect to providing the President with current information about the Federal agency **safety** and health program, it is necessary that the Secretary be promptly informed of serious incidents involving agency employees as provided in § 1960.70. Assistance to agencies in the investiga-

tion of such incidents is available pursuant to the provisions of Executive order 12196 and this subpart.

(c) Each **agency** shall utilize the information collected through its management information system to identify unsafe and **unhealthful** working conditions, and to establish program priorities.

(d) The Department of labor shall provide Federal agencies with the OSHA Form 101, when requested, to meet the recordkeeping specified in 91960.68.

(a) The provisions of this subpart are not intended to **discourage** agencies from utilizing recordkeeping and reporting forms which contain a more detailed breakdown **of** information than the form provided by the Department of Labor.

1960.66(f)

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(f) [Reserved.]

(g) Information concerning occupational injuries and illnesses, or accidents which, pursuant to statute or Executive order, must be kept secret in the interest of national defense or foreign policy shall

be recorded on separate forms. Such records shall not be submitted to the Department of Labor, but may be used by the appropriate Federal agency in evaluating the agency's program to reduce occupational injuries, illnesses and accidents.

1960.67—RECORD OR LOG OF OCCUPATIONAL INJURIES AND ILLNESSES

(a) Each Federal agency shall maintain a record or log of all occupational injuries and illnesses for each establishment. Except as provided in § 1960.71(b) and (c), the log is to be maintained at the establishment.

(b) Within six working days after receiving information on an occupational injury or illness, appropriate information concerning such injury or ill-

ness shall be entered on the record or log. For this purpose, the format printed in OSHA 2014 will provide the information required.

(c) Any occupational injury, illness or fatality reported on a Form CA-1, CA-2, or CA-6 to the employing establishment/agency shall be recorded on the log.

1960.68—SUPPLEMENTARY RECORD OF OCCUPATIONAL INJURIES AND ILLNESSES

In addition to the record or log of occupational injuries and illnesses provided under § 1960.67, each Federal agency shall maintain a supplementary record for each occupational injury and illness. The record shall be completed within six working days after the receipt of information that

an occupational injury or illness has occurred. For this purpose, OSHA Form No. 101, or OWCP FORMS CA-1, CA-2 and CA-6 shall be completed in the detail required by the forms and the instructions therein.

1960.69—ANNUAL SUMMARIES OF FEDERAL OCCUPATIONAL INJURIES AND ILLNESSES

(a) Each Federal agency, on a fiscal year basis, shall compile an annual summary of occupational injuries and illnesses as prescribed. The summaries shall be based on the record or log of occupational injuries and illnesses maintained pursuant to § 1960.67.

(b) At the agency's option, and consistent with the Privacy Act considerations and applicable bar-

gaining agreements, the last page of the record or log of occupational injuries and illnesses may be posted as the Annual Summary of Federal Occupational Injuries and Illnesses.

(c) Each agency shall furnish the Department of Labor with a copy of its summary upon request of the Secretary.

1960.69(e)

1960.70—REPORTING OF SERIOUS ACCIDENTS

(a) Within 48 hours after the occurrence of an employment accident, the head of the Federal agency shall report by telephone or telegraph to the Occupational Safety and Health Administration:

- (1) Any occupational accident which is fatal to one or more employees;
- (2) Any occupational accident which results in the inpatient hospitalization of five or more people, agency and nonagency people included;
- (3) Any occupational illness which results in death;
- (4) Any occupational accident involving both Federal and non-Federal employees which results in a fatality or the hospitalization of five or more such employees.

Accidents not immediately reportable, but which result in death within six months of the date of the accident, shall be reported within 48 hours of the time the employer became aware of the death.

(b) The report shall relate the circumstances of the accident, names of individuals involved, any actions taken by the agency, the number of fatalities, and/or injuries and illnesses and the extent of any injuries.

(c) Agencies shall provide the Office of Federal Agency programs with a summary report of each fatal and catastrophic accident investigation. The summaries shall address the date/time of accident, agency/establishment name and location, personnel categories (employee, public, etc.) and consequences, description of operation and the accident, causal factors, applicable standards and their effectiveness and agency corrective/preventive actions.

1960.71—LOCATIONS AND UTILIZATION OF RECORDS AND REPORTS

(a) The provisions of the section, dealing with the availability of information compiled pursuant to this subpart, are designed to guide agencies in providing agency employees and their representatives with the basic information necessary to assure that they can actively participate in an agency safety and health program. The provisions of this section are also designed to encourage agencies to allow agency safety and health inspectors to have direct access to the accident, injury and illness records of the establishments they are inspecting in order that they may better carry out their duties pursuant to Subpart D of this part.

(b) The log and supplementary records required by §§ 1960.67 and 1960.68 shall be maintained at each establishment. Where, for reasons of efficient administration or practicality, an agency must maintain these records at a place other than at each establishment, such agency shall ensure that there is available at each establishment a copy of these records. These records shall be completed

and as current as possible, in no case shall more than six months elapse between the recording of an illness or injury occurring in an establishment and the availability of records reflecting that injury or illness at that establishment.

(c)

(1) For agencies engaged in activities such as agriculture, construction, transportation, communication, and electric, gas and sanitary services, which may be physically dispersed, the log and supplementary records, or copies thereof, may be maintained at a place to which employees report each day.

(2) For personnel who do not primarily report or work at a single establishment, and who are generally not supervised in their daily work, such as traveling employees, technicians, engineers, etc., the log and supplementary records, or copies thereof, may be maintained at the base

1960.71(c)(2)

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from which personnel operate to carry out their activities.

(d) Each Federal agency shall post a copy of its agency annual summary of Federal occupational injuries and illnesses for an establishment, as compiled pursuant to §§ 1960.67 or 1960.69, at such establishment, not later than 45 calendar days after the close of the fiscal year or otherwise disseminate a copy of the annual summary for an establishment in written form to all employees of the establishment. Copies of the annual summary shall be posted for a minimum of 30 consecutive days in a conspicuous place or places in the establishment where notices to employees are customarily posted. Where establishment activities are physi-

cally dispersed, the notice may be posted at the location to which employees report each day. Where employees do not primarily work at or report to a single location, the notice may be posted at the location from which the employees operate to carry out their activities. Each Federal agency shall take necessary steps to ensure that such summary is not altered, defaced, or covered by other material.

(e) The head of each agency shall ensure access to establishment logs and annual summaries by the establishment's Occupational Safety and Health Committees, employees, former employees and employee representatives.

1960.72—ACCESS TO RECORDS BY SECRETARY

The records required to be maintained under the provisions of this subpart shall also be available and made accessible to the Secretary of La-

bor, Secretary of Health and Human Services and their authorized representative.

1960.73—RETENTION OF RECORDS

The records and reports required to be maintained under the provisions of this subpart shall be retained by each agency for five years following the end of the fiscal year to which they relate, and any location including a Federal record retention

center, to which the Secretary or his authorized representative would have reasonable access. In addition, records required by OSHX standards shall be retained in accordance with those standards.

1960.74—AGENCY ANNUAL REPORTS

(a) The Act and E.O. 12196 require all Federal agency heads to submit to the Secretary an annual report on their agency's occupational safety and health program, containing such information as the Secretary prescribes.

(1) Each agency shall submit to the Secretary by January 1 of each year a report describing the agency occupational safety and health program of the previous fiscal year and objectives for the current year. The report shall include a summary of the agency's self-evaluation findings

as required by § 1960.78(b).

(2) Guidelines for agency annual reports to OSHA are prescribed in OSHX publication 2014. The Secretary shall notify agencies by January 1 of any changes to the guidelines for the subsequent year's report.

(3) The agency reports shall be used in the preparation of the Secretary's report to the President.

1960.74(a)(3)

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(b) The Secretary shall submit to the President by October 1 of each year a summary report of the status of the occupational safety and health of Federal employees, based on agency reports, eval-

uations of individual agency progress and problems in correcting unsafe or unhealthful working conditions, and recommendations for improving their performance.

1960.75—1960.77[RESERVED]

SUBPART J—EVALUATION OF FEDERAL OCCUPATIONAL SAFETY AND HEALTH PROGRAMS

7 960.78—PURPOSE AND SCOPE

(a) The purpose of this subpart is to establish a **comprehensive program** for the **evaluation** of Federal **employee occupational** safety and health programs. This subpart includes the **responsibilities** of **agency** heads in conducting self-evaluations of the effectiveness of their occupational safety and health **programs**, and the responsibilities of the Secretary in **evaluating** the extent to **which each** agency-head has developed and implemented agency **programs** in **accordance** with the requirements of Executive **Order** 12196 and this part.

(b) **Agency** heads shall develop and implement a program for evaluating the effectiveness of their **agency's** occupational safety and health program. An annual summary report shall be submitted to

the Secretary covering selfevaluations conducted during the previous year.

(c) The **Secretary** shall conduct a comprehensive evaluation of **each** Federal agency's occupational safety and health program. **Evaluations** shall be **conducted on** a regular **schedule** to determine the performance levels of each **agency's** program. **The Secretary** shall submit to the President each year: A summary **report** of the status of the occupational safety and health of Federal employees; Department of Labor evaluations, together with agency responses, of individual agency progress and problems in correcting unsafe and **unhealthful** working **conditions**, and recommendations for improving agency's performance.

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1960.79—SELF-EVALUATIONS OF OCCUPATIONAL SAFETY AND HEALTH PROGRAMS

Agency heads shall develop and implement a program of self-evaluations to determine the effectiveness of their occupational safety and health programs. The self-evaluations are to include qualitative assessments of the extent to which their agency safety and health programs are:

(a) Developed in accordance with the require-

ments set forth in Executive Order 12196 and this part and,

(b) Implemented effectively in all agency field activities.

Agencies needing assistance in developing a self-evaluation program, should contact the Secretary.

1960.80—SECRETARY'S EVALUATIONS OF AGENCY OCCUPATIONAL SAFETY AND HEALTH PROGRAMS

(a) In accordance with section 1-401(h), the Secretary shall develop a comprehensive program for evaluation an agency's occupational safety and health program. To accomplish this, the Secretary shall conduct:

- (1) A complete and extensive evaluation of all elements of an agency's occupational safety and health program on a regular basis;
- (2) Special studies of limited areas of an agency's occupational safety and health programs as deemed necessary by the Secretary; and
- (3) Field reviews and scheduled inspections of

agency workplaces as deemed necessary by the Secretary.

(b) The Secretary shall develop and distribute to Federal agencies detailed information on the Department of Labor's evaluation program. The information shall include, but is not limited to:

- (1) The major program elements included in a complete and extensive evaluation of an agency's occupational safety and health program;
- (2) The methods and factors used to determine the effectiveness of each element of an agency's program;

(3) The factors used to define "large" or "more hazardous" Federal agencies, establishments, or operations;

(4) The procedures for conducting evaluations including field visits and **scheduled** inspections; and

(5) The reporting format for agency heads in **submitting** annual summaries of their **self-evaluation** programs.

(c) Prior to the initiation of an agency evaluation, and Department of Labor will review the annual agency **self-evaluation** summary report. The Secretary will then develop a program evaluation plan before the initiation **of an** agency evaluation. A copy of the plan **shall** be furnished to the agency to be evaluated at the time of the notification of the evaluation.

(d) To facilitate the evaluation process and to in-

sure **full** understanding of the procedures to be followed and the support required from the agency, the Secretary, **or** the **Secretary's** representative, shall conduct an opening conference with the agency head or designee. **At** the opening conference, the Secretary's authority and evaluation plan **will** be explained.

(e) The agency evaluation should be **completed** within **90** calendar days of the date of the opening conference.

(f) A report of the evaluation shall be submitted to the agency head by the Secretary within 90 calendar days from the date of the closing conference.

(g) Agency heads shall respond to the evaluation report within **60** calendar days of receipt of the report.

1960.8 1-1 960.83 (RESERVED)

SUBPART ~~K~~—FIELD FEDERAL SAFETY AND HEALTH COUNCILS

1960.84—PURPOSE

(a) Executive Order 12196 provides that the Secretary shall "facilitate the exchange of ideas and information throughout the Government about occupational safety and health."

(b) Consistent with this objective, the Secretary **will** continue to sponsor and/or provide guidance for those Field **Federal** Safety and Health Councils now established and in **operation**, and establish new field councils as **necessary**. The field

councils will consist primarily of qualified representatives **of local area** Federal field activities whose **duties** pertain to occupational safety and health, **and also** of representatives of recognized **local** labor organizations, or other **civilian** employee organizations, at local area Federal field **activities**. For the purpose of this subpart the definition of field activity will be provided by each agency.

1960.85—ROLE OF THE SECRETARY

(a) The Secretary shall maintain liaison with agency heads to ensure that they encourage their

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field activities to **participate** actively in field council **programs**. To ensure **maximum** participation, **the** field, **councils'** **annual** reports to the Secretary **shall** **provide descriptions** of the degree of management and employee **participation** by the defined Federal field activities; The Secretary shall annually furnish each agency head **with a report consolidating the** information received as to the participation of the **agency's** several field installations in field **council** activities.

(b) The Secretary shall provide leadership and guidance and make available **necessary** equipment, **supplies**, and staff **services** to the Field **Federal Safety and Health Councils** to assist them **in carrying** out their **responsibilities**. The Secretary **shall** also provide consultative and **technical** services to field councils. These services **shall involve aid in** any phase of developing and planning **programs**; and **in sponsoring, conducting or** supporting safety and health training courses.

1960.86—ESTABLISHING COUNCILS

(a) Those field councils established and in operation prior to the effective date of this subpart will continue to function without interruption provided they are operating in accordance with the provision **of their charter** and this subpart.

(b) The Secretary may establish a council in any area **where ten or** more Federal establishments totaling 300 **or** more employees are located within an area having a radius of **50** miles, and there is substantial **agreement** among the **agencies** that such a council would be useful. **In** any such area where there is no council **already established, a** field representative of the Secretary may, upon his own initiative or at **the request** of any estab-

lishment within the area, contact representatives **of all** establishments within the **area and encourage** the organization **of a field** council.

(c) **After a** new council has been organized, **officers** elected, and articles of organization drafted and accepted by **the** council membership, a formal request for **recognition, as a field council shall be** sent to the **Secretary**. Upon approval of the Articles of **Organization, a** charter will be **issued**.

(d) **At** the first **general** meeting of the council, **committees should** be appointed and the cooperation of all **participants should** be solicited to aid the functioning of committees and the successful accomplishment of the council's objectives.

1960.87—OBJECTIVES

The basic objective of field **councils** is to facilitate the exchange of ideas and information to assist agencies to reduce the incidence, severity and cost of occupational accidents, injuries, and illnesses. Field councils shall act on behalf of the Secretary or his designees on occupational safety and health activities in carrying out within their respective geographic **areas** the **following** functions:

(a) **To** act as a clearinghouse on information and data on occupational accidents, injuries, and illnesses and their prevention.

(b) **To plan,** organize and conduct field council meetings or programs which **will** give technical advice and information on occupational safety and **health** to representatives **of** participating agencies and employee organizations.

(c) To promote improvement of safety and health programs and organizations in each Federal agency represented or **participating** in council activities.

(d) To promote coordination, cooperation, and sharing of resources and expertise to aid agencies

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with inadequate or **limited resources**. These objectives can be **accomplished** in a variety of ways. For example, field **councils** could organize and conduct **training programs** for **employee** representatives, collateral duty **and** professional safety **and** health personnel, **coordinate** or promote programs for **inspections, or, on request, conduct inspections and evaluations of** the agencies' **safety and health programs**.

(●) To provide Federal Executive Boards, Federal Executive Associations, labor union **organizations** and other employee **representatives with**

information on the administrative and technical aspects of safety **and** health programs.

(f) To evaluate the safety and health problems **peculiar to local conditions** and facilitate **solutions** to these problems **through council** activities.

(g) To **develop a cooperative relationship** with local community leaders by informing them of the existing functions and objectives of the council and by **calling** on them for support and participation in council meetings and activities.

1960.88—MEMBERSHIP AND PARTICIPATION

(a) Each field council shall **consist** of the designated representatives of **local** Federal activities appointed by their respective activity **heads, after, consultation with appropriate employee representatives and appropriate certified safety and health** committees.

(b) Federal agency heads should encourage each field activity having responsibility for the safety **and** health of agency employees to participate in the programs of these councils.

(c) Each activity head shall appoint **an** equal number of **officially** designated representatives (with designated **alternates**), from management and from nonmanagement employees, consistent with applicable **collective** bargaining arrangements.

(d) Representatives shall be selected from **individuals** in the following categories:

(1) Federal occupational safety and health **professionals**.

(2) **Related** Federal professionals, or collateral **duty** personnel. This includes persons employed in professions or occupations related to **or concerned** with safety **and** health of employees.

(3) Line management officials.

(4) Representatives of recognized Federal labor **or** other employee organizations.

(i) **Where** certified occupational safety' and health committees exist, **nonmanagement** members of the committees **shall** be given the opportunity to select one individual for official appointment to field councils by the activity head.

(ii) Where employees are represented by collective bargaining arrangements, but no committee exists, nonmanagement members of **field** councils shall be selected from among those recommended by the exclusive bargaining representatives for official appointment to field councils by the activity head.

(iii) Where some employees in an activity are represented by collective bargaining arrangements and others are not, the agency head should solicit nominations for the agency's **designated nonmanagement** representative and alternate both from lawful labor organization@' with collective bargaining status and from employees not represented through collective bargaining and should select from the nominees for official appointment as designated employee representatives on the field council.

(●) Representatives from non-Federal organizations. Associate membership may be granted to **any** non-Federally employed person who demonstrated interest in occupational safety and health. An associate member has no voting rights and may not hold any office.

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OCCUPATIONAL SAFETY AND HEALTH

(f) No maximum limitation shall be imposed by a council on itself, in regard to the numbers of personnel in any of the above categories that may attend meetings and/or participate in field council activities: An agency is free to have any number of individuals, in addition to the officially designated representatives participate in council activities.

(g) Only officially designated agency representatives or their alternates shall have voting privileges. All representatives and participants shall serve without additional compensation.

(h) Travel funds shall be made available equally to management and nonmanagement employee representatives.

1960.89—ORGANIZATION

(a) Field council officers shall include, as a minimum, a chairperson, vice chairperson, and secretary. Officers shall be elected for a one or two-year term on a calendar year basis by a majority vote of the designated representatives. Election of officers shall be held at least 60 days before the beginning of a calendar year. The election may be conducted at a regularly scheduled meeting or by letter ballot.

(b) Each council shall notify the appropriate OSHA Regional Office and the Office of Federal Agency Safety and Health Programs of the name, agency address, and telephone number, of each newly elected official.

(c) Each council shall have an Executive Committee consisting of all elected officers, chairpersons of appointed committees and the immediate past chairperson of the field council.

(d) In addition to the Executive Committee, each council shall have either a membership committee, a program committee and a finance committee, or a council official designated responsibility in these areas. Additional committees may be appointed by the chairperson for specific purpose as warranted.

1960.90—OPERATING PROCEDURES

(a) The Executive Committee of each council shall meet at least 45 days before the beginning of each calendar year to approve an annual program for the council designed to accomplish the objectives and functions stated in § 1960.87. In addition, the Executive Committee shall meet periodically to ensure that the meetings and other activities of the council are being conducted as outlined in the council schedule.

(b) The council program shall include at least four meetings or activities per year dealing with occupational safety and health issues.

(c) Each field council shall submit to the Secretary or his designee by March 15 of each year a report describing the activities and pro-

grams of the previous calendar year and plans for the current year. In addition, the report shall address the participation and attendance of designated representatives of the council. The Office of Federal Agency Safety and Health Programs, OSHA, shall furnish guidelines to field councils concerning the preparation of this report.

(d) Upon determination that a council is not operating in accordance with its charter and the provisions of this subpart, and after consultation with appropriate OSBA regional officials, the Secretary shall revoke the council's charter. Upon revocation of a charter, the council shall surrender all its government property to the appropriate OSHA regional official. Any continuing or future organization in the same geographical

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area shall not use the title Field Federal Safety and Health Council, or any derivation thereof, unless formally **rechartered** by the Secretary. Notification of revocation of a **council's** charter

shall be sent to the chairperson, where **identi-**fiable, and to the appropriate OSHA Regional Office.

1960.9 1 -(RESERVED)

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5 UNWED STATES CODE

CHAPTER 79—SERVICES TO EMPLOYEES

Sec.

7901. Health Service Programs

7902. Safety Programs

7903. Protective Clothing and Equipment

Section 7901—Health Service Programs

(a) The head of each agency of the Government of the United States may establish, within the limits of appropriations available, a health service program to promote and maintain the physical and mental fitness of employees under his jurisdiction.

(b) A health service program may be established by contract or otherwise, but only-

(1) after consultation with the Secretary of Health, Education, and Welfare and consideration of its recommendations; and

(2) in localities where there are a sufficient number of employees to warrant providing the service.

(c) A health service program is limited to—

(1) treatment of ~~on-the-job~~ illness and dental conditions requiring emergency attention;

(2) ~~pre-employment~~ and other examinations;

(3) referral of ~~employees~~ to private physicians and dentists; and

(4) preventive programs relating to health.

(d) The Secretary of Health, Education, and Welfare, on request, shall review a ~~health~~ service program conducted under this section and shall submit comment and recommendations to the head of the agency concerned.

(e) When this section authorizes the use of the professional services of physicians, that authorization includes the use of the professional services of surgeons and osteopathic practitioners within the scope of their practice as defined by State law.

(f) The health programs conducted by the following agencies are not affected by this section-

(1) the Tennessee Valley Authority;

(2) the Canal Zone Government; and

(3) the Panama Canal Company.

Section 7902—Safety Programs

(a) For the purpose of this ~~section~~—

(1) “~~employee~~” means an employee as defined by Section 8101 of this title; and

(2) “~~agency~~” means an agency in any branch of the Government of the United States, including an instrumentality wholly owned by the United States, and the government of the District of Columbia.

(b) The Secretary of Labor shall carry out a safety program under Section 941 (b)(1) of Title 33 covering the employment of each employee of an agency.

(c) The President may-

(1) establish by Executive Order a safety council: composed of representatives of the agencies “and of labor organizations representing ~~employees~~”¹ to serve as an advisory body to the Secretary in

1. Ammended by Pl. 91596. Section 19(c)

furtherance of the safety program carried out by the Secretary under subsection (b) of this section; and

(2) undertake such other measures as he ~~considers proper to prevent~~ injuries and accidents to employees of the agencies.

(d) The head of each agency shall develop and support organized safety promotion to reduce accidents and injuries among employees of his agency, encourage safe practices, and eliminate work hazards and health risks.

(e) Each agency shall-

(1) keep a record of injuries and accidents on its employees ~~whether~~ or not they result in loss of time or in the payment or furnishing of benefits; and

(2) make such statistical ~~or~~ other reports on such forms as the Secretary may prescribe by regulation.

Section 7903—Protective Clothing and Equipment

Appropriations available for the procurement of supplies ~~and~~ material or equipment ~~are available~~ for the purchase and maintenance of special clothing and equipment for the protection of personnel in the performance of their assigned tasks.

MUTUAL AID FIREFIGHTING AGREEMENTS

PUBLIC LAW 46, 84th Congress (42 USC 1856)

AN ACT

To authorize the execution of agreements between agencies of the United States and other agencies and instrumentalities for mutual aid in fire protection, and for other purposes.

May 27, 1955
(S. 1006)

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That as used in this Act—

Fire protection agreements.

(a) The term "agency head" means the head of any executive department, military department, agency, or independent establishment in the executive branch of the Government;

Definitions.

(b) The term "fire protection" includes personal services and equipment required for fire prevention, the protection of life and property from fire, and fire fighting; and

(c) The term "fire organization" means any governmental entity or public or private corporation or association maintaining fire protection facilities within the United States, its Territories and possessions, and any governmental entity or public or private corporation or association which maintains fire protection facilities in any foreign country in the vicinity of any installation of the United States.

SEC. 2. (a) Each agency head charged with the duty of providing fire protection for any property of the United States is authorized to enter into a reciprocal agreement, with any fire organization maintaining fire protection facilities in the vicinity of such property, for mutual aid in furnishing fire protection for such property and for other property for which such organization normally provides fire protection.

Agency head.

Each such agreement shall include a waiver by each party of all claims against every other party for compensation for any loss, damage, personal injury, or death occurring in consequence of the performance of such agreement. Any such agreement may provide for the reimbursement of any party for all or any part of the cost incurred by such party in furnishing fire protection for or on behalf of any other party.

(b) Any agreement heretofore executed which would have been authorized by this Act, if this Act had been in effect on the date of execution thereof, is hereby ratified and confirmed.

SEC. 3. In the absence of any agreement authorized or ratified by section 2, each agency head is authorized to render emergency assistance in extinguishing fires and in preserving life and property from fire, within the vicinity of any place at which such agency maintains fire-protection facilities, when the rendition of such assistance is determined, under regulations prescribed by the agency head, to be in the best interest of the United States.

Emergency assistance.

SEC. 4. Any service performed under section 2 or section 3 of this Act, by any officer or employee of the United States or any member of any armed force of the United States shall constitute service rendered in line of duty in such office, employment, or force. The performance of such service by any of her individual shall not constitute such individual an officer or employee of the United States for the purposes of the Federal Employees' Compensation Act, as amended.

Service.

SEC. 5. Funds available to any agency head for fire protection on installations or in connection with activities under the jurisdiction of such agency may be used to carry out the purposes of this Act. All sums received by any agency head for fire protection rendered pursuant to this Act shall be covered into the Treasury as miscellaneous receipts.

39 Stat. 742.
5 USC 75 1 note.

Funds.

Approved May 27, 1955.

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Subject: BUILDING EVACUATION PLANS FOR THE HANDICAPPED

7-02-00 Purpose
10 Scope and Applicability
20 Authority
30 Responsibilities
40 Occupant Evacuation' Plans
50 Evacuation Plans for the Handicapped
60 References

7-02-00 PURPOSE

This chapter emphasizes the policy regarding the urgency of good planning and constant readiness for the evacuation of all employee/occupants from DHHS facilities. This chapter places special emphasis on positive planning and orderly action to safeguard handicapped employees during such an emergency.

7-02-10 SCOPE AND APPLICABILITY

This chapter identifies the essential elements of an "Occupant Emergency Plan" and a "Plan for the Evacuation of Handicapped." Both of these plans are required for every DHHS facility so that employee/occupants can help themselves evacuate DHHS facilities in an organized manner to prevent or minimize injury, loss of life and property damage. Provisions of this chapter apply to all employees, contract personnel, visitors, etc. who occupy any facility utilized by DHHS, with special emphasis on meeting the needs of handicapped persons.

7-02-20 AUTHORITY

Public Law 91-596, December 29, 1970 as amended, "The Occupational Safety and Health Act," 29CFR 1910.38 "Employee Emergency Plans," and FPMR 101-20.504-4 "Physical Protection."

7-02-30 RESPONSIBILITIES

DHHS officials identified in paragraph 7-00-40C will develop and publish an Occupant Evacuation Plan to identify the specific procedures for the evacuation of all employees and other occupants from each DHHS facility. Additionally, said officials will develop and publish a separate plan for each DHHS facility regarding the evacuation of handicapped employees to address their specific needs during various emergencies: This Handicapped Evacuation Plan will be a supplement or companion document for the basic Occupant Evacuation Plan.

HHS TN 87.01 (9/18/87)

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7-02-40 OCCUPANT EVACUATION PLANS

Each DHHS facility or DHHS controlled block of space in a building not controlled by DHHS will have a published "Occupant Evacuation Plan." As a minimum, this plan will address the following issues:

- A. Basic information regarding the plan to include its purpose, applicability (i.e., what buildings), authorities, background, effective date of the plan and responsibilities of officials.
- B. Description of actions necessary to activate or initiate the plan and organizational response to an emergency.
- C. Provisions for quarterly review of the plan (with dates specified). Provision for conduct of tests of the evacuation plan no less than twice a year.
- D. Listing of an emergency call list for both during and after-duty hour emergencies.
- E. A sufficient description of the building or space involved in the plan to provide familiarity to employees with key features of the building.
- F. Detailed **evacuation** instructions to include:
 - o Persons authorized to order evacuation.
 - o Evacuation signals and means of evacuation.
 - o Relocation site(s) for personnel.
 - o Dealing with suspicious object situations.
 - o Building re-entry procedures.
 - o Establishment and functions of an "Emergency Command Center Team" which will consist of (minimally) the Designated Safety and Health Official (i.e., local safety officer), local Physical Security Coordinator, Handicapped Monitor, and any damage control and/or medical coordinators deemed necessary=
 - o Provisions for a "Damage Control Team with preplanned procedures for obtaining the services of technical advisors.

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- o Plans for the provision of occupant emergency services such as operation of a "command center" and the running of appropriate **communications** to include maintaining of a list of all occupant **emergency organization** members, provision for **communications equipment** and a contingency plan for the use of "runners" in place of normal communication.
- o Specific plans for handling each type of possible emergency including **fire**, bomb explosion, bomb threat, hazardous material leak (gas, etc.), suspicious packages, medical or first aid emergencies, natural disaster and demonstrations or acts **of** civil disobedience.
- o Appropriate cross references will be made to the companion plan to be entitled "Handicapped Evacuation Plan" (which is required as a companion document for every Occupant Evacuation Plan.

7-02-50 HANDICAPPED EVACUATION PLANS

The "Handicapped Evacuation Plan" document will be written as a **"supplement"** or "companion" document to the basic Occupant Evacuation Plan. This plan need not repeat everything contained in the basic Occupant Evacuation Plan but must contain and highlight material specifically detailing procedures for evacuation of handicapped employees and visitors. As a minimum, this plan will address the following matters unique and special regarding evacuation of handicapped personnel:

- A. Designation of a Handicapped Evacuation Monitor whose duties are to insure the adequacy of the plan and the readiness of personnel to carry out the plan.
- B. Assignment and training of primary and secondary Handicapped Assistants to all seriously handicapped persons- These monitors will assist the handicapped to safe haven (a place outside the building or to a protected area in the building.)
- C. Establishment of detailed procedures for Handicapped Assistants regarding evacuation of their assigned person.
- D. Establishment of emergency elevator procedures for the aid of handicapped persons if such is technically possible.

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- E. Establishment of stairwell clearance procedures.
- F. Training and orientation of all supervisors and managers regarding the special procedures **for evacuation** of the handicapped.
- G. Establishment of a procedure to insure that handicapped visitors in the building are assisted in a manner similar to that for handicapped employees.
- H. Maintenance of a current list of handicapped persons and their assigned workstation location within the building. Handicapped Assistants for each handicapped person will be identified.

7-02-60 REFERENCES

A sample "Occupant Evacuation Plan" and related "Handicapped Evacuation Plan" may be obtained from the Office of Buildings Management and Telecommunications in the Office of the Secretary in Washington, DC. This line organization is **responsible** for building evacuation of the Humphrey Building and has prepared plans conforming to this policy. This office may be reached by writing:

Office of **Buildings** Management and
Telecommunications
Office of the Deputy Assistant Secretary
for Administrative and Management Services
Department of Health and Human Services
330 Independence Avenue, SW Rm. 1081
Washington, DC 20201
Telephone **(202)245-7621** or FTS 245-7621