

(1) Investigations. An investigation at a minimum must review the human and physical/environmental factors, system deficiencies, and facts about causal factors of accidents/illnesses/incidents involving:

(a) Any employee injury, occupational illness, or death connected with the performance of work-related duties;

(b) Any known public injury or property damage within the jurisdictional administration of the OSM where there is a reasonable possibility of a tort claim being filed against the United States;

(c) Any fire, regardless of cost, involving equipment, structures, or contents of any property under OSM control; or

(d) Any motor vehicle accident involving Government vehicles, privately-owned vehicles used for Government business, or leased commercial vehicles.

(2) Reporting. All occupational accidents, incidents, and occupational illnesses will be reported immediately to the immediate supervisor who will then investigate the matter and report it to the OSM SM within six days of notification. Supervisors and employees should use the guidance and sample documents contained in OSM's "Accident Reporting Procedures for Supervisors" to prepare the required reports. This information is detailed on the OSM Intranet, in the Safety section within the Division of Administration. A copy of all completed reports must be sent to the OSM SM. Each office will maintain records in compliance with the regulations set forth in 29 CFR 1960, Subpart I, and 485 DM Chapter 7. The CDSO will maintain a tracking log of reported accidents/incidents available inspection. The OSM SM is designated the record custodian for Board of Investigation Reports and Forms DI-143 and DI-134-C. OSM will retain records for at least five FYs following the year of occurrence. This information will be controlled in accordance with the Privacy Act and Freedom of Information Act requirements.

e. Employees Reporting Unsafe or Unhealthy Conditions. All employees should report any unsafe or unhealthy condition to supervisors, CDSOs, or both. The reporting may be via e-mail, written correspondence, or orally. An employee may also submit an anonymous report of unsafe or unhealthy workplace conditions. Any method of reporting should provide the date, location, and description of the hazard. If the hazard cannot be remedied locally, the supervisor or the CDSO will forward the information to the OSM SM.

(1) The CDSO and/or the supervisor will post a description of the reported hazard on an employees' bulletin board or inform employees through the e-mail system, along with notifying the office senior management official. The description will include proposed solutions, timeframe for resolving the hazard, and the date for posting an update report. If a safety hazard at a field location is reported anonymously to the SM, the SM will notify the local CDSO and the senior management official. The CDSO will follow the above posting procedure.

(2) Employees may anonymously report unsafe or unhealthy conditions by telephone.

(3) In the case of imminent danger situations, employees may make reports by the most expeditious means available and follow up with a written report.

(4) Reports of imminent danger conditions will be investigated immediately by the CDSO or the SM. Investigation of all other unsafe or unhealthy conditions will be initiated within one working day.

(5) The CDSO will provide a written report to employees submitting the unsafe or unhealthy condition within ten calendar days.

(6) A log of reports of unsafe or unhealthy conditions will be maintained by the CDSO at each office, and the situation tracked until resolved. This log will be available for inspection by requesting officials, such as OSHA and other inspection officials.

f. Motor Vehicle Safety. Supervisors should ensure that staff members who operate Government, rental, or privately-owned motor vehicles for OSM comply with OSM's Motor Vehicle Management Directive ADS-7 and 485 DM. Each OSM office should have a system to ensure employees who operate Government, rental, or privately-owned motor vehicles in the conduct of OSM business meet the following requirements:

(1) Initial and refresher training as necessary for employees to operate motor vehicles safely.

(2) Possession of a valid state license for the class of vehicle being operated. (Employees are required to notify their supervisor if their drivers' licenses are suspended, revoked, or canceled). 40 U.S.C. 491(j), 485 DM.

(3) Supervisory approval to operate the vehicle. Additionally, the supervisor must ensure the following:

(a) Procedures to investigate and analyze motor vehicle accidents to prevent recurrence of accidents/incidents are followed;

(b) Motor vehicles are inspected and maintained in a safe operable condition;

(c) Training records pertaining to each operator in the motor vehicle safety program are maintained; and

(d) All motor vehicle occupants use the provided seat belts at all times when the motor vehicle is in motion.

(4) OSM employees shall not use a cell phone while operating or driving any vehicle in the course of official business. Hands-free devices including phones with “voice activated” features are also prohibited. Passengers may use a cell phone as long as it does not distract the driver. If it becomes necessary to use a cellular phone while driving, the employee should pull safely off the road before making the call.

(5) Smoking is prohibited in all Government-owned and leased (GSA) vehicles.

g. Aviation Safety. The Aviation Management Division (AMD) is responsible for Department-wide functions related to aircraft services and facilities. AMD has adopted Federal Aviation Regulations as minimum standards to conduct aviation activities within the Department. Supervisors are responsible for ensuring compliance with OSM’s ADS-14, Aircraft Safety Directive, 350-354 DM, and AMD Operational Policy Memoranda and Information Bulletins prior to approving any non-commercial flights in helicopters or fixed-wing aircraft.

h. Occupational Health (Industrial Hygiene Program). Supervisors will provide employees adequate protection from adverse environmental conditions (noise, chemical exposures, excessive temperature, dusts, mists, vapors, etc.) by implementing the following requirements:

(1) Identification of work areas or activities where excessive noise exists;

(2) Identification of employees likely to be exposed to excessive noise and the conducting of initial baseline, annual, and exit audiograms;

(3) Use of provided hearing protection where required;

(4) Training provided upon employment and as needed; and

(5) A hazard communications program (29 CFR 1910.1200) that should include the following:

(a) Reviewing procurement requests for potentially hazardous chemicals;

(b) Obtaining and maintaining material safety data sheets (MSDS). Any item received without the required MSDS shall not be accepted. A copy of all MSDS should be maintained in a location known to employees for their use;

(c) Employees, supervisors, and managers trained on the hazard communication program;

(d) Containers labeled with chemical content;

(e) Hazardous chemicals inventoried at least annually; and

(f) A medical surveillance program for employees required to work in environments where harmful conditions are identified.

(6) Employee health-related records are maintained according to 485 DM and medical records maintained according to OPM Operating Manual, The Guide to Personnel Recordkeeping, Chapter 3, Table 3-G, and Publication CA-810, Chapter 9-3.

i. Fire Safety. Supervisors will conduct the following fire prevention activities:

(1) Annual inspection of fire detection/suppression equipment;

(2) Fire drills as necessary;

(3) Training in the use of fire extinguishers;

(4) Training in the basics of fire prevention and emergency response. Special training will be provided to all employees with assigned duties in the Emergency Occupancy Plan, such as floor wardens, monitors, etc.;

(5) Use the National Fire Protection Association Life Safety Code as the criteria in OSM-occupied space; and

(6) Maintain appropriate fire safety activities records.

j. Contractor Safety and Health.

(1) OSM will require contractors to have a Substance Abuse Awareness Program in place and promote a drug-free work environment in accordance with 48 CFR 52.223-6.

(2) OSM offices engaged in construction contracts exceeding \$20,000 will include, as a minimum, a safety and health clause similar to that appearing in 48 CFR 52.236-13.

(3) OSM will enforce safety and health requirements in contracts in the same manner as other contract requirements.

(4) Where conflicts in safety and health standards exist, the most stringent standard will apply.

k. Safety and Health Promotion Activities. Each office should establish a safety awards program to recognize employees who make a significant contribution to the safety and health program. Supervisors will conduct safety promotion activities that will include:

(1) Employee Safety Meetings;

(2) Posters, flyers, publications, and safety literature; and

(3) Promotional campaigns such as Seat Belt Use; slip and fall awareness; safe motor vehicle operation; fire prevention (work and home); physical fitness activities; and safety (off-the-job).

1. Safety Performance Standards.

(1) Every manager and supervisor will have in their performance plan an employee safety and occupational health performance measure.

(2) Each CDSO's performance standards will include measurable safety activities to reflect collateral-duty responsibilities, such as:

(a) Timely response to deadlines for quarterly reports, accident reports, comments, and other safety reports and actions as required by the SM;

(b) FY Safety and Health Action Plan activities;

(c) Office safety meetings and safety awareness activities;

(d) Timely response to safety and health complaints;

(e) Safety Training classes conducted in the office;

(f) Timeliness of annual safety inspections, preparation of abatement reports/activities, and reports submitted to the SM; and

(g) Maintenance of the required safety and health logs.

(3) Performance rating officials should consult the SM for employee safety and occupational health performance input.

m. Personal Protective Equipment. OSM's policy is to provide its employees with safe and healthy working conditions and to comply with all applicable standards including those from the OSHA, Mine Safety and Health Administration (MSHA) and the National Institute of Occupational Safety and Health. Each supervisor shall follow established policy and procedures for obtaining, using, and wearing PPE by OSM personnel while performing official duties. When specific PPE is available through OSM, it is mandatory for the employee to use such equipment. Should an employee fail to do so, it is the supervisor's responsibility to take necessary steps to ensure compliance, including appropriate disciplinary action within the guidelines of 370 DM 752.

(1) The JSA process shall be used to identify hazards in a job task. JSAs should be reviewed by the CDSO and the SM to ensure PPE meets appropriate safety standards.

(2) Due to the diversity of the occupational environments encountered by OSM employees and the various types of PPE available, the immediate supervisor, in coordination with the SM, decides which specific devices are required for a particular environment. Each supervisor reviews his/her operational activities and work environments, via the JSA, to determine the hazards and the need for specific PPE.

n. Purchases.

(1) General. In order to buy safety toe footwear at OSM's expense, employees must obtain approval from their immediate or higher level supervisor having the authority to approve requisitions. Only safety toe footwear that meets ANSI Z41 is authorized for use by OSM employees. After approval has been obtained, the employee may buy the footwear or have the appropriate OSM purchasing office buy the footwear.

(2) Purchase by OSM. If an employee elects to have OSM purchase the safety toe footwear, the employee must submit an approved requisition to their respective authorized purchase card holder. The authorized purchase card holder will buy the footwear from the appropriate Federal Supply Schedule contractor. OSM will pay the vendor for the purchase up to a maximum of \$175 a pair per year. Assistant Directors, Regional Directors, or Field Office Directors may waive the quantity of yearly safety boot purchases per employee, based upon local conditions.

o. Active Surface Mines and Underground Mines. Employees with jobs requiring them to visit operating mines shall, as a minimum, wear PPE as required by the mine operator and mine safety regulations. In all cases, OSM employees who visit working areas of surface mines and surface areas of underground mines will wear safety glasses, self-rescue devices (when applicable), hard hats, safety toe work boots, and any other necessary PPE meeting the requirements of this directive.

p. Abandoned Mine Sites. Because the degree of hazards encountered at abandoned mine sites may vary from minimal to imminent danger, no specific single standard for PPE applies for all situations. Gas detection equipment should be made available and utilized, and employees should be trained in its use. Where the following conditions occur, the specified PPE will be utilized:

(1) Uneven, rough terrain with no earthmoving or drilling operations. Sturdy industrial safety toe footwear at least six inches high and/or covering the ankle bone with lug sole bottoms or some appropriate nonskid materials that will provide suitable traction to help prevent slip and fall type accidents shall be worn.

(2) Where earthmoving or drilling equipment is operating. The same protective clothing as specified for working in areas of active mines shall be worn. This includes sturdy industrial safety toe foot wear at least six inches high and/or covering the ankle bone with lug sole bottoms or some appropriate nonskid material that will provide suitable traction to help prevent slip and fall type accidents.

q. Additional Personal Protective Equipment. OSM employees shall wear the following type of PPE to prevent injuries and illness:

(1) Eye and face protection shall be required when there is a reasonable possibility of injury that can be prevented by use of such equipment. No unprotected person shall knowingly be subjected to a hazardous environmental condition. Regular safety glasses may be purchased through UNICOR. Purchases include prescription safety glasses, although costs of eye examinations are not reimbursable. An employee, however, may be reimbursed for their personal purchase of prescription safety lenses and frames with advance approval of the Assistant Director, Regional Director, or Field Office Director and supported by a receipt marked "paid." In addition, Assistant Directors, Regional Directors, or Field Office Directors may authorize glare-resistant safety glasses where he/she has determined that glare protection is needed to prevent potential accidents. These instances will be documented and submitted with the SF 1164. Assistant Directors, Regional Directors, and Field Office Directors may waive the quantity or frequency of purchases per employee based upon local conditions and other factors, such as safety glasses damage, prescription change, etc.

(2) Safety glasses, goggles, or face shields should be worn if small flying particles and flying objects, such as concentrations of cement, dusts, sand, gases, fumes, liquids, ammonia, injurious radiation, blood, body fluids, and creosote exist. In field situations, glasses, goggles, or face shields should be used where the risk of eye injuries exists from overhanging limbs, brush and twigs, and other objects.

The following care for eye protection is recommended:

- (a) Wipe lens frequently with a clean cloth or soft tissue;
- (b) Keep frames, including side shields, free from dust and grit;
- (c) Treat lens to prevent fogging when necessary; and
- (d) Replace lenses when they become scratched, pitted, or otherwise damaged in a way that inhibits visibility.

r. Head Protection. Suitable protective head gear shall be required where there is a reasonable probability of injury that could be prevented by use of such equipment. Hard hats:

- (1) Must be worn when working in all construction activities/mine site activities, working in confined spaces, or engaging in fire suppression work;
- (2) Must be worn if there is danger from falling or flying objects;
- (3) Must be nonconductive and insulated;

(4) Should fit snugly with an air space of one-half inch or more between the head and top of crown of hat. The hat should be evenly centered to protect the head properly; and

(5) Should be replaced when they are damaged. Nonmetallic based paint shall be used. Check with the manufacturer for shelf life of hard hats.

s. Hand Protection. Use of hand protection will be required where there is a reasonable probability of injury that could be prevented by the use of such equipment.

(1) Appropriate hand protection will be provided for the task when performing work that might cause injury to the hands; however, gloves shall not be worn where they would create a greater hazard by becoming entangled in the moving parts of equipment.

(2) It is especially important when working with chemicals to ensure special liquid or chemical hazard resistant gloves are selected that are appropriate for the chemical being used.

(3) When there is a reasonable possibility an employee will be exposed to another individual's blood or bodily fluids, the employee should, whenever possible, use latex gloves to form a protective barrier between the employee and the potentially harmful material.

t. Safety Belts, Harnesses, Rope, Life Jackets, Seatbelts.

(1) Safety belts, harnesses, lanyards, and rope are required to protect employees on unguarded above-ground surfaces over excavations, shafts, pits, highwalls, and sink holes where there is a danger of falling. A second person shall tend the lifeline when bins, tanks, or other dangerous areas are entered.

(2) Life jackets or belts must be worn where there is danger of falling into water.

(3) Seatbelts must be worn at all times.

(4) Frequent inspections of safety belts are conducted for worn, dry, hard leather; pliability; worn or broken stitching; cuts; cracks; loose rivets; and worn buckles, snaps, rollers, tongues, D-rings, etc. Check safety ropes frequently for broken fibers. Safety belts or straps should never be weakened by punching extra holes in them.

u. Respirators. Respiratory protection is not a substitute for engineering controls. When engineering controls are not feasible, such as in case of an emergency or when working with carcinogens, the following respiratory protection measures must be implemented:

(1) Respirators shall only be assigned to employees who have been certified by a doctor to be physically fit to perform the required work and to use the equipment.

(2) Respirator training must be conducted by a qualified person. Each wearer must receive fitting instructions, including demonstrations and practice on how the respirator is worn, how to adjust it, and how to determine if it fits properly. This training must be documented and filed.

(3) Face piece leak and fit testing must be conducted before initial use. Sealing and pressure testing must be conducted each time the respirator is worn.

v. Other PPE. Assistant Directors, Regional Directors, Field Office Directors, and the SM shall evaluate particular situations not covered by the above criteria and, where deemed advisable or required by applicable regulations, prescribe additional protective equipment for mandatory wear and/or use. Such equipment may include, but not limited to:

- (1) Chemical or flame retardant clothing;
- (2) Ear plugs or ear muffs to prevent hearing loss;
- (3) Disposable dust respirators for excessive road or other nuisance dust;
- (4) Snake leggings;

(5) Parkas, which may be purchased through a uniform vendor or from local sources at the discretion of the Field or Area Office Director. In addition, because of the diversity in temperature extremes between Field or Area Offices, Field or Area Office Directors may choose to authorize either a heavier down-filled or lighter weight fiber-filled parka. In either case, the parka must have the OSM emblem/patch sewn on the left shoulder and all parkas purchased by the Field or Area Office must be uniform in color and appearance. Individual parka purchases will not exceed \$175 each, and Field or Area Offices will follow standard purchasing procedures in attempting to obtain quantity discounts; and

(6) Suitable protective clothing to cover the entire body to be worn when handling corrosive or toxic substances, blood, body fluids or other materials which might cause injury to the skin.

w. Private Citizens. Any private citizen accompanying an OSM Inspector on official business to a mine site must be provided PPE, as required. Such equipment will be returned to the OSM office upon completion of the visit. This includes PPE such as:

- (1) Hooded Jacket (water resistant);
- (2) Bib Overall/Rubberized Trousers;
- (3) Twill Coverall (water resistant);
- (4) Rubberized Over-the-shoe Boots;

- (5) Hard toe shoes/hard toe shoe covers;
- (6) Safety glasses; and
- (7) Ear plugs or ear muffs.

x. Aircraft/Helicopter Passengers. OSM employees and official passengers on an aircraft employed in special use activities must, while on board such aircraft, wear the appropriate personal protective equipment specified in 351 DM 6.4E and OSM Directive ADS-14 such as:

- (1) Aviator's protective headgear;
- (2) Fire retardant flight suits, gloves; and
- (3) All-leather boots.

Natural materials such as wool and cotton shall be worn under the flight suit while conducting special use flight operations. Thicker fiber provides more protection. Synthetic materials will not be worn during flight operations because they burn easily and will contribute to the severity of injuries in case of a fire.

y. Employees with Infrequent Mine Site Exposure. For employees with jobs requiring infrequent exposure to mine site hazards, protective equipment for common usage will be made available at OSM offices. Common usage equipment includes:

- (1) Hard hat shells (individual suspensions should be issued);
- (2) Visitor-type eye protectors suitable for wearing over eye glasses; and
- (3) Toe guards for use over work boots.

z. Employee-Owned Equipment. Where employees provide their own protective equipment, the employer will be responsible for ensuring adequacy, including proper maintenance, of such equipment. It is recommended that employees use PPE issued by OSM.

aa. Design. PPE shall be of safe design and construction for the work to be performed.

bb. Application. Protective equipment, including PPE for eyes, face, head, and extremities, protective clothing, respiratory devices, protective shields, and barriers will be provided, used, and maintained in a sanitary and reliable condition. This equipment is necessary because of possible hazards or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through noise, absorption, inhalation, or physical contact.

cc. Firearms. No employees shall carry firearms while on official duty. Firearms are defined as a weapon (including starter guns) that will, or may readily, be converted to expel a projectile by the action of an explosive.

dd. Automated External Defibrillators. Each OSM office must have an Emergency Medical Response AED Plan to respond to a medical emergency. Any employee that is named as Lay Responder and is expected to provide emergency care to a patient will be trained in CPR and AED use. This training will conform to the American Heart Association's Heart Saver AED Standards. This plan will list internal notifications, Emergency Medical Service notification, and AED locations in the facility. All employees shall be informed of the Emergency Medical AED Procedures. AEDs must be tested on a regular basis to ensure that they operate properly in the event of an emergency.

7. Reporting Requirements. Annual Report to the Department. The OSM SM will prepare an annual report that evaluates the operation of OSM's Safety and Occupational Health Program.

8. Effect on Other Documents. Supersedes Directive ADS-2, dated December 6, 2000

9. References.

- a. American National Standards Institute Z41.1-1967, Z87.1-1968 and Z89.1-1969
- b. 350-354 DM, AMD Policy Manual and Operational Procedures Memoranda
- c. ADS-14 Directive, Aviation User's Handbook
- d. 29 CFR 1910. OSHA General Industry Standards
- e. 29 CFR 1926, OSHA Construction Standards as amended
- f. 30 CFR 77.1710, MSHA Protective Clothing Requirements
- g. 30 CFR 75.1720, MSHA Protective Clothing Requirements
- h. 370 DM 752, Discipline and Adverse Actions
- i. Federal Acquisition Regulations, Subpart 8.4
- j. 485 DM Safety and Health Handbook
- k. Title 30, Code of Federal Regulations, Part 0-199, Mineral Resource Public Law 91-596, Federal Occupational Safety and Health Act of 1970, Sections 6 and 19
- m. 43 U.S.C 1457 (Refers to public safety)

n. Executive Order 12196, Occupational Safety and Health Programs for Federal Employees

o. Title 29, Code of Federal Regulations, Part 1960, Basic Program Elements for Federal Employee Occupational Safety and Health Programs

p. Davis-Bacon Act, 48 CFR Parts 1-53

q. ADS-7, Motor Vehicle Management Directive

r. Accident Reporting Procedures for Supervisors

s. 18 U.S.C.

t. American Heart Association Guidelines

u. American Red Cross Guidelines

v. 485 DM Risk Assessment Codes, Chapter 6, Inspections and Abatement

w. OSM's Medical Surveillance Program

10. **Effective Date.** Date of issuance

11. **Distribution.** By electronic format

12. **Appendices.** None

Contact: Finance and Administration Directorate, Division of Administration