

# Reclamation Manual

## Policy

**TEMPORARY RELEASE**  
(Expires 11/02/2017)

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- Subject:** Safety and Occupational Health Program
- Purpose:** Establish Bureau of Reclamation Policy for the implementation and administration of an effective Safety and Occupational Health (SOH) Program. The benefit of this Policy is reinforcement of Reclamation's commitment to the safety and health of its employees, contractors, and others working in, or visiting, Reclamation lands and/or facilities and compliance with Federal Occupational Safety and Health regulations, and effective implementation of the Department of the Interior's SOH Program.
- Authority:** Occupational Safety and Health Act of 1970 (Pub. L. 91-596; 84 Stat. 1590; 29 USC 651 et seq.); 29 CFR 1960, *Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters*; Executive Order 12196, *Occupational Safety and Health Programs for Federal Employees*; and Department of the Interior Departmental Manual (DM) 485 DM, *Safety and Occupational Health Program*
- Approving Official:** Commissioner
- Contact:** Security, Safety, and Law Enforcement (SSLE), Safety and Health Office (84-43000)
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### 1. Introduction.

- A. Reclamation embraces safety excellence by empowering employees and integrating safety into our mission, achieving a culture which results in a safe environment for our employees, contractors, visitors, and the public. The operation of Reclamation dams, powerplants, pumping plants, and all other facilities and property, and the management of project-related lands and water bodies involve inherent hazards that are mitigated to the extent possible for Reclamation employees, contractors, and others working in, or visiting Reclamation projects.
- B. Reclamation is required to establish and maintain a SOH Program to provide a safe environment for all employees and visitors to Reclamation lands and/or facilities. Reclamation has elected to establish the American National Standards Institute (ANSI)/American Industrial Hygiene Association Z10, Occupational Health and Safety Management Systems (ANSI Z10) of 2012 or the most recent version, as Reclamation's standard for establishing requirements for its SOH Program. Reclamation will accomplish this by incorporating the five elements of ANSI Z10:

# Reclamation Manual

## Policy

### *TEMPORARY RELEASE*

*(Expires 11/02/2017)*

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- (1) management, leadership, and employee involvement;
  - (2) planning;
  - (3) implementation and operation;
  - (4) evaluation and corrective action; and
  - (5) management review.
2. **Applicability.** This Policy applies to all Reclamation employees.
  3. **Definitions.** For the purposes of this Policy, the terms are defined as follows:
    - A. **Accident.** An unplanned event that results in injury, illness, death, property damage, or other loss that has a negative effect on the mission (485 DM 29).
    - B. **ANSI Z10.** National consensus standard on SOH management systems that provides organizations with a tool for continuous improvement of their SOH performance.
    - C. **Close Call.** See definition for incident.
    - D. **Incident.** For reporting purposes, an unplanned event involving people, equipment, or the environment that could have resulted in an injury, illness, or loss, but did not (485 DM 29). Also referred to as a “near miss” or “close call.”
    - E. **Near Miss.** See definition for incident.
    - F. **Reclamation Leadership Team (RLT).** Reclamation’s Senior Executive and Senior Leader positions (see membership listing on the RLT Intranet site).
    - G. **SOH Program.** A set of interrelated elements that establish and/or support SOH policy, objectives, and mechanisms to continually improve Reclamation’s SOH practices in regard to the operation and management of its lands and facilities.
    - H. **Supervisor.** Reclamation employee that has one or more direct reports (i.e., Commissioner, deputy commissioners, directors, senior leader positions, managers, and supervisors).

# Reclamation Manual

## Policy

### *TEMPORARY RELEASE*

*(Expires 11/02/2017)*

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#### 4. Responsibilities.

- A. **Commissioner.** The Commissioner is responsible for:
- (1) communicating expectations for Reclamation's SOH Program to meet all legal, regulatory, and Departmental safety and health requirements and practices; and
  - (2) appointing a Reclamation Designated Agency Safety and Health Official (DASHO).
- B. **Deputy Commissioner, Policy, Administration, and Budget (PAB).** The Deputy Commissioner, PAB is responsible for:
- (1) serving as the Reclamation DASHO;
  - (2) as the DASHO, representing the Commissioner's interest and support in management of the SOH Program;
  - (3) providing executive-level SOH Program direction and guidance; and
  - (4) representing Reclamation at Department DASHO Council meetings.
- C. **Director, SSLE.** The Director, SSLE, is responsible for:
- (1) developing and managing Reclamation's SOH Program;
  - (2) developing and implementing Reclamation Manual Directives and Standards related to the SOH Program;
  - (3) ensuring SOH Program assessments are used as a tool for the continuous improvement of Reclamation's SOH Program; and
  - (4) establishing an appropriate system of internal controls for the SOH Program.
- D. **RLT.** The RLT, both as a collective group and through its individual members, is responsible for:
- (1) providing visible guidance and operational leadership for developing and implementing SOH as a core value of Reclamation;
  - (2) providing budget and staff resources necessary for effective implementation of the SOH Program;

# Reclamation Manual

## Policy

### *TEMPORARY RELEASE*

*(Expires 11/02/2017)*

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- (3) ensuring safety committees are established at every appropriate level of their organization;
- (4) providing safety representatives timely access to information relevant to the safety program;
- (5) removing obstacles and barriers to employee participation;
- (6) holding supervisors accountable for the safety and health of their employees; and
- (7) using information provided from SOH Program assessments to direct actions for continuous improvement of Reclamation's SOH Program.

**E. Supervisors.** Supervisors are responsible for:

- (1) implementing the SOH Program by communicating Reclamation's SOH requirements to employees, contractors, and visitors within their area of responsibility;
- (2) providing employees with assignments where recognized hazards are mitigated to the greatest extent possible;
- (3) providing employees with supervision, training, skills, and equipment necessary to safely perform their assigned tasks;
- (4) providing appropriate resources for the effective implementation, administration, and continual improvement of the SOH Program within their organization;
- (5) ensuring mechanisms are in place to incorporate SOH into planning and operational activities and processes;
- (6) seeking advice and consultation from SOH subject matter experts;
- (7) participating in SOH Program assessments to ensure workplaces, public areas, and equipment within their area of responsibility are maintained and in compliance with applicable SOH requirements;
- (8) identifying, tracking, and resolving SOH deficiencies within their organization, and documenting such deficiencies in a manner appropriate for sharing across Reclamation (without names or other personally identifiable information);
- (9) recognizing compliance with SOH requirements and, conversely, taking appropriate corrective action to mitigate risk to the extent possible; and

# Reclamation Manual

## Policy

### *TEMPORARY RELEASE*

*(Expires 11/02/2017)*

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- (10) conducting or assisting with accident investigations to identify causal factors and corrective actions, and ensure corrective actions are implemented to prevent reoccurrence of similar, future accidents.

F. **Employees.** Employees are responsible for participating in the SOH Program by:

- (1) complying with SOH Program requirements;
- (2) participating in accident investigations, procedure development, health and safety related audits, training development, job hazard analysis, use of occupational risk management processes, and all aspects of the planning process;
- (3) performing work safely and in accordance with safety laws, regulations, Policy, and Directives and Standards;
- (4) reporting incidents and accidents;
- (5) attending safety and health meetings; and
- (6) reporting problems, recognizing and identifying safety hazards, recommending solutions, and implementing measures to assure work is performed safely and hazards are avoided or mitigated to the extent possible.

G. **SOH Personnel.** SOH personnel are responsible for:

- (1) assisting in the development of effective SOH management processes, using ANSI Z10 principles;
- (2) providing oversight to ensure compliance with regulatory and organizational SOH policies and directives;
- (3) advising management and employees of their respective SOH responsibilities under the SOH Program;
- (4) providing guidance and technical assistance to management to identify, evaluate, and address SOH hazards;
- (5) providing guidance for training and assistance to help employees perform their work safely; and
- (6) analyzing injury and illness reports and data to ensure appropriate countermeasures are developed to prevent future injuries.

# Reclamation Manual

## Policy

### *TEMPORARY RELEASE*

*(Expires 11/02/2017)*

---

5. **Policy.** The safety of Reclamation's employees, contractors, and the public is integral to every task performed to accomplish Reclamation's mission. Safety is paramount and shall not be compromised for meeting work schedules, due dates, timelines, or any other perceived deadlines associated with the work undertaken by Reclamation employees and contractors.
- A. The Reclamation SOH Program will be implemented using the principles of ANSI Z10, management leadership, and employee involvement.
  - B. Every Reclamation employee is critical to their own safety and to those around them including peers, subordinates, supervisors, contractors, visitors, and the public. Reclamation's employees are its most important asset, and we want everyone to return home safely at the end of each workday.
  - C. Occupational safety is a Reclamation value. It is everyone's responsibility to instill this value into their work. This value and responsibility will be demonstrated by implementation of a SOH Program with the following key components to ensure Reclamation recognizes, understands, and addresses the hazards and exposures inherent in the construction, operation, and maintenance of Reclamation dams, powerplants, pumping plants, and all other facilities and supporting activities:
    - (1) engaging employees, supervisors, and RLT members in a cycle of continuous improvement which includes activities designed to identify and understand hazards and exposures along with identifying and implementing actions to mitigate these risks;
    - (2) planning at both the programmatic and activity levels to ensure objectives are well understood and all work activities and facilities are planned with attention to safety and health considerations;
    - (3) implementing operational practices to further establish expectations associated with the SOH Program which will aid in identifying, assessing, and mitigating risks to the extent possible and ensure SOH is incorporated into all Reclamation processes;
    - (4) evaluating and assessing key metrics to identify both areas of best practices and areas where improvement efforts are required; and
    - (5) conducting management reviews to assure Reclamation leadership is regularly assessing the effectiveness of the SOH Program in achieving safety and occupational health objectives.

## RECLAMATION MANUAL TRANSMITTAL SHEET

Effective Date: \_\_\_\_\_

Release No. \_\_\_\_\_

Ensure all employees needing this information are provided a copy of this release.

### Reclamation Manual Release Number and Subject

### Summary of Changes

NOTE: This Reclamation Manual release applies to all Reclamation employees. When an exclusive bargaining unit exists, changes to this release may be subject to the provisions of collective bargaining agreements.

### Filing instructions

Remove Sheets

Insert Sheets

All Reclamation Manual releases are available at <http://www.usbr.gov/recman/>

Filed by: \_\_\_\_\_

Date: \_\_\_\_\_