

Acquisition and Grants Office Safety Action Plan

INTRODUCTION

The Acquisition and Grants Office (AGO) Safety Action Plan implements the elements of the NAO 209-1 "NOAA Safety Policy." The purpose of this plan is to maintain and improve upon a high level of safety among AGO employees and visitors. The plan establishes meaningful and workable measures and goals which can be reported on regularly.

RESOURCES

In addition to this plan, the primary resource for information on safety in the National Oceanic and Atmospheric Administration (NOAA) is the website of the Safety & Occupational Health Program Office of the NOAA Safety and Environmental Compliance Office (SECO), found at:

http://www.seco.noaa.gov/HTML/Safety/Safety_1.html

ORGANIZATIONAL GOALS

A. Performance Measures. These are factors which serve to prevent accidents.

Performance Measures	Target
1. Monthly Safety Assessments a. Division Chiefs perform a monthly self-assessment of their area using the AGO Self-Assessment Program Recording and Reporting Procedures. Links to a guide for conducting the assessment and the needed forms to use are found at: http://www.seco.noaa.gov/Safety/Safety_assess.htm b. Completed forms must be submitted to the AGO Safety Officer by the 10 th of each month.	90 Percent
2. Safety training requirements are met timely. a. New employees complete Web training within one month of being on board; b. New supervisors complete STAR training at first available opportunity; and c. New Executives complete Dupont training at first available opportunity.	90 Percent

<p>3. Incident Reporting</p> <p>NOAA is responsible for providing safe and healthful work places and conditions of employment for all personnel. Prompt investigation and reporting of any incident involving NOAA employees or property will provide information necessary for the systematic identification and correction of safety and health hazards.</p> <p>All incidents shall be reported within 24 hours of the incident occurrence through the NOAA web-based Accident/Illness Reporting System, found at http://www.seco.noaa.gov/HTML/Safety/Safety_1.html.</p> <p>However, serious accidents, as defined within NAO 209-1, shall be reported within 8 working hours of occurrence.</p>	<p>90 Percent</p>
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B. Employee involvement.

Employee attendance at safety related meetings such as the Assistant Secretary’s Safety Day in June, Health Fair Days and events sponsored by NOAA through the SSMC Health Center is promoted and encouraged; however, employee attendance at safety related meetings requires supervisor approval.

Employees are encouraged to report any unsafe and/or unhealthful working conditions to their immediate supervisor, team lead, or safety person. Employees may file form CD-351 (http://www.seco.noaa.gov/Safety/Report_Unsafe.htm), Report of Possible Safety/Health Hazard, with their Area Safety Representative or a Field Safety and Health Manager.

AGO Safety Officer:

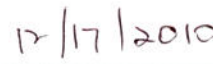
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Employees may also send email directly to SECO in complete privacy using the safety.secure@noaa.gov secure email address.

AUTHORITY



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Date