

DRAFT RECLAMATION MANUAL RELEASE

**Comments on this draft release must be submitted to Buddy Byrd
cbyrd@usbr.gov by September 5, 2024.**

Background and Purpose of the Following Draft Policy Safety and Occupational Health Program (SAF P01)

The goal of preparing this revised Policy document and providing stakeholders with the opportunity to comment on it in draft form is to enhance common understanding of how the Reclamation Safety and Occupational Health program is administered and enhance employee safety and health.

This policy was reviewed and revised by a group of subject matter experts.

The Reclamation Manual is used to clarify program responsibility and authority and to document internal Reclamation-wide methods of doing business. All requirements in the Reclamation Manual are mandatory.

See the following pages for the draft Policy.

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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 benefits of this Policy are 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, 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, <i>Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters</i> ; Executive Order 12196, <i>Occupational Safety and Health Programs for Federal Employees</i> ; and Department of the Interior Departmental Manual (DM) 485 DM, <i>Safety and Occupational Health Program</i> .
Approving Official:	Commissioner
Contact:	Mission Assurance and Protection Organization (MAPO), Preparedness Division, Safety and Occupational Health Office (84-53000)

1. Introduction.

Reclamation strives for safety excellence by incorporating leadership engagement, empowering employees and integrating safety into every aspect of the mission. Reclamation is committed to being a learning organization by identifying and mitigating risk and hazardous work conditions before they result in catastrophic, negative outcomes. Reclamation's goal is to foster a culture that results in a safe environment for all employees, contractors, visitors, and the public. The operation of Reclamation dams, powerplants, pumping plants, 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.

2. Applicability.

This Policy applies to all Reclamation employees. Reclamation is required to establish and maintain a SOH Program that provides a safe and healthy environment for all employees and visitors to Reclamation lands and/or facilities. Reclamation is committed to establishing safe and healthy workplaces that are built upon a strong culture, mutual trust between employees and management, an organization willing to learn from incidents, all while managing risk. Reclamation will accomplish this by incorporating the following four principles:

A. Management and leadership engagement,

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- B. employee empowerment, engagement, and involvement,
- C. commitment towards organizational learning, and
- D. risk identification and mitigation.

3. Policy.

The safety of Reclamation's employees and contractors and of 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. Reclamation is committed to ensuring employee safety and health is a fundamental core value. The Commissioner and the Deputy Commissioner for Policy, Administration, and Budget, who serves as the Reclamation Designated Agency Safety and Health Official (DASHO), provide executive-level SOH Program direction and guidance.
- B. The Chief Preparedness Officer oversees the development of the Reclamation SOH Program. The Chief Preparedness Officer ensures that:
 - (1) SOH Program Reclamation Manual Directives and Standards are developed, managed, and updated periodically,
 - (2) continuous improvement of the Reclamation SOH Program is accomplished by using tools such as program assessments, learning reviews, employee safety engagements; and
 - (3) an appropriate system of internal controls is established and implemented for the SOH Program.
- C. The Reclamation Leadership Team (RLT), both as a group and through its individual members, provides leadership throughout the Bureau by instilling safety as a core Reclamation value. To accomplish this, they must:
 - (1) provide budget and staff resources to effectively develop, implement, and maintain SOH programs,
 - (2) ensure SOH professionals (SOH Specialists, Managers, and Industrial Hygienists) at regional and area office levels report directly to a safety and health manager or to their respective regional director, deputy regional director, area manager, or deputy area manager,
 - (3) ensure SOH positions are accurately classified to represent the appropriate safety and health occupational series (e.g., 0018, 0690) and grade, which provides

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consistency across the Bureau and ensures SOH personnel are provided adequate training to perform their duties successfully,

- (4) ensure safety committees or councils are established, where reasonable, at the appropriate levels within their organizations,
- (5) make regular (e.g., monthly, quarterly) site visits to engage employees where work is being performed,
- (6) ensure managers and supervisors have a performance element that accurately measures active engagement, participation, and support of the Reclamation SOH Program,
- (7) track and mitigate hazardous work conditions and/or practices within their respective units,
- (8) ensure employees are provided the necessary training, materials, equipment, controls (e.g., engineering, administrative), and personal protective equipment to be successful and to ensure Reclamation employees are able to return home safely at the end of each workday,
- (9) ensure managers and supervisors attend Reclamation Safety for Supervisors training to understand their safety and occupational health responsibilities,
- (10) encourage and promote employee participation in their local SOH Programs and participation in various SOH subject matter expert teams and workgroups by addressing any foreseen barriers and obstacles, and
- (11) incorporate a proactive approach to employee safety that includes ensures lessons learned and/or near misses are shared widely in order that similar incidents can be avoided in the future.

D. Every Reclamation employee must embrace safety as a core value in their work practices and be aware that they are responsible and accountable for their own safety as well as the safety of those around them, including peers, subordinates, supervisors, contractors, visitors, and the public. Reclamation will demonstrate and implement 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, bargaining unit representatives, and RLT members to foster a robust safety culture, which includes identifying and understanding hazards and exposures along with identifying and implementing actions to mitigate these risks.

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- (2) Planning safety at all activity levels including programmatic, budget, design, and implementation 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 that will aid in identifying, assessing, and mitigating risks to the extent possible and that will 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.
 - (5) Conducting management reviews to ensure Reclamation leadership is regularly assessing the effectiveness of the SOH Program in achieving safety and occupational health objectives.
 - (6) Considering safety in design efforts as a means to proactively mitigate safety and health concerns.
- E. The Reclamation SOH Program will be implemented by all levels of management, SOH personnel, and employees using the four principles as outlined in Paragraph 2, “Applicability.”
- F. Training will be provided/coordinated by supervisors for employees, contractors, and visitors within their area of responsibility. Training is intended to develop employee skills and ability to recognize and mitigate hazards, provide uniform knowledge, illustrate the proper equipment required to perform tasks safely, and teach the elements of this Policy. SOH personnel will provide guidance for training as necessary.
- G. Management must conduct/coordinate program workplace assessments or equivalent processes to recognize compliance with SOH requirements and the proper corrective action to mitigate risk (to the extent possible) and track and resolve SOH deficiencies in a manner appropriate for sharing across Reclamation (without names or other personally identifiable information). Employee participation must be part of this process to reinforce SOH training and adherence with regulatory standards. SOH personnel will provide guidance and oversight to facilitate compliance with regulatory and organizational SOH policies and directives.
- H. All employees must report accidents and incidents. Management must conduct or assist with accident investigations to identify causal factors and corrective actions and must ensure corrective actions are implemented to prevent recurrence of similar future accidents. Employees must be given the option to participate in accident/incident investigations. SOH personnel will analyze injury and illness reports and data to ensure appropriate countermeasures are developed to prevent future injuries.

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- I. Reclamation will employ stop work procedures as described in Reclamation Safety and Health Standard 1.02.
- J. Bargaining units, represented by a Union, may have bargaining and other labor obligations that include union notice, negotiation, employee representation, or union input. Contact the local or regional Labor Relations Officer for consultation.

4. 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. Continuous Improvement.

Continuous improvement is the ongoing process of analyzing performance, identifying opportunities, and making incremental changes to processes, procedures, policies, training, and equipment.

C. Incident.

For reporting purposes, an unplanned work event involving people, equipment, or the work 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.”

D. Management.

People in charge of administering the organization and coordinating the efforts of the employees.

E. Near Miss.

See definition for Incident.

F. RLT.

Reclamation’s Senior Executive and Senior Level positions (see membership listing on the RLT Intranet site).

G. Safety Councils or Committees.

Entities composed of nonsupervisory and supervisory staff intended to assist local organizations to maintain an open channel of communication between employees and management concerning safety and health matters in the workplace. Safety committees or councils provide employees the opportunity to use their knowledge of workplace operations to assist local management to improve policies, conditions, and practices.

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H. SOH Program.

A set of interrelated activities that establish and/or support SOH policy, objectives, and mechanisms to continually improve Reclamation's SOH practices regarding the operation and management of its lands and facilities.

I. Supervisor.

A Reclamation employee that has one or more direct reports.

5. Review Period.

The originating office will review this release every 4 years.

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