

Reclamation Manual

Policy

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 (84-52000)

1. **Introduction.** Reclamation embraces safety excellence by empowering employees and integrating safety into our mission, achieving a culture that results in a safe environment for our 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 an 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:
 - A. management, leadership, and employee involvement;
 - B. planning;

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- C. implementation and operation;
 - D. evaluation and corrective action; and
 - E. management review.
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. Safety is a Reclamation fundamental core value. The Commissioner and the Deputy Commissioner who serves as the Reclamation Designated Agency Safety and Health Official (DASHO) provide executive-level SOH Program direction and guidance.
 - B. The Director, MAPO develops and manages the Reclamation SOH Program. The Director ensures that:
 - (1) SOH Program Reclamation Manual Directives and Standards are developed and managed;
 - (2) continuous improvement of the Reclamation SOH Program is accomplished by using tools such as program assessments; 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 regions by instilling safety as a core Reclamation value. To accomplish this, they must:
 - (1) provide budget and staff resources for effective implementation of the SOH Program;
 - (2) ensure safety committees are established at the appropriate levels of their organization;
 - (3) encourage employee participation by addressing any foreseen barriers and obstacles; and
 - (4) require management to provide training and to instill good work practices to warrant the safety and health of their employees.
 - D. Every Reclamation employee must enact 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,

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visitors, and the public. Reclamation will demonstrate and implement an 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 identifying and understanding 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 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.
- E. The Reclamation SOH Program will be implemented by all levels of management, SOH personnel, and employees using the five principles of ANSI Z10, 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 trainees’ 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 their SOH training and compliance with regulatory standards. SOH personnel will provide guidance and oversight to ensure compliance with regulatory and organizational SOH policies and directives.

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- 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 the injury and illness reports and data to ensure appropriate countermeasures are developed to prevent future injuries.
 - I. Reclamation will employ stop work procedures as described in Appendix A of this Policy.
 - J. The Stop Work Procedural Checklist provided in Appendix B of this Policy, or an equivalent version, must be used to ensure that all stop work actions have been implemented and documented.
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. **ANSI Z10.** A 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 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.”
 - E. **Management.** People in charge of administering the organization and coordinating the efforts of the employees.
 - F. **Near Miss.** See definition for Incident.
 - G. **RLT.** Reclamation’s Senior Executive and Senior Level positions (see membership listing on the RLT Intranet site).
 - 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 in regard to 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.

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: _____