

Reclamation Manual

Directives and Standards

Subject:	Occupational Safety and Health - General
Purpose:	Establishes processes for integrating safety and health into all Bureau of Reclamation programs, operations, and facilities. The benefits of this Directive and Standard are clearer understanding of the Safety and Occupational Health Program requirements and improved compliance with applicable Federal and Department of the Interior requirements.
Authority:	5 U.S.C. 7902; Public Law 91-596, Occupational Safety and Health Act of 1970; 29 U.S.C. 651 et. SEQ., 29 CFR 1960; Executive Order 12196; and Department of the Interior Safety and Occupational Health Program, 485 DM.
Approving Official:	Director, Policy and Programs
Contact:	Safety and Occupational Health Office (84-52300)

1. **Introduction.** The Occupational Safety and Health Administration (OSHA) and the Department of the Interior require bureaus to establish occupational safety and health programs. This directive and standard (D&S) establishes the framework for the Bureau of Reclamation Safety and Occupational Health program.
2. **Applicability.** This D&S is applicable to all Reclamation employees and activities.
3. **Definitions. Job Hazard Analysis** is a technique that focuses on job tasks as a way to identify hazards before they occur. After uncontrolled hazards are identified, steps can be taken to eliminate or reduce them to an acceptable risk level.
4. **Responsibilities.**
 - A. **Safety and Occupational Health Office, Policy and Programs.** The Safety and Occupational Health Office will:
 - (1) develop and issue appropriate Reclamation-wide safety and health guidelines, model programs, and assessment tools;
 - (2) develop, promote, and act as lead in the periodic evaluation of the implementation of Reclamation's safety and health program;
 - (3) monitor and interpret developments in new safety and health regulations, directives, standards, codes, guidelines, manuals, and technologies;
 - (4) manage accident/incident investigation and reporting program; and

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- (5) provide guidance in the development of safety and health paragraphs and clauses for solicitations/specifications and contracts.

B. Directors (Senior Executive Service Management Positions). Directors will:

- (1) Provide leadership to ensure the implementation of an effective safety and health program within their area of responsibility.
- (2) Employ for each regional program a full-time, experienced safety manager who meets the Office of Personnel Management safety or health manager qualifications for the GS-0018, 0690, or 0803 series.
- (3) Periodically assess the performance of managers/supervisors/leaders in implementation of the safety and health program.

C. Managers/Supervisors/Leaders. Managers/supervisors/leaders will:

- (1) implement an effective safety and health program within their area of responsibility;
- (2) provide professional safety and health services necessary to meet the provisions of the safety and health program;
- (3) conduct hazard analysis and exposure determinations;
- (4) provide safety and health training;
- (5) develop and implement a system of safety and health program measurement and accountability for employees;
- (6) investigate and report all accidents/incidents immediately as required by 485 DM and Reclamation directives;
- (7) correct identified unsafe or unhealthful conditions in Reclamation-managed facilities or operations; and
- (8) provide an environment for employee participation without fear of restraint, interference, coercion, discrimination, or reprisal.

D. Employees. Employees will:

- (1) observe established regulations, standards, codes, directives, and management-initiated procedures for assigned operations and activities;
- (2) practice safe work habits;

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- (3) promptly correct unsafe conditions, procedures, and acts; or report to their supervisor those beyond their control; and
 - (4) promptly report incidents and accidents to their supervisor and complete required forms.
5. **Program Direction.** As applicable, the following safety and occupational health program elements will be implemented by all Reclamation organizational components:
- A. **Program Implementation.**
 - (1) **Organizational Goals.** Establish annual safety and health goals.
 - (2) **Action Plans.** Establish and submit through each Director an annual safety and health action plan to the Reclamation Safety and Health Official by October 1.
 - (3) **Annual Reports.** Submit through each Director to the Reclamation Safety and Health Official an annual status report of safety and health action plan implementation by November 1.
 - B. **General Implementation Elements.**
 - (1) **Safety and Health Training.** Establish a training program that provides safety and health orientation and professional development necessary to meet management and operational safety and health needs.
 - (2) **Design Standards for Safety and Health.** Use established design standards for safety and health in all equipment specifications and design of Reclamation facilities.
 - (3) **Workplace Hazard Analysis.** Establish a comprehensive safety and health analysis of workplaces which identifies safety and health needs.
 - (4) **Written Programs.** Establish written hazard-specific programs and/or procedures in accordance with regulations, standards, codes, or directives.
 - (5) **Job Hazard Analysis.** Establish a process for conducting a job hazard analysis which identifies safety and health needs for job activities.
 - (6) **Accident Reporting.** Establish a system of accident investigation and reporting as required in 485 DM and Reclamation directives.
 - (7) **Safety and Health Inspections.** Establish a system for inspections of all Reclamation facilities and operations in accordance with regulations, standards, codes, and directives.

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- (8) **Safety and Health Committees.** Establish safety and health committees in accordance with 485 DM.
 - (9) **Safety and Health Meetings.** Conduct regularly scheduled meetings to address safety and health issues concerning employees, facilities, and operations.
 - (10) **Safety and Health Awards.** Recognize outstanding individual or group achievements through issuance of appropriate awards.
 - (11) **Program Accountability.** Establish a system of program measurement and accountability for safety and health, and periodically assess employee (management/supervisory/nonsupervisory) performance.
6. **Standards.** The following documents establish specific safety and health standards for the Reclamation mission:
- A. 29 CFR 1910 – Occupational Safety and Health Standards, General Industry
 - B. 29 CFR 1926 - Occupational Safety and Health Standards for Construction
 - C. DM 485 - Department of the Interior Safety and Occupational Health Program
 - D. Reclamation Safety and Health Standards

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: _____