

# Reclamation Safety and Health Standards – 2025 Edition

Chapter 1: General Requirements | Section 1.02 General Requirements

Applicability: Reclamation Employees, Facilities, Operations, and Contractors

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## **Section 1.02    General Requirements**

### **1. Scope**

This section sets forth the general requirements of the Reclamation Safety and Health Program. These general requirements apply to all operations on Bureau of Reclamation (Reclamation) facilities, waters, and lands.

### **2. General Requirements**

Reclamation must provide and maintain a working environment that is safe and free of risks to safety and health, so far as is reasonably practicable.

### **3. Responsibilities**

#### **a. Regional/Area Office Coordinators**

- Shall provide and maintain a working environment free of hazards, including but not limited to, implementing and enforcing all applicable program elements and provisions of these standards.
- Shall ensure that facilities and equipment conform fully to the requirements contained and referenced in these standards.

#### **b. First Line Supervisors**

- Shall provide each employee with a general safety orientation.
- Shall provide each of their employees with training on specific hazards of their job and ensure that employees complete all required safety training.
- Shall investigate all injuries and illnesses and report their findings in the Safety Management Information System (SMIS).

#### **c. People Doing the Work**

- Shall observe all safety and health regulations and comply with instructions issued by their supervisor.

### **4. Training, Certification, and Qualification**

#### **a. Initial**

- Orientation. All employees must receive an orientation on provisions of the safety and health program. The orientation shall cover:
  - Applicable requirements of safety and health policies.
  - Accident and injury reporting procedures.

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- First aid and medical care procedures.
  - Emergency response protocols.
  - Applicable safety and health standards.
  - Sources of information on safety and health protocols.
- Job Specific. All employees shall receive training about hazards and hazard control methods specific to their job.

### **b. Certification.**

The supervisor is responsible for providing this training and ensuring that employees possess the necessary qualifications, licenses, and permits required to perform such work.

## **5. Safe Practices**

### **a. Other Codes and Statutes.**

In addition to the requirements set forth in these standards, all operations on Reclamation facilities and operations utilizing Reclamation equipment must comply with applicable Federal and Department of the Interior (Department) health and safety standards, codes, and regulations. Where a difference exists, the more stringent provision will prevail. State Occupational Safety and Health Administration (OSHA) regulations, in most cases, have no authority over Federal agencies, Federal employees, or Federal facilities as the Department and Bureau of Reclamation have not relinquished their sovereign immunity. State OSHA agencies and standards typically do, however, have authority over Federal contractor operations and contract employees performing work on Reclamation property and within Reclamation facilities.

### **b. Deviations.**

No deviation to the provisions of these standards shall be approved that endangers the health and safety of any person, that is not consistent with the intent of the provisions of these standards, or that would be a deviation to a Federal or State regulation. If the literal application of a provision of these standards is impractical or creates conflicts, the issuing authority, in consultation with safety and health professionals, may authorize a deviation to the provision. All requests for a deviation shall be submitted in writing to the Designated Agency Safety and Health Official (DASHO) through the Chief, Safety and Occupational Health. The written request must include (1) a reference to the specific provision of the standard that requires a deviation, (2) an explanation of the problem with the provision, and (3) the proposed adaptation to the standard. The request must contain pertinent technical data, drawings, material or equipment specifications, and any other information that will enable the DASHO to decide. The operation in question must not proceed until the DASHO provides written approval.

## **6. Stop Work Authority.**

Every person has the authority to stop work if they observe and have a reasonable belief that a safety hazard exists and will lead to imminent danger.

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### **a. Stop Work Procedures.**

If the regional manager or area office has not issued local stop work implementing instructions that are equivalent to this Policy, then Reclamation employees must follow the stop work procedures below.

### **b. Procedures for Stop Work Incidents.**

- **Stop Work.**

- Every individual (employees, supervisors, contractors) having a reasonable belief that a safety hazard exists must exercise stop work authority. If ceasing work immediately would result in additional hazards, they must bring the task to a safe stopping point.
- When possible, the initiation of stop work must be coordinated through a supervisor and the contracting officer (CO) and/or the CO's representative as appropriate.
- If a supervisor is not immediately available (e.g., on travel or leave), then the acting supervisor will be notified once the unsafe condition or behavior perceived as unsafe has stopped.

- **Notify.**

The supervisor/acting supervisor must notify all individuals (employees, supervisors, contractors) of the perception that the action/step is either unsafe or has created an unsafe condition.

- **Assess.**

- The supervisor of the task will lead the assessment of the perceived unsafe condition or behavior. The supervisor must:
  - Assess using the checklist in Appendix 1.02-A or equivalent, and in cooperation with the appropriate and qualified subject matter expert(s), visually review the situation and talk with the employee(s) working on the task.
  - Identify and prepare a written assessment of any hazards that have not been adequately mitigated.
  - Identify actions required to mitigate or manage the hazard or determine that mitigation is not required.
- The employee exercising stop work must also prepare a written statement of any hazards they reasonably believe have not been adequately mitigated.
- If, after the assessment, the supervisor of the task and the employee(s) involved in the task agree the condition or behavior does not require mitigation (i.e., the individual who exercised stop work was unaware of

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- certain information or circumstances).
  - second-line supervisor agrees, then the second-line supervisor will lift the stop work and work will resume. If the hazard will not require mitigation, then that decision will be documented, and work will resume.
  - If the hazard will require mitigation, the hazardous condition and/or behavior will be documented. The actions that must be taken to mitigate the hazards before work can resume must be identified. Mitigation measures must be reviewed and approved by the individual exercising stop work authority, the appropriate and qualified subject matter expert(s), and the second-line supervisor.
  - In the event an employee believes the hazard has not been adequately mitigated when the stop work is to be lifted, the supervisor may agree to reassign the employee to another work task.
- **Correct.**

The supervisor will ensure any corrective actions identified during the assessment are taken. The corrective actions will be reviewed by a qualified safety professional who is familiar with the task and hazards associated with the task, and they must affirm all the safety issues have been properly resolved.
- **Resume Work.**

Work will resume with the approval of the second-line supervisor. All individuals (employees, supervisors, contractors) involved in the task and initially notified of the stop work will be notified of the corrective actions taken, if any, and work will resume.
- **Report.**

The supervisor will prepare, with input from the employee(s) that exercised the stop work authority, an after-action report that will:

  - describe changes made to safety practices, if any, to prevent future similar incidents.
  - identify lessons learned.
  - identify the process deficiency that resulted in failure to identify the perceived hazard in the pre-planning hazard assessment and the job hazard analysis.
  - be submitted to appropriate area management and the regional safety manager servicing the regional safety and occupational health office.

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### 7. Accident, Injury, and Illness Reporting

#### a. Reclamation.

Reclamation employees must investigate and report accidents and incidents using the SMIS. Reclamation must immediately report any accident involving a fatality, hospitalization, amputation, or loss of an eye to the appropriate OSHA office.

#### b. Non-Federal Operators at Reclamation Facilities.

Operators must report all third-party injuries, deaths, or substantial property losses that result or could result in claims against the Government to the appropriate Reclamation office.

#### d. Contractors.

Contractors. Contractors must report and investigate injuries and incidents in accordance with RSHS Section 1.03, Contractor Requirements.

### 8. Alcohol, Drugs, and Firearms.

Reclamation does not permit the use of intoxicating beverages and narcotics on Government property. No one who is impaired while under the influence of alcohol, narcotics, or prescription drugs is permitted on the job site. Employees using medications(s) must ensure that their performance will not be impaired. Unauthorized firearms are not permitted on Reclamation property.

### 9. Work Site Requirements

All work site and areas must be maintained to avoid potential hazards introduced by poor housekeeping and poor work practices.

#### a. Housekeeping.

All work areas must maintain good housekeeping. All work areas shall be neat and orderly, including office spaces.

#### b. Environmental Stewardship.

Handling, storing, using and disposing of waste shall not contaminate or pollute water, air, or ground. Disposal must comply with all Federal, State, and local regulations. Facilities will follow Reclamation ENV 05-01, Environmental Management System (EMS) Implementation and ENV P05, The Bureau of Reclamation's Commitment to Environmental Stewardship.



### Appendix 1.02A – Stop Work Action Procedural Checklist

RSHS Appendix 1.02A ([Stop Work Action Procedural Checklist](https://www.usbr.gov/safety/rshs/index.html)) is available to print at: <https://www.usbr.gov/safety/rshs/index.html>.

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## **RSHS Appendix A – Definitions**

RSHS Appendix A ([Definitions](#)) is available to print at:

<https://www.usbr.gov/safety/rshs/index.html>.

## **RSHS Appendix B – Additional References and Citations**

RSHS Appendix B ([Additional References and Citations](#)) is available to print at:

<https://www.usbr.gov/safety/rshs/index.html>.