

## **Section 1.24 Collateral Duty Safety Representatives**

### **1. Scope**

This section specifies the minimum requirements for establishing and maintaining appropriate levels of Collateral Duty Safety Representative (CDSR) resources within Reclamation organizations. This section does not apply to volunteer or contractor personnel or organizations.

### **2. General Requirements**

Reclamation shall provide sufficient staff to support safety and occupational health (SOH) program delivery and oversight at all levels. Regional and area staff includes safety managers, safety specialists, industrial hygienists, and CDSRs to advise management in the development and implementation of effective SOH programs. Managers must address the development and retention of safety management expertise within their facilities. Where appropriate, management will identify CDSR personnel to support full-time safety managers and specialists. CDSR duties comprise less than 25 percent of the CDSR's work time, are not the primary purpose nor primary duty of the position, and do not represent grade-controlling responsibilities. If SOH CDSR responsibilities comprise more than 25 percent of the employee's work time, these duties are to be included in the employee's position description. See Department Manual 485, Chapter 28, Appendix 2 for examples and the performance plan. CDSR additional duties shall be documented using DI-625, Position Classification Amendment.

### **3. Responsibilities**

#### **a. Regional and Denver Office Directors**

- Shall provide adequate SOH staffing resources to develop, implement, and administer an effective SOH program for the regional office building(s)/campus, field offices, and Denver Office buildings.
- Shall designate a regional/Denver safety professional as the CDSR coordinator for regional office building(s)/campus and Denver Office buildings.
- Shall designate CDSR personnel where appropriate to ensure accountability and coverage for organizational structures and physical spaces relative to building/campus needs.
- Shall provide CDSR personnel with adequate on-duty time to perform CDSR related duties.
- Shall provide CDSR personnel with adequate equipment and resources to perform their assigned duties.
- Shall provide CDSR personnel with training, shadow opportunities, and other learning experiences necessary to effectively perform their assigned duties.

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*Applicability: Reclamation Employees, Facilities, and Operations. This section does not apply to contractors.*

- Shall ensure CDSR personnel report all safety and health related matters to the Regional/Denver Safety Manager if unable to resolve the matter at a local level and/or through the typical chain of command.

### **b. Area, Field, and Facility Managers**

- Shall provide adequate SOH staffing resources to develop, implement, and administer an effective SOH program.
- Shall appoint or designate, in writing, and train CDSR personnel to meet this section's minimal requirements.
- Shall provide CDSR personnel with adequate on-duty time to perform CDSR related duties.
- Shall provide CDSR personnel with adequate equipment and resources to perform their assigned duties.
- Shall provide CDSR personnel with training, field experience, shadow opportunities, and other learning experiences necessary to effectively perform their assigned duties.
- Shall ensure CDSR personnel report directly to the area, field, or facility manager for all safety and health related matters.

### **c. Regional/Area Office Safety Professionals**

- Shall make routine contact, at least quarterly, with CDSR personnel in their local areas to ensure effective implementation of local SOH programs.
- Shall ensure the necessary training and support for assigned CDSR personnel so they can properly and effectively carryout their assigned CDSR duties.

### **d. Collateral Duty Safety Representatives**

- Shall complete training as prescribed in section 1.24.4, Training and Development.
- Shall consult and coordinate with their local SOH professional as needed.
- Shall effectively prioritize their safety related duties.
- Primary duties of CDSR personnel include:
  - assisting in planning, organizing, and evaluating SOH efforts,
  - supporting supervisors in facilitating the development of safe work practices,
  - assisting in the identification of risk management procedures to eliminate or minimize exposures to hazards,
  - participating in local risk management and hazard assessment efforts,
  - facilitating the development of safety action or implementation plans,
  - assisting with facility safety inspections,
  - assisting in the coordination and scheduling of SOH training,
  - supporting accident investigations and learning review activities,
  - assisting employees and supervisors in reporting incidents, occupational illnesses, and near misses using the Safety Management Information System,

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- attending safety council and/or committee meetings, and
- where reasonable, participating in a minimum of two facility safety inspections annually.

### 4. Training and Development

#### a. Training

- Within the first 6 months of their assignment, CDSR personnel will complete the Federal Occupational Safety and Health Administration’s Collateral Duty Course for Other Federal Agencies.
- Local safety and health professionals will provide CDSR personnel with training in addition to the Reclamation Safety and Health Standards (RSHS) applicable to the programs they support.
- CDSR personnel will complete relevant SOH coursework and retained within the Department’s learning management system (DOI Talent), as prescribed by the local Manager, in consultation with the local SOH professional, taking into consideration hazardous job conditions as documented in local job hazard analyses.
- CDSR personnel will make themselves familiar with RSHS and procedures related to the reporting, evaluation, and abatement of hazards, the risk management process, mishap reporting and investigations, lessons learned reviews, and any local safety- related standard operating procedures, rules, or policies.

### ▲ 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>.