

Section 2

General Requirements

2.1 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.

2.2 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.

2.3 Responsibilities

2.3.1 Regional/Area Office Program Coordinators

- 2.3.1.1** 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.
- 2.3.1.2** Shall ensure that facilities and equipment conform fully to the requirements contained and referenced in these standards.

2.3.2 First-Line Supervisors

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

2.3.3 People Doing the Work

- 2.3.3.1** Shall observe all safety and health regulations and comply with instructions issued by their supervisor.
- 2.3.3.2** Shall promptly correct unsafe working conditions or report them to their supervisor or another proper authority.

2.4 Training Requirements

2.4.1 Initial

2.4.1.1 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,
- first aid and medical care procedures,
- emergency response protocols,
- applicable safety and health standards, and
- sources of information on safety and health protocols.

2.4.1.2 Job Specific. All employees shall receive training about hazards and hazard control methods specific to their job.

2.4.2 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.

2.5 Safe Practices

2.5.1 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. Appendix A of SAF P01, *Stop Work Procedures*, lists the procedure for this process.

2.5.2 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.

2.5.3 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 Policy and Programs (P&P) Director. 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 P&P Director to decide. The operation in question must not proceed until the P&P Director provides written approval.

2.5.4 Accident, Injury, and Illness Reporting

2.5.4.1 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.

2.5.4.2 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.

2.5.4.3 Contractors. Contractors must report and investigate injuries and incidents in accordance with RSHS Section 3, *Contractor Requirements*.

2.5.5 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.

2.5.6 Work Site Requirements

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

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

2.5.6.2 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*.

2.6 Definitions

Certification	Means providing an independent verification of a certain level of expertise in a particular area.
Deviation	A document that allows an operation to vary from the standards listed in this manual. A deviation creates a safe workplace in an alternative but approved way.
Environmental Management System (EMS)	An EMS consists of standardized planning, implementing, measuring, and reporting processes targeted to increase management control, decrease liability, and foster continuous improvement. It is a management practice that allows Reclamation to strategically address its environmental impacts.
Operators	Non-Reclamation employees who work on Reclamation owned facilities but are not operated by Reclamation.
Safety Management Information System (SMIS)	The Department of Interior electronic safety management system that each employee has access to for accident and hazard reporting.

2.7

References

- Occupational Safety and Health Administration. 29 C.F.R. 1910, Occupational Safety and Health Standards. <https://www.osha.gov/laws-regs/regulations/standardnumber/1910>.
- Occupational Safety and Health Administration. 29 C.F.R. 1926, Safety and Health Regulations for Construction. <https://www.osha.gov/laws-regs/regulations/standardnumber/1926>.
- Occupational Safety and Health Administration. 29 C.F.R. 1960, Basic Program Elements for Federal Employees OSHA. <https://www.osha.gov/laws-regs/regulations/standardnumber/1960>.
- Bureau of Reclamation. Reclamation Manual Directive and Standards (D&S) ENV 05-01, *Environmental Management System (EMS) Implementation*. <https://www.usbr.gov/recman/DandS.html>.
- Bureau of Reclamation. Reclamation Manual Policies ENV P05, *The Bureau of Reclamation's Commitment to Environmental Stewardship*. <https://www.usbr.gov/recman/policies.html>.