**CHAPTER 2**

**Title:** Responsibilities

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**Instruction:** This chapter supersedes the previous version dated June 21, 2016.  This issuance incorporates staffing and organization changes and condenses safety and health responsibilities within multiple U.S. Geological Survey (USGS) Manual Handbook (SM 445-2-H) chapters.  This chapter supplements responsibilities contained within SM 445.1, Occupational Safety and Health Policy and Responsibilities.

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1. **Purpose**. This chapter specifies minimum Occupational Safety and Health (OSH) Program responsibilities for the implementation of U.S. Geological Survey OSH Program.
2. **Chief, Occupational Safety and Health Management Brach (OSHMB)**.
3. Administers, directs, oversees, and promotes the Bureau’s OSH Program, inclusive of the specialized safety programs (aviation, dive, firearms, large vessels, radiation, and watercraft). Advises management in carrying out OSH responsibilities.
4. Develops OSH Program policies, directives, tools, guides, plans, and alternate or supplemental standards and guidelines for meeting requirements. Establishes annual OSH program goals.
5. Interprets Occupational Safety and Health Administration (OSHA)adopted national consensus standards and DOI OSH policies. Receives requests from the field for variances and submits to the DOI Office of OSH for consideration and processing.
6. Provides direct OSH support and services to Mission Area, line supervision, Collateral Duty Safety Program Coordinators (CDSPCs) or Organizational OSH Points of Contact in the implementation and compliance with the OSH Program. Provides support, oversight, and supervision for specialized safety staff supporting regions and Mission Areas.
7. Provides Mission Area and Regional administrative support for Safety Management Information System (SMIS), Inspection and Abatement (IAS), and Personal Hazard Analysis (PHA) Systems.
8. Ensures that allegations of reprisal, reports of unsafe or unhealthful working conditions, and accidents/incidents are investigated. Provides recommendations to management for resolution.
9. Identifies the standard training content. Coordinates with Regional Safety Managers, local Mission Area CDSPCs, or Point of Contacts (POCs) to identify training needs, training resources, and to develop and conduct OSH training. Oversees and coordinates assistance to CDSPCs in determining training needs for program implementation.
10. Directs and oversees the OSH training and professional development programs and policy, which includes the identification of training resources, the development of training plans, and (or) facilitating the conduct of general and specialized OSH instruction. Reference SM 445-2-H, Chapter 12, *Professional Development*. Provides opportunity and resources for professional development of safety staff to ensure continual development of knowledge and skills and to remain current with the advances in the field of OSH. Ensure that SM 445-2-H, Chapter 12, *Professional Development*, Appendix 12-A is completed for each full-time safety and health staff member.
11. Ensures that a safety-promotion program is established that is aimed at providing information to region, Mission Area, and office personnel. Provides and (or) recommends safety training materials, journals, references, posters, signs, etc. Participates in awareness and promotional programs in coordination with the OSH Program Manager.
12. Administers USGS OSH awards programs.
13. Coordinates with organizational components to facilitate implementation of medical standards and surveillance programs as applicable. Coordinates with the Office of Human Resources and the Department of Labor, Office of Workers’ Compensation Programs on medical surveillance.
14. Directs and oversees the Industrial Hygiene Program and Radiation Safety Program. Assigns Industrial Hygiene and Radiation Program authority to the Reston and Denver Section Chiefs, and to the Bureau Health Physicist for program management and administration.
15. Evaluates OSH staffing levels and funding to determine effectiveness in establishing and implementing the OSH Program. Advises Human Capital and managers on job placement. Assists with reviewing applicants for full-time Bureau headquarters Safety and Health Management Branch position vacancies.
16. Provides OSH inspection oversight to ensure that an effective Bureau process is in place for identifying, evaluating, and controlling OSH hazards. Establishes an evaluation process for assessing the effectiveness of Mission Area, office, or region OSH Programs and the control of OSH hazards and provides management oversight and quality control of program evaluation processes. Coordinates with Regional Safety Manager (RSM), and Associate Director points of contact, and local CDSPCs to establish and publish a formal schedule for OSH inspections conducted within the Bureau, including those conducted by the RSM and Specialized Safety Program support staff at local field offices, in order to eliminate the duplication of effort and ensure the most effective allocation of resources. Coordinates the implementation of evaluations inclusive of in-and-out briefings to organizational managers.
17. Evaluates the effectiveness of USGS OSH Programs annually and as feasible, modifying procedures and requirements on the Bureau, as necessary. Makes recommendations for improvements, as appropriate. Monitors all organizations for compliance with inspection requirements. Reference SM 445-2-H, Chapter 5, *Program Evaluations*.
18. Administers SMIS, IAS, and safety training management systems. Analyzes inspection, audit, and program evaluation compliance data to identify trends for program improvement(s). Coordinates reporting and reviews of SMIS and IAS electronic reports for accuracy, completeness, and corrective measures being implemented to ensure resolution. Distributes accident, auditing, and statistical reports and recommendations for prevention of future incidents. Annually reviews abatement plans and reports for unsafe or unhealthful conditions of national significance. Conducts an annual analysis of the Bureau’s OSH inspection data and provides to the Bureau OSH Council.
19. Requires that local OSH self-inspections are conducted yearly as required by 29 Code of Federal Regulations (CFR) Part 1960.25(c), Qualifications of safety and health inspectors and agency inspections.
20. Ensures OSH Program evaluations are conducted every 3 years of regions, Mission Areas, and offices including a sampling of field locations. Coordinates with Regional Safety Managers (RSM) and CDSPCs to schedule within IAS all external facility inspections based on high hazard activities, high accident rates, or program and performance deficiencies. Conducts formal external inspections of Mission Area offices and facilities based on high hazard, high accident rates, or programmatic deficiencies and documents recommendations for corrective actions in IAS.
21. Coordinates with Regional Safety Managers, CDSPCs and POCs to ensure inspection deficiencies and recommended corrective actions are documented and tracked within the IAS through resolution, with following-up occurring every 90 days.
22. Conducts program evaluations, in accordance with SM 445-2-H, Chapter 5, *Program Evaluations*. Provides direct support to Mission Areas and general guidance to regions in alignment with the *USGS Occupational Safety and Health Guide for Program Evaluations*. Coordinates program evaluation reports and submits through the Chief, OMS, to the Designated Agency Safety and Health Official (DASHO).
23. Coordinates with the OMS, Facilities Management Branch, to include Condition Assessment OSH findings in IAS and reviews annually deferred maintenance projects to facilitate appropriate prioritization in accordance with the Risk Assessment Code criteria and definitions detailed in SM 445-2-H, Chapter 6, *Inspections and Abatement*, Appendix A.
24. Develops standardized program evaluation tools to meet program evaluation requirements. Develops and incorporates standardized inspection checklists and tools for use in meeting the self-conducted and external inspection requirements in IAS.
25. Establishes investigations of serious accidents to ensure that accidents are reported and investigated in accordance with SM 445-2-H, Chapter 7, *Accident/Incident Reporting and Serious Accident Investigation*. As appropriate, ensures that reported unsafe and unhealthful conditions are investigated and coordinated with RSM, CDSPCs, or POCs for resolution.
26. Ensures that OSHMB and Specialized Safety Program annual OSH action plans are developed by the end of June and documented within IAS.
27. Maintains a library of Job Hazard Analysis (JHAs) within the USGS and publishes it electronically for use by the regions and Mission Areas. Provides program oversight and periodically evaluates JHA effectiveness.
28. During the second quarter of each calendar year, submits an annual report on plans, performance metrics, and USGS activities to the DOI Office of Occupational Health and Safety.
29. Assists with the establishment of OSH Committee(s) at the national, regional, and local levels, as appropriate. Serves as the USGS representative to OSHA, National Fire Protection Association, and other agencies on behalf of the OSH Program. Participates on the DOI OSH Council and other OSH Councils, committees, and work groups. Ensures establishment of Bureau Safety Committees to advise the Bureau DASHO. Coordinates the establishment of National Center, Denver Federal Center, and Menlo Park location-specific OSH Committees; serves as or designates the chair and provides administrative support. Encourage participation in local field Federal Safety Council activities.
30. Facilitates establishment of contracts associated with OSH, industrial hygiene, information resources management, and fire protection engineering, as needed.
31. Provides cost center support to communicate and work with the applicable electrical Authority Having Jurisdiction (AHJ) to ensure compliance with the applicable electrical safety requirements; federal, state, and local. The electrical AHJ may be the electrical inspector, engineer, or equivalent qualified individual for the building (facility). The AHJ should possess such executive ability as is required for performance of the position and should have thorough knowledge of standard materials and work practices used in the installation, operation, construction, and maintenance of electrical equipment.
32. Contract responsibilities.
33. Serves as principal technical expert on OSH issues to the Contract Officer (CO), Contracting Officer Representative (COR) or Government Inspector, and other employees, as applicable, in developing contractor requirements documents and (or) contract language to address USGS building or worksite-specific safety issues.
34. Reviews program compliance with OSH Program and policies during safety reviews and ensures that the CO and COR are notified in writing of violations noted affecting contractor performance (note: only the CO can issue a stop work order for imminent danger situations; a project COR does not have the authority to terminate, for any cause, the contractor’s right to proceed).
35. Provides advice/assistance developing contractor safety requirements for hazardous operations or chemicals that may impact the safety and health of contractor personnel or performance of contracted work in a USGS-owned or USGS-leased facility or in field locations. Upon request of the CO, provides contractors and subcontractors with on-site briefing/training concerning safety policies and procedures specific to the USGS that may affect the performance of the contracted work. The briefing/training will outline possible hazards in the workplace to which contractor personnel might be exposed. The briefing/training may be part of any post-award orientation requested by the CO or may also be provided to new or replacement contractor personnel at the request of or upon advance approval of the CO, to avoid unauthorized labor charges or Government-caused delays to performance and delivery schedules.
36. Communicates through the CO and COR the following contractor requirements:
37. Provide, at their expense, any safety or protective gear contractor personnel may require in performance of the contracted work.
38. Follow site safety policy to not endanger contracting and facility personnel while working on site.
39. Prior to any work provide the local contact with a list of hazardous materials, including Safety Data Sheet (SDS) of materials being brought on site. Store and secure hazardous materials safely. Immediately report to the USGS site contact and the COR any spills of hazardous materials, hazardous materials exposures, and injuries.
40. **Reston and Denver Section Chief(s)**.
41. Coordinate with Specialized Safety Program Managersin management of programs, including for exceptions to established policy, training, and instruction.
42. Support, oversee, administer, fund, coordinate, and supervise section of assignment.
43. Provide technical assistance to CDSPCs and Science Center Directors, Cost Center Managers, Office and Project Chiefs to review, conduct, and provide concurrence with locally developed JHAs. Forward JHAs for hazardous activities to the OSH Manager for electronic publishing. Review JHAs during safety and health assessments for effectiveness and compliance.
44. Track and ensure abatement of findings in the IAS.
45. Industrial hygiene authority assigned by the Chief OSHMB:
46. Assists CDSPCs in arranging for or conducting appropriate respirator training and field level organizational management in development of individual and template respiratory protection plans, upon request.
47. Establishes and monitors industrial hygiene contracts and interagency agreements associated with industrial hygiene services, including OSH Management Branch contracts for occupational medicine services.
48. Keeps abreast of the current technology applicable to industrial hygiene work tasks and ensures that resources are available to assist organizations in administration and implementation.
49. Provides guidance and technical support to facilitate compliance with Federal and Department of the Interior (DOI) statutes and regulations and USGS program requirements as related to industrial hygiene.
50. Provides training, guidance, and oversight to supporting staff. Develops core competencies and training requirements for industrial hygiene support personnel.
51. Enters findings and exposure assessment data as appropriate within organizational databases (DOI Exposure Assessment Web site; DOI IAS). Notifies managers and employees of exposure monitoring and assessment results within per requirements (e.g., timeframes) of applicable regulation. Provide direction in implementing the hearing conservation and medical surveillance program.
52. Acts as liaison to the DOI Industrial Hygiene Working Group and other DOI Bureaus, representing USGS interests in the Occupational Medicine Program. Acts as liaison with the DOI Safety Council and represents Bureau non-ionizing radiation protection interests to DOI and OSHA. Serve as Bureau liaison to the DOI OSH Council for industrial hygiene matters, representing Bureau interests.
53. Provides regional, national capabilities, and field level support, technical assistance, and direction for implementing program requirements for non-ionizing radiation activities.
54. **Specialized Safety Program Manager(s)**.
55. General requirements for program of assignment (such as aviation, dive, firearms, large vessels, radiation, and watercraft) include:
56. Manage the associated Specialized Safety Program, including budgeting, staffing, awards, program evaluation tasks, and the coordination with regional specialized program staff to support compliance with specialized program requirements. Assists in the drafting of new or revised standards in the capacity of technical expert. Approve all exceptions to established safety policy. Oversee communication of program specific plans and information, such as via the web site.
57. Manage the associated Specialized Safety Committees (aviation, dive, firearms, large vessels, and watercraft), reference SM 308.66, *Specialized Safety Program Committees*. Coordinate with the associated committee to compile a fiscal year safety program action/accomplishment plan and submit annually to the Chief, OSHMB. Participates (ad hoc) on the OSH Council, reference, SM 308.64, *Occupational Safety and Health Council*. Serves as the technical expert and represents the USGS on issues requiring coordination with the DOI, other DOI Bureaus, and other Federal agencies. Provide advice and work with related committees to develop policy and safety standards.
58. Maintain records as necessary for the program of assignment (e.g., inventory, training, operators, instructors). Serve as the principal technical expert. Manage issuance and use of specialized equipment or devices.
59. Identify and provide appropriate resources for training and certification. Evaluate training for adequacy, cost effectiveness, and appropriateness in meeting program needs, recommending improvements as necessary. Develops core competencies and training requirements. Approve all exceptions to established safety training.
60. Perform external safety audits/evaluations and documents within the IAS. Maintains program management and document control for the Safety Management System (SMS), as appropriate.
61. Serve as lead investigator on accidents involving serious injury or major property damage. Maintains and reviews copies pertaining accidents and incidents.
62. Review SMIS accident reports to identify trends and make recommendations for control. Review accidents and makes recommendations for preventing recurrence of similar accidents.
63. Serves as technical scientific expert in support of mission-related research.
64. *Aviation Specialized Safety Program Manager*.
65. Coordinates with Office of Aviation Services (OAS) on aviation program support inclusive of aviation program evaluations.
66. Is the principal representative for accident investigations and review boards. Monitors airspace needs and coordinates with the Federal Aviation Administration, as appropriate. Analyzes accident and incident trends and monitors AMIS Safety Communiqué reports and incidental serious safety concerns. Maintains liaison with the OAS Aviation Safety Manager for aircraft mishap prevention purposes.
67. Serves as USGS representative to the Executive Aviation Subcommittee.
68. Coordinates fleet aircraft acquisition, replacement, and disposal to support agency programs.
69. The *Dive Specialized Safety Program Manager* serves as a *Dive Safety Officer* and is an authorized USGS diver.
70. *Bureau Health Physicist*.
71. Serves as liaison to DOI OSH Council and as a member on the Radiation Safety Committee. Represents USGS ionizing radiation safety interests to DOI and OSHA. Appointed as Radiation Safety Officer for the Nuclear Regulatory Commission (NRC) broad scope licenses. Assists in implementing license requirements in accordance with NRC regulations, NUREG-1556, and established procedures.
72. Advises and supports the Chief, OMS and the DASHO on radiation safety program responsibilities.
73. Provides support, technical assistance, and direction in carrying out program requirements. Oversees ionizing radiation safety program compliance and implementation and provides management with recommendations for program improvement. Provides technical oversight and support for NRC general licensed materials. Assesses NRC licensed ionizing radiation safety program compliance and implementation.
74. Ensures that operational reviews (self-audits) are conducted and documented by local permittees within the IAS and tracks abatement actions through closure. Audits broad scope license and permittee activities in accordance with NRC license requirements. Coordinates with the management representative and local supervisors to ensure identified audit deficiencies related to respective broad scope license activities are appropriately addressed and abated.
75. Ensures the conduct of training to meet license and permit requirements.
76. Makes appropriate notification and reporting of radiation incidences and overexposures to the appropriate governing authority.
77. **Regional Safety Managers (RSM**).
78. *Employee Training Development*.
79. Provide primary funding for mandatory career development training of safety and health personnel and ensure compliance with requirements. Ensure that Individual Development Plans (IDPs) are developed and maintained correspond to the career development curricula detailed in SM 445-2-H, Chapter 12, Professional Development, Appendix 12-A, as a minimum, for safety and health personnel. Appendix 12-A may be used for this purpose. Evaluate training to determine adequacy, cost effectiveness, and appropriateness in meeting program needs. Recommends additional training, as appropriate. Identify of resources to meet local training needs, as requested, and coordinate safety and health training, including for CDSPC. Coordinate the conduct and documentation of training, as applicable.
80. Develop an Action Plan and implement an across-the-board training plan for Supervisors, CDSPCs, and employees working in areas with ergonomic hazards.
81. Coordinate with local CDSPCs to identify training resources and to develop and conduct OSH training to meet regional needs. Provide technical guidance and assistance to CDSPCs as necessary.
82. Ensure that Mission Area volunteer and youth program supervisors are trained in the methods for preventing accidents and illnesses and the procedures for outdoor work activities and how to assess operations for the risks they pose.
83. Keep abreast of the latest technology in the management of safety programs.
84. *Evaluations*.
85. Coordinate with OSHMB staff to establish and document an evaluation schedule for assessing the program within their respective region. Participate in OSHMB-conducted OSH Program evaluations.
86. Establish a formal schedule and conduct external safety and health inspections of subordinate field locations. Coordinate and assists CDSPCs with documenting annual self-conducted compliance inspections at local field sites.
87. Evaluate effectiveness of Regional Headquarters OSH Program and makes recommendations for improvement as part of the overall evaluation of the safety program.
88. Review regional and science program training in conjunction with annual program assessments to evaluate compliance and address existing and future field-specific training needs. Ensure that chapter requirements are assessed during on-site external safety audits and program evaluations.
89. Follow up every 90 days on abatement actions resulting from program evaluations until all findings are abated. Review IAS reports and abatement logs and communicate the information to the respective regional and local managers, as needed, to ensure appropriate and timely corrective actions.
90. Evaluate region and science center OSH staffing levels and effectiveness in implementing the OSH Program, making recommendations to the Regional Director as appropriate. Take actions to assist in program improvement / enhancement, as necessary.
91. Coordinate the use of SMIS to support regional needs for collecting, and analyzing accident data involving injuries, illnesses, and property damage. Review regional accident/incident information in SMIS to verify accuracy/completeness and ensure that appropriate action is taken to correct deficiencies and prevent recurrence.
92. Provide inspection program oversight of all organizations within their respective regions to ensure that an effective program is in place for the identification, evaluation, and control of OSH hazards. Validate through inspections and external audits that exposures to OSHA regulated chemicals, biological hazards, and physical agents in the workplace are evaluated and controlled.
93. Conduct a trend analysis of region-wide inspection findings and deficiencies and develop initiatives to address those that are common to subordinate field locations. Review IAS reports to identify noncompliance findings and (or) deficiencies that are common throughout the region and ensure that an annual action plan is developed by the end of August of each fiscal year and documented within IAS to facilitate continuous improvement from year to year.
94. Review condition assessment audit reports and upload OSH findings and assign Risk Assessment Code codes in IAS so that local cost centers can document and track abatement actions.
95. Communicate the annual action plan to organizational supervisors and employees and post on organizational Web sites.
96. Upon request, provide information that describes the overall effectiveness of each organization’s OSH Program, reference inspections and program evaluations conducted, and detail accomplishments and plans during the year.
97. *Program Support*.
98. Ensure local implementation of OSHA, national consensus standards, DOI, and USGS OSH Program policies. Administer the OSH Program for their respective regional locations.
99. Provide region-wide, assistance, direction, and oversight for OSH Programs, serving as the focal point for development of local procedures and plans. Provide technical advice to field CDSPCs.
100. Assist with laboratory start-up, modification, and closure. Assists Regional Safety Officers in development of Chemical Hygiene Plan (CHP’s).
101. Provide regional compliance oversight and assistance to Regional Safety Officers and field staff to implement the Bureau Ergonomics Program. Ensure the policy includes how training will be accomplished, procedures for requesting an ergonomic evaluation, and how the ergonomic evaluations will be accomplished. Coordinate with the Public Health Service for unique or complex ergonomic hazards that require the expertise of a professional ergonomist or human factors engineer.
102. Coordinate regional science center review and comments on OSH policies, standards, and processes, as appropriate.
103. Recommend new OSH Program policies, directives, and guidelines to the OSH Program Manager or OSH Council.
104. Monitor operations, performance, and resources of regional and local OSH Program implementation and communicates on needs and recommendations to the Regional Director and regional staff, USGS OSH Program Manager, or OSH Council, as appropriate.
105. Advise and assist management and CDSPCs in implementing and complying with Public Safety and Health requirements.
106. Submit requests for variances from OSHA regulations and OSH standards, and changes to OSH Program policies to the Specialized Safety Program Managers*.*
107. Ensure that regional allegations of reprisal, reports of unsafe or unhealthful working conditions, and accidents/incidents are investigated. Review reports of allegation of reprisal investigations that were not resolved at the field level and provide recommendations to management for resolution. Forward unresolved reports to the *OSH Program Manager* for resolution.
108. Facilitate establishment of OSH Program support contracts (e.g., industrial hygiene, information resources management, and fire protection engineering), as needed.
109. Encourage subordinate safety and health professionals to participate in local field Federal Safety Council activities, as applicable.
110. Analyze regional accidents and provide periodic reports detailing trends and recommendations for prevention to regional and local field management. Assist the Bureau Safety and Health Management Branch in establishing a system to document and track safety and health training at all organizational levels.
111. Provide technical assistance to CDSPCs and managers/supervisors in review, conduct, and concurrence with locally developed JHAs. Forward JHAs for hazardous activities to the OSH Manager for electronic publishing.
112. Conduct periodic evaluations of regional and Mission Areas to determine the effectiveness of motor vehicle safety. Evaluations must consider the overall motor vehicle safety compliance (e.g., employee and volunteer training, vehicle maintenance, inspections, and licensing requirements). Review requests for exceptions to established policy, training, and instruction and coordinate approval with the OSH Program Manager.
113. *Committee Support*.
114. Assist in establishing field-level OSH committees that facilitate implementation and compliance with OSH Program requirements.
115. Conduct monthly meetings or conference calls with respective regional science center CDSPCs to identify and address field needs, incorporating a review of self-audit and external inspection reports, abatement logs, accident history and rates, training programs, and reports of hazardous conditions to address program gaps and develop initiatives for continuous improvement. Publish and distribute CDSPC meeting or conference-call agendas and minutes.
116. Participate on the OSH Council and work groups.
117. Promote DOI and USGS OSH awards programs.
118. Serve as subject matter experts to review applicants for all full-time regional safety and health position vacancies. Advises Human Capital and managers of proper job placement for minors by determining suitability based on safety requirements.
119. ***Contract Responsibilities.***
120. Serve as principal technical experts on OSH to the CO, COR, or Government Inspector, and other employees, as applicable, in developing contractor requirements documents and (or) contract language to address USGS building or worksite-specific safety issues.
121. Review program compliance with OSH Program and policies during safety reviews. Ensure that the CO and COR are notified in writing of violations noted during reviews possibly affecting contractor performance (note: only the CO can issue a stop work order for imminent danger situations; a project COR does not have the authority to terminate, for any cause, the contractor’s right to proceed).
122. Upon request of the CO, provide contractors and subcontractors with on-site briefings/training concerning safety policies and procedures specific to the USGS that may affect the performance of the contracted work. The briefing/training will outline possible hazards in the workplace to which contractor personnel might be exposed. The briefing/training may be part of any post-award orientation requested by the CO or may also be provided to new or replacement contractor personnel at the request of or upon advance approval of the CO, to avoid unauthorized labor charges or Government-caused delays to performance and delivery schedules.
123. Provide advice/assistance developing contractor safety requirements for hazardous operations or chemicals that may impact the safety and health of contractor personnel or performance of contracted work in a USGS-owned or USGS-leased facility or in field locations.
124. Communicate through the CO and COR the following contractor requirements:
125. Provide, at their expense, any safety or protective gear contractor personnel may require in performance of the contracted work.
126. Follow site safety policy so as to not endanger contracting and facility personnel while working on site.
127. Prior to any work provide the local contact with a list of hazardous materials, including SDS of materials being brought on site. Store and secure hazardous materials safely. Immediately report to the USGS site contact and the CR any spills of hazardous materials, hazardous materials exposures, and injuries.
128. **Regional Cableway Specialists**.Maintain design plans and associated documents, review and approve cableway construction and rehabilitation design plans, serve as consultants to field organizations for cableway construction or major rehabilitation and to review new cableway construction design, and conduct the Cableway Inspector courses in each region annually or as needed.
129. **Regional Dive Safety Officers**.
130. Serve as authorized USGS divers. Assist in the drafting of new or revised standards for diving safety programs. Assist in annual reviews of and (or) revisions of the Dive Safety Manual.
131. Provide technical assistance to *Field Dive Officers*, supervisors, and local dive operations with the use of safety protocols and equipment. Provide interpretations of regulations and requirements.
132. Assist with external safety audits of diving safety programs. Assists with entering dive safety audits into the IAS.
133. Coordinate dive training when requested by *Field Dive Officers* and regional dive teams. Works with the Dive Safety Board to establish and approve additional training requirements as necessary to ensure that divers within their regions are qualified to safely perform their missions.
134. Ensure that properly prepared diving plans, including specialized diving hazard analyses, are written for each dive project in their regions. Perform check-out dives at facilities where there are no *Field Dive Officers*, or the *Field Dive Officer* is unavailable. Approve dive plans when needed. Maintain records of divers and diving activities within their regions.
135. Write Letters of Reciprocity for authorized divers that dive with another agency or institution.
136. **Regional Firearms Safety Program Managers**.
137. Oversee regional firearms activities, as technical expert, and serve as a focal point for all firearm-related and bear-spray matters in the respective region. Maintain associated regional records.
138. Coordinate training activities in conjunction with firearms representatives. Assist firearms representatives in selecting appropriate contractors for firearms safety training and evaluating contractor course curricula.
139. Chairs the Regional Firearms Committee, if established.
140. Assist the *Bureau Firearms Safety Program Manager* with policy and training curricula development. Works in conjunction with regional program management to coordinate bear spray training activities. Maintains associated training records. Oversees all regional bear spray training programs including contracted training and monitors all to ensure consistency, accuracy, content, and overall quality.
141. **Regional Watercraft Safety Program Managers**. Assist the *Watercraft Specialized Safety Program Manager* and (or) conduct watercraft safety program inspections or assistance visits. Provide support and assistance to the field, RSMs, CDSPCs, and to Motorboat Operator Instructor Certification Course instructors. Maintain contact with Bureau Watercraft Safety Committee members relative to watercraft safety program requirements.
142. **Science Center Directors, Cost Center Managers, Office and Project Chiefs**.
143. **Ensure that local new Employee Training/Development includes:**
144. *Accident reporting*. Explain responsibility and reporting procedures, ensuring that employees know how to report informal and formal unsafe or unhealthful conditions inclusive of using the SMIS Web portal.
145. *Policy and procedures.* Explain to new employees during their first week on the job the policies, rules, regulations, emergency procedures (e.g., fire hazards, local safety plan, and fire plan), and information concerning any special conditions peculiar to their working environment (e.g., hazardous condition reporting procedures).
146. Present and discuss USGS, regional, and local safety and health policies.
147. Identify and demonstrate safe working procedures related to employee responsibilities, pointing out inherent hazards.
148. Discuss any physical limitations to be considered before assignment of duties.
149. Provides personal protective equipment (PPE) training and informs on the PPE policy following issuance of PPE to employee consistent with job hazard analysis.
150. Ensure required training is taken prior to assigning an employee to a task involving hazardous materials and potential exposures.
151. *Safety and Health Program Elements*. Explain employee rights and responsibilities under the program, and applicable information on the OSH Act of 1970, Executive Order 12196, 29 CFR Part 1960, the DOI and USGS Safety manuals, and other related regulations, per 485 DM Chapter 13.3, as part of new employee orientation. This can be accomplished by employees taking the USGS Employee Orientation hosted within DOI Talent.
152. *Right to Refuse Dangerous Work*. Explain that Section 11 of the OSH Act protects the right of employees to refuse dangerous work without fearing retaliation. The right to refuse to do a task is protected if all the following conditions are met:
153. Where possible, the employee has asked the supervisor to eliminate the danger, and the supervisor failed to do so.
154. The employee refused to work in “good faith.” This means that the employee must genuinely believe that an imminent danger exists.
155. A reasonable person would agree that there is a real danger of death or serious injury.
156. There is not enough time, due to the urgency of the hazard, to have it corrected through regular enforcement channels, such as requesting for an inspection by the safety staff or by the OSH Administration.
157. *Required Training*. Identify and explain required training for employees and ensure training, as appropriate, and qualification where required. Ensure specialized training as specified within SM 445-2-H, Chapter 14, *Safety and Health Training*, is completed prior to conducting the task/activity. Specialized training requirements may also be included within program specific SM 445-2-H Chapters. Provide or arrange appropriate employee OSH training for CDSPCs, Chemical Hygiene Officers (CHOs), appointed authorized individuals, and delegated positions or duties. Assist in the identification of additional employee safety training requirements through JHA or researching mandatory requirements employees must receive. Ensure employees receive required training prior to carrying out unique job activities. Ensure that employees conducting industrial hygiene exposure monitoring are appropriately trained (e.g., monitoring equipment operations and calibration, monitoring protocols, etc.). Document training accomplishments within DOI Talent. Forward documentation to the CDSPC.
158. Ensuring that personnel who are designated as “First Responders” receive training in the requirements of 29 CFR 1910.139, *Bloodborne Pathogens Standard*, USGS 445-2-H requirements, and provide special training, such as hazard recognition.
159. Provide First-Aid and Cardiopulmonary Resuscitation (CPR) to at least two employees on any blasting project and personnel performing rocket-netting operations. Provide First-Aid training to personnel assigned to perform work in hot or conditions tailored to the needs of those conditions.
160. *Blasting Safety*. Provide training in explosive use for personnel using and handling explosives to include information contained in the blasting plan.
161. *Wildlife Netting Safety*. Establish a local rocket-netting program that includes personnel training to provide persons with the knowledge, skills, and ability to perform rocket-netting operations. Provide personnel instruction on the use and handling of explosives. Provide immediate supervision and direction of an individual of proven ability and experience in rocket-netting operations for personnel who do not have sufficient training and experience to perform explosive work.
162. *Volunteer and youth program*. Consider the following National Institute for Occupational Safety and Health web sites as additional training resources for volunteer workers: http://www.cdc.gov/niosh/talkingsafety and http://www.cdc.gov/niosh/talkingsafety/video.html. The training must include safety and health program requirements and how to assess operations for the risks they pose; safe operating procedures; using personal protective equipment, required clothing, and knowing its limitations; and information on the site safety plan and procedures to follow in an emergency including procedures to immediately stop activities that are of imminent danger to individuals.
163. Authority to approve an employee’s training, issuance, and use of bear spray will be contingent upon the supervisor's knowledge of the employee’s needs and training in bear spray safety.
164. Ensure that personnel participate in training on ergonomics and can identify the signs and symptoms of Musculoskeletal Disorders (MSDs).
165. Train personnel assigned to perform work in hot or cold conditions on the different types of associated illnesses and prevention methods. Train on the types of conditions and work environments associated hot and cold hazards and rescue procedures.
166. Motor Vehicle:
167. Inform employees involved in motor vehicle or special purpose vehicle operations on authorized vehicle use, vehicle accident reporting kit (DOI Form DI-135), emergency equipment required, and vehicle inspection procedures.
168. Coordinate initial and refresher defensive driving training no less than once every 3 years for employees and volunteers who operate a motor vehicle in the performance of official duties to meet SM 445-2-H, Chapter 16, *Motor Vehicle Safety*.
169. Verify that any employee required to operate a motor vehicle for the purpose of transporting explosives is qualified and trained. Should the vehicle be required to be placarded based on the quantity or hazardous nature of its contents, the operator of the vehicle will have a valid State commercial driver’s license.
170. Coordinate specialized motor vehicle training for each specific type of vehicle operated, such as an operator course developed by the vehicle manufacturer or another appropriate source, to facilitate an employee’s or volunteer’s participation and knowledge of operating and manufacturer recommendations for maximum speed and safety procedures. Coordinate off-highway vehicle training to ensure that an employee or volunteer successfully completes an operator training course developed by a manufacturer or other appropriate source and is taught by an individual who has successfully completed an off-highway vehicle instructor course to qualify for off-highway vehicle authorization. Maintain and update Motor Vehicle Operator’s Certification Forms annually.
171. Provide annual audiograms and hearing conservation training to employees exposed at or above 85 dBA as an 8-hour time-weighted average.
172. Inform and train personnel on the chemical hazards within their work area at the time of initial assignment to a work area where hazardous chemicals are present and prior to assignments involving new exposure situations, with refresher training provided every 3 years.
173. Ensure that employees are informed of their rights to access their exposure and medical records, upon initial employment and annually thereafter, in accordance with 29 CFR 1910.1020, *Access to employee exposure and medical records*.
174. **For potentially hazardous occupations** (e.g., electrician, machinist) or operations (use of power tools, complex operations with high hazard materials) where employee safety may depend on skill**,** new employees should serve an apprenticeship or receive formal training from experienced senior employees before allowing unsupervised performance of such tasks. Conduct program orientation for all employees under their supervision.
175. ***Assessments*.**
176. Ensure that employees are provided a workplace free from recognized hazards.
177. Ensure that annual self-inspections of all local facilities are performed by September 30 of each fiscal year in accordance with 29 CFR Part 1960.25(c), Qualifications of safety and health inspectors and agency inspections, and documented within the IAS. Review inspection findings to ensure that abatement actions for deficiencies are appropriately addressed.
178. Ensure that an abatement plan is established for all inspection findings which cannot be abated within 30 calendar days.
179. Annually review organizational action plans (abatement logs) and IAS reports.
180. Hazard abatement logs resulting from local self-inspections within IAS serve as the Annual Action Plan for local field organizations.
181. Conduct routine inspections of OSH Programs and work areas and abate identified deficiencies as soon as practicable.
182. Inspect operations for hazardous activities and conditions and document deficiencies in IAS. Eliminate deficiencies as soon as possible.
183. Oversee the conduct of laboratory inspections and abatement of identified deficiencies in a timely manner.
184. Ensure that periodic inspections of the lockout procedures are conducted at least annually for each authorized individual. When tagout procedures are used, the periodic inspection must also include affected individuals. Ensure that a certification of the inspection is prepared.
185. Inspect workplaces/facilities for public related hazards. Investigate and report accidents related to the public in accordance with SM 445-2-H, Chapter 35, *Public Safety and Health*.
186. *Reporting and Abating Unsafe or Unhealthful Conditions.*
187. Ensure that all complaints of unsafe or unhealthful conditions are investigated in accordance with the requirements of SM 445-2-H, Chapter 8, *Employee Reports of Unsafe Conditions and Allegations of Reprisal*. In cases of imminent danger, suspend operations until the hazard can be eliminated or controlled.
188. Report and investigate all job-related accidents that result in or have the potential to cause injury, illness, or property damage. Take appropriate corrective action to prevent recurrence of similar accident(s). Ensure of recording of incidents and accidents in the SMIS.
189. Report all serious accidents to the *RSM* or *OSH Program Manager* within four (4) hours of occurrence. Coordinate with the *OSH Program Manager* to facilitate Serious Accident Investigation investigations.
190. Encourage early reporting of work-related MSDs, since early intervention is critical to minimize the damage which can be caused by repeated exposure to ergonomic risk factors.
191. Report animal handling mishaps, medical diagnoses of zoonotic and vector-borne illnesses, and tick bites in the SMIS and investigate the SMIS report.
192. Immediately inform line managers and the CDSPC of all imminent danger conditions and subsequent abatement actions.
193. Inform employees who report unsafe or hazardous conditions on the status of planned and actual corrective action(s).
194. Send unsafe or hazardous condition reports related to contractor activities or operations to the respective Regional or Bureau OSH Manager for discussion with the responsible COR.
195. Immediately stop activities that are of imminent danger to individuals.
196. ***Program Support*.**
197. Require that the OSH poster (Appendix A) be posted in all offices and facilities under their authority, inclusive of accurate contact information.
198. Provide for employee participation in the OSH Program without fear of restraint, interference, coercion, discrimination, or reprisal.
199. Ensure that employees are able to participate in the OSH Program and that no employee is subjected to restraint, interference, coercion, discrimination, or reprisal by virtue of submitting an oral or formal written report within the organization or to higher levels of authority. Ensure that no employee will be subjected to reprisal for reporting unsafe or unhealthful conditions or exercising their safety and health rights as described in SM 445-2-H, Chapter 8, *Employee Reports of Unsafe Conditions and Allegations of Reprisal*, Paragraph 6A.
200. Hold employees accountable for safe work habits through performance standards.
201. Comply with applicable DOI and USGS OSH requirements. Implement local OSH Program requirements via procedures, JHA’s, or other documentation within the scope of authority, revising as necessary. Ensure that local OSH written procedures are implemented and complied with.
202. Establish and implement a local level electrical safety program for employees and volunteers who work with electric equipment operating at 50 volts or more.
203. Promote and support the OSH Programs. Appoint appropriate resources to provide services to field managers, supervisors, and employees and to implement OSH Programs within their respective organizations.
204. Facilitate employee compliance with applicable Bureau policy requirements, as described within SM 445-2-H, Chapter 3, *Annual Action Plans and Status Reports*.
205. Provide appropriate personnel and budgetary resources towards appropriate local safety programs, inclusive of training, periodic inspection and maintenance, and obtaining equipment (e.g., personal protective) necessary for safe operation in all conditions.
206. Demonstrate personal commitment and actively participate in providing a safe and healthful workplace for employees, contractors, concessionaires, volunteers, and visitors.
207. Establish a PPE program. Provide appropriate PPE that is adequate for the task, mandate use by personnel, and ensure employees use issued PPE. Provide hearing protection devices that attenuate noise levels below 85 dBA.
208. Request support from the CDSPC, the RSM, or the OSH Program Manager to address complex safety and occupational health hazards.
209. Certify that employees are experienced, knowledgeable, and technically qualified prior to assignment in potentially hazardous occupations (e.g., electrician, machinist) or operations (use of power tools, complex operations with high hazard materials) where employee safety may depend on skill.
210. Maintain good housekeeping practices and verify that equipment such as safety showers, eyewashes, and ventilation systems are in good working order.
211. Ensure the safety of youth program participants and compliance with the youth safety policy, including completion of a hazard assessment, preparation of an emergency/rescue plan, conduct of a pre-work briefing with all participants.
212. Ensure that volunteers complete OF 301A that includes a position description describing work duties, hazards, and required personal protective equipment.
213. Ensure that local written procedures are implemented that continually assess local temperatures, wind chill factors and level of employee activity.
214. Authorize and document “emergency only” deviation/waiver to Safety Management System (SMS) policy for special mission requirements such as emergency response or special law enforcement operations. Provide a copy of the deviation/waiver to the Large Vessel Safety Program Manager (LVSPM).
215. Ensure that radiofrequency and microwave equipment is reviewed and approved for use by the Radio Project Management Office prior to purchase.
216. Ensure that sound ergonomic principles are integrated into all aspects of the work being performed.
217. Restrict access to Electrical/Mechanical control rooms, labeling the rooms with appropriate signage (i.e., Authorized Personnel Only, Restricted Access)
218. Ensure Delegation of Safety and Health Responsibilities
219. Ensure the implementation of OSH responsibilities by employees who are permanently or temporarily assigned to from another cost center or location (Reference Appendix B, Cross-Office Safety and Health Responsibilities).
220. Appoint CDSPCs and CHOs.
221. Authorize use of bear spray as part of an employee’s official duties using the Bear Spray Certificate of Need/Completion of Training for Use/Issuance of Bear Spray, see SM 445-2-H, Chapter 46, Bear Spray Safety Program, Appendix 46-2.
222. Provide person(s) with large vessel expertise to participate as member(s) of the LVSC.
223. Appoint a Large Vessel Designated Person to carry out the Center’s onshore responsibility and authority for the SMS.
224. Assign personnel to specific Permit Required Confined Space (PRCS) entry or support positions.
225. Designate authorized individuals for the lock-out / tag-out program.
226. Ensure local management or the CDSPC chairs the local OSH Councils, Committees, and Working Groups, with membership supplemented by appropriate science center management and non-management positions.
227. Ensure that, in locations where a local committee is established (required for cost centers with over 20 employees), that an annual review is conducted, and (or) coordinate a review and update of the local safety plan as necessary.
228. Assist in effective implementation of the OSH Program at their respective establishment level, by reviewing the policies and making recommendations for safe operations of the program.
229. Monitor findings and reports of workplace inspections to ensure that appropriate corrective measures are implemented.
230. Participate in inspections of the establishment when requested by organizational management or when the committee deems it necessary for effective monitoring of established inspection procedures.
231. Review internal and external evaluation reports and makes recommendations concerning the implementation of OSH Programs.
232. Review and recommends changes to procedures for handling OSH suggestions and recommendations from employees, as appropriate.
233. Monitor and recommends changes, as required, in the level of resources allocated and spent on the OSH Program.
234. Reviews organizational responses to reports of hazardous conditions, program deficiencies, and allegations of reprisal.
235. Reviews and analyzes local science center accidents and recommends changes to operating procedures to prevent future accidents.
236. Ensure Job Hazard Analysis Support.
237. Require integration of OSH practices into the job through the use of job hazard analyses, reference SM 445-2-H, Chapter 15, *Job Hazard Analyses*. Complete JHA for tasks requiring them.
238. Perform JHA for high-hazard operations and activities and mitigate identified hazards.
239. Identify all hazardous operations or activities under their control, develop and approve corresponding written JHAs. Ensure each JHA is verified through a written certification that identifies the workplace evaluated; the person certifying that the evaluation has been performed; the date(s) of the hazard assessment; and, which identifies the document as a certification of hazard assessment.
240. Coordinate supervisor or manager review of all developed JHAs. Review JHAs periodically and update whenever changes occur to the job.
241. Discuss the results of each JHA with affected personnel focusing on identified hazards and steps to be taken to reduce hazards prior to beginning the hazardous job activity.
242. Provide or make accessible to all personnel engaged in hazardous activities written JHAs applicable to their occupation or activities.
243. Maintain a file for all JHAs and provide a copy to the CDSPC.
244. Establish and document a safety awareness program to reinforce safety concepts and goals using one or more of the following methods:
245. Establish local safety committees for cost centers with over 20 employees.
246. Engage in dialog with employees to raise and maintain safety awareness.
247. Encourage and supporting formal or informal training sessions.
248. Hold pre- or post-field trip meetings with individuals or groups.
249. Hold all-employee meetings.
250. Communicating with employees through email and (or) performance reviews.
251. *Industrial Hygiene*.
252. Review and update the exposure control plan at least annually and whenever necessary to reflect new or modified tasks and procedures that affect occupational exposure and to reflect new or revised employee positions with occupational exposure.
253. USGS personnel who are responsible for rendering First Aid or medical assistance will be considered to have possible occupational exposure to bloodborne pathogens and will be covered under 29 CFR 1910.1030, *Bloodborne pathogens*, and SM 445-2-H, Chapter 25, *Occupational Industrial Hygiene – Human Bloodborne Pathogens Protection Program*.
254. Ensure that employee regulated exposures are assessed and monitored through coordination with the respective RSM or the OSHMB National Program Section staff and Industrial Hygienist(s), as applicable. Ensure that investigation findings, program inspections findings, and audits findings are entered into IAS and abated.
255. Ensure the utilization of feasible engineering controls, administrative controls and work practices, respiratory protection, and PPE. Ensure implementation of recommendations from ergonomics surveys, which may include purchase of new furniture or equipment, work rotation, or adjustment of existing furniture or equipment.
256. Reduce noise exposures below 90 dBA as an 8-hour time-weighted average and impact noise below 140 dBA impact noise.
257. Investigate occurrences of standard threshold shifts and document investigation in SMIS.
258. Select respiratory protection in consultation with the Collateral Duty Respiratory Protection Program and (or) Safety Program Coordinator; Regional Safety Officer, RSM, Bureau Safety and Environmental Branch Industrial Hygienist, or another qualified individual such as the local respirator company representative, as necessary.
259. Conduct qualitative fit tests of half-face or full-face respirators annually or when changes in the users’ physical conditions that could affect respirator fit are reported or observed.
260. Medical Surveillance
261. When annual audiogram results indicate a standard threshold shift, notify the affected employee and take appropriate measures outlined in 29 CFR 1910.95, *Occupational noise exposure*. Report an occurrence of a standard threshold shift in SMIS. Ensure that the center’s hearing conservation program findings are documented in the IAS and abated.
262. Ensure that affected employees are informed of exposure monitoring results.
263. Provide personnel access to medical surveillance as required. Upon request, arrange for access to personnel medical records for employees' own records and to others with written consent of the employee in accordance with 29 CFR 1910.1020, *Access to employee exposure and medical records*.
264. Ensure personnel are not assigned tasks requiring respiratory protection until all requirements of the respiratory protection program are met. Ensure employees refusing medical surveillance are not assigned to tasks requiring respiratory protection. Obtain medical approval and fit testing for employees required to wear respirators.
265. Ensure that a significant illness diagnosed by a physician or other licensed health care professional is entered into the SMIS, and the cause is investigated and mitigated.
266. Maintain and annually update current medical screening and documents/records in accordance with Health Insurance Portability and Accountability Act of 1996 (HIPPA) Privacy Act requirements for all employees and volunteers. Ensure that medical records are handled, transferred, and maintained in accordance with the Office of Human Capital policy.
267. Ensure that employees receive medical surveillance baseline evaluations, medical clearances, and pre-employment or pre-placement medical evaluations prior to assignment to positions requiring medical evaluation.
268. Ensure that immunizations programs, when available as part of OSH Programs, are provided to employees at risk.
269. Ensure that personnel are referred for medical evaluation if they sustain a work-related musculoskeletal injury.
270. Maintain records of vaccinations, immunizations, and medical examinations. Document employee fitness for duty.
271. Provide employees performing permit required confined space work appropriate medical surveillance examinations prior to duty in a confined space and periodically thereafter as recommended by the consulting physician.
272. Provide personnel with initial and any follow-up medical evaluation with a qualified physician or other licensed health care professional whenever respirators are in use.
273. Ensure that all employees assigned to perform strenuous work in hot environments are physically capable of safely carrying out their duties. New employees or employees assigned to new positions where they are exposed to heat stress conditions may need to be medically cleared prior to assignment in these types of jobs. Refer to SM 445-2-H, Chapter 23, *Medical Surveillance*, and the DOI Occupational Medicine Handbook for guidance on pre-employment/pre-placement exams.
274. Establish medical director oversight for all locations with AEDs to ensure compliance with state requirements and operating protocols that include the use and maintenance of equipment, employee training, drills, program documentation, and a list of the AED team members. Employees who are members of an endorsed AED team have the potential for exposure to Bloodborne pathogens in the course of their duties. AED team members will be covered by the exposure control plan in SM 445-2-H, Chapter 25, *Occupational Industrial Hygiene – Human Bloodborne Pathogens Protection Program*, or an equivalent plan.
275. Laboratory
276. Implement a laboratory protection program in accordance with OSHA, DOI, and applicable USGS requirements for all laboratory facilities.
277. Coordinate laboratory start-up, closure, or modification with appropriate CDSPC, Collateral Duty Environmental Program Coordinator, and (or) RSM/Officer as soon as possible but no less than 90 days prior to proposed action. Accompany personnel during inspection of subject laboratory and take corrective action as required to abate identified deficiencies.
278. Oversee the development and implementation of a written CHP and standard operating procedures (SOP’s) for all hazardous lab activities and review for appropriateness and update whenever laboratory operations change or at least annually
279. For chemical management, maintain an updated list of hazardous chemicals used and (or) stored. Make SDSs readily available to employees during all shifts. Monitor procurement of hazardous chemicals to prevent excess or duplicate chemical orders. Establish procedures tracking chemicals expiration dates. Establish a mechanism for supervisory approval before personnel are allowed to work with highly toxic or hazardous materials.
280. For compliance with SM-2-H, Chapter 29, *Firearms Safety Program*, obtain and maintain a Qualification Inquiry from each person authorized to use a firearm and verify completion of employee firearms safety and related required training prior to issuance of the Certificate of Need. Obtain a Certificate of Need for each employee authorized to use a firearm and forward a copy to the local Firearms Safety Officer.
281. Before the electrofishing field effort is undertaken, notify the project office (i.e., the location, start time, and end time of the scheduled electrofishing event) and instruct other crew members on the safety procedures and potential hazards in electrofishing.
282. *Cableway*.
283. Oversee the conduct of cableway inspections and documentation annually using SM 445-2-H, Chapter 41, *Cableway Safety*, Appendices 41-B and 41-C; track deficiencies until abated as described in 41.4.A(2)(b). Ensure that annual inspection results (Appendix 41-D) are entered in SIMS prior to October 31 each year.
284. Comply with standards set forth in SM 445-2-H, Chapter 27, *Aviation Safety*, pertaining to cableways, inclusive of height and proximity to airports and cableway marking.
285. Comply with SM 445-2-H, Chapter 44, *Fall Protection Program*, pertaining to fall protection while working on cableways.
286. Review organizational open deficiencies or management action plans periodically and establish appropriate corrective action plans inclusive of costs for abating open deficiencies or for rehabilitating cableways suspended from use in conjunction with the CDSPC.
287. *Confined Space*. Provide sufficient resource allocation to establish and maintain a confined space entry permit program consistent with this chapter and 29 CFR 1910.146 for employees working in confined space environments. Establish and implement a confined space program appropriate to the level of identified hazard determined by JHA. Use the JHA process for determining the presence of hazardous conditions within all confined spaces requiring personnel entry and to determine if the space is permit required.
288. *Management of Occupational Heat Stress*.
289. Use administrative controls, such as arranging for work schedules so that the most strenuous work is conducted during the coolest part of the day. Provide cool areas for rest and recovery. Provide cool water to replace fluids. If employees will be out in the heat for extended periods of time, sports drinks are recommended to replace electrolytes lost due to sweating.
290. Monitor all employees working in hot environments to ensure that they are drinking adequate quantities of fluids and to ensure that employees are not suffering from heat-related illnesses.
291. Be aware of the signs and symptoms of heat-related illnesses and take appropriate action when someone exhibits these signs or symptoms. See SM 445-2-H, Chapter 45, *The Management of Occupational Heat Stress*, Appendix C, for a list of heat-related illnesses and recommended first aid.
292. *Blasting Safety*. Oversee the development of an approved blasting plan by an individual of proven ability and experience in blasting operations that meets the minimum requirements of SM 445-2-H, Chapter 38, *Blasting Safety*. Provide immediate supervision and direction of an individual of proven ability and experience in blasting operations for personnel that do not have sufficient training and experience to perform explosive work alone.
293. *Aviation*. Development of an Aviation Management Plan in compliance with the National Aviation Management Plan (NAMP) when establishing a field-level aviation program. Ensure that a project aviation safety plan is developed for local aviation activities. Ensure active reporting in Aviation Management Information System (AMIS).
294. *Dive Program.* Ensure that current diving authorizations are maintained as outlined in the Dive Safety Manual for all USGS and cooperative divers under their direction. Ensure that all diving operations under their jurisdiction are conducted in accordance with the requirements of SM 445-2-H, Chapter 28, *Underwater Diving Safety*, and the Dive Safety Manual. Ensure that dive plans are submitted through the local CDSPC to a member of the Dive Safety Board or a Field Dive Officer authorized to approve dive plans, with a copy to the Regional Dive Safety Officer or Dive Safety Officer, when applicable.
295. *Motor Vehicle*. Establish and implement a local level motor vehicle safety program for employees and volunteers who operate motor and specialized vehicles. Establish an inspection and maintenance program for all vehicles on a recurring basis with documentation maintained for the life of the vehicle. Vehicles with defects or deficiencies affecting occupant safety must be taken out of service until repaired. SM 445-2-H, Chapter 16, *Motor Vehicle Safety*, Appendix E and Appendix F may be used for this purpose. Monitor identified motor vehicle deficiencies and corrective actions until abated.
296. Prepare each site-specific Traffic Control Plans (TCPs) for bridge and (or) roadway operations with protection of the public and employees in mind. Submit completed TCPs for review and approval to the agency that has jurisdiction over the road where the work will take place. Implement the TCPs upon approval by the agency that has jurisdiction. Update as necessary, at least annually, and maintain all records relating to the site-specific TCPs.
297. *Public Safety and Health*. Plan each job with the public in mind to include protection of the public during potential emergencies. Design, construct, operate, and maintain facilities to eliminate or control hazards, with special consideration for the physically impaired. Post instructions, signs, and programs to alert the public of potential dangers related to local facilities and operations.
298. *Staff Recognition*. Promote participation in DOI and USGS recognition programs for outstanding OSH achievements of individuals and groups within their respective areas of responsibility, inclusive of nominations to the USGS Honor Awards Coordinator through the appropriate RSM, or for Mission Areas or office organizations, through the respective OSHMB National Program Section Chief, for additional recognition at the USGS and DOI levels.
299. ***Staffing.*** Coordinate application review with the OSH Program Manager for full-time OSH vacancies meeting OPM qualifications for GS Safety and Occupational Health Management Series, 0018/Industrial Hygiene Series, 0690/Safety Engineering Series, 0803 (Reference 29 CFR Part 1960.7, Financial management).
300. ***Contracting Support.*** Implement contract activities in compliance with SM 445-2-H, Chapter 33, *Contractor Safety and Health*. Ensure that contractor accidents and incidents are reported to the local safety staff and documented within the SMIS, as applicable. Enforce electrical safety requirements to include contractors, subcontractors, and vendors.
301. **Collateral Duty Safety Program Coordinators.**
302. *Training Support Responsibilities*.
303. Maintain a resource library of local safety and health training sources and assist local supervisors and training officers in identifying, coordinating for, scheduling, conducting, and documenting employee training. Coordinate training requests that deviate from established course requirements with the supporting full-time safety staff for approval by the OSH Program Manager. Assist supervisors in identifying personnel training needs.
304. Assist identifying previous fiscal year training accomplished and forecasting upcoming fiscal year training needs/requirements.
305. *Program Support Responsibilities*.
306. Assists with establishing, implementing, maintaining, supporting, reviewing, and communicating on tailored local OSH Programs, policies, SOP, and associated requirements.
307. Assists with record and documentation management. Serves as a point of contact for record(s) requests.
308. Serves as OSH Program advisors to local management. Coordinate local OSH Program activities. Assists in reviewing drafts of OSH Program guidelines and other documentation and in conducting research on OSH issues.
309. Participates in OSH Councils or committees, and subordinate work groups. If a local committee is not established, the organizational CDSPC assumes responsibility to annually reviews and (or) coordinates the review of the local safety plan and updates as necessary.
310. Assists supervisors in selecting and procuring appropriate safety-related equipment and devices. Establish inspection programs equipment and devices at least annually and with consideration to recommendations by the manufacturer.
311. Assists cost and science center management in maintaining and updating hazardous chemical lists and SDSs. Assist supervisors in maintaining a list of restricted chemicals that should only be purchased with the approval of management or designated representative. Oversee disposal of old or damaged bear spray canisters.
312. Assists the CHO and supervisors, as necessary, to assure implementation of Chemical Hygiene Plan (CHP) requirements and for laboratory startups, closures, and modifications. Coordinates with RSM/Officer, as applicable, to review/approve field organizational documentation for lab start-up, modification, and closure and provides recommendations, as required.
313. Industrial Hygiene Support.
314. Assists organizational managers and supervisors in the implementation of the Industrial Hygiene Program.
315. Coordinates site exposure assessments and any technical issues with the Regional Safety Officer, RSM, the OSHMB National Program Section staff, and with supporting Industrial Hygienist, as necessary.
316. Establishes and monitors industrial hygiene contracts in coordination with the Regional Safety Officer or RSM, as applicable, and with the supporting Industrial Hygienist, if necessary.
317. With assistance of an industrial hygienist, evaluates hearing protection effectiveness in use at the site.
318. Assists with notifying affected employees of the results of exposure monitoring and annual audiograms.
319. Job Hazard Analysis Support.
320. Assists managers and supervisors in the development of JHAs. Forwards to the respective Regional Safety Officer or RSM all JHAs for review and assist with review as requested. Provide input on site-specific JHA effectiveness. Maintains a local file of JHAs for all activities.
321. Performs ergonomic assessments upon request when identified during a JHA or for which complaints have been received. Provides copies of the evaluations to the RSM. Reference addendums to SM 445-2-H, Chapter 43, *Ergonomics*.
322. *Reporting and Abating Unsafe or Unhealthful Conditions*. Assist managers and supervisors in establishing employee awareness and administering programs for reporting and abating unsafe or unhealthful conditions. Immediately notify the respective Regional or Bureau OSH Manager of imminent danger conditions. Coordinate with managers and supervisors to investigate and document unsafe or unhealthful condition reports and corrective actions within SMIS.
323. *Assessments Responsibilities*.
324. Provide guidance and assistance to field managers and supervisors regarding compliance with program evaluation requirements.
325. Conduct a workplace OSH inspection at least annually of facilities and field sites to identify/investigate hazards and unsafe or unhealthful conditions. Local organizations are exempt from this requirement if undergoing an external review by full-time national- or regional-level OSH staff during the fiscal year.
326. Inspect high-hazard workplaces or locations where there is an increased risk of accident or injury more frequently due to the nature of the operations.
327. Interview as necessary local staff and collaborate with OSH staff, supervisors, and mangers as necessary.
328. Review the Respiratory Protection Program (RPP), including to address the following topics and include information compiled during the course of the year to help determine if the program has been effective or if changes are needed.
329. Numbers of respirator users and their job classifications.
330. Types of respirators/elements used and a review of subject activities/operations.
331. Reviews and documentation of JHAs.
332. Maintenance and care.
333. Training.
334. Records and documentation (such as medical evaluations [dates and clearance statements] and qualitative fit tests).
335. Document annual self-inspections and abatement actions within the IAS, following up every 90 days until all findings are abated in the IAS.
336. Coordinate with local managers and administrative staff to incorporate IAS and condition assessment facility-related safety and health deficiencies that will cost more than $25,000 to abate into the local and deferred maintenance plan, as appropriate.
337. Provide quarterly status reports of open and closed findings to the Science Center Director, senior management officials, and local safety committee. Provide OSH support to committees at local management request.
338. Recommend program enhancement to appropriate management and supervisors. Review and make recommendation on resource allocation.
339. Perform periodic inspections of contractor worksites on USGS-owned or USGS-leased facilities to ensure that contractor personnel are not creating hazards that can affect on-site personnel. Notify local management, the CO, and COR/Government Inspector in writing of any contractor safety violations noted during inspections for OSHA notification, enforcement, and follow-up.
340. **Field Dive Officers**.
341. Review and approve all dive plans for compliance with SM 445-2-H, Chapter 28, *Underwater Diving Safety*, and the Dive Safety Manual. Maintain records of local divers, diving activities, and dive plans. Transmit records to the *Dive Safety Officer*.
342. Advise local management and the Dive Safety Board, as appropriate, of unsafe diving practices discovered through a review of accident and incident reports or by supervisor requests. Provide advice and guidance to local diving projects. Participate in local safety committees.
343. **Lead Diver**. One member of the dive team is designated as lead diver. The lead diver acts as the Dive Safety Officer’s representative on each dive.
344. **Firearms Safety Officers**. Serve as a focal point for all firearms-related matters in their respective field organization, including for maintaining local firearms records, and coordinate training activities in conjunction with the *Bureau* and *Regional Firearms Safety Program Managers* and *Regional Firearms Representative*.
345. **Firearms Instructors**. Teach the USGS Basic and Refresher Firearms Certification courses in accordance with the USGS Firearms Instructor Manual(s) and, when established, participate in the Regional Firearms Safety Committee.
346. **Assistant Firearms Instructors**. Maintain current on firearms training requirements and perform firearms-related duties as assigned by and under the direction of the *Regional Firearms Safety Program Managers* or certified USGS Firearms Instructor.
347. **Bear Spray Safety Instructors**. Serve as a bear spray technical expert for their respective office or center, coordinate training activities in conjunction with the *Regional Firearms Safety Manager*, teach the USGS-approved bear spray courses and maintains local bear spray training records, and maintains a level of instructional and technical proficiency as described in SM 445-2-H, Chapter 46, *Bear Spray Safety Program*.
348. **Firearms Users**. Ensure the safety use of all firearms under their control and maintain all personal-owned firearms used for official business in a safe, serviceable condition.
349. **Large Vessel United States Coast Guard Licensed Operator, Master, Captain**. Has sole authority to make final decisions with regard to the safety of the vessel and crew. Implements the *USGS Large Vessel Safety Management System Manual* as the minimum operational guideline for vessels 26 feet, overall length, or greater.
350. **Large Vessel Designated Person(s)**. Assists with implementation of the SMS. Ensures vessel inspections and management audits are completed for compliance with SMS and documents appropriately. Monitors the safety and pollution prevention aspects of the operation of large vessel.
351. **Reactor Health Physicist**. Ensures the day-to-day implementation of the radiation safety program of the TRIGA reactor in accordance with NRC regulations, established procedures, and license.
352. **Reactor Administrator***.* Ensures that the reactor supervisor and reactor staff is provided with the authority and resources necessary for successful development, implementation, and continued improvement of the reactor radiation safety program. In addition, ensures that senior management is routinely apprised of issues related to the implementation of the reactor’s radiation safety program.
353. **Reactor Supervisor***.* Establishes and implements the radiation safety program for the Training, Research, Isotopes, General Atomics (TRIGA) reactor in accordance with NRC regulations and established procedures.
354. **Watercraft Operators**.
355. Ensure operating watercraft in compliance with existing policies, guidelines, and training in addition to the overall safety of all personnel on board regardless of position and grade. Maintain final authority over the operation of the watercraft.
356. Routinely evaluate weather, environmental, and other conditions. Look for site-specific hazards. Abort activity any time unsafe conditions affect an operator’s ability to pilot the watercraft safely.
357. Thoroughly inspect the watercraft and boat trailer components to ensure safety, reliability, and functionality prior to launching for each mission.
358. Ensure that effective emergency communications equipment is adequate, reliable for the area, and in good working condition prior to launching for each mission.
359. Brief crew members and passengers on the location and use of all emergency equipment on the watercraft, including personal flotation devices.
360. Report accidents and near misses in the SMIS, to the *Watercraft Safety Program Manager*, and to the state-specific Boating Law Administrator.
361. **Blast Officer**.
362. Obtains all applicable permits and licenses. Directs and supervises the transport, handling, storage, and use of explosives, blasting agents, and blasting equipment.
363. Provides all personnel who participate in blasting operations initial and refresher training in basic explosives safety, corresponding with their assigned responsibilities.
364. Prepares a blasting plan for the use, storage, or handling of explosives including the elements covered under scope of SM 445-2-H, Chapter 38, *Blasting Safety*. Provides for safe means of transporting explosives and provisions for storing and securing explosives on site. Maintains secure storage and inventory of type/quantity of explosives and detonating or initiating devices used. Assures minimum standoff distances/means for clearing/controlling access to blast danger areas and establishes procedures for handling misfires and other unusual occurrences. Provides a safety briefing prior to entering blast area and restrict site access to only personnel listed on the blasting plan. Maintains a copy of the blasting plan at the blasting site(s) and office locations.
365. Develops an emergency action plan for each site operation. Maintains a roster of all personnel within the blast area.
366. **Cableway Inspectors**. Must have completed formal training on cableway technology in accordance with requirements within SM 445-2-H, Chapter 41, *Cableway Safety*, and have field experience in the operation of stream gaging cableways. Responsible for conducting annual cableway system inspections, documenting findings on the standard USGS inspection form along with supplemental information (e.g., photographs), submitting the completed inspection form in a timely manner, and prioritizing the communication of findings that may require immediate attention.
367. **Laboratory Supervisors**.
368. Identify and evaluate hazards under their control and bring them to the direct attention of the respective OSH support staff when assistance is needed for abatement. Report positive evidence of exposure via the Collateral Duty Safety Program Coordinator to the corresponding Regional Safety Officer or RSM for follow up with appropriate work area surveillance.
369. Identify and evaluate tasks that have potential to create a respiratory hazard using JHAs. Consider engineering controls such as contaminant isolation or enclosure, substitution of less or nontoxic materials, or exhaust ventilation in place of respiratory protection where feasible. Develop recommendations for the appropriate types/quantities of respirators needed in consultation with the Collateral Duty Respiratory Protection Program and (or) Safety Program Coordinator; Regional Safety Officer, RSM, Bureau Safety and Environmental Branch Industrial Hygienist, or other qualified individual such as the local respirator company representative.
370. Implement a Respiratory Protection Program (RPP) for operations in which respiratory protection is utilized. Ensure personnel are not assigned tasks requiring respiratory protection until all requirements of the RPP are met. Ensure employees refusing medical surveillance are not assigned to tasks requiring respiratory protection. Monitor personnel compliance with established RPPs and take corrective action where appropriate.
371. **Chemical Hygiene Officer**.
372. The Chemical Hygiene Officer (CHO) assist supervisors in the development of Chemical Hygiene Plans (CHPs) and review annually for completeness and accuracy in accordance with 29 CFR 1910.1450, Occupational exposure to hazardous chemicals in laboratories, and the requirements of SM 445-2-H, Chapter 21, *Laboratory Protection Program*.
373. Coordinate with supervisors and employees to assure an inventory of hazardous materials is maintained for all assigned laboratories.
374. Coordinate and (or) assist in conducting CHP employee training.
375. Assist supervisors and employees in obtaining SDS’s and other hazardous chemical safety information.
376. Review all laboratory accidents involving hazardous chemicals and recommend steps to prevent recurrence of similar accidents.
377. Review procedures for procurement of laboratory chemicals, ensuring procedures include provisions for obtaining organizational approval for ordering highly toxic or hazardous substances.
378. Coordinate or conduct laboratory hood face velocity measurements at least annually to determine adequacy, recording the average face velocity, date, and sash height at which the measurements were taken and assessor’s initials on the hood. If face velocities are inadequate the hood will not be used for work with toxic chemicals until corrective action is taken.
379. **Electrofishing Team Leaders**.
380. Demonstrate knowledge of electrofishing techniques by satisfactory completion of an initial U.S. Fish and Wildlife Service, e.g., National Conservation Training Center course, “Principles and Techniques of Electrofishing,” and, subsequently, a RSM-approved refresher course, as detailed in SM 445-2-H, Chapter 42, *Electrofishing Safety*, paragraph 6B.
381. Identify hazardous conditions associated with proposed electrofishing operations, determining measures to protect electrofishing team members, and briefing team members appropriately. Review the “USGS Electrofishing Considerations Checklist” found in SM 445-2-H, Chapter 42, *Electrofishing Safety*, Appendix 42-1, adding specialized items that pertain to each individual operation, as appropriate. Ensure that the job hazard analysis for each site contains emergency instructions and documented routes to medical facilities. Ensure it is made available to all team members.
382. Stop all electrofishing operations and relocating all crew members ashore during inclement weather. Ensure precautions are taken to avoid harm to domestic animals or wildlife.
383. Maintain all electrofishing equipment in a safe condition. Visually inspect all external wiring, cables, and connectors for physical damage before each use. Any equipment deficiency that may present a safety hazard will be corrected before each field operation or when equipment damage occurs during actual use.
384. Ensure that adequate warning is provided to the public so that public exposure to the potential hazards of electrofishing operations is avoided. Boats should be clearly marked with “Danger Electricity” signs. Shut down electrical power should the public approach closer than 100 feet to electrofishing operations.
385. Ensure that only those persons necessary to conduct a safe and efficient operation engage in each electrofishing activity and verify their training to ensure that electrofishing operations are conducted in a safe and efficient manner. Verify that personnel follow proper safety procedures and use the proper safety equipment.
386. Maintain a current certification in First Aid and CPR. Ensure that at least one other member of the team is certified in First Aid and CPR. Make available a well-equipped, watertight First Aid kit. Questions concerning the contents of the First Aid kit may be directed to the CDSPC, the Regional Safety Officer, or the RSM, as appropriate.
387. **Electrofishing Crew Members***.* Must complete the DOI Motorboat Operator Certification Course and maintain certification for operating an electrofishing boat.
388. **All USGS Employees.**
389. Observe all safety precautions and practices applicable to assignments.
390. Immediately report to their supervisor accidents or incidents resulting in, or could result in, personal injury, hazardous conditions, exposures, unusual circumstances, or property damage. Report unsafe and (or) unhealthful working conditions in accordance with SM 445-2-H, Chapter 8, *Employee Reports of Unsafe Conditions and Allegations of Reprisal*. Periodically review SDS and other information on hazardous chemicals prior to use to ensure the understanding of the chemical hazards and precautions to take.
391. Contact the CDSPC, or Safety point of contact as needed.
392. Adhere to and participate in all aspects of the OSH Program, including safety training before conducting associated job task, inspections, OSH committee activities, as appropriate. Becomes knowledgeable on hazard(s) present in the workplace and hazard control(s). Familiarize themselves and provide feedback to supervisors on quality and content of the OSH Program, plans, procedures, JHA’s, and training as necessary to maintain content updated.
393. Remain up to date on training requirements.
394. Exercise rights and responsibilities as granted by the Bureau OSH Program without fear of restraint, interference, coercion, discrimination, or reprisal for reporting an unsafe or unhealthful condition, or otherwise participating in the Program.
395. Voluntarily participate in off-the-job awareness.
396. *Motor Vehicle Use Responsibilities*.
397. Notify supervisors using SM 445-2-H, Chapter 16, *Motor Vehicle Safety*, Appendix A, if their drivers’ license has been suspended, revoked, restricted, or canceled, or if they have been convicted of any moving traffic violation that affects their driving status, or when an operator receives a ticket or other violation while operating a vehicle on official business.
398. Avoid situations resulting in backing maneuvers. When backing maneuvers are necessary, conduct a walk around of the vehicle to identify obstacles that may be hidden from view when seated behind the steering wheel. When passengers or other employees or volunteers are present, employ them as spotters when backing the vehicle.
399. When weather conditions warrant, ensure the use of windshield wipers and headlights. When windshield wipers are on, lights must be on.
400. Perform and document routine checks of vehicle safety components (e.g., tires, windshield wipers, headlights, taillights, turn signals, mirrors). Immediately report all vehicle defects to the responsible supervisor.
401. Secure all weights, compressed gas cylinders, and other heavy or large items in the vehicle. Transport gasoline and other hazardous materials in approved containers and secure to prevent movement.
402. Prior to operating a vehicle, complete training for the appropriate vehicle type outlined in SM 445-2-H, Chapter 16, *Motor Vehicle Safety*.
403. If operating a vehicle under a commercial license, maintain official Motor Carrier Log Book of hours, rest, and out-of-service times as required by the Department of Transportation.
404. *Medical Surveillance and Respiratory Protection Responsibilities*. Participate in medical surveillance required by regulation and policy. Meet all physical requirements prior to respirator use to include maintaining clean shaven skin to ensure the best fit and seal where the respirator face piece contacts the face.
405. *Laboratory Responsibilities*.
406. Read and be familiar with the facility’s Exposure Control Plan and SOP’s related to Blood Borne Pathogens.
407. Wear appropriate personal protective equipment and observe appropriate work practice controls, including universal precautions.
408. Sign a consent or declination form for the hepatitis B vaccine, see SM 445-2-H, Chapter 25, *Occupational Industrial Hygiene – Human Bloodborne Pathogens Protection Program*, Appendix 25-1.
409. Report all first aid incidents involving the presence of blood or other potentially infectious materials (OPIM) to the supervisor or manager before the end of the work shift during which the incident occurred.
410. *Assigned Safety Equipment Responsibilities*.
411. Use provided safety equipment per policy, training, and as required. Maintain, store, and care for individually issued equipment (e.g., PPE). Follow manufacturer instructions and document required use and maintenance checks. Inspect individually issued PPE prior to each use; clean, disinfect, and inspect after each use for damage; report any damage immediately to immediate supervisor.
412. Before use of a respirator, attends formal qualitative or quantitative fit testing on the make model(s) of respirator to be used (assigned). Uses only respirators for which formal fit testing has been conducted and approval for use has been obtained. Perform a fit check of the assigned respirator before each use, in accordance with established SOPs, manufacturer recommendations, and training instructions. Ensure that the respirator is equipped with the proper air-purifying elements. Users must ensure the ambient atmospheric oxygen content of the work environment is at least 19.5 percent by volume.
413. *Working with Chemicals*.
414. Properly store and label all chemical containers within the workplace. Report to the supervisor if there is missing labeling of chemicals.
415. Practice good personal hygiene around hazardous materials such as washing hands after handling chemicals, using and maintaining the clean condition of required PPE, not smoking, and not consuming or storing food/drink in areas where hazardous materials are used/stored.
416. Seek prompt medical treatment by health care providers if bitten, scratched, or liquids are splashed into eye or mouth, or if experiencing signs or symptoms of illness.
417. Participate in maintaining chemical inventories for their areas.
418. Take responsibility for their own safety. Act with consideration to the safety of the other team members. Strive to avoid and prevent accidents.
419. *Working with Radiation*.
420. Use and handle X-ray producing devices, Nuclear Regulatory Commission (NRC) general licensed materials, and Naturally Occurring Radioactive Materials (NORM) in accordance with policies and established procedures including practices to maintain exposures as low as reasonably achievable (ALARA).
421. Report exposure incidents, spills, or releases to supervisors to investigate.
422. Complete appropriate radiation protection training prior to performing activities involving X-ray producing devices, NRC general licensed materials, and NORM.
423. Report all radiation incidents the supervisor immediately and complete an accident report in the SMIS. Incidents should include near misses and first aid or medical treatment. For incidents involving NRC licensed materials, the Radiation Safety Officer will be notified.
424. Conducts radiological activities in accordance with the requirements of the radioisotope use permit, NRC regulations, and established procedures.
425. When working outside in hot weather, keep track of the local temperature, including wind chill factor and heat index or Wet Bulb Globe Temperature. Moderate work, rest, and hydration based on SM 445-2-H, Chapter 45, Appendix A, Work Rest Times and Fluid Replacement Volumes.
426. *Contract Responsibilities*.
427. Employees who initiate contracts will include in the requirements documents the USGS safety policies and procedures addressing building- or worksite-specific safety issues. For example, if, in the course of contract performance, contractor personnel are expected to evacuate USGS buildings when a fire alarm activates or participate in USGS conducted on-site practical drills and exercises.
428. Employees who draft requirements documents or contract language that may involve workplace safety issues will obtain the advice and counsel of local USGS safety officials for subject matter expertise, where necessary.
429. Employees who develop safety requirements to be performed by contractor personnel are responsible for providing accurate and comprehensive information regarding facility and operational hazards to the CO so that appropriate contract language is included in award documents informing prospective contractors of existing site-specific conditions that can affect performance.
430. Employees who oversee contractor performance involving hazardous operations or hazardous chemicals will have adequate training in OSHA standards that pertain to the work being performed. Documentation of an OSHA 10-hour General Industry Outreach class or OSHA 10-hour Construction Industry Outreach class will meet the minimum requirement for the OSHA training, but additional training may be required depending on the location of the work, site conditions, and materials required.
431. Employees overseeing contractors are responsible for:
432. Ensuring that the requirements documents task the contractor with assigning an on-site Competent Person, who meets applicable certification/licensing standards defined in 29 CFR 1926.32(f), to oversee work activity, as required.
433. Ensuring that the requirement documents stipulate that construction, renovation, repairs, or change of occupancy (e.g., office space converted to a laboratory) meet applicable Federal, State, or local codes prior to occupancy.
434. Requiring the contractor to provide a document or inspection record certifying code compliance, to be retained by each USGS-owned or USGS-leased facility. See 29 CFR Part 1960.34, General Provisions and SM 445-2-H, Chapter 6, *Inspections and Abatement*, regarding pre-occupancy inspection requirements.
435. Reporting to the CO, COR, Bureau, and (or) regional safety staff, where contractor safety violations are noted.
436. Keeping the CO and COR/Government Inspector apprised of any changes in activities or issues that can affect the potential safety and well-being of contractor personnel or require the contractor to adjust its performance to accommodate such changes. This information should include, but is not limited to, the following:
437. The location and existence of potentially hazardous conditions at the job site where contractor personnel may be exposed.
438. A list of hazardous substances and safety data sheets found in the USGS workplaces which may affect on-site contractor personnel, as required by OSHA standard 29 CFR 1910.1200, *Hazard Communication*.
439. The locations of permit-required confined spaces where contractor personnel might be working and USGS policies concerning entry into these spaces, as required by OSHA standard 29 CFR 1910.146, *Permit-Required Confined Spaces*.
440. The existence and location of asbestos-containing material and presumed asbestos-containing material, as required by OSHA standards 29 CFR 1910.1001, *Asbestos*; 29 CFR 1915.1001, *Asbestos*; and 29 CFR 1926.1101, *Asbestos*.
441. When applicable, provide information about the facility's lockout/tagout procedures and request information regarding the lockout/tagout procedures of the contractor and subcontractors, as required by OSHA standard, 29 CFR 1910.147, *Control of Hazardous Energy*.
442. When the contractor and (or) subcontractor provides services at hazardous-waste sites, communicate information regarding the site emergency response procedures and any potential fire, explosion, health, safety, or other hazards of the hazardous-waste site operation that have been identified, including those identified in the information program, as required by OSHA standards 29 CFR 1910.120, *Hazardous Waste Operations and Emergency Response*, and 29 CFR 1926.65, *Hazardous Waste Operations and Emergency Response*.

CHAPTER 2, APPENDIX A

Poster for the Occupational Safety and Health Protection of USGS Employees. Contact OSHMB for additional information.


CHAPTER 2, APPENDIX B

**Cross-Office Safety and Health Responsibilities**

1. **Host Management**. When a USGS employee is assigned to another office or cost center, management at the host location assumes basic safety and health program responsibilities for the employee. These responsibilities include but are not necessarily limited to:
2. Maintaining a safe and healthful workplace.
3. Investigating workplace accidents or incidents involving the employee that result in or have the potential to cause injury, illness, or property damage.
4. Ensuring that the employee performs work in a safe manner.
5. Providing Occupant Emergency Plan and New Employee Orientation training.
6. Supplement the Department of the Interior online safety training by providing new employees with local site and operational specific safety and health training.
7. Ensuring proper use of any required personal protective equipment. Note: If the employee will be performing specialized work other than the work for which they are trained, the host facility is responsible for providing the necessary safety equipment and training.
8. Monitoring operations and activities; inspecting work areas for hazardous acts and conditions; and tracking findings, including self-conducted inspections and program assessments.
9. Including the employee in safety and health activities such as safety day, training, and committees.
10. Conducting job-hazard analyses when the work is related to host center activities; and briefing the employee on results of the analyses.
11. Investigating allegations of reprisal and reports of unsafe and unhealthful conditions.
12. Providing a safety briefing on local hazardous conditions/work environments to non-local employees.
13. Ensuring that the employee is aware of his or her rights under the 29 Code of Federal Regulations Part 1960.
14. Ensuring that no employee is subjected to restraint, interference, coercion, discrimination, or reprisal by virtue of submitting an oral or formal written report within the organization or to higher levels of authority.
15. Communicating results of safety and health inspections, investigations, and findings to the employee's direct supervisor.
16. **Direct Supervisor**. The employee’s direct supervisor is responsible for:
17. Ensuring that all accidents or injuries are documented in the Department of Interior's Safety Management Information System.
18. Providing the necessary personal protective equipment to prevent injury, property damage, or occupational diseases.
19. Providing and paying for safety and health training when it is not readily available at the host location.
20. Including safety and health performance in supervisor's performance standards and, as appropriate, in employee's performance standards.
21. Ensuring that open safety and health findings are prioritized with the assistance of the host location management; and ensuring that resources are provided for correction of findings.
22. Conducting job-hazard analyses when the work to be performed at another facility is unrelated to host center activities and briefing the reporting employee prior to commencement of work.
23. **Other Agencies or Companies**. When USGS employees are assigned to work at other agencies or companies, the host employer assumes basic occupational safety and health program responsibilities for those employees. These responsibilities include but are not limited to fire safety and the occupant emergency plan. If a USGS employee is provided with space at another location but is not supervised by that agency, the USGS assumes responsibility for occupational safety and health issues not related to the building. If a USGS employee is supervised by the host employer, then the host employer becomes the “employer” and should assume full responsibility for the employee’s safety. This may require reciprocity agreements with the host employer. The USGS will assume responsibility for investigations of complaints and serious accident investigations for all USGS employees working at other agencies or companies.