

# INDIAN AFFAIRS MANUAL

Part 25

Safety and Occupational Health Program

Chapter 4

Federal Occupational Safety and Health (OSHA)

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**4.1 Scope.** This chapter describes Federal Occupational Safety and Health (OSHA Compliance), Emergency/Medical Treatment and the Safety Awards Program. Detailed procedures are located in the **BIA Safety and Health Handbook** available from the Division of Safety and Risk Management in Albuquerque, New Mexico.

**4.2 Federal Occupational Safety and Health (OSHA Compliance).** The organization of the program is as follows:

**A. Organization.**

(1) Location.

(a) The Division of Safety and Risk Management is located in the Office of Management Support Services.

(b) The Regional Safety Manager is located in the Office of the Regional Director.

(c) The Agency/Installation Safety Officer is located in the Office of the Superintendent's/Project Officer.

(2) Staffing.

(a) Bureau Safety Staffing Pattern. All Regional Offices shall have a full-time qualified safety professional (Manager or Engineer) to administer the safety and health program. By "qualified," it is meant that he/she shall meet the qualification requirements per Office of Personnel Management for the Safety and Occupational Health Series GS-018/803/690 irrespective of any other series to which he/she is assigned.

(b) Collateral Duty Safety Management Assignments. All collateral duty safety personnel shall be trained through courses in the basic elements of safety and health planning within six months of assuming safety management duties (Refer to 29CFR Part 1960, Subpart H – Training). Collateral duty safety assignments shall be documented in the employee's position description.

(3) Safety Committees. Safety Committees shall be established at appropriate levels within the Bureau. These committees shall be established for the purpose of advising and assisting management officials with respect to their responsibilities under the safety and occupational health program. Such committees may also include technical personnel in accordance with the functions to be performed by a particular committee.

(a) The responsibility of the safety committee is to create and maintain an active interest in safety among all employees and to help reduce accidents. (Refer to 29 CFR Part 1960, Subpart F – Occupational Safety and Health Committees, for committee formation and operating procedures).

(b) A safety committee shall be established at the Central Office level, the Regional Office level and the Agency/Installation level.

(4) Informing Employees.

(a) Posting of Notice. Management at each facility shall post, and maintain, a notice or notices informing employees of the protections provided by the Occupational Safety and Health Act and the obligations of the employer.

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(b) Executive Order 12196. Executive Order 12196 shall be posted adjacent to the notice mentioned in (4)(a) in this section.

(c) The safety policies of the Bureau and Regional Directors will be posted adjacent to the Occupational Safety and Health Act notice and Executive Order 12196 mentioned in (4)(a) in this section.

(d) Initial Employment Orientation. Each supervisor is responsible to see that all employees under his or her supervision receives training in and understands necessary applicable job safety requirements. This should also include what to do (procedures) in the event of a job-related injury or illness.

(5) Safety Training. 29 CFR 1960, Subpart H, outlines the requirement for training employees, employee representatives, supervisors, senior officials, and safety and health personnel.

## 4.3 Occupational Safety and Health Standards.

**A. Adoption by Department of the Interior.** The Department of Labor's Occupational Safety and Health Standards as adopted under Section 6 of the Occupational Safety and Health Act, are U.S. Department of the Interior standards to the extent they are applicable to Departmental operations. These standards are published in Title 29, Parts 1910, 1918, 1925, 1926, 1928, 1960 and 1977 of the Code of Federal Regulations.

**B. Public Safety Standards.** The Bureau shall adopt and issue safety standards consistent with public safety laws and regulations of state and municipal governments when they do not conflict with DOI or BIA policy, particularly as applied to construction, boiler and pressure vessel operations, installation and inspection of wiring, elevator safety codes, motorized equipment safety, occupational safety and health regulations and sanitation codes. In addition, the BIA has adopted such safety standards as may apply to BIA operations that are issued by the following nationally recognized professional organization:

- (1) The American National Standards Institute
- (2) The National Fire Protection Association
- (3) The American Society of Mechanical Engineers
- (4) The American Society of Testing and Materials

**4.4 Safety and Health Inspection Program.** The major elements of the Safety and Health Inspection Program enumerate the adopted safety and health codes and standards of the BIA governing the use, construction, and modification of buildings and facilities.

**A. Occupational Safety and Health Administration (OSHA) Compliance.** All operations, new construction, major alterations and improvements, minor remodeling and employee work sites shall comply with all occupational safety and health standards issued under Section 6 of P.L 91-596, Occupational Safety and Health Act of 1970, as amended, or alternate standards issued pursuant to this part.

**B. Fire and Fire Safety.** All new construction, major alterations and improvements and minor remodeling shall be classified according to occupancy, and/or use, and shall conform to the National Fire Codes, 25 IAM, and BIA Safety and Health Handbook (Topic 27, Structural Fire Program).

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**C. Accommodations for People with Disabilities.** All new construction, major alterations and improvements shall be in accordance with 41 CFR 101-19.6, Appendix A, Uniform Federal Accessibility Standards (UFAS). Section 1125, 25 USC 2005, requires that all facilities connected with the education of Indian children be in compliance with the "most stringent" of UFAS and 28 CFR Part 36, Americans with Disabilities Act Accessibility Guidelines (ADAAG). Facilities for the education of children 6th grade and under, shall comply with "Recommendations for Accessibility to Serve Physically Handicapped Children in Elementary Schools" (Elem. Stds.), as prepared by the Architectural and Transportation Barriers Compliance Board.

**D. Building Safety Code.** All buildings, structures and facilities shall be designed and constructed in accordance with the provisions of the current edition of the Uniform Building Code, except where the Uniform Building Code conflicts with the National Fire Protection Association (NFPA) Fire Codes; the provisions of the NFPA Fire Codes will apply.

**E. Boiler/Pressure Vessels.** The fabrication and installation of all new boiler and unfired pressure vessels shall conform in all respects to the American Society of Mechanical Engineers (ASME) Boiler and Pressure Vessel Code and shall be marked with appropriate ASME Code symbols. The repair, alterations or re-rating of all existing units shall conform to the National Board Inspection Code and shall be marked with appropriate code symbols. In each situation a Qualified Boiler Inspector shall inspect the final product.

**F. Elevators.** All passenger and freight elevators, dumbwaiters, escalators, or moving sidewalks constructed or leased by the Bureau of Indian Affairs shall conform to the ASME American National Standard Safety Code for Elevators, Dumbwaiters, Escalators, and Moving Walks (ANSI A17.1-1971) and applicable accessibility standards (4.4C, above). Safety enforcement for new elevator installations shall be the responsibility of the Division of Safety and Risk Management. The Division of Safety and Risk Management is also responsible for inspecting and posting a Certificate of Inspection.

**G. Piping.** Boiler/Pressure Vessel external piping and piping installations shall conform to American National Standards Institute (ANSI) B31.1, American National Standard, Power Piping, ASME Boiler and Pressure Vessel Code, Section I - Power Boilers; Section IV - Heating Boilers and Section VIII - Pressure Vessels - Division I. The piping or associated mechanical system shall not be operated unless that part of the system has been inspected and approved by a Qualified Boiler Inspector. Other fuel piping, steam and water piping, air piping and their respective installations shall conform to applicable sections of the Uniform Plumbing Code and the Uniform Mechanical Code.

**H.** Additional elements are in the BIA Safety and Health Handbook, i.e. mechanical systems, etc.

## 4.5 Emergency/Medical Treatment.

**A.** It is the policy of the BIA to furnish prompt medical attention for employees in case of injury as follows:

(1) In the absence of a health unit, an employee holding a current First Aid card shall be available at each worksite.

(2) Proper equipment for prompt transportation of the injured person to a physician or hospital, or a communication system for contacting necessary ambulance service, shall be provided.

(3) Whenever an infirmary, clinic, hospital or physician is reasonably accessible in terms of time or distance to the worksite for the treatment of injured employees, an agreement shall be negotiated for providing emergency and health care services for Bureau employees.

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(4) Training in first aid shall consist of training from the American Red Cross or equivalent training that can be verified by documentary evidence.

## 4.6 Safety Awards Program.

**A. Bureau policy** officially recognizes outstanding individual or group safety performance and to stimulates interest of all personnel in safety and health activities through the safety awards program.

### **B. Authority.**

(1) Department. Authority for safety awards, plans, and contests is 485 DM 10.

(2) Bureau. The Chief, Division of Safety and Risk Management, in cooperation with the Bureau's Incentive Awards Program, shall inaugurate safety award activities and contests that will stimulate active participation in the safety program and promote the desire for employees to work safely. The Bureau should take an active part in various community and national safety award contests and plans which are consistent with the interests and policies of the Bureau and the Department.

(3) Region. The Regional Offices are encouraged to formulate and conduct safety incentive and accident/prevention award programs.

(4) Activity. Each Bureau activity working through its safety managers/officers should conduct accident/prevention award plans and safety contests to stimulate employees' interest in safety and to lower the accident rate within its respective activity.