

**APPENDIX 1**

**U.S. DEPARTMENT OF THE INTERIOR**

**DESIGNATED AGENCY SAFETY AND HEALTH OFFICIAL COUNCIL**

**CHARTER**

The Secretary, Department of the Interior, is required by Executive Order 12196 of February 26, 1980, in accordance with the Occupational Safety and Health Act of 1970 as amended in 29 U.S.C. 668, to furnish to employees safe and healthful places and conditions of employment. The Secretary is also required to operate an occupational safety and health program in accordance with the Order and to appoint a Designated Agency Safety and Health Official (DASHO) who has sufficient authority to represent the Secretary and to be responsible for the management and administration of the Departmental Safety and Health Program. Further, the Occupational Safety and Health Administration (OSHA) 29 CFR 1960 regulations for federal agencies mandate that additional DASHOs be appointed at appropriate levels in the organization. Thus, the Department of the Interior has established bureau DASHO positions. Heretofore, the bureau DASHOs, in conjunction with the Departmental DASHO, have met as a Council in an ad hoc fashion to discuss appropriate activities, actions and initiatives to further the Departmental Safety and Health Program.

0. Purpose:

The purpose of the Designated Agency Safety and Health Official Council is to provide executive level bureau and office involvement in the formulation of policy and the management of the Departmental Safety and Health Program. The Council will determine collective action to achieve the Departmental Occupational Safety and Health Strategic Plan.

Additionally, the DASHO Council gives direction to and approves actions by the Department of the Interior Safety and Health Council which is comprised of bureau and office safety and health managers and which functions at the operational level.

1. Authority:

The Designated Agency Safety and Health Official Council is hereby established by authority of the Secretary of the Interior through this charter. The Council will function under the general guidance of the Assistant Secretary - Policy, Management, and Budget.

2. Membership:

Members will be the bureau Designated Agency Safety and Health Officials plus the Departmental Designated Agency Safety and Health Official. They will be able to speak for respective bureaus/agencies during meetings where commitments to recommendations are required. Council members will have appropriate Departmental, bureau or office authority to provide management oversight for Safety and Health Program activities, actions and initiatives commensurate with mission needs, funding capacity, and operational capability.

In addition to the Departmental DASHO, the Council will be comprised of bureau DASHOs from the following bureaus:

- A. Bureau of Indian Affairs
- B. Bureau of Land Management
- C. Bureau of Reclamation
- D. U.S. Fish and Wildlife Service
- E. U.S. Geological Survey
- F. Minerals Management Service
- G. National Park Service
- H. Office of Surface Mining Reclamation and Enforcement
- I. Office of the Secretary

The National Biological Service DASHO will be a member of the Council until September 30, 1996, at which time the Service will be absorbed into the U.S. Geological Survey. The Office of Aircraft Services and the Office of Managing Risk and Public Safety will each appoint individuals who will be advisory "of Counsel" members of the DASHO Council. Such members do not vote.

### 3. Functions:

The DASHO Council will discharge its direction and findings through both the Departmental Office of Managing Risk and Public Safety in the Office of the Secretary and internal bureau/agency line command. The responsibilities of the Council are to:

- A. Revise and maintain the Departmental Occupational Safety and Health Strategic Plan and approve Departmental implementing actions for the Plan.
- B. Provide direction to the Departmental Safety and Health Program.

C. Make Departmental Safety and Health Program activity, action and initiative decisions based on Department of the Interior Safety and Health Council recommendations.

D. Direct and advise the Office of Managing Risk and Public Safety and the Office of Budget regarding the expenditure of monies targeted as safety and health initiatives in the Office of the Secretary centralized capital working fund.

E. Act collaboratively in performing functions as identified by OSHA regulations. OSHA requires that the Departmental DASHO and bureau DASHOs:

1. Set up an occupational safety and health program;
2. Provide sufficient budget and staff to implement the program:
3. Establish a set of procedures that ensures effective program implementation:
4. Set goals and objectives for reducing and eliminating accidents, injuries and illnesses;
5. Establish plans and procedures for evaluating program effectiveness;
6. Set priorities with respect to injury/illness causal factors so appropriate corrective actions can be taken.

4. Organization and Structure:

The Departmental and bureau DASHOs will establish a governing structure, rules and regular meeting schedule for the Council.

5. Meetings and Reports:

The Council will establish times and develop the reports necessary to conduct business and to evaluate the overall performance and achievement of Council decisions. The Council will meet no less than four times each year on a schedule determined by the Council.

6. Salary, Travel, and Incidental Costs:

Normal costs incurred by Council members and working groups/task forces will be borne by related bureaus and offices. Extraordinary expenses must be pre-approved and covered by a written agreement.

7. Effective Date:

This charter becomes effective when signed by the Secretary of the Interior and may be revised by Council majority vote with approval of the Secretary.

9. Approved:  <u>Bruce Babbitt /s/</u>  Secretary of the Interior	Date: July 9, 1996
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