

Department of the Interior

Departmental Manual

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Chapter 16: Office of Occupational Safety and Health

Originating Office: Office of Occupational Safety and Health

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16.1 Office of Occupational Safety and Health. The Office of Occupational Safety and Health (OSH) is responsible for developing Department-wide policies that protect lives, property, and natural resources by promoting an integrated approach to managing a diverse group of risks.

16.2 Functions. The Office serves as the Departmental focal point for integrated policies on occupational safety and health. It performs the following functions:

A. Provides leadership, develops, directs, coordinates, interprets and executes Departmental policies, standards and procedures related to the occupational safety and health of employees, medical health and industrial hygiene services, and safety of visitors, volunteers and contractor employees. (See 485 DM.)

B. Provides oversight, coordination, and support for Department and bureau occupational safety and health programs.

C. Represents the Department to the Occupational Safety and Health Administration (OSHA) and other government and non-government agencies and organizations involved in development of occupational safety, health, and medical standards and programs.

D. Conducts reviews and evaluations of bureau safety and health programs to ensure bureau compliance with laws, regulations, policies, standards and policy requirements to reduce risk and liabilities within the Department. Coordinates with each bureau, their inspections and evaluations of occupational safety and health policies and programs for consistency and compliance with requirements.

E. Manages and operates the Department's safety management information system for Department-wide accident reporting, analysis of occupational safety and health statistics and costs, and dissemination of occupational safety and health information and other resources.

F. Works in collaboration with other organizations with responsibility for other types of risks including the Office of Environmental Policy and Compliance, the Office of Law Enforcement and Security, and the Interior Operations Center.

G. Manages the Department's occupational safety and health information network that offers an on-line, shared, occupational safety and health resource bank for all bureaus and offices and supports the Voluntary Protection Program (VPP). The VPP promotes effective worksite-based safety and health by implementing comprehensive safety and health management systems and establishing cooperative relationships between management and labor. Approval into VPP is OSHA's official recognition of the outstanding efforts of employers and employees who have achieved exemplary occupational safety and health.

H. Sponsors and provides leadership to a variety of collaborative efforts including councils, committees, and working groups designed to develop common approaches to multi-bureau risk management problems and issues. Provides leadership and coordination among the bureau occupational safety and health programs through the Department's Designated Agency Safety and Health Official (DASHO) Council, which includes bureau and office DASHOs and through the Safety and Occupational Health Council, which includes bureau and office safety officers. Advises and informs the Assistant Secretary – Policy, Management and Budget/Departmental DASHO and the Deputy DASHO on safety and health program related issues.

I. Provides technical advice and support for Occupational Emergency Planning. Participates on the DOI Emergency Management Council and the DOI Continuity of Operations Team to provide occupational safety and health expertise.

J. Manages Departmental responsibilities under the National Response Framework Worker Safety and Health Support Annex. Provides operational oversight and coordination of bureau and office safety and occupational health related response activities during major emergency incidents, and assures effective coordination of these activities with the DOI Emergency Council and the DOI Continuity of Operations Team.

16.3 Organization. The Office is headed by a Director who reports to the Deputy Assistant Secretary - Human Capital and Diversity in the Office of the Assistant Secretary - Policy, Management and Budget. The Director carries out the functions of the Office with assistance of administrative support staff (see attached organization chart) and the following:

A. Division of Safety, Evaluation, and Voluntary Protection Programs. The Division is responsible for developing and implementing the Departmental occupational safety and health program; conducting bureau level occupational safety and health program evaluations, and evaluations and studies related to employee safety and health; providing technical assistance to bureaus and offices; and providing support to the Department's DASHO and Safety and Occupational Health Councils on a wide range of safety and policy matters. The Division also oversees the safety management information system and the Department's occupational safety and health information network. System specialists and contract staff are located in Lakewood, CO.

B. Division of Industrial Hygiene, Occupational Health and Medical Programs. The Division oversees the Occupational Health/Medical Program and administrative and budget staff. The Division is responsible for workplace industrial hazard response and assessments; workplace occupational medicine, medical surveillance and clearance; personnel and labor relations medical consulting; and provides support to the Department's DASHO and Safety and Occupational Health Councils on a wide range of occupational health and medical program related matters. The Division Chief consults with bureau and office Medical Review Boards and is the Designated Medical Records Custodian. The Division is located in Lakewood, CO.

Office of Occupational Safety and Health

