

## Department of the Interior Departmental Manual

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**Effective Date:** 11/10/15

**Series:** Safety Management

**Part 485:** Safety and Occupational Health Program

**Chapter 1:** Purpose, Authority and Policy

**Originating Office:** Office of Occupational Safety and Health

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### 485 DM 1

**1.1 Purpose.** This chapter provides the purpose and policy for the Department of the Interior's (Department) Safety and Occupational Health Program (Program). The Program was developed in response to legislative and regulatory requirements and provides for a safe and healthful workplace. This chapter includes procedures for ensuring that working conditions are safe and healthful and defines Department-wide policies, procedures, and responsibilities for the Program.

**1.2 Scope.** The policy in this chapter applies to all bureaus and offices in the Department.

**1.3 Authority.**

A. Public Law 91-596, "Occupational Safety and Health Act of 1970," (The Act) Sections 6 and 19 (29 U.S.C. 655 and 668), as amended.

B. Executive Order 12196, "Occupational Safety and Health Programs for Federal Employees."

C. Title 29, Code of Federal Regulations (CFR), Part 1960, "Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters."

D. 41 CFR Subtitle C, Federal Property Management Regulations System.

**1.4 References.**

A. National Safety Council *Accident Prevention Manual for Business and Industry, Administration and Programs*, 13<sup>th</sup> Edition.

B. American National Standards Institute/American Industrial Hygiene Association Z10 (latest edition), "Occupational Health and Safety Management Systems."

**1.5 Policy.** The Department is to provide safe and healthful workplaces for all employees and volunteers. The Department will ensure effective implementation of the Program by:

- A. Requiring each bureau and office to comply with all safety and occupational health standards issued under Section 6 of the Occupational Safety and Health Act, as amended (the Act); applicable national consensus standards; approved alternate standards; and other Federal standards that affect the conduct of Program activities within the Department; and the specific requirements of the Safety Management policy chapters of the Departmental Manual.
- B. Providing each employee and volunteer with a place of employment and assignments that are free from recognized hazards that are causing or are likely to cause physical harm, and minimizing the potential for injuries and illnesses to the visiting public, in as much as it is practical, within constraints of available resources, and protecting property from accidental damage.
- C. Including safety and occupational health as an integral part of every relevant job, task, or operation conducted in bureaus/offices.
- D. Taking positive action to pursue the prevention of workplace hazards.
- E. Holding managers and supervisors accountable for the safety and health of their employees, and providing appropriate recognition for implementation and management of the Program within their scope of authority and responsibility.
- F. Prohibiting any actions that would subject an employee to restraint, interference, coercion, discrimination, or reprisal for filing a report of an alleged unsafe or unhealthful working condition, or otherwise participating in the Program.
- G. Providing employees with supervision, training, skills, and equipment necessary to safely perform their assigned tasks.
- H. Requiring employees to comply with safety and occupational health standards, and all rules, regulations, and orders issued pursuant to the Act that are applicable to their own actions and conduct.
- I. Utilizing safety and health committees, as needed to enhance the Program in bureaus and offices.
- J. Promoting off-the-job safety and health through on-the-job safety and health activities.
- K. Including performance standards for supervisors and managers having authority over employees, volunteers, and contractors that include safety and occupational health responsibilities as a performance-rating element.

L. Reviewing new equipment to determine that it is free from recognized hazards and safe for use before employees and volunteers are permitted to operate such equipment.

M. Including resources in budget requests, as required by 29 CFR 1960.7, that are at a level appropriate for effective implementation of the Program.

**1.6 Official Time.** In accordance with the requirements contained in 29 CFR Part 1960, Subpart B, Paragraph 10(d), employees shall be authorized use of official time to participate in the activities provided for in section 19 of the Act, Executive Order 12196, and the Program.

**1.7 Program Reporting.** Annual comprehensive or periodic Occupational Safety and Health Program reporting will be timely and complete. Reports will be submitted to the Departmental Designated Agency Safety and Health Official (DASHO). The content, format, and due date for reports will be provided by the Office of Occupational Safety and Health (OSH). The annual comprehensive report will include a description of the overall effectiveness of the bureau/office Program during the previous calendar year; program plans, accomplishments, goals, inspections, program evaluations, or other information as determined by OSH. In addition, the annual report will also contain an assurance statement that OSH policies, procedures, processes, and systems are in place to identify, prioritize, mitigate, and abate program deficiencies and facilities-related safety and occupational health hazards. Extension requests for report submission must be sent to the Departmental DASHO for approval.