

## 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 2:** Responsibilities

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

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### 485 DM 2

**2.1 Purpose.** This chapter identifies the primary responsibilities within DOI for implementing the Departmental Safety and Occupational Health Program (Program).

**2.2 Scope.** This policy in this chapter applies to all bureaus and offices in the Department.

#### **2.3 Authorities and Reference.**

A. Authorities.

(1) Public Law 91-596, "Occupational Safety and Health Act of 1970," Section 19 (29 U.S.C. 668), as amended.

(2) 29 CFR 1960, "Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters."

(3) Executive Order 12196, "Occupational Safety and Health Programs for Federal Employees."

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

#### **2.4 Responsibilities.**

A. Secretary of the Interior (Secretary).

(1) Appoints a Designated Agency Safety and Health Official (DASHO) at the Assistant Secretary Level with sufficient authority to effectively represent the interest and support of the Secretary in the management and administration of the Program.

(2) Submits an annual comprehensive report to the Secretary of Labor, by May 1 of each year, describing the Program for the previous calendar year.

(3) Holds each Assistant Secretary accountable for effectively fulfilling the Program responsibilities.

B. Assistant Secretary – Policy, Management and Budget.

(1) Serves as the Departmental DASHO, unless the Secretary designates otherwise.

(2) Exercises the authority of the Secretary for the management and administration of the Program and provides management direction and support necessary for the Department to effectively fulfill its policy commitments.

(3) Includes safety and health as an agenda item for the Secretary's staff briefings when appropriate.

(4) Ensures appropriate Departmental resources (staff and budget) to effectively implement and administer the Program.

(5) Advises the Secretary on the status of the Program and provides an annual comprehensive Program status report to the Secretary.

(6) Develops policy, directives, and alternate or supplemental standards applicable for implementation of an effective Program.

(7) Chairs the DASHO Council Meetings described in 485 DM 9.

(8) Participates, upon request, in the Federal Advisory Council on Occupational Safety and Health.

C. Director, Office of Occupational Safety and Health (OSH).

(1) Provides advice and recommendations to the Departmental DASHO and Departmental management in carrying out Program responsibilities.

(2) Develops Program policies, procedures, directives, standards, objectives, handbooks, and guidelines for the Program to ensure compliance with legal, regulatory, and policy requirements and to reduce risk and liabilities within the Department. Issues appropriate policy bulletins to provide interim Departmental policy and direction for the Program.

(3) Coordinates development and prepares for submission to the Secretary an annual comprehensive status report describing the Department's Program for the previous calendar year.

(4) Exercises appropriate action on requests for variances from applicable safety and health standards.

(5) Serves as the Department's principal representative to OSHA, the Environmental Protection Agency (EPA), U.S. Fire Administration, and other agencies on technical matters pertaining to the Program.

(6) Develops and maintains an automated Safety Management Information System (SMIS) to support Departmental needs for reporting and analyzing accidents involving injuries, illnesses, and property damage related to the Department's operations and/or facilities. Provides recommendations to the Departmental DASHO for changes in policies and procedures based on analysis of safety and health information obtained through SMIS.

(7) Evaluates Departmental managerial efforts and effectiveness in establishing and implementing the Program.

(8) Resolves issues related to the interpretation of OSHA standards, national consensus standards, and Departmental safety and health standards.

(9) Coordinates the development of contracts as needed for areas such as industrial hygiene, safety, occupational health, information resources management, and fire protection engineering staff support for use Department-wide.

(10) Provides specialized safety and health training for Departmental personnel, as needed.

(11) Provides technical assistance and support to bureaus and offices upon request.

(12) Provides to bureaus and offices the Departmental Occupational Safety and Health Program poster that informs employees of the provisions of the OSH Act, Executive Order 12196, and the Department's Program. As necessary, modifies the core text of the poster provided by the Department of Labor to meet Departmental requirements in accordance with 29 CFR 1960.

D. Heads of Bureaus and Offices.

(1) Ensure compliance with statutory, regulatory, and Program criteria and ensure development and implementation of a safety and occupational health program in their

11/10/15 #4034

Replaces 03/12/99 #3232

bureau or office. This includes appointing bureau/office DASHOs with appropriate authority and responsibility.

(2) Submit timely and complete annual comprehensive Program reports to the Departmental DASHO.

(3) Appoint safety and health professionals that meet OPM standards, and provide appropriate resources and authority for the effective implementation and administration of the Program within their organization.

(4) Supplement the Program with special initiatives, directives, standards, criteria and training to meet the unique safety and health needs of their bureaus and offices.

(5) Ensure that applicable safety and health documents are available to managers, supervisors, employees, and volunteers; and ensure that managers and supervisors respond to requests for documents from employees and employee representatives in a timely manner.

(6) Hold managers and supervisors accountable for effectively fulfilling their safety responsibilities, including: requiring correction of identified unsafe or unhealthful conditions within their scope and authority, and knowing and following safe and healthful work rules and practices.

(7) Require internal safety and health evaluations of bureau headquarters, regional/state, and field offices. Identify deficiencies; record recommended corrective actions in writing; and track corrective action(s) until resolved. (485 DM 5)

(8) Require accidents to be reported and investigated, and corrective actions taken. (485 DM 7)

(9) Ensure that all requirements for occupational safety and health inspections are carried out consistent with applicable regulations and as prescribed in 485 DM 6.

(10) Recognize employees for outstanding safety and health performances within the bureau/office.

E. Bureau Designated Agency Safety and Health Official (Bureau or Office DASHO).

(1) Exercises the authority of the head of the bureau/office for monitoring compliance and success of the Program and recommending any necessary improvements.

(2) Designates a qualified safety professional (meeting OPM qualifications for  
11/10/15 #4034  
Replaces 03/12/99 #3232

GS-018/803/690) to serve as subject matter expert to review applicants for bureau safety and health position vacancies. The reviewer must be of an equal or higher grade to that of the vacancy.

(3) Participates in DASHO Council Meetings. (485 DM 9)

(4) Provides pertinent information concerning the bureau's Program to the Departmental DASHO or his/her designee upon request.

(5) Ensures that bureau and office organizations establish safety and health committees to provide for management and employee involvement and to enhance the Program.

(6) Appoints a Serious Accident Investigation Team or a Trained Investigator immediately after being initially informed of a serious accident. (485 DM 7)

(7) Ensures the DOI OSHA poster is posted in all bureau or office establishments in accordance with 29 CFR 1960.

F. Bureau Safety and Health Manager.

(1) Advises and supports the bureau DASHO in carrying out Program responsibilities.

(2) Manages and coordinates bureau level safety and occupational health program.

(3) Participates in DOI's Safety and Occupational Health Council, Safety and Health Working Groups and, when possible, in a local Field Federal Safety and Health Council.

(4) Conducts program evaluations of bureau headquarters and regional offices. Recommends appropriate actions to correct program deficiencies and tracks them until they are resolved.

(5) Submits requests for alternatives to OSHA regulations or changes to Departmental safety and health standards to OSH for appropriate action. (485 DM 4)

(6) Ensures that allegations of reprisal related to the program, reports of unsafe and unhealthful conditions, and accidents/incidents are investigated. (485 DM 8)

(7) Provides, as the bureau's technical safety and health advisor, assistance and guidance to management in carrying out activities such as:

(a) Developing policy, plans, programs, directives and rules.

(b) Identifying safety and health training requirements and assisting managers in meeting those requirements.

(c) Interpreting safety and health policy and procedures.

(d) Conducting surveys, inspections, and staff visits.

(e) Investigating, reporting, and analyzing accidents.

(f) Identifying and taking potential corrective action(s).

(g) Providing management with information on Program efforts and effectiveness.

(h) Facilitating development of job hazard analyses.

(i) Developing accident prevention plans.

(j) Developing safety and health promotion/awareness plans.

(8) Provides bureau/office information for the annual report to OSHA.

(9) Serves or designates a qualified safety and health professional (meeting the Office of Personnel Management (OPM) qualifications for GS-018/803/690) to serve as subject matter expert for review of applicants for full-time bureau safety and health position vacancies. The reviewer must hold an equal or higher grade level to that of the vacancy.

(10) Utilizes information recorded in the Safety Management Information System (SMIS) to identify accident trends and determine Program priorities.

G. Site Safety Managers and Collateral Duty Safety Program Coordinators.

(1) Coordinate the establishment of a workplace inspection program to effectively identify, document, and track safety and health deficiencies until corrective action is taken either to eliminate the hazard or reduce it to an acceptable level, and assure corrective action status reports are updated every 90 days until complete.

(2) Provide guidance and assistance to line managers and supervisors in field locations for compliance with safety and occupational health program inspection requirements.

(3) Coordinate the conduct of annual safety and health self-inspections, at the field level, with supervisors, managers, and other staff.

H. Line Manager/Supervisor.

- (1) Implements Program requirements within the scope of authority.
- (2) Provides and/or secures appropriate safety and health training for employees and volunteers.
- (3) Monitors operations and activities and inspects work areas for hazardous acts and conditions. Abates deficiencies in accordance with 485 DM 5. Provides and ensures proper use of personal protective equipment where other hazard controls, such as engineering controls or administrative controls, are infeasible.
- (4) Reports and investigates job-related accidents and implements corrective actions to prevent recurrence. Ensures that all such accidents are reported using SMIS.
- (5) Promotes safe and healthful work performance through recognition of safe behaviors or progressive disciplinary actions for unsafe behaviors.
- (6) Provides for employee participation in the program without employee fear of restraint, interference, coercion, discrimination, or reprisal.
- (7) Requires safety and health to be integrated into the planning of every hazardous job through job hazard analyses. (485 DM 14)
- (8) Conducts routine inspections of facilities within his/her scope of control as directed.

I. Employees.

- (1) Comply with applicable work rules and procedures including the use of safety equipment provided by bureaus or offices.
- (2) Identify, report, and/or correct unsafe and unhealthful working conditions within the scope of their responsibility and authority.
- (3) Exercise rights and responsibilities as granted by the Program without fear of restraint, interference, coercion, discrimination, or reprisal for reporting an unsafe or unhealthful condition, or otherwise participating in the Program.
- (4) Actively participate in safety and health education and training activities, as required.
- (5) Report every job-related accident to their supervisors that results in, or has

the potential to cause injury, illness, or property damage; and report personal conditions (physical or mental) that adversely affect their ability to perform in a safe and healthful manner on the job.

J. Employee Representatives participate in formal annual inspection of establishments; identification of unsafe or unhealthful conditions; and review of proposed safety and health work rules and regulations.

K. Safety and Health Committees.

(1) Review the Program and advise the head of their organizational unit of possible ways to improve the Program.

(2) Provide a channel of communication between employees and management to assist management in providing a safe and healthful workplace.

L. Designated Agency Safety and Health Official (DASHO) Council.

(1) Advises and assists the Departmental DASHO in providing management direction and support in the development of policies and procedures for the Program. Provides leadership through demonstrated commitments to the integration of safety and health into all DOI operations.

(2) Determines actions needed and advocates for resources to achieve the Program Strategic Plan goals.

(3) Provides direction to and approves actions by the DOI Safety and Occupational Health Council.

M. Department of the Interior Safety and Occupational Health Council.

(1) Provides bureau and office technical input to OSH on Program efforts.

(2) Serves as an advisory body on Program matters to the DASHO Council.  
(485 DM 9)

(3) Provides a focal point for coordinating Program activities across the bureaus and offices.

(4) Provides a forum for the exchange of Program information between OSH and bureau and office safety and health managers.

N. Safety and Health Working Groups. Recommend policy to OSH based on subject matter expertise. (485 DM 9)

11/10/15 #4034

Replaces 03/12/99 #3232