

Department of the Interior

Departmental Manual

Effective Date: 3/12/99

Series: Safety Management

Part 485: Safety and Occupational Health Program

Chapter 28: Collateral Duty Safety and Occupational Health Officer Program

Originating Office: Office of Managing Risk and Public Safety

485 DM 28

28.1 Purpose. To specify the minimum Safety and Occupational Health Program (Program) requirements for establishing and maintaining appropriate levels of Collateral Duty Safety and Occupational Health Officer (CDSHO) resources.

28.2 References.

- A. 29 CFR 1960.25, Qualifications of Safety and Health Inspectors and Agency Inspections.
- B. 29 CFR 1960.58, Training of Collateral Duty Safety and Health Personnel and Committee Members.
- C. 485 DM, Chapter 1.
- D. 485 DM, Chapter 11.
- E. 485 DM, Chapter 13.

28.3 Requirements.

- A. Bureaus will establish and maintain a staff of safety and occupational health professionals, both on a full-time and collateral-duty basis, at appropriate levels, to advise management in the development and implementation of an effective safety and occupational health program.
- B. Each bureau will develop and maintain a written CDSHO program sufficient to satisfy the requirements and intent of applicable Occupational Safety and Health Administration (OSHA) and Departmental requirements as identified in 28.2.
- C. CDSHOs will devote a minimum of 10 percent of duty time to Safety and Occupational Health Program responsibilities. However, if local safety and health program needs require additional time to achieve Program compliance, managers must ensure that CDSHOs are authorized necessary duty time for that purpose.
- D. Qualifications.
 - (1) The CDSHO will be adequately equipped and competent to recognize and evaluate hazards of the working environment and to suggest general abatement procedures.

Competent, in this case, is defined as possessing the skills, knowledge, experience, and judgement to perform assigned tasks or activities satisfactorily, as determined by the organization. Experience and/or up-to-date training in occupational safety and health hazard recognition and evaluation should be considered in meeting this requirement.

(2) Training.

(a) Within six months of appointment, the CDSHO will be provided training that includes: The Departmental and bureau safety and health program; section 19 of the OSHA Act; Executive Order 12196; 29 CFR 1960; procedures for reporting, evaluation and abatement of hazards; procedures for reporting and investigating allegations of reprisal; the recognition of hazardous conditions and environments; identification and use of occupational safety and health standards; and other appropriate rules and regulations.

(b) CDSHOs will also be trained, through courses in the basic elements of organizing, planning, and managing an effective safety and health program. An exception is when the CDSHO has had the required training/experience within the previous three years.

(c) See Appendix 1 for recommended training sources appropriate for obtaining CDSHO certification qualifications.

E. CDSHO Certification. Bureaus should establish CDSHO Certification Programs. Certification nominations may be initiated at the supervisory level and approved by a designated bureau safety and health professional. Nominations should provide adequate CDSHO qualification and training justification as specified in 28.3A and B.

F. Position Description. CDSHO position descriptions will appropriately describe assigned duties. A list of suggested CDSHO position description elements is provided as Appendix 2 of this Chapter.

G. Equipment and Resources. CDSHOs will be provided with adequate and appropriate equipment and resources to perform their assigned duties. Minimum equipment availability for the CDSHO to perform his/her duties will vary depending on location. A list of suggested CDSHO Library/Reference Materials is provided as Appendix 3 of the Chapter.

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APPENDIX 1

**COLLATERAL DUTY SAFETY AND OCCUPATIONAL HEALTH OFFICER (CDSHO)
TRAINING SOURCES**

Recommended sources appropriate for CDSHO training and certification include, but are not limited, to the following:

Department of the Interior - Safety and Health Training
Exportable Collateral Duty Safety Officer Course
(CD-ROM-based)
Departmental Self Study Programs, as available
Annual Departmental Safety and Occupational Health Seminar

Watercraft Operator (and Instructor) Certification

OSHA Training Institute and other OSHA approved training available through designated universities and community colleges. See current catalog and training announcements made available from the OSHA Training Institute and local sources. The Collateral Duty Course for Other Federal Agencies (Course #600) is recommended.

Other government sources also provide excellent training opportunities such as those offered by the Office of Personnel Management, and courses offered by Departmental bureaus that have been developed for specific needs such as firefighting, electrofishing, blasting, heavy equipment operator training, firearms, and remote location survival.

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COLLATERAL DUTY SAFETY AND OCCUPATIONAL HEALTH OFFICER (CDSHO) SUGGESTED POSITION DESCRIPTION ELEMENTS

2.1 Purpose. To provide supervisors with a listing of common CDSHO responsibilities that would be appropriate for consideration and use as position description elements.

2.2 Suggested Collateral Duty Descriptions. Where appropriate, references to source standards or Departmental policy have been included:

Advises management in the development and implementation of an effective safety and health program. (See Chapter 1.)

Is familiar with and maintains a basic knowledge of OSHA, Departmental and bureau safety and health standards, regulations and policies.

Applies the necessary skills to implement the basic elements of organizing, planning and managing an effective safety and health program at the local level. (See Chapter 11.)

Conducts formal and routine, or recurring, inspections as required under OSHA regulations and Department of the Interior policy and/or special initiatives. (29 CFR 1960.25.)

Initiates appropriate actions to correct deficiencies, based on inspection findings. (See Chapter 6.)

Assists the supervisor in assuring that all accidents/ incidents are investigated and reported in accordance with Departmental policy. (See Chapter 7.) Initiates appropriate corrective actions within limits of responsibility and authority.

Assists with the development and maintenance of work unit safety plans as required and appropriate at the local level.

May serve as a member and/or advisor to the work unit safety committee.

May serve as a member and/or advisor to Departmental, bureau, regional, or local safety and

health working groups.

Conducts and/or coordinates safety and health training for work unit employees.

Attends safety and health management and technical training as necessary to remain proficient in assigned CDSHO responsibilities, including bureau CDSHO certification/registration.

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APPENDIX 3

**COLLATERAL DUTY SAFETY AND OCCUPATIONAL HEALTH OFFICER (CDSHO)
SUGGESTED CDSHO LIBRARY/REFERENCE MATERIALS**

3.1 Purpose. To provide a listing of library and reference materials that are considered to be the minimum references necessary to effectively accomplish safety and health responsibilities assigned to a Departmental CDSHO. A listing of other recommended references is also provided.

3.2 Minimum Library.

485 DM Safety and Occupational Health Program

Bureau Safety and Health Manual/Handbook

Regional/State/Area/Divisional Safety and Health Policy (as applicable)

OSHA Regulations

29 CFR 1910, General Industry

29 CFR 1926, Construction

29 CFR 1960, Basic Program Elements for Federal
Occupational Safety and Health Programs

Executive Order 12196 of February 26, 1980, Occupational Safety and Health Program for
Federal Employees

National Fire Protection Association 101- Life Safety Code

Department of the Interior Occupational Safety and Health Professional Listing, Current Year

3.3 Other Recommended References.

Occupational Safety and Health Act of 1970

Accident Prevention Manual, National Safety Council

Fundamentals of Industrial Hygiene, National Safety Council

Supervisors Safety Manual, National Safety Council

Safety and Health Magazine, National Safety Council

Best's Safety Directory, A.M. Best Company

Keller's Official OSHA Safety Handbook

American National Standards Institute (ANSI) Standards - As appropriate for local operations

National Fire Protection Association Codes - As appropriate for local operations

Areas of special emphasis (options) for local operations such as:

Laboratory Safety, Prudent Practices for Handling Hazardous Chemicals in the Laboratory,
National Academy Press

3/12/99 #3258

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