

Department of the Interior Departmental Manual

Effective Date: June 22, 2011

Series: Safety Management

Part 485: Safety and Occupational Health Program

Chapter 5: Program Evaluations

Originating Office: Office of Occupational Safety and Health

485 DM 5

5.1 Purpose. This chapter specifies the minimum requirement for the conduct of safety and occupational health program (Program) evaluations by the Department of the Interior's (Department) bureaus and offices. The Department is required by 29 CFR 1960.78 to develop and implement a program for evaluating the effectiveness of its bureau and office Programs. The Departmental Designated Agency Safety and Health Official (DASHO), through the bureau or office DASHOs, will conduct evaluations that include assessments of the extent to which the program conforms to the requirements of Executive Order 12196, 29 CFR Part 1960, industry practice, and this chapter.

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

5.3 Authorities.

A. Public Law 91-596, "Occupational Safety and Health Act of 1970," (The Act) Section 19.

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

C. Title 29, Code of Federal Regulations (CFR) Part 1960, Subpart J, Evaluation of Federal Occupational Safety and Health Programs.

5.4 Reference. American National Standards Institute/American Industrial Hygiene Association; Z10; Occupational Health and Safety Management Systems.

5.5 Responsibilities.

A. Departmental Designated Agency Safety and Health Official (DASHO) is responsible for:

(1) Ensuring satisfactory completion of the safety and health program evaluation on a three year basis;

06/22/2011 #3896

Replaces 03/12/99 #3235

(2) Providing the staff support and resources necessary for the successful completion of the evaluation process.

B. Director, Office of Occupational Safety and Health (OSH), is responsible for:

(1) Providing leadership to develop a standardized evaluation of bureau and office occupational health and safety programs;

(2) Collaborating with bureaus and offices to develop standardized evaluation program and field tools;

(3) Working with bureaus and offices to set standards for bureau and office evaluations;

(4) Providing the results of reviews to bureau and office senior leadership;

(5) Coordinating the report writing with the bureaus and offices; and

(6) Testing and auditing bureau progress.

C. Heads of Bureaus are responsible for:

(1) Providing bureau and regional safety and health program oversight of all organizations within their respective geographical boundaries to ensure that an effective safety and health program is in place for the identification, evaluation, and control of occupational safety and health hazards.

(2) Periodically evaluating the safety and health program implementation in regions and other subordinate offices.

(3) Providing staff assistance to the evaluation program effort coordinated by the OSH.

(4) Timely providing information requested by evaluation teams.

D. Heads of Offices are responsible for:

(1) Providing safety and health program oversight of all organizations within their Office to ensure that an effective safety and health program is in place for the identification, evaluation, and control of occupational safety and health hazards.

(2) Providing guidance and assistance to line managers and supervisors for compliance with safety and health program implementation requirements;

(3) Providing staff assistance to the evaluation program effort coordinated by the OSH; and

(4) Timely providing information requested by evaluation teams.

5.6 Requirements.

A. The OSH will coordinate, with assistance from the bureaus and offices, program evaluations of the bureau and office safety and health programs. These evaluations will be focused at the headquarters level, and as necessary and appropriate, at field locations agreed upon by the bureau or office and concurred with by OSH. The evaluation cycle will be three (3) years.

B. Each bureau or office will also conduct internal Program evaluations of each of their regions at least once every three (3) years. To minimize disruption in field offices, these evaluations should be coordinated with the annual Occupational Safety and Health Administration (OSHA) mandated compliance inspections (485 DM 6) whenever possible.

C. Program evaluations conducted within the regions will include visits to field operations and activities, plus interviews and a closing conference with the regional and/or field level senior staff as applicable. During the closing conference, evaluation findings and recommendations will be presented.

D. The OSH will coordinate the conduct of evaluations with bureaus and offices following the Departmental *Safety and Occupational Health Program Evaluation Handbook*, which includes:

- (1) Pre-evaluation checklist.
- (2) Scheduling letter.
- (3) Advance information request.
- (4) In-brief.
- (5) Evaluation tool (checklist).
- (6) Interview guidelines.
- (7) Evaluation guidance.
 - Site selection criteria.
 - Training.
 - Reference manual.
- (8) Out-brief.

- (9) Report.
- (10) Close-out.
- (11) Customer service questionnaire.

E. The bureau/office evaluation report will be prepared and transmitted to the head of the evaluated bureau/office by the Director, OSH, through the DASHO. The report will identify program strengths and, where appropriate, identify Program weaknesses and provide suggestions for Program enhancements. The report should be disseminated by the bureau to all affected subunits.

F. An annual report must be submitted to the Assistant Secretary of Labor for OSHA, describing the overall effectiveness of the Department's Program. The annual report will reference evaluations conducted by OSH during the year as well as internal program evaluations conducted by the bureaus or offices. The bureau/office reports will be forwarded, along with other pertinent information, in a timely manner to the OSH to be collated into one report for OSHA.