

Department of the Interior

Departmental Manual

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Series: Safety Management

Part 485: Safety and Occupational Health Program

Chapter 9: Department Safety and Occupational Health Councils, Committees, and Working Groups

Originating Office: Office of Managing Risk and Public Safety

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9.1 Purpose. To specify the Program requirements for the structure and function of the Department of the Interior Designated Agency Safety and Health Official (DASHO) Council, the Department of the Interior Safety and Occupational Health Council, employee/management safety and health committees, and safety and health working groups.

9.2 Reference. 29 CFR Part 1960, Subpart F identifies requirements for certified committees and should be considered in establishing non-certified committees within the Department of the Interior.

9.3 Safety and Health Committees.

A. Each bureau should use committees at its headquarters and appropriate field locations to enhance safety and health in the workplace.

B. Where committees exist, they will serve as advisors to their respective management, and as such, will enhance communications between management and employees. Their scope of responsibility and involvement will be established in a functional statement, approved by their management.

C. Committee meeting minutes, the committee's recommendations, and management's responses will be in writing and retained for at least two years by the bureau.

D. Committee members should receive appropriate training within 6 months of their appointment to the committee. (See Chapter 13.)

9.4 DASHO Council.

A. The DASHO Council is comprised of the Departmental DASHO and bureau DASHOs. The DASHO Council provides executive level bureau and office involvement in the formulation of policy and the management of the Departmental Program.

B. The DASHO Council determines collective action to achieve the Departmental

Occupational Safety and Health Strategic Plan and, additionally, gives direction to and approves actions by the Department of the Interior Safety and Occupational Health Council.

C. The DASHO Council was formed by a Secretarial Charter which is included herein as Appendix 1. The Charter describes the **DASHO** Council purpose, authority, membership, functions, organization and structure.

9.5 Department of the Interior Safety and Occupational Health Council.

A. The Department of the Interior Safety and Occupational Health Council is comprised of bureau safety and health managers. This Council provides a focal point for coordinating safety and health program activities of the bureaus and serves as an advisory body on Program matters to the Departmental DASHO and the DASHO Council. It provides a forum for the exchange of safety and health program information between the Office of Managing Risk and Public Safety (**MRPS**) and bureau safety and health managers, as well as other Departmental officials.

B. The Department of the Interior Safety and Occupational Health Council is structured and operates in accordance with established Bylaws approved by the Department and maintained by the Council (included herein as Appendix 2.)

9.6 Safety and Health Working Groups.

A. Working groups will be composed of at least 3 bureau safety and health managers, or their designees, who have agreed to work together to develop Program element guidelines or other documentation, to conduct research on specific safety and health issues, or to perform other tasks on behalf of the Department.

B. When a working group completes a draft Program element guideline or other project, MRPS will distribute it to all bureau safety and health managers for review and comment. The comments will be summarized and returned to the working group for consideration and resolution. The draft document will then be circulated for final comment prior to being published.

485 DM 9 APPENDIX 1

U.S. DEPARTMENT OF THE INTERIOR DESIGNATED AGENCY SAFETY AND HEALTH OFFICIAL COUNCIL CHARTER

The Secretary, Department of the Interior, is required by Executive Order 12196 of February 26, 1980, in accordance with the Occupational Safety and Health Act of 1970 as amended in 29 U.S.C. 668, to furnish to employees safe and healthful places and conditions of employment. The Secretary is also required to operate an occupational safety and health program in accordance with the Order and to appoint a Designated Agency Safety and Health Official

(DASHO) who has sufficient authority to represent the Secretary and to be responsible for the management and administration of the Departmental Safety and Health Program. Further, the Occupational Safety and Health Administration (OSHA) 29 CFR 1960 regulations for federal agencies mandate that additional DASHOs be appointed at appropriate levels in the organization. Thus, the Department of the Interior has established bureau DASHO positions. Heretofore, the bureau DASHOs, in conjunction with the Departmental DASHO, have met as a Council in an ad hoc fashion to discuss appropriate activities, actions and initiatives to further the Departmental Safety and Health Program.

1. Purpose:

The purpose of the Designated Agency Safety and Health Official Council is to provide executive level bureau and office involvement in the formulation of policy and the management of the Departmental Safety and Health Program. The Council will determine collective action to achieve the Departmental Occupational Safety and Health Strategic Plan.

Additionally, the DASHO Council gives direction to and approves actions by the Department of the Interior Safety and Health Council which is comprised of bureau and office safety and health managers and which functions at the operational level.

2. Authority:

The Designated Agency Safety and Health Official Council is hereby established by authority of the Secretary of the Interior through this charter. The Council will function under the general guidance of the Assistant Secretary - Policy, Management, and Budget.

3. Membership:

Members will be the bureau Designated Agency Safety and Health Officials plus the Departmental Designated Agency Safety and Health Official. They will be able to speak for respective bureaus/agencies during meetings where commitments to recommendations are required. Council members will have appropriate Departmental, bureau or office authority to provide management oversight for Safety and Health Program activities, actions and initiatives commensurate with mission needs, funding capacity, and operational capability.

In addition to the Departmental DASHO, the Council will be comprised of bureau DASHOs from the following bureaus:

- A. Bureau of Indian Affairs
- B. Bureau of Land Management
- C. Bureau of Reclamation
- D. U.S. Fish and Wildlife Service
- E. U.S. Geological Survey
- F. Minerals Management Service

- G. National Park Service
- H. Office of Surface Mining Reclamation and Enforcement
- I. Office of the Secretary

The National Biological Service DASHO will be a member of the Council until September 30, 1996, at which time the Service will be absorbed into the U.S. Geological Survey. The Office of Aircraft Services and the Office of Managing Risk and Public Safety will each appoint individuals who will be advisory of Counsel members of the DASHO Council. Such members do not vote.

4. Functions:

The DASHO Council will discharge its direction and findings through both the Departmental Office of Managing Risk and Public Safety in the Office of the Secretary and internal bureau/agency line command. The responsibilities of the Council are to:

- A. Revise and maintain the Departmental Occupational Safety and Health Strategic Plan and approve Departmental implementing actions for the Plan.
- B. Provide direction to the Departmental Safety and Health Program.
- C. Make Departmental Safety and Health Program activity, action and initiative decisions based on Department of the Interior Safety and Health Council recommendations.
- D. Direct and advise the Office of Managing Risk and Public Safety and the Office of Budget regarding the expenditure of monies targeted as safety and health initiatives in the Office of the Secretary centralized capital working fund.
- E. Act collaboratively in performing functions as identified by OSHA regulations. OSHA requires that the Departmental DASHO and bureau DASHOs:
 - 1. Set up an occupational safety and health program;
 - 2. Provide sufficient budget and staff to implement the program;
 - 3. Establish a set of procedures that ensures effective program implementation;
 - 4. Set goals and objectives for reducing and eliminating accidents, injuries and illnesses;
 - 5. Establish plans and procedures for evaluating program effectiveness;
 - 6. Set priorities with respect to injury/illness causal factors so appropriate corrective actions can be taken.

5. Organization and Structure:

The Departmental and bureau DASHOs will establish a governing structure, rules and regular meeting schedule for the Council.

6. Meetings and Reports:

The Council will establish times and develop the reports necessary to conduct business and to evaluate the overall performance and achievement of Council decisions. The Council will meet no less than four times each year on a schedule determined by the Council.

7. Salary, Travel, and Incidental Costs:

Normal costs incurred by Council members and working groups/task forces will be borne by related bureaus and offices. Extraordinary expenses must be pre-approved and covered by a written agreement.

8. Effective Date:

This charter becomes effective when signed by the Secretary of the Interior and may be revised by Council majority vote with approval of the Secretary.

9. Approved

Date: July 9, 1996

Bruce Babbitt
Secretary of the Interior

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APPENDIX 2**

**ORGANIZATION AND BYLAWS OF THE DEPARTMENT OF THE INTERIOR
SAFETY AND OCCUPATIONAL HEALTH COUNCIL**

Article I. Name

The name of the organization will be the Department of the Interior Safety and Occupational Health Council.

Article 11. Purpose

The Council serves as an advisory body on Safety and Occupational Health Program matters to the Designated Agency Safety and Health Official (DASHO) for the Department of the Interior.

Article III. Authority

- Section 19 of the Occupational Safety and Health Act of 1970 (Public Law 91-596);
- Section 7902 of Title 5 of the United States Code;
- Executive Order 12196, Occupational Safety and Health Programs for Federal Employees;
- Title 29 Code of Federal Regulations Part 1960, Basic Program Elements for Federal Employee Occupational Safety and Health Programs; and
- Part 485 DM Safety and Occupational Health Program, (2.14 and 9.5).

Article IV. Organization of the Department of the Interior Safety and Occupational Health Council

Section 1. Elective Officers

The elective officers of the Department of the Interior Safety and Occupational Health Council will be a Chairperson, Vice Chairperson and Executive Secretary, each having full voting rights on all matters coming before the Council.

Section 2. Election and Terms

Officers will be elected at the last Department of the Interior Safety and Occupational Health Council meeting of each fiscal year and their terms of office will commence at the beginning of the first meeting of the fiscal year.

Section 3. Membership

The Department of the Interior Safety and Occupational Health Council will consist of:

- a. Bureau Safety Manager for each bureau
- b. Safety Manager for the Office of the Secretary and Other Departmental Offices
- c. Aviation Safety Manager - Office of Aircraft Services c l. Director, Office of Managing Risk and Public Safety

Section 4. Responsibilities

- a. The Chairperson will be responsible for:
 - (1) Establishing the agenda and order of business for each meeting, requesting and incorporating suggestions from the membership;
 - (2) Conducting all regular and special full Department of the Interior Safety and

Occupational Health Council meetings;

(3) Coordinating the efforts of individual members, committees and the Department of the Interior Safety and Occupational Health Council as a whole;

(4) Presenting the actions and recommendations of the Department of the Interior Safety and Occupational Health Council to the DASHO and insuring proper follow-up and feedback is provided.

b. The Vice Chairperson will be responsible for:

(1) Assuming the duties of the Chairperson during the absence of the Chairperson;

(2) Reviewing and becoming familiar with each agenda item prior to each meeting;

(3) Chairing a standing committee on Safety Awards.

c. The Executive Secretary will be responsible for:

(1) Publishing the schedule and programs for each meeting of the Department of the Interior Safety and Occupational Health Council;

(2) Distributing an agenda for each Department of the Interior Safety and Occupational Health Council meeting;

(3) Publishing the minutes for each meeting of the Department of the Interior Safety and Occupational Health Council.

d. Members will be responsible for:

(1) Attending and participating in regular and special Department of the Interior Safety and Occupational Health Council meetings;

(2) Contributing to the agenda of Department of the Interior Safety and Occupational Health Council meetings;

(3) Serving on committees of the Department of the Interior Safety and Occupational Health Council when required.

e. Ex-Officio Members:

(1) Office of Managing Risk and Public Safety, Safety and Occupational Health Team;

(2) Office of Environmental Policy and Compliance;

- (3) National Interagency Fire Center;
- (4) Office of Managing Risk and Public Safety, Law Enforcement and Security Team.

Section 5. Committees

a. Ad hoc committees may be formed by the Chairperson to:

- (1) Review and make recommendations concerning ongoing programs of the Department;
- (2) Develop and recommend proposals for new programs, initiatives, and action planning for Departmental consideration;
- (3) Consider and develop future objectives and plans for the Department at the request of the Director, Office of Managing Risk and Public Safety, or the Departmental DASHO.

b. Safety Awards Standing Committee

- (1) The committee chairperson shall appoint 2 other Department of the Interior Safety and Occupational Health Council members to serve a one-year term on the Safety Awards Committee.
- (2) The Committee shall review nominations from Department of the Interior Safety and Occupational Health Council members and make recommendations to the full Council for the following awards:
 - (a) The Award of Merit is given by the Department of the Interior Safety and Occupational Health Council when, in the opinion of the majority of its members, an individual, group, bureau, office or organizational unit has performed an outstanding service for or made a contribution of unusual value to the Departments Safety and Occupational Health Program. Nominations for the Award of Merit require the concurrence of the head of the nominating bureau or office.
 - (b) The Professional Service Award is given by the Department of the Interior Safety and Occupational Health Council, when in the opinion of the majority of its members, a safety and occupational health professional (series O 18, 019, 690, or 803) has contributed quality service to his/her bureau, office or the Department during his/her career.
- (3) All awards shall be in the form of a certificate, prepared by the Executive Secretary and signed by the current Department of the Interior Safety and Occupational Health Council chairperson and the Departmental DASHO.

Article V. Department of the Interior Safety and Occupational Health Council Meetings

Section 1. Regular Meetings

a. The Department of the Interior Safety and Occupational Health Council will meet quarterly according to a published schedule prepared by the chairperson, in consultation with the Departmental DASHO.

(1). The annual published schedule of meetings will include the date(s) and location for each meeting.

(2). Agenda topics will be submitted to the Executive Secretary in time for inclusion in the agenda published no later than two weeks before each meeting.

b. In addition to new topics, the meeting agenda will include unresolved old business and committee reports, if any.

(1). Draft minutes of each meeting and Department of the Interior Safety and Occupational Health Council recommendations will be transmitted to members within two weeks after the meeting for corrections or comments. The Executive Secretary and the Chairperson will attempt to resolve any differences. The final minutes will be produced within 30 business days after the meeting is adjourned.

Section 2. Special Meetings

a. Special meetings of the Department of the Interior Safety and Occupational Health Council may be called by the Chairperson or will be called upon the written request of at least 6 members served upon the Executive Secretary. Such call will state the subject and the proposed time and location of the meeting.

b. The Executive Secretary will notify members of special meetings, by mail, telephone, or electronic means stating the time, place, and subject of the meeting. No special meeting will take place less than 10 days after notices have been mailed or less than 7 days after members have been notified, unless there is unanimous agreement to an earlier meeting date.

Section 3. Quorum

Seven members of the Department of the Interior Safety and Occupational Health Council will constitute a quorum. The act of a majority of the members present at a meeting at which a quorum is present will be the act of the Department of the Interior Safety and Occupational Health Council.

Section 4. Procedures

Roberts Rules of Order will be followed during all Department of the Interior Safety and Occupational Health Council meetings, except in the case of a tie vote for any motion. In the case of tie vote, the motion is defeated.

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Replaces 6/10/91 #485A-1