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## Environmental Management Consolidated Business Center (EMCBC)

### Subject: Federal Employee Occupational Safety and Health Program (FEOSH)

Program Description

APPROVED: (Signature on File)

EMCBC Director

ISSUED BY: Office of Technical Support and Asset Management

#### 1.0 PURPOSE

The purpose of this document is to describe the Federal Employee Occupational Safety and Health (FEOSH) Program as required by 29 CFR 1960, (Requirement 4.4) and DOE Order 440.1B for the Department of Energy (DOE) at the Environmental Management Consolidated Business Center (EMCBC) and for those sites that are serviced by the EMCBC (i.e. those sites with a Service Level Agreement). This document provides personnel with the information, and references to additional information, needed to understand how to provide and maintain a safe and healthy work environment.

#### 2.0 SCOPE

The Department believes that successful implementation of a FEOSH Program for its employees requires integration into other safety and health programs and all work processes by applying the Integrated Safety Management (ISM) core functions and guiding principles as described in DOE Policy 450.4A, Integrated Safety Management Policy:

##### A. Core Functions:

- Define the Scope of Work
- Analyze the Hazards
- Develop and Implement Hazard Controls
- Perform Work within Controls
- Provide Feedback and Continuous Improvement

##### B. Guiding Principles:

- Line Management Responsibility for Safety
- Clear Roles and Responsibilities
- Competence Commensurate with Responsibilities
- Balanced Priorities
- Identification of Safety Standards and Requirements
- Hazard Controls Tailored to Work Being Performed
- Operations Authorization

FEOSH Program requirements are established by statutes, regulations, and orders. Each Federal agency is required to develop and implement a safety and health program that is designed to protect its federal employees from workplace hazards, illnesses, and injuries.

Within the EMCBC and EMCBC serviced sites; line management is responsible and accountable for the safety and health of their employees. As such, each departmental element is required to implement this FEOSH Program for their employees.

Employees are also responsible to follow site specific safety requirements when performing work at sites across the DOE complex.

### 3.0 APPLICABILITY

The policies and guidelines contained within this document apply to all EMCBC federal personnel. This document may also be utilized by federal personnel at EMCBC serviced sites.

- This document is not intended to pertain to subcontractor personnel working at the various DOE sites. Their Worker Safety and Health Plans are to be developed in accordance with 10 CFR 851 and all other pertinent requirements. However, some support services e.g. clerical support or consultants performing administrative work, may be able to utilize this FEOSH plan to comply with 10 CFR 851.

Line managers must ensure:

- 1) That their employees become familiar with this document and abide by its policies; and
- 2) That contractors located in their space and occasional visitors are afforded safe and healthy working conditions.

### 4.0 REQUIREMENTS

#### 4.1 Requirements

- 4.1.1 29 CFR 1910, Occupational Safety and Health Standards
- 4.1.2 Section 19 of the *Occupational Safety and Health Act of 1970*, Public Law 91-596, 91<sup>st</sup> Congress, S. 2193, December 29, 1970
- 4.1.3 Executive Order 12196, *Occupational Safety and Health Programs for Federal Employees*
- 4.1.4 29 CFR 1960, *Basic Program Elements for Federal Employee Occupational Safety and Health Programs*
- 4.1.5 Title 10 CFR Part 835, *Occupational Radiation Protection*
- 4.1.6 Title 10 CFR Part 850, *Chronic Beryllium Disease Prevention Program*
- 4.1.7 Title 10 CFR 851, Worker Health and Safety
- 4.1.8 DOE Order 440.1B, *Worker Protection Program for DOE (including the National Nuclear Security Administration) Federal Employees*
- 4.1.9 DOE Order 231.1B, Environment, Safety and Health Reporting
- 4.1.10 DOE Order 243.1, Records Management Program
- 4.1.11 DOE Order 442.1A, *Department of Energy Employee Concerns Program*
- 4.1.12 DOE Order 422.1, Conduct of Operations
- 4.1.13 DOE Policy 450.4A, *Integrated Safety Management Policy*

## 4.2 References

- 4.2.1 PD-311-05, Employee Concerns Program (EMCBC procedure)
- 4.2.2 IP-243-03, Identifying, Filing & Maintaining Records (EMCBC procedure)

## 5.0 DEFINITIONS

See 29 CFR 1960.2, for applicable definitions.

## 6.0 RESPONSIBILITIES

### 6.1 Line Management Responsibilities

Line management is responsible for the overall integrity and implementation of the FEOSH Program for EMCBC (and other applicable) employees. In order to implement an effective program, line management will support and initiate awareness activities; workplace inspections; investigation of safety and health concerns; hazard communication, abatement, and control; employee training; and other safety- and health-related initiatives. Line managers and supervisors are responsible for the safety and health practices of their employees in their respective work areas and when performing work activities when away from their assigned office. Furthermore, supervisors have the authority to remove an employee from their work area or to implement a stop-work mandate if they perceive a real or potential threat to the worker's health or safety or that of others. All workers have stop work authority for reasons of imminent danger or if they perceive a real or potential risk of injury to either themselves or a co-worker.

Additionally, line managers shall, under the provisions 29 CFR 1960, post the responsibilities of its managers and employees, the rights of employees and their representatives, and the name of the Safety and Health Coordinator.

Line managers also have certain responsibilities related to recordkeeping practices. Line managers must report the work-related injuries/illnesses of their employees to the EMCBC Safety and Health Coordinator in order to: 1) ensure that recordkeeping procedures are implemented for their organizations; 2) ensure that records created from workplace inspections, hazard analyses and surveys, exposure monitoring, medical surveillance, worker process and procedure reviews, employee safety and health concerns, or other FEOSH-related activities are in accordance with DOE Order 440.1B, and maintained in accordance with DOE Order 243.1, *Records Management Program*, and DOE Order 422.1 – Conduct of Operations, for record keeping in operational facilities and Federal confidentiality requirements. For work-related injuries/illnesses, the employee's supervisor shall complete the *EMCBC Supervisor's Injury/Illness Report* (Attachment F) within 24 hours of the injury/illness and submit the report to the Office of Human Resources (Federal Employees' Compensation Act (FECA) Coordinator) and Office of Technical Support and Asset Management (Safety and Health Coordinator).

## 6.2 EMCBC Safety and Health Coordinator Responsibilities

The Safety and Health Coordinator, who resides in the Office of Technical Support and Asset Management, must perform his or her duties and responsibilities in accordance with the requirements in 29 CFR 1960,. To ensure that employees participate in FEOSH activities and are protected from unsafe and unhealthy working conditions, the Safety and Health Coordinator is responsible for the following aspects of the Program:

- Administer the FEOSH Program activity;
- Ensure that required EMCBC and EMCBC serviced sites workplace inspections are conducted;
- Target safety and health activities in high-risk or identified problem areas;
- Assist in the investigation of employee concerns and reports of unsafe/unhealthy working conditions;
- Ensure work related injuries/illnesses are reported in the Computerized Accident Incident Reporting System (CAIRS);
- Facilitate prompt abatement of occupational safety and health hazards, and monitors progress;
- Continuous monitoring/inspections to ensure a safe working environment are maintained;
- Encourage employee participation and involvement; and
- Provide regular feedback to management concerning occupational safety and health hazards.

## 6.3 Employee Rights and Responsibilities

All federal employees have rights as well as responsibilities in maintaining a safe and healthful workplace. Employees have the right to:

- Work in an environment that is safe and devoid of known occupational hazards and health risks;
- Know what identified occupational hazards exist, and the corrective actions taken to eliminate or reduce those risks;
- Be notified of any overexposures;
- Observe any monitoring of hazards;
- Accompany DOE Officials on workplace inspections;
- Receive results of any inspections or investigations;
- Report unsafe work conditions or practices to their supervisor, Safety and Health Coordinator, their Assistant Director, EMCBC Director, the Occupational Safety and Health Administration (OSHA), or any other appropriate authority, without fear of reprisal and receive timely notification when the issue is adequately resolved;
- All workers have the authority to stop work IMMEDIATELY without fear of reprisal, for reasons of imminent danger or if they perceive a real or potential risk of injury to either themselves or a co-worker; and
- Access to all applicable safety & health documents including DOE Safety & Health documents, standards, controls, and procedures applicable to the covered workplace.

Employee responsibilities go hand-in-hand with employee rights. Commensurate with the right to work in a safe and healthy environment is the responsibility to act in ways that promote safety. Specifically, employees shall:

- Comply with applicable OSHA laws, and DOE safety and health implementing policies and directives;
- When at other DOE facilities on official government travel, follow all site-specific policies and procedures (e.g., training requirements, use of personnel protective equipment, wearing dosimeters, etc.) that have been established by the respective DOE Site offices or their operating contractors;
- Know the location of, and the information contained on, the Material Safety Data Sheets for the chemicals contained in their work area while in Departmental-occupied space or on travel;
- Report recognized hazards to their immediate supervisor;
- Stop work immediately if they perceive a real or potential risk of injury to either themselves or a co-worker; and
- Report work-related injuries or illnesses to their supervisor and to the FECA Coordinator in the EMCBC Office of Human Resources.

## 7.0 GENERAL INFORMATION

### 7.1 Reporting Employee Concerns and Hazards

Identification and reporting of potentially unsafe or unhealthy working conditions is the responsibility of all federal employees. Conditions shall be reported to the applicable line manager, supervisor, or site contact. Conditions reported may include environmental, occupational safety or health related hazards or concerns, and facility related issues. Since many conditions can be eliminated as soon as they are identified, an effective channel of oral or written communication is imperative in the development of a sound FEOSH Program for federal employees. The EMCBC Employee Concerns Program, PD-311-05, provides details including responsibilities and procedures should initial actions taken to resolve an employee concern, are felt to be inadequate by the employee.

## 8.0 PLAN

### 8.1 Management Commitment and Employee Involvement

EMCBC and Site Management are committed to implementing the ISM guiding principles. Management commitment is critical to the successful implementation of the FEOSH Program for federal employees. EMCBC and Site Management regard worker safety and health as a fundamental value to be pursued with as much vigor as other organizational goals.

Employee involvement also is critical to the successful implementation of the FEOSH Program for federal employees. Employee involvement provides the means through which workers develop and/or express their commitment to safe and healthful practices for themselves and for their fellow workers.

## 8.2 Analysis of Hazards in the Workplace

Analysis of hazards is an ISM core function. EMCBC Managers, Site Managers, and employees must analyze the hazards to employees at their normal work station and while on official travel.

Hazard analysis is a comprehensive process for identifying existing and potential workplace conditions that have the capability of causing employee injury or illness. The process helps to foster continuous improvement in safety and health, to ensure compliance with DOE and other federal safety and health requirements, and to establish a safe work environment. The following methods can be used to identify work-related hazards faced by employees in Department occupied space, at DOE sites, or while on official travel:

- Hazard analysis (e.g., job safety analysis and comprehensive safety and health surveys)
- Accident/incident investigations
- Routine self-assessment
- Inspections

Hazard analysis of a work activity can be conducted either informally or formally. Hazard identification is most effective when performed informally during the course of daily work activities by supervisory and non-supervisory employees and qualified safety and health professionals. Formal hazard analysis requires more planning and is accomplished by trained safety specialists experienced in recognizing hazards in specific work areas and activities. A formal hazard analysis usually includes job safety analysis, process hazard analysis, comprehensive safety and health surveys, and investigations arising from employee concerns. Attachment E, *EMCBC Job Hazard Analysis*, is an example of the documentation and process for job hazard analysis. The primary goal for identifying hazards in the workplace or activity is to determine why they exist so effective mitigating actions can be taken. Hazards identified for the EMCBC include general office hazards and vehicle operation hazards. EMCBC staff can assist serviced sites in the area of hazard analysis upon request.

Accident investigation is a systematic search to uncover facts and details of a loss-producing event and to determine what recommendations and corrective actions are needed in order to prevent a recurrence.

Self-assessment is a systematic process of evaluating the effectiveness of safety and health policies and programs as well as the systems that support them. The most basic form of self-assessment is conducting daily walk-through of the work space and regular review of work activities. Workers and supervisors can evaluate their own work areas and activities by periodically conducting informal safety inspections and reviews with the intent of identifying hazardous working conditions or activities. The ability to identify and correct noted deficiencies greatly enhances the benefit of performing a self-assessment.

Inspections of work areas help to improve employee safety and health. Types of inspections vary but usually fall into three main categories: periodic/annual, compliance-oriented, and employee concerns. In general, the objective of an inspection is to improve employee working conditions through systematic identification and subsequent abatement of hazards.

Periodic inspections help to provide a continuous assessment of the work areas whereas compliance-based inspections usually target high-risk problem areas. Inspections in response to reported employee concerns evaluate the alleged unsafe or unhealthy working conditions. Conditions prompting the employee concern must be inspected within 24 hours for imminent danger situations, within 3 days for potentially serious allegations, and within 20 days for all other conditions. The EMCBC Office of Technical Support and Asset Management will conduct periodic Safety Inspections using the *EMCBC Office Safety Inspection Checklist*, (Attachment D). Safety inspections and other assistance for other DOE sites are available upon request.

The work-related hazards faced by the majority of EMCBC employees fall into two main categories. The first category is hazards most commonly associated with an office environment. These include, but are not limited to, design of computer workstations, uneven walking surfaces, slips, trips, falls, vehicle safety, lifting, use of electrical equipment, and office clutter.

The second category is hazards associated with performing work at DOE facilities and traveling in and outside the United States. Unique hazards for employees traveling to or working at DOE facilities are the potential for exposure to radioactive materials or radiation generating devices, beryllium, construction related issues, and the operation of General Services Administration (GSA) vehicles.

Federal employees shall comply with the requirements of 10 CFR 835, *Occupational Radiation Protection*, when working at a radiologically contaminated site. Specifically, employees should consult (Attachment B), *Radiation Protection for EMCBC Federal Employees* and shall comply with the site specific Radiation Protection Program when visiting that site.

Employees must comply with the requirements of 10 CFR 850, *Chronic Beryllium Disease Prevention Program*, when working at facilities that present the potential for exposure to airborne beryllium particles. Specifically, employees must comply with the Department's *Chronic Beryllium Disease Prevention Program (CBDPP)* which is contained in (Attachment C), *Chronic Beryllium Disease Prevention Program for Federal Employees* and shall comply with the site specific *Chronic Beryllium Disease Prevention Program*.

Prior to departure, employees traveling outside the United States should consult with medical personnel (EMCBC personnel may use Federal Occupational Health (FOH) services only if approved by supervisor) regarding travel advisories, health precautions, and suggested immunizations to reduce the risk of travel-related illnesses or other health consequences of travel abroad.

### 8.3 Hazard Prevention and Control

Developing and implementing hazard controls is an ISM core function. Line managers and employees must prevent or control the real or potential hazards that are identified. Federal and DOE requirements for hazard mitigation are found in 29 CFR 1960.30, , 10 CFR 835, , 10 CFR 850, , and 10 CFR 851,

The safety and health of an employee should be considered during the earliest stages of facility design, work or activity planning, and travel. However, employees may face new and previously unpredicted hazards that must be corrected or abated as they arise. For hazards newly identified in the workplace or during a work activity, corrective actions must be prioritized according to worker risk. If a hazard cannot be corrected on the spot, then prompt interim protective measures must be taken prior to its final abatement. Hazardous conditions at the EMCBC or at a DOE site should be reported to your supervisor, the site manager, or the Office of Technical Support and Asset Management (for EMCBC office locations).

Hazard prevention and control can be accomplished via:

- Engineering controls
- Work practice controls
- Administrative controls
- Preventative maintenance
- Emergency preparedness
- Personal protective equipment (PPE)
- Occupational medical programs
- Training program

An important element of a hazard prevention and control program is employee safety and health awareness/training. Employees can obtain basic safety and health information about the office environment while reviewing the *FEOSH Orientation*, located on the Employee Self Service web site under the training tab. The Office of Technical Support and Asset Management can also provide additional information and guidance on these and other safety and health-related topics. If PPE is required, it can either be obtained through requests to your supervisor or through resources at various DOE sites. Consult your supervisor or site escort for further details of specific PPE requirements.

- Prior to travel, know the scope of work that is expected of you, and the need for training, monitoring, personal protective equipment, and medical clearance.
- If travel is outside the United States, contact your Physician (EMCBC personnel may use Federal Occupational Health (FOH) services only if approved by supervisor) about specific health precautions, travel advisories, and need for immunizations, that are recommended by the World Health Organization and the Centers for Disease Control.
- During DOE-related travel, if an employee has a medical/health examination in order to obtain a “clearance” to perform his or her assigned duties (e.g., respirator clearance); a copy of the examination/clearance form should be provided to the employee by the Physician.
- If an employee is the subject of exposure monitoring during DOE-related travel, the exposure monitoring data should be forwarded to the EMCBC Department of Human Resources for inclusion in the employee’s record.

At any time, if an employee becomes aware of a previously unidentified hazard or perceives a risk of potential injury or exposure to chemical, ergonomic, or physical (including radiological) hazards, the employee must notify their supervisor immediately. If the risk of bodily harm is great, the employee should stop work until a safety or health specialist can evaluate the offending hazard. If the hazard is facility-related, whether the building is Non-GSA- leased or GSA-leased, the procedures in Section 7.1, *Reporting Employee Concerns and Hazards*, should be followed.

#### 8.4 Safety and Health Training

Competence commensurate with responsibilities is an ISM guiding principle. All employees shall have the needed skills and training to perform their tasks in a safe and healthy manner. Beyond a generalized safety and health orientation, all other training should focus on helping employees meet their environment, safety, and health performance requirements, satisfy DOE and other regulatory requirements, and allow for future professional growth.

Safety and health training can be delivered through a variety of methods. Examples are:

- Orientation sessions that provide a general awareness of a specific topic;
- Formal classroom style including courses, seminars, conferences, and expositions devoted to a more in-depth training in a specific topic; and
- Approved on-the-job training for skill-related activities where hands-on operations are performed.

If training has been successful, employees will display their acquired safety and health knowledge through:

- Exhibiting a thorough knowledge of their rights, roles, and responsibilities;
- Reporting worksite incidents and accidents;
- Identifying and reporting real or potential worksite and work activity hazards; and
- Using appropriate safeguards in the performance of their assigned duties.

Employees should consult with their training coordinators on the availability of other in-house or contractor-sponsored safety and health training. Also, DOE Program Office and field safety and health managers may be contacted regarding training that is specific to hazards that may be encountered while visiting a DOE facility. Federal employees should have an initial training session in the basic elements of 29 CFR 1960, including hazard recognition and awareness involving typical safety and health subjects encountered in their occupied work areas and DOE sites when visiting on official business. Also, training should be provided to newly hired employees, and to those employees that are reassigned to another position within the organization involves more hazardous working conditions.

Employees can obtain the required FEOSH training on the Employee Self Service (ESS) web site under the training tab. Employees will take a comprehensive orientation training initially and then a less detailed refresher training annually. In addition to the online web training, EMCBC employees will receive periodic safety briefings at the All-Hands meetings.

Employees visiting other DOE locations are responsible for coordinating site specific training required for the visit.

Employees should consult their immediate supervisor if at anytime they do not have the skills or knowledge to perform an assigned task in a safe or healthful manner.

## 8.5 Occupational Medical

The EMCBC Occupational Medical program is supported by the Federal Occupational Health (FOH) program which is a component of the U.S Public Health Service. This FOH agreement provides the EMCBC and Service Level Agreement sites with an Employee Assistance Program (EAP) which is designed to assist work organizations address productivity issues by providing both prevention and intervention for employee problems, thus improving employee health, as well as workplace performance. The FOH also supports the EMCBC, on an as needed basis, for medical consultation, employability, and fitness for duty exams.

At the EMCBC emergency medical care is provided by the local Emergency Medical Service (EMS) which is notified by dialing "911". For smaller injuries first aid kits are provided on each floor. Service Level Agreement sites may require a more comprehensive Occupational Medical program depending upon work performed at those sites. The Occupational Medical program may need to include a more extensive medical or exposure monitoring programs depending upon the hazards of the workplace.

Employees who perform work at a Service Level Agreement site requiring a more extensive medical or exposure monitoring program will participate in that sites provided monitoring program if required.

Any medical records will be maintained by the EMCBC Office of Human Resources per IP-243-03, Identifying, Filing, & Maintaining Records.

## 8.6 Reporting Injuries

DOE Elements, under DOE Order 231.1B, must record and report occupational injury, illness, and property data. Federal agencies are also required to analyze their injury and illness data to identify and correct safety and health problem areas by developing and initiating an effective safety and health program. This is done by the EMCBC Safety and Health Coordinator through the Computerized Accident Incident Reporting System (CAIRS). As stated in Section 6.0, it is each employee's responsibility to report work related injuries/illnesses to their supervisor and FECA Coordinator. It is the supervisor's responsibility to report those injuries/illnesses to the EMCBC Safety and Health Coordinator.

CAIRS is a database used to collect and analyze DOE and DOE contractor reports of injuries, illnesses, and other accidents that occur during DOE operations in accordance with DOE Order 231.1A.

The current reporting criteria for CAIRS injury/illness cases are contained in DOE Order 231.1B. DOE Order 231.1B requires that all new injury/illness reports be submitted

twice each month on or before the 15th and the last workday of the month. However, new or revised accident reports may be submitted at any time, and some organizations do submit this information more frequently. Work hours and revisions are required quarterly.

Trends should be sought and cross-checked with other data sources before targeting inspections to better evaluate OSH performance in those problem areas.

## 8.7 Program Evaluation

Title 29 CFR 1960.79, requires that FEOSH Program self-evaluations be developed and implemented. The Office of Technical Support and Asset Management must conduct an annual programmatic review using the FEOSH Program Self-Assessment and Program Evaluation documents.

## 9.0 RECORDS MAINTENANCE

9.1 Records generated as a result of implementing this document are identified as follows, and are maintained by the Office of Technical Support and Asset Management.

9.1.1 ADM 01-31 - Personal Injury Files – Accident/Injury Investigation Files

9.1.2 ADM 18-11.1-D - Occurrence Reporting Records – Safety Inspections

9.1.3 ADM 18-11.1-C - Occurrence Reporting Records – Computerized Accident Incident Reporting System (CAIRS)

9.1.4 ENV 01-B-05B - Safety and Health Records – Federal Employee Occupational Safety and Health (FEOSH) Program Records

## 10.0 FORMS USED

10.1 EMCBC Office Safety Inspection Checklist, Form PD-440-04-F1

10.2 EMCBC Job Hazard Analysis, Form PD-440-04-F2

10.3 EMCBC Supervisor’s Injury/Illness Report, Form PD-440-04-F3

## 11.0 ATTACHMENTS

11.1 Attachment A, Common Workplace Hazards

11.2 Attachment B, Radiation Protection for EMCBC Federal Employees

11.3 Attachment C, Chronic Beryllium Disease Prevention Program (CBDPP), for EMCBC Federal Employees

11.4 Attachment D, EMCBC Office Safety Inspection Checklist, Form PD-440-04-F1

11.5 Attachment E, EMCBC Job Hazard Analysis, Form PD-440-04-F2

11.6 Attachment F, EMCBC Supervisor's Injury/Illness Report, Form PD-440-04-F3

## **Common Workplace Hazards**

As the majority of EMCBC employees work in an office environment, the following is a listing of the most commonly occurring hazards found in this setting. The intent of listing the most common workplace hazards is to raise awareness and to ultimately provide employees protection against injury. Remember that the listing is not designed to be all-inclusive.

When visiting the Department of Energy (DOE) and DOE contractor facilities, employees must abide by site-specific safety and health programs. While on travel, if an employee has questions about worksite hazards, personal protective equipment, or safety and health protocols, contact the site safety and/or health personnel for guidance.

EMCBC employees should contact their supervisor or the Office of Technical Support and Asset Management should they need further direction or consultation concerning these or other work-related hazards.

### **A. Electrical Hazards**

Most offices contain a considerable amount of electrical equipment such as computers and small appliances like coffee makers, toasters, heaters, and fans. Caution should be used in setting up electrical equipment so as to prevent circuit overload and tripping hazards. Never daisy chain electrical/extension cords. Organize the office space so that cords are not crossing aisles or walkways. Before setting up electrical equipment, always inspect the integrity of the cord and appliance itself. If an electrical appliance appears faulty, stop using it immediately, unplug it and remove it from service, tag it as "non-operational," and report it to your supervisor. Always use an electrical appliance for its intended purpose only. All electrical equipment should have an accredited laboratory mark indicating that it meets or exceeds the necessary personnel protection levels required. UL (Underwriters Laboratories) is the accepted standard in the U.S.

### **B. Fire Safety**

Every employee is responsible for promoting fire safety. Reporting real or potential fire hazards and ensuring those hazards are corrected are necessary actions that help to eliminate the risk of a fire. If a perceived fire hazard cannot be corrected on-the-spot, report it to your supervisor and facility management immediately. Keep all work areas, exits (internal and external), and hallways free of clutter. Know the correct evacuation route from your work area. Contact Office of Technical Support and Asset Management for any question concerning the EMCBC Occupant Emergency Plan, IP-472-01.

### **C. Ergonomics**

Computer workstation and other office equipment should be configured to the comfort of the user. Position computer monitors so the top of the screen is at or below eye level. Chairs should be adjustable and provide support to the lower back and upper extremities. When seated, feet should either rest on the floor or on a footrest. If in doubt of the correctness of

your computer workstation design or if you are experiencing ill-health effects possibly because of it, report it to your supervisor and contact the Office of Technical Support and Asset Management to schedule an ergonomics evaluation.

#### **D. Blood borne Pathogens**

In the event of an accident, employees may need to administer first aid to a co-worker, thereby putting themselves at risk of exposure to blood or other body fluids. If providing first aid where blood or body fluids are present, employees should wear gloves or use a barrier (absorbent cloths topped with a plastic liner) to help reduce their risk of exposure. Washing hands vigorously with soap and water immediately following an exposure will also help to eliminate possible health risks. Employees need to report any such exposure to their supervisor and consult with the Federal Employee Health Unit as soon as possible.

#### **E. Violence in the Workplace**

Workplace violence or other type of unprofessional physical or verbal conduct will not be tolerated within the Department. This type of behavior may result in disciplinary action, including termination of employment. As with any other type of workplace hazard, EMCBC employees are responsible for reporting incidents of this nature to their supervisor. The occurrence of employee violence should also be reported to the Offices of Logistics Management, Human Resources, and the Employee Concerns Program Manager. At any time, if the threat of bodily harm is apparent, EMCBC employees should immediately call building security or “911” to report the incident to local law enforcement authorities.

#### **F. Vehicle Safety**

General Services Administration (GSA) vehicles used by DOE EMCBC federal employees, Serviced Sites federal employees and EMCBC support service contractors are to be operated in accordance of EMCBC Government Motor Vehicle Policy, PS-550-01. EMCBC requires operators of government motorized vehicles to have a valid driver’s license issued by the state jurisdiction of which the operator is a resident. As a GSA vehicle operator, it is up to the operator to drive safely and sensibly to avoid incidents. On average 115 people die every day in car accidents in the United States. It is the intention of the EMCBC Government Motor Vehicle Policy and this FEOSH Program to reduce overall accidents by targeting specific areas of risk and to establish a clear message that will assist in building an overall safety awareness of vehicle operations.

#### **G. Housekeeping**

Clean, uncluttered, and organized work areas help minimize office-related accidents and employee injuries. Proper storage of paperwork, work materials, and equipment will also help the overall professional appearance of the work area. Discarding or archiving no longer needed documents/articles, regular cleaning and vacuuming, and avoiding fluid spills on carpeting and upholstered surfaces will support good indoor air quality and the overall safety and health of the work environment.

## **Radiation Protection for EMCBC Federal Employees**

Because radioactive materials or radiation generating devices can be found at most Department of Energy (DOE) sites, a Federal employee visiting a DOE site, in many cases, may have to prepare for possible exposure to radiation or radioactive material. Under the system of radiation protection established by title 10 Code of Federal Regulation, part 835 (10 CFR 835), a site performing an activity that could result in exposure of an individual or individuals to ionizing radiation is responsible for establishing a program to protecting that individual from the effects of ionizing radiation. While the site is responsible for protecting all visitors to the site, it is prudent for EMCBC employees visiting the site to determine if there are any actions that should be taken in advance to meet site radiation protection requirements. In this way, time can be devoted most effectively to meeting the objectives of the visit. The following sections address aspects of radiation protection that should be considered before visiting a DOE site.

### **A. Training**

Training is required for unescorted access in the Controlled and Radiological areas of DOE sites. Thus, a site visitor needs to determine what areas of a site will be entered during the visit, and make arrangements for obtaining either training appropriate to the radiological hazard in those areas or a qualified escort. Training that is specific to a DOE site must be obtained at that DOE site.

### **B. Radiation Dose Monitoring**

Depending upon which area of a site is to be visited, personnel visiting a site may either be monitored for internal or external exposure to radiation. In most cases the visitor does not have to take any actions before the visit to be monitored for internal or external exposure to radiation. However, some sites may require a whole body count (a determination of internal radiation exposure by using detectors on the outside of the body) before permitting a person to enter an area where internal radiation exposure monitoring is required. Sites may also require a baseline urinalysis prior to entering their site. The whole body count should be arranged before the visit. In addition, it is a good practice for site visitors to know their current radiation dose for the year, particularly if they have received more than 50 millirem (mrem) during the current year or if they are going to receive any significant amount of radiation dose as a result of the site visit. Employees should notify their site contacts if being treated with any radio-pharmaceuticals.

### **C. Protective Equipment**

For entry into areas of the site controlled because of the presence of contamination and airborne radioactive material, personal protective equipment such as anti-contamination clothing (anti-Cs) is always required and respiratory protection may be required. Access to each of the radioactive controlled areas is defined in the radiation work permit (RWP) where radioactive areas and the appropriate personal protective equipment required are identified. At a minimum anyone entering a site will require a graded approach to 29 CFR 1910.120, which requires training in the use of protective devices. This training is typically included in the training needed to gain access to areas that are controlled because of the presence of contamination or airborne radioactive material and should be provided by the site visited. If respiratory protection is needed as part of the site visit, the visitor must meet site requirements concerning respirator training, respiratory

protection medical examination, and fit testing of the respirator. If the site agrees, the medical examination and training can be obtained before the visit. The fit test of the respirator must be performed on site and arrangements should be made before the visit to schedule a fit test upon arrival.

#### **D. Records**

As can be seen above, it is a good practice to maintain current records of radiation dose monitoring, medical exams related to respirator use, and radiological training if a Federal employee plans routinely to visit DOE sites where exposure to contamination and airborne radioactive material is possible. Medical and training records are typically maintained at the DOE site where the employee is visiting or working. Radiation dose monitoring results should be part of the Federal employee's occupational medical file. If provisions do not exist to have these records automatically incorporated into a Federal employee's medical file, the employee should personally forward copies of the monitoring records to the EMCBC Office of Human Resource Management.

## **Chronic Beryllium Disease Prevention Program (CBDPP) for EMCBC Federal Employees**

Title 10 Code of Federal Regulations, part 850 (10 CFR 850), *Chronic Beryllium Disease Prevention Program*, published December 8, 1999, requires that responsible employers must implement a program to manage and control worker beryllium exposures in order to reduce the number of workers exposed and to ensure the early detection of chronic beryllium disease. EMCBC employees may conduct activities at the Department of Energy (DOE) facilities that present the potential for exposure to airborne beryllium particles. This appendix is the Department's CBDPP, as required by 10 CFR 850, for EMCBC federal employees who conduct activities at DOE facilities that present the potential for exposure to airborne beryllium particles.

### **A. General Requirements**

EMCBC managers and employees must comply with the Federal Employee Occupational Safety and Health (FEOSH) Program for EMCBC Employees (this document) while visiting DOE facilities that may pose a risk of exposure to airborne beryllium particles.

Affected Deputy Assistant Secretaries (DAS) must designate a CBDPP point-of-contact to assist managers and employees, as well as the DAS, in implementing the CBDPP for EMCBC employees in their organization, and keeping track of CBDPP documentation and records.

EMCBC managers must, in giving assignments to EMCBC employees, assure that the employees' exposures will be at or below the action level; that the number of employees exposed and potentially exposed is minimized; that the opportunity for exposure to these employees is minimized; and that these employees' disability and lost work time due to beryllium disease, sensitization, and associated medical care is minimized.

EMCBC managers must set goals for, and keep track of, these employees' exposures and potential exposures, and beryllium-related medical status, to further reduce exposures below the action level established by 10 CFR 850. By January 7, of each year, beginning with the year 2001, affected DASs must submit to the EH Assistant Secretary an analysis of their employees' exposures and potential exposures, and beryllium-related medical status, and a proposal for exposure reduction and minimization goals for the ensuing year.

### **B. Program at Facility to be Visited**

EMCBC employees must comply with the CBDPP of the facility to be visited. EMCBC managers must obtain and review with the employee the facility's CBDPP to ensure that the employee is, or will be, in compliance when the activity involving beryllium begins.

### **C. Specific Program Requirements**

Many of the specific program requirements of 10 CFR 850 does not apply to the Department as the responsible employer due to the type of job activities performed by EMCBC employees, e.g., oversight activities.

For example, the requirements to conduct a baseline beryllium inventory (10 CFR 850.20) and to establish regulated areas (10 CFR 850.26) do not apply to EMCBC because beryllium is not used in Headquarters offices.

EMCBC managers and employees complying with the specific requirements of a DOE-approved CBDPP plan of a facility being visited will be in compliance with the specific requirements of 10 CFR 850, Subpart C. These requirements include, but are not limited to sections 850.22 (permissible exposure limit), 850.23 (action level), 850.24 (exposure monitoring), 850.25 (exposure reduction and minimization), 850.26 (regulated areas), 850.27 (hygiene facilities), 850.28 (respiratory protection), 850.29 (protective clothing and equipment), 850.37 (training and counseling), and 850.38 (warning signs and labels).

All records generated as a result of the requirements of 10 CFR Part 850 will be maintained at the DOE site where the potential Beryllium exposure exists. Records will include the employee's medical surveillance records and associated training records.

## EMCBC OFFICE SAFETY INSPECTION CHECKLIST

Location:

Date:

HAZARD		YES	NO
<b>Indoor Air Quality</b>			
A-1	Are HVAC sensors free and clear of heat-producing devices?		
A-2	Are window convector/induction units free of furniture, paper or other obstructions?		
A-3	Are air diffusers clear and free of obstructions or employee modifications?		
<b>Electrical Safety</b>			
E-1	Are all appliances and equipment plugged directly into receptacles? (e.g., refrigerators, microwave ovens, coffee pots, network printers, etc.)		
E-2	Are power strips or surge protectors used only to connect low amperage office appliances and equipment such as desktop printer, computers, fax machines, phones, desk lamps, radios etc.?		
E-3	Are power strips or surge protectors plugged directly into wall outlets? (NOTE: Power strips plugged in series or into one another is prohibited.)		
E-4	Are flexible cords properly installed such that they are not run across aisles or passageways, under floor mats, through walls, or subject to be pinched by doors or furniture?		
E-5	Are flexible cords and cables free from frays, splices or taps, exposed wires, or deteriorated insulation?		
E-6	Is adequate number of outlets provided to avoid the use of multiple-plug adapters? (NOTE: Multiple-plug adapters are prohibited.)		
E-7	Are flexible cords and cables used appropriately and rated for the load? (NOTE: Multiple-plug adapters are prohibited.)		
E-8	Are Junction boxes, receptacles, and switches properly secured and provided with tight-fitting covers or plates; therefore, not exposing wires or conductors?		
E-9	Are plugs on equipment in good working condition with no bent or missing contacts or exposed wiring?		
<b>Fire Protection &amp; Life Safety</b>			
F-1	Are all exit doors and passage ways free of obstructions?		
F-2	Are exits marked with an exit signs and illuminated by a light source?		
F-3	Is the direction to exits, when not immediately apparent, marked with visible signs?		
F-4	Do exit doors open easily and immediately with a light source?		
F-5	Are doors, passageways or stairways, that are neither exits nor access to exits and which could be mistaken for exits, appropriately marked, "NOT AN EXIT," "STOREROOM," etc.?		
F-6	Are sprinkler heads kept clear of stored material? (NOTE: 18-inch minimum clearance required between sprinklers and the top of storage.)		
F-7	Are fire extinguishers mounted in readily accessible locations?		
F-8	Do fire extinguishers have a current service tag that shows they are serviced and maintained annually?		
F-9	Is emergency lighting in stairways, hallways and other work areas in operable condition?		
F-10	Are fire alarm pull boxes visible and unobstructed?		
F-11	Are office areas free of open flames and other sources of ignition, such as candles and incense burners?		
F-12	Have all employees been trained in the building Occupant Emergency Plan?		
F-13	Are Occupant Emergency Plan team members identified?		
F-14	Are primary and secondary means of egress identified?		
F-15	Is an assembly area identified?		
F-16	Is there a means to account for personnel?		
<b>Hazardous Substance</b>			
H-1	Are offices free of chemicals other than general office supplies?		





# EMCBC JOB HAZARD ANALYSIS - Task Specific

NEW

REVISED

<b>WORKPLACE TASK TO BE ANALYZED</b> EMCBC General Work Activities	<b>HAZARD TYPE*</b> Worksite Hazards	<b>DATE:</b> May 5, 2011
<b>DEPARTMENT</b> EMCBC	<b>HAZARD TYPE*</b> Strains, sprains, broken bones, slips, trips, falls, risk of electric shock, RMI	<b>WRITTEN BY:</b> 
<b>Job Classification</b> Information Technology (partial analysis given below)	<b>LOSS POTENTIAL RATING*</b> Low	<b>REVIEWED BY:</b> 
<b>REQUIRED EQUIPMENT AND/OR PERSONAL PROTECTIVE EQUIPMENT</b>		<b>MGMT APPROVAL:</b>

SEQUENCE OF TASK	POTENTIAL HAZARDS	ACTION OR PROCEDURE
Work at computer work station, desk phone	Strains, eye, neck, muscle, back problems, Repetitive Motion Injuries (RMI) from improper use or bad workstation ergonomics, work practices, work processes, inadequate ventilation, overload electrical circuits, fire	Proper lighting (18-46 foot candle power); 17"-20" from keys to eyes; eye to copy reading distance 12"-20"; use of copy holder, height of equipment; angle of user's upper arm and forearm is 90-110 deg.; seating and leg space; adjust computer screen or lights to avoid glare. Input device (mouse, trackball, etc.) placed next to keyboard. Take breaks and use office exercise techniques. Make sure ventilation systems are functioning properly. Perform periodic work area self-assessment (e.g., look for daisy chained extension cords or other safety hazards in the work area. Perform periodic self-assessment discomfort/comfort surveys.
Lifting, moving	Strain, sprains and broken bones	Use caution; use proper lifting technique (Avoid twisting while lifting, wide foot stance, item close to body, look up to begin lift and use your knees etc.); Don't lift more than comfort level. Get help or use lifting tools for items exceeding 50#; (Evaluate as needed). Use hand truck or similar for moving heavy/bulky boxes, equipment. Be aware of any protrusions and sharp objects and obstacles in travel path.
Using/installing electrical equipment	Risk of electrical shock	Use cord cover on all exposed cords. Don't use electrical devices with frayed or damaged cords. Make sure all electrical devices are properly grounded; Use GFCI where possible; Use good housekeeping/cleanup; Use equipment only according to manufacturer's requirements; Adhere to equipment-specific installation & maintenance procedures; Avoid energized electrical work when possible; Use sufficient lighting during work. All electrical equipment should have an accredited laboratory mark indicating that it meets or exceeds the necessary personnel protection levels required. UL (Underwriters Laboratories is the accepted standard in the US.)

## EMCBC Supervisor's Injury/Illness Report

**Attention:** this form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes

**Instructions:** This form must be completed and returned to Office of Human Resources and Office of Technical Support and Asset Management within 24 hours of the injury/illness. Every question of this form must be answered, if question does not apply insert N/A.

<b>(1) Employee Information</b>			<i>Please Print Clearly</i>
Last Name, First Name, M.I.	Status: Employee____ Working Student ____		
Supervisor's Name:	Supervisor's Phone:	Date supervisor was first made aware of injury/illness:	
<b>(2) Description of Incident</b>			
Date of injury/illness:	Time employee began Work:		
Time of Incident: _____ AM or PM		Was EMS notified? Yes___ No___	
<i>Where did injury/illness occur? (List specific location)</i>			
<i>What had the employee been doing just before the injury/illness resulted? (Be specific about equipment and activities, i.e. walking down steps, moving chairs, drinking coffee)</i>			
<i>What happened? (How did the injury/illness occur? i.e. ladder slipped and employee fell 6 feet, spilled hot coffee on arm)</i>			
<i>What object or substance directly harmed the employee? (i.e. floor, hot coffee)</i>			
Did individual receive supervised training for the type of work being performed? Yes___ No___	If yes, by whom and when?		

**OFFICIAL USE ONLY**

May be exempt from public release under the Freedom of Information Act (5 U.S.C. 552). Exemption number and category: 6- Personal Privacy. Department of Energy review required before public release.

Name \* \_\_\_\_\_ Date: \_\_\_\_\_ Guidance (if applicable): \_\_\_\_\_

\*The person completing this form should sign and date. This document becomes Official Use Only when completed.

How can this type of injury be avoided in the future?		
If there was a witness(es) to the incident, please list name(s) and telephone number(s).		
<b>(3) Description of Treatment</b>		
Was injured employee treated? Yes ___ No ___	Date treatment was received:	
Name of treating physician or other Health Care Professional:	Was employee treated in an emergency room? Yes ___ No ___	Was employee hospitalized overnight as an in-patient? Yes ___ No ___
Where was treatment given (at worksite or health care facility name and address) leave blank if unknown.		
Nature of injury (sprain, bruise, inhalation of chemicals, etc)	Specific part of body injured (i.e. left index finger, right knee)	
Is/was employee away from work as a result?  Yes ___ No ___	Last date worked: _____ Last day paid in full: _____ Date returned to work: _____ Number of days missed: _____	
<b>(4) Signatures</b>		
_____	_____	
Injured Persons Signature	Date	
_____	_____	
Supervisor's Signature	Date	

Questions about reporting a work-related injury or illness? Contact the Office of Human Resources.

**OFFICIAL USE ONLY**

**EMCBC RECORD OF REVISION**

**DOCUMENT - Federal Employee Occupational Safety and Health Program**

If there are changes to the controlled document, the revision number increases by one. Indicate changes by one of the following:

- I Placing a vertical black line in the margin adjacent to sentence or paragraph that was revised.
- I Placing the words GENERAL REVISION at the beginning of the text.

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<b>Rev. No.</b>	<b>Description of Changes</b>	<b>Revision on Pages</b>	<b>Date</b>
1	Initial Plan	All	11/15/11