

Management System: Safety and Health

Subject Area: Integrated Safety Management System (ISMS) Description

Plan: Federal Employee Occupational Safety and Health Program (FEOSH)

Issue Date: 01/14/16
Revision Number: 0

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1.0 Purpose/Introduction

The purpose of this document is to describe the Federal Employee Occupational Safety and Health (FEOSH) Plan as required by 29 CFR 1960, *Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters* and DOE Order 440.1B, *Worker Protection Program for DOE (Including the National Nuclear Security Administration) Federal Employees* as they apply to federal employees at the Environmental Management Consolidated Business Center (EMCBC). This document may also be used by those sites that are serviced by the EMCBC (i.e. Small Sites or 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 Policies

- Policy 450.4A, Integrated Safety Management Policy

3.0 Roles and Responsibilities

Line Management	<ul style="list-style-type: none">• Responsible for the overall integrity and implementation of the FEOSH Program• 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
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	<ul style="list-style-type: none"> • 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 • Post the responsibilities of managers and employees, the rights of employees and their representatives, and the name of the Safety and Health Coordinator per the provisions of 29 CFR 1960 • Report the work-related injuries/illnesses of their employees to the EMCBC Safety and Health Coordinator • Document work-related injuries/illnesses, using the EMCBC Supervisor’s Injury/Illness Report 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)
<p>EMCBC Safety and Health Coordinator</p>	<ul style="list-style-type: none"> • Administer the FEOSH Program activity • Ensure that required EMCBC workplace inspections are conducted • 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; • Provide regular feedback to management concerning occupational safety and health hazards.
<p>EMCBC Employees</p>	<ul style="list-style-type: none"> • Use 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 • Know what identified occupational hazards exist and the corrective actions taken to eliminate or reduce those risks; • Accompany DOE Officials on workplace inspections • Access applicable safety & health documents including DOE Safety & Health documents, standards, controls, and procedures applicable to the covered workplace • 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

	<p>Material Safety Data Sheets for the chemicals contained in their work area while in Departmental-occupied space or on travel</p> <ul style="list-style-type: none"> • 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; • Report work-related injuries or illnesses to their supervisor and to the FECA Coordinator in the EMCBC Office of Human Resources.
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4.0 Approach

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* and in the EMCBC Subject Area Description: *Integrated Safety Management System (ISMS) Description*.

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.

Key elements of the EMCBC FEOSH Program include:

- Reporting Employee Concerns and Hazards
- Management Commitment and Employee Involvement
- Hazards Analysis, Prevention, and Control
- Safety and Health Training
- Occupational Medical
- Reporting Injuries
- Program Evaluation

5.0 Requirements

- 29 CFR 1960, *Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters*
- DOE Order 440.1B, *Worker Protection Program for DOE (Including the National Nuclear Security Administration)*

6.0 Supporting Management Systems, Subject Areas, and Procedures

- Subject Area Description: *Integrated Safety Management System (ISMS) Description.*
- Job Hazard Analysis Procedure
- Reporting Injuries or Illnesses Procedure
- Assessment/Management Assessment and Oversight Procedure

7.0 Exhibits

- Office Safety Inspection Checklist- Sample under SAP-OTSAM-414C-01, Assessment/Management Assessment and Oversight
- Job Hazard Analysis Form, SAP-OTSAM-450-03-F1
- Supervisor's Injury/Illness Report Form, SAP-OTSAM-450-04-F1

8.0 Definitions - Check the definitions page on the Management System Description.

RECORD OF REVISION

DOCUMENT: Integrated Safety Management System (ISMS) Description

If there are changes to the controlled document before the two-year review cycle, the revision number stays the same; one of the following will indicate the change:

I Placing a vertical black line in the left margin adjacent to sentence or paragraph that was revised; or

I Placing the words GENERAL REVISION at the beginning of the text. This statement is used when entire sections of the document are revised.

If changes and updates occur at the two-year review cycle, the revision number increases by one.

Rev. No.	Description of Changes	Revision on Pages	Date
0	New Formatted Procedure	All	01/14/16