

U.S. Department of Energy
Washington, D.C.

ORDER

HQ 3790.2A

3-13-87

SUBJECT: HEADQUARTERS OCCUPATIONAL SAFETY AND HEALTH PROGRAM

1. PURPOSE. To implement the occupational safety and health program for Headquarters employees.
2. CANCELLATION. HQ 3790.2, HEADQUARTERS OCCUPATIONAL SAFETY PROGRAM, of 5-9-83.
3. REFERENCES.
 - a. DOE 1324.2, RECORDS DISPOSITION, of 5-28-80, which provides guidance on maintenance of exposure records.
 - b. DOE 3771.1, GRIEVANCE POLICY AND PROCEDURES, of 7-2-81, which provides general policy guidance and instructions and outlines responsibilities for establishing and administering the grievance system of the Department of Energy (DOE).
 - c. DOE 3790.1A, FEDERAL EMPLOYEES OCCUPATIONAL SAFETY AND HEALTH PROGRAM, of 10-22-84, which sets forth policy for the implementation and administration of the program.
 - d. DOE 5480.1B, ENVIRONMENTAL SAFETY AND HEALTH PROGRAM FOR DEPARTMENT OF ENERGY OPERATION, of 9-23-86, which establishes the environmental, safety, and health protection program for Departmental operations.
 - e. DOE 5480.4, ENVIRONMENTAL PROTECTION, SAFETY, AND HEALTH PROTECTION STANDARDS of 5-15-84, which identifies DOE statutory and mandatory standards.
 - f. DOE 5484.1, ENVIRONMENTAL PROTECTION, SAFETY, AND HEALTH PROTECTION INFORMATION REPORTING REQUIREMENTS, of 2-24-81, which establishes the requirements and procedures for the reporting of information having environmental protection, safety, or health protection significant for DOE operations.
 - g. Executive Order 12196, Occupational Safety and Health Programs for Federal Employees, of 2-27-80, which establishes policies and responsibilities within Federal Departments and Agencies for implementation of the Occupational Safety and Health Act of 1970, designated to protect employees of the Federal Government.

DISTRIBUTION:
All Headquarters Elements

INITIATED BY:
Office of Administrative Services

- h. Title 29 CFR Part 1910, Occupational Safety and Health Standards, of 7-1-85. which provides standards for industrial safety and health.
- i. Title 29 CFR Part 1960, Basic Program Elements for Federal Employee occupational Safety and Health Program and Related Matters, which establishes the requirements and minimum standards for Federal employee occupational safety and health programs.
- j. Title 20 CFR Part 10, Claims for Compensation Under the Federal Employees Compensation Act, as amended, which establishes the procedures to be followed by employees who suffer an occupational accident, injury, or disease.
- k. Title 5 CFR Part 293, Personnel Records; Office of Personnel Management, which provides-employees and their designated representatives a right of access to relevant exposure and medical records.

4. DEFINITIONS.

- a. Designated Headquarters Safety and Health Official (MA-2.1). The individual who is responsible-for assuring that a safety and health program exists at Headquarters.
- b. Headquarters Safety and Occupational Health Manager (MA-231). The individual who is responsible for the administration and management of the Headquarters safety and health program.
- c. Employee. Any person, full or part-time, employed by DOE or who is authorized to work for the Department by law, rule, or regulation. The term does not include contractor employees.
- d. Workplace Inspection. A comprehensive survey of all or part of a workplace in order to detect safety and health hazards. Inspections are normally performed during the regular work hours except in special circumstances. Inspections do not include routine, day-to-day visits by safety and health personnel.
- e. Inspection Team. A team of adequately trained employees, as described in 29 CFR Part 1960, consisting of the Occupational Safety and Health Manager, Collateral Duty Officers representing various Headquarters organizations, a union representative, and an industrial hygienist.
- f. Recordable Occupational Injuries or Illnesses. Every occupational fatality, nonfatal occupational illness, or nonfatal occupational injury which involves one or more of the following: loss of consciousness; restriction of work or motion; transfer to another job; or medical treatment other than first aid.

- g. Collateral Duty Safety and Health Personnel. An employee appointed by the organization director to report, evaluate, initiate, and abate safety and health hazards in the workplace.
- h. Workplace. A physical location where the Department's work or operations are performed.
- i. Industrial Hygiene. That science and art devoted to recognition, evaluation, and control of environmental factors or stress arising in or from the workplace that may cause sickness, impaired health and well being, or significant discomfort and inefficiency among workers or those with whom they come in contact.
- j. Imminent Danger. A condition or practice in any workplace which could reasonably be expected to cause death or serious physical harm immediately or before the imminence of such danger can be eliminated through normal procedures.
- k. Hazard Communication Program. A training program developed in compliance with the 29 CFR Part 1910 to inform employees about potential risks of the hazardous chemical in the workplace and to encourage them to follow the procedures established for their protection.
- l. Serious Hazard. A condition, hazard, or violation where there is a substantial probability that death or severe physical harm could result.
- m. Reprisal. Any act of restraint, interference, coercion, or discrimination against an employee for participating in the Department's safety and health program.

5. OBJECTIVES.

- a. To provide employees with places and conditions of employment that are free from recognized hazards which are likely to cause death, injuries, or illnesses.
- b. To establish and maintain an occupational safety and health program conforming to the requirements of applicable DOE Orders.
- c. To assure compliance with appropriate standards as determined by periodic inspections of workplaces.
- d. To assure prompt abatement of unsafe or unhealthful working conditions, or the development of abatement plans which include a timetable for abatement and interim protective measures for employees affected.

- e. To establish procedures designed to:
 - (1) Consider and investigate reports of unsafe or unhealthful working conditions;
 - (2) Meet recordkeeping and reporting requirements;
 - (3) Coordinate and evaluate safety and health activities; and
 - (4) Provide training, education, and to promote awareness of the DOE safety and health program as required by 29 CFR Part 1960.
- f. To assure that no employee is subject to restraint, interference, coercion, discrimination, or reprisal for filing a report of an unsafe or unhealthful working condition.

6. RESPONSIBILITIES AND AUTHORITIES.

- a. Deputy Director of Administration (MA-2.1) through the Director of Administrative Services, serves as the designated Headquarters Safety and Occupational Health Official.
- b. Director of Administrative Services (MA-23) shall assure that Headquarters employee occupational safety and health line management responsibilities (as stated in DOE 3790.1A) are carried out by Headquarters organizations.
 - (1) Through the Engineering and Facilities Division (MA-231) assures that the necessary safety and occupational health personnel, equipment, materials, and training required to manage and administer the program for Headquarters' staff and facilities are provided.
 - (2) Implements Executive Order 12196, 29 CFR Part 1960, DOE 3790.1A, DOE 5480.1B, and DOE 5484.1.
 - (3) Collaborates with the Director of Personnel (MA-20) regarding specific safety and health-related activities and the collective bargaining unit agreement covering Headquarters employees.
 - (4) Provides information to supervisors and managers regarding the DOE Occupational Safety and Health program and the protection afforded employees under the program.
 - (5) Works closely with the General Services Administration (GSA) to assure that federally-owned or leased facilities housing DOE employees meet the Occupational Safety and Health Administration safety and health requirements.

- (6) Provides, in coordination with the Office of Personnel (MA-20), appropriate education and training service to meet requirements set forth in 29 CFR Part 1960.
- (7) Establishes an industrial hygiene program to meet requirements set forth in DOE 3790.1A.

c. Headquarters Safety and Occupational Health Manager (MA-231).

- (1) Manages and administers the Headquarters safety and occupational health program.
- (2) Serves as the team leader in carrying out and following up on inspections and abatements as set forth in 29 CFR 1960.
- (3) Arranges for periodic unannounced inspections of workplaces and recommends corrective action, when necessary to meet the Headquarters safety and health program responsibilities.
- (4) Provides necessary direction and support to collateral duty safety and health personnel.
- (5) Maintains a management information system for recordkeeping, reporting and statistical analysis necessary to satisfy the provision of 29 CFR Part 1960.
- (6) Coordinates safety training as appropriate for the Headquarters locations.
- (7) Assures compliance with prescribed standards in DOE 3790.1A for maintaining healthful and safe conditions in the work environment.
- (8) Provides and maintains an occupant emergency plan which provides for appropriate building(s) evacuation in time of emergency.
- (9) Provides a hazard communication program as required by 29 CFR Part 1910.

d. Director of Headquarters Personnel Operations (MA-205).

- (1) Provides guidance and assistance for the Headquarters safety and healthful workplace program, including resources to carry out the required training effort.
- (2) Collaborates with the collective bargaining unit regarding the provisions for their agreement on safety and healthful workplace related activities.
- (3) Designates a control point for record or log of medical treatment, as prescribed by 29 CFR Part 1960.

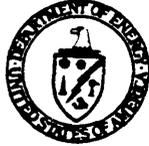
e. Headquarters Managers and Supervisors.

- (1) Furnish employees, to the extent of their authority, a place of employment which is free from recognized hazards that could cause serious physical harm.
- (2) Assure the safety and health of employees under their supervision by identifying hazardous conditions, arranging for the correction of unsafe and unhealthful conditions as promptly as possible, and informing employees of the situation or circumstances.
- (3) Inform employees of the occupational safety and health program and of the protection afforded employees under the program based on information provided by the Directors of Administrative Services (MA-23) and Personnel (MA-20).
- (4) Display an aggressive leadership for overall safety in the workplace.
- (5) Give prompt attention to reports by employees of alleged unsafe or unhealthful working conditions and request assistance of the Headquarters Safety and occupational Health Manager (MA-231), when needed.
- (6) Investigate promptly all accidents occurring in areas under their jurisdiction and submit accurate and timely accident reports.
- (7) Arrange for special protective clothing and/or equipment and require their use to assure protection of employees from identified hazards which cannot be eliminated.
- (8) Assure compliance by employees with the occupational safety and health standards applicable to the activity being performed and with all rules, regulations, and Orders issued with respect to the occupational safety and health program.
- (9) Assure that no employee is subject to restraint, interference, coercion, discrimination, or reprisal for filing a report of an unsafe or unhealthful working condition.
- (10) Require compliance with posted notices of hazards in the immediate work area.
- (11) Assure that established procedures are consistent with all requirements for control of health hazards for industrial hygiene safety.

- (12) Provide assistance and cooperation in assigning personnel and participating in the carrying out of the occupant emergency plan as required.
- f. Collateral Duty Safety and Health Personnel.
- (1) Assist management in developing and implementing an effective safety and health program.
 - (2) Utilize their safety knowledge in exercising safety awareness in the work areas of their organization.
 - (3) Assist when called upon to investigate an employee complaint or accident.
 - (4) Perform safety reviews, assist with site inspections, and resolve safety matters as requested.
- g. Employees.
- (1) Consistent with 29 CFR Part 1960, have the right and responsibility to report unsafe and unhealthful working conditions to their supervisor, their appropriate director, collateral duty safety and health personnel, the Headquarters Safety and Occupational Health Manager, or the designated safety and health official without fear of restraint, interference, coercion, discrimination, or reprisal.
 - (2) Shall use safety and personal protective equipment and other devices provided and/or follow procedures as directed that are necessary for protection.
- h. Inspection Team.
- (1) Shall inspect all workplaces under its jurisdiction at least once annually. Workplaces where there is an increased risk of accidents, injury, or illness will be inspected more frequently.
 - (2) Shall report to the supervisor responsible for the work area items not in compliance with standards.
 - (3) Shall make recommendations on corrective measures to be taken by the supervisor of the particular work area.

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- (4) Shall assure that responsible supervisors and managers provide MA-231 with a plan for abatement of any unsafe or unhealthful work condition(s) which cannot be corrected within 30 days.
- (5) Shall conduct unannounced followup inspections to ensure that abatement of hazardous conditions has been accomplished.



K. DEAN HELMS
DEPUTY DIRECTOR OF ADMINISTRATION

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CHAPTER I

SAFETY AND HEALTH INSPECTIONS, ABATEMENT, AND HAZARD REPORTING PROCEDURES

1. PURPOSE. To establish responsibilities and prescribe procedures for formal inspections, hazard abatement, and hazard reporting.
2. RESPONSIBILITIES AND AUTHORITIES. The Office of Administrative Services, MA-23, shall assure that a health and safety inspection, abatement, and hazard reporting program is conducted for Headquarters operations, and is consistent with Federal employees occupational safety and health line management responsibilities, as prescribed by DOE 3790.1A.
3. PROCEDURES. The following procedures must be followed in conducting formal inspections, hazard abatement, and hazard reporting:
 - a. Formal Inspection.
 - (1) The primary purpose of the safety and healthful workplace inspection program is to assure safe working conditions and practices for employees through the early detection and abatement of unsafe practices and/or working conditions.
 - (2) At least annually, unannounced workplace inspections shall be conducted by the inspection team in accordance with procedures outlined in 29 CFR Part 1960.
 - (3) The inspection program will be conducted by a team of Headquarters personnel consisting of at least an occupational safety and health manager, collateral duty safety officers representing the various organizations, a union representative, and an industrial hygienist.
 - (4) Inspections shall be performed at reasonable times, during normal working hours, and shall not disrupt normal operations. No advance notice will be given to the person in charge of the area, establishment to be inspected, or the employee's representative. The safety inspection team serving in their capacity as inspectors shall:
 - (a) Examine accident, injury, and illness reports to assist in identifying potentially unsafe and unhealthful workplaces prior to beginning the inspection;

- (b) Coordinate through MA-231 to take environmental samples and photographs, if necessary;
- (c) Question employees at the workplace, if appropriate; and
- (d) Comply with all safety and health regulations at the workplace being inspected.

Note: To assist in identifying unsafe and unhealthful working conditions in an office environment, DOE 3790.1A, Attachment I-1, "Safety and Health Inspection Guide for Offices" is available for further guidance.

- (5) The supervisor in charge of the work area being inspected and an employee representative, shall have the opportunity to accompany the inspection team and, if a hazardous condition is determined, appropriate management officials and affected employees shall be immediately informed.
- (6) Unsafe and unhealthful working conditions disclosed by the inspection and appropriate abatement procedures shall be brought to management's attention.

b. Hazard Abatement.

- (1) The functional manager in charge of an operation is responsible for initiating action required to correct unsafe or unhealthful working conditions brought to his or her attention. He or she shall also assure that employees are not exposed to undue risk of injury or illness during the period required to abate the hazard. Abatement must be accomplished through normal administrative channels when practicable.
- (2) MA-231 shall prepare a written report together with notices of unsafe, unhealthful working conditions that will be provided to each organization at the completion of the inspections. A written notice shall be posted at or near each workplace where a hazardous work condition exists until the condition is abated or for 3 working days whichever is longer. In the event that the official in charge of the workplace cannot provide for correction of the hazardous condition(s) within 30 calendar days, an abatement plan shall be developed to eliminate the condition. The plan shall:
 - (a) Explain the circumstances of the delay;
 - (b) Establish a proposed timetable for abatement;

- (c) Explain the steps being taken to protect employees in the interim; and
 - (d) Be provided to the employee representative(s) who participated in the inspection.
- (3) If a situation exists which could reasonably be expected to cause death or serious physical injury, the immediate supervisor will take action, including evacuation of the workplace, to protect all affected employees. If immediate abatement of the hazard is not possible, the supervisor shall contact the Headquarters Safety and Occupational Health Manager.
- c. Hazard Reporting. Many safety and health problems can be eliminated as soon as they are identified and brought to the attention of the supervisor. However, an employee does not have to await the outcome of an oral report before filing a written report. Oral or written reports are not intended to interfere in any way with the prior, simultaneous, or subsequent use by any employee of the established grievance procedures or collective bargaining agreements as a means of requesting corrections for alleged unsafe or unhealthful working conditions. Attachment I-2 is an example of a properly prepared HQ F 3790.8, "Report of Safety or Health Hazard." The form is available in the Headquarters supply room or from MA-231.
- (1) Oral Reports. Employees identifying hazards shall report them to their supervisor who shall immediately examine the condition and initiate corrective action.
 - (2) Written Reports. Any employee or employee's representative may file a written report if he or she believes that an unsafe or unhealthful working condition exists in the workplace. The report shall:
 - (a) Identify reasonable and particular grounds for submitting the report;
 - (b) Be signed by the person making the report; and
 - (c) Be addressed to the Safety and Occupational Health Manager (MA-231).
 - (3) An inspection will be conducted by Headquarters Safety and Occupational Health Manager or a designated safety and health professional within a maximum of 24 hours following a report of conditions of imminent danger; within 3 working days for potentially serious conditions; and within 20 working days for other than serious safety and health conditions.

- (4) Following the inspection, a written response to the report, including a copy of the inspection, shall be provided to the employee or representative of the employee who filed the report. A copy of the inspection shall also be provided to appropriate supervisory personnel in the area affected by the report.
- d. Appeal Procedure. Employees are encouraged to use agency procedures as the most expeditious means of achieving abatement of hazardous or unhealthful conditions. It is recognized, however, that if the employee is not satisfied with the final disposition by DOE, that employee may send the written report directly to the Office of Federal Agency Safety Programs, U.S. Department of Labor. The appeal shall include the following:
- (1) Details of the entire processing of the report of the unsafe or unhealthful conditions; and
 - (2) The objections thereto.
- A copy of the letter shall be forwarded to MA-231.
- e. Request For Anonymity. When requested, the name of the person making the report or the names of individual employees referred to in the request will not be disclosed to anyone other than authorized representatives of the Secretary of Labor or the OSHA inspector.

NOTICE OF UNSAFE OR UNHEALTHFUL
WORKING CONDITIONS

| LOCATION | FOR THIS NOTICE | DESCRIPTION | DATE FOR CORRECTION |
|---|-----------------|--|---------------------|
| 4B-100 | 29CFR1910.36(d) | Improperly used extension cord from adding machines to wall outlet causing tripping hazard to exit. | 1-30-81 |
| EXAMPLE | | | |
| COPY DISTRIBUTION: 1. POSTING 2. OFFICIAL IN CHARGE 3. SAFETY INSPECTOR 4. BUILDING MANAGER 5. SUSPENSE | | John A. Doe  INSPECTOR | |
| | | DATE 1-16-81 | |

NO F 3740.7
(7-82)

U.S. Department of Energy

**NOTICE OF UNSAFE OR
UNHEALTHFUL WORKING CONDITIONS .**

TO:
Chief, Central Accounts Branch
Office of the Controller, MA

On the basis of the above stated inspection, it was found that the following unsafe or unhealthful working condition exists:

REPORT OF SAFETY OR HEALTH HAZARD

| | | | |
|--|------------------------------|--|---------------------|
| IC F 3790 B (42) | | U.S. Department of Energy Report of Safety or Health Hazard | |
| MEMORANDUM FOR: | | <input type="checkbox"/> SAFETY INSPECTOR ROOM _____ | Date <u>1-16-81</u> |
| | | <input checked="" type="checkbox"/> SAFETY AND OCCUPATIONAL HEALTH MANAGER | |
| From | | John A. Doe (Employee) | |
| Central Account Branch - MA | | Actionability Requested <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO | |
| Location of Hazard Room 4B-100 Forrestal Building Room 4B-100-B Forrestal Building | | | |
| Nature of Hazard Tripping hazard. Hole in the floor creating and uneven walking surface. Extension cord stretched across an entrance | | | |
| <h1>EXAMPLE</h1> | | | |
| Action by Safety Officer | | | |
| Action Taken Arrangements made to patch the hole in the floor. Advised supervisor to have electric service placed closer to equipment or vice versa. | | | |
| Date Hazard Corrected | Follow up Action If Required | | |
| 1-30-81 | None | | |

CHAPTER II

ALLEGATIONS OF REPRISAL

1. PURPOSE. To establish responsibilities and prescribe procedures regarding employee participation and rights under the Headquarters Employee Occupational Safety and Health Program.
2. PROCEDURES. The following procedures shall be followed to carry out Headquarters responsibilities:
 - a. Acts of Reprisal. The DOE has established procedures to assure that no employee is subject to restraint, interference, coercion, discrimination, or reprisal for filing a report of an unsafe or unhealthful working condition, or for participating in other occupational safety and health program activities, or because of the exercise by such employee on behalf of himself, herself, or others of any right afforded by section 19 of the Occupational Safety and Health Act, Executive Order 12196, or 29 CFR Part 1960.
 - b. Communications of Allegations. The Director of Personnel, MA-20, shall keep the Deputy Director of Administration, MA-2.1, advised of DOE activity regarding allegations of reprisal and DOE determinations thereof. Copies of reprisal investigation findings shall be provided to the Headquarters Safety and Occupational Health Manager, MA-231.
 - c. Grievance Procedures. For those employees who believe they have been subjected to restraint, interference, coercion, discrimination, or reprisal for filing a report of an unsafe or unhealthful working condition, grievance procedures are contained in the following sources, as appropriate:
 - (1) DOE 3771.1, GRIEVANCE POLICY AND PROCEDURES, of 7-2-81, and
 - (2) Applicable negotiated grievance procedures.

CHAPTER III
EDUCATION AND TRAINING

1. PURPOSE. To establish responsibilities and procedures regarding safety and health training.
2. RESPONSIBILITIES AND AUTHORITIES. The Office of Administrative Services, MA-23, shall assure that an aggressive, formal, safety and health education and training program is carried out for Headquarters, is consistent with training and education required in promulgated safety and health regulations and standards, and is in accordance with requirements as stated in DOE 3790. 1A. Specifically,
 - a. Senior Management Employees. Shall be provided with occupational safety and health orientation training, under section 19 of the Occupational Safety and Health Act of 1970, Executive Order 12196, 29 CFR Part 1960, and the DOE Federal Employee Occupational Safety and Health Program.
 - b. Supervisors. Shall be provided with occupational safety and health training which includes:
 - (1) Explanation of supervisory responsibility for providing and maintaining a safe workplace;
 - (2) Review and orientation of DOE 3790.1A, Section 19 of the Occupational Safety and Health Act, and requirements of 29 CFR Part 1960; and familiarization with other generally applicable occupational safety and health standards;
 - (3) Introductory and specialized courses and materials in hazard recognition, evaluation, and abatement; and
 - (4) Development of skills in managing the Department's occupational safety and health work unit, including the training and motivation of subordinates toward assuring safe and healthful work practices.
 - c. Employees. Shall be provided with occupational safety and health training which includes:
 - (1) Safety orientations for all new employees.
 - (2) On-the-job safety training provided by appropriate supervisors.
 - (3) Specialized safety training coordinated by MA-231.

- (4) Information regarding the Headquarters safety and health program, using flyers, brochures, Notices, or other appropriate means of communication.
- d. Employee Representatives. Training will be provided to employee representatives as set forth in 29 CFR Part 1960. This will enable these groups to function in safe and healthful working conditions and practices and to assist in safety and health inspections training.
- e. Collateral Duty Safety. . Personnel. Shall receive training, as prescribed by 29 CFR Part 1960, in the recognition of occupational safety and health standards, and other appropriate rules and regulations, to make qualified evaluations and recommendations regarding hazardous conditions and environment.
- f. Safety and Occupational Health Manager. The Safety and Occupational Health Manager shall be trained through courses, laboratory experiences, field study, and other experiences to perform the necessary technical monitoring, consulting, testing, inspecting, designing, and other tasks which will enable him or her to determine whether applicable standards are being met in the workplace. Training shall be designed to develop skills in hazard recognition, evaluation, and correction and allow the manager to serve as a consultant to management.

CHAPTER IV
RECORDKEEPING AND REPORTING

1. PURPOSE. To establish responsibilities and prescribe procedures for accident reporting and recordkeeping as required by the Occupational Safety and Health Administration and DOE 3790.1A and 5484.1.
2. PROCEDURES. The following procedures must be followed by Headquarters employees and organizations for reporting and recordkeeping of occupational injuries and illnesses.
 - a. Reporting Procedures.
 - (1) Report of Occupational Injury or Illness. Any employee experiencing an occupational injury or illness shall give notice of the injury or illness to his or her official supervisor. In addition, the health unit(s) which should be visited or notified, will provide forms required by the Office of Workers' Compensation Program (OWCP). Employees should contact their administrative officer and appropriate personnel specialist regarding questions concerning procedures that shall be followed for compensation claims under the Federal Employees Compensation Act.
 - (2) Report of Accident. If the accident results in occupational injury or illness fatal to one or more employees or results in hospitalization of five or more employees, all known details must be reported to the Director, Engineering and Facilities Division, MA-231, by the appropriate supervisor as soon as sufficient information is obtainable, but not later than 24 hours. Other accidents including motor vehicle will be reported by the supervisor to the Director of MA-231 no later than 72 hours, in accordance with procedures set forth in DOE 5484.1. The report data should include:
 - (a) Names of individual(s) involved;
 - (b) Circumstances of the accident;
 - (c) Any actions taken relating to the accident; and
 - (d) Extent of injuries.

b. Recordkeeping Procedures.

- (1) Supplementary Records. MA-231 investigates all Headquarters accidents and completes a supplementary record of each accident resulting in an occupational injury or illness requiring more than first aid. The supplementary record identifies the personnel, equipment, and activities involved as well as the causes and contributing factors of the occurrence. Supplementary records are completed within 6 working days after receipt of information that an accident has occurred.
- (2) Log of Occupational Injuries and Illness. MA-231 maintains the required log of occupational injuries and illnesses for Headquarters. An entry is completed in the log within 6 working days after receiving information on an accident.
- (3) Posting of Annual Summary. MA-231 shall post yearly totals of Headquarters occupational injuries, illnesses, and fatalities no later than 45 days after the-close-of the fiscal year. The annual summary shall remain posted for 30 consecutive days on an official bulletin board.

CHAPTER V

INDUSTRIAL HYGIENE PROGRAM

1. PURPOSE. To establish the requirements and guidelines for maintaining an effective Headquarters program that is in compliance with the Departmental Industrial Hygiene Program.
2. DEFINITION. Industrial Hygiene is that occupational health science and art devoted to the recognition, evaluation and control of environmental factors or stresses arising in or from the workplace that may cause sickness, impaired health and well-being, or significant discomfort and inefficiency among workers or those with whom they are in contact.
3. POLICY. It is the policy of Headquarters to provide employees with a workplace that is free from recognized health hazards that are likely to cause death, physical harm, or illness. This shall be accomplished by means of the Headquarters Industrial Hygiene Program.
4. RESPONSIBILITIES AND AUTHORITIES.
 - a. The Deputy Director of Administration, MA-2.1, shall designate an official (MA-23) who shall assure that all Headquarters industrial hygiene management responsibilities are carried out.
 - b. Director of Administrative Services, MA-23, or the designated representative, shall establish and maintain a Headquarters Industrial Hygiene Program that meets the requirements of 29 CFR Part 1960, "Basic Program Elements for Federal Employee Occupational Safety and Health programs and Related Matters," Executive Order 12196 of 2-21-80, DOE 3790.1A, FEDERAL EMPLOYEES OCCUPATIONAL SAFETY AND HEALTH PROGRAM, and DOE 5480.4, ENVIRONMENTAL PROTECTION SAFETY AND HEALTH PROTECTION STANDARDS. The Director shall assure that:
 - (1) Adequate industrial hygiene capability is available to assist in the implementation and maintenance of the program;
 - (2) The industrial hygiene performance is maintained consistent with the requirements of paragraph 5 of this Chapter;
 - (3) Requirements specified in paragraph 5 are regularly reviewed to determine their adequacy to protect the health and well-being of Headquarters personnel;

- (4) Work practices and operations are consistent with established procedures to control exposures to harmful environments, contaminants, or stresses;
 - (5) An early evaluation is conducted by the Safety and Occupational Health Manager of any work plan/environment that involves:
 - (a) Introduction of new processes and/or facilities;
 - (b) Modification of existing facilities and processes to determine the impact of the change in the planning stage in order to allow for the development of appropriate environmental options and/or mitigating measures; and
 - (6) The effectiveness of proposed environmental control equipment is evaluated and Headquarters safety/health protections related to work procedures for its operation are approved.
- c. Chief of Occupational Health (MA-205.14).
- (1) Maintains records of occupational illnesses in accordance with the recordkeeping requirements of DOE 3790.1A.
 - (2) Informs Headquarters Safety and Occupational Health Manager of all suspected occupational illnesses to expedite evaluation of causes in order to correct the problem.
 - (3) Informs Headquarters Safety and Occupational Health Manager of all diagnosed occupational illnesses so that the manager can conduct followup investigations.
 - (4) Provides the Headquarters Safety and Occupational Health Manager with a monthly summary of all treatments.
- d. Director of Procurement Operations (MA-45).
- (1) Submits purchase order requests with safety data sheets (when required) for identified hazardous materials to the Headquarters Safety and Occupational Health Manager for review and maintenance inventory; and
 - (2) Assists the Headquarters Safety and Occupational Health Manager in liaison with suppliers to obtain appropriate toxicological information.
- e. Employees.
- (1) Observe safety and health rules, and follow established safety/health procedures for job assignments; and

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- (2) Wear personal protective equipment as required for a work task, and notify supervisors when conditions of practices may cause illness or injury.

5. REQUIREMENTS.

- a. Safety and Occupational Health Manager (MA-231). In accordance with 29 CFR Part 1960, Executive Order 12196, and DOE 3790.1A, which require the Department to maintain an effective-Headquarters Industrial Hygiene Program and provide employee protection, the Safety and Occupational Health Manager shall assure that services of a qualified industrial hygienist are available to determine the hazard potential at the Headquarters facilities. As an alternative to a staff industrial hygienist, a part-time or intermittent expert or contractor who meets the Office of Personnel Management (OPM) standards for industrial hygienists may be retained by the Headquarters Safety and Occupational Health Manager to augment the Headquarters Industrial Hygiene Program.
- b. Function.
 - (1) The Headquarters Industrial Hygiene Program provides for the control of recognized hazardous exposures and stresses found in the occupational environment of the Headquarters facilities. These may include, but are not limited to, the following:
 - (a) Chemical : liquid, particulate, vapor, gas, and fumes;
 - (b) Physical: electromagnetic radiation, noise, vibration, magnetic fields, and extremes of temperature and pressure;
 - (c) Biological : infectious diseases; and
 - (d) Ergonomic: body position in relation to a work task, repetitive motion, and mental and physical fatigue.
 - (2) Program Elements. The elements of the Headquarters Industrial Hygiene Program are designed to recognize, evaluate, and control hazardous exposures and stresses in the workplace.
 - (a) Element I - Recognition of Health Hazards. Recognition of potential health hazards requires the participation and cooperation of managers, supervisors, and employees. Potential health hazards are identified by the following methods:
 - 1 Review of inventories and substances being stored or used by a work operation;

- 2 Assessment of the work operation;
- 3 Periodic walk-through surveys of facilities;
- 4 Regular inspections of facilities;
- 5 Review of proposed new material purchases, projects, and facilities in regard to safety and health hazards; and
- 6 Employee complaints/reports.

(b) Element II - Health Hazard Evaluation.

- 1 Evaluation Methodology. Subsequent to the identification of potential health hazards, the Safety and Occupational Health Manager determines the degree of the hazards by the following methods:
 - a Observation of work practices associated with the causative agent;
 - b Monitoring personnel and work stations to determine the level or concentration of the health hazard; and
 - c Application of established standards or guides, such as DOE 5480.4, ENVIRONMENTAL PROTECTION, SAFETY, AND HEALTH PROTECTION STANDARDS, and scientific techniques such as air monitoring and bioassay.
- 2 Evaluation Support Services. Industrial hygiene services by in-house facilities and technical support personnel or contractual services as approved by personnel management are available in order to assist in the implementation and evaluation of the program elements.
- 3 Evaluation Reporting procedures.
 - a Where potential occupational exposures to hazardous materials or equipment are determined to be within permissible exposure limits, the supporting data and conclusions of the Safety and Occupational Health Manager are recorded. If the identified potential health hazard has no assigned permissible exposure limit, a guideline on evaluation and control is developed based on the best available technical information.

- b The Chief of Occupational Health, MA-205.14, is informed of the identified potential and existing health hazards, the results of the evaluation, and applicable industrial hygiene data necessary for the implementation of the medical monitoring program.
- (c) Element III - Control Measures. If the Safety and Occupational Health Manager determines that the degree of exposure to a potential health hazard is extensive enough to cause illness or injury, appropriate measures that are specific for each incident are recommended. Engineering controls shall be the primary method used to protect personnel from exposure to health hazards. Long-term/permanent control measures shall consist of not only engineering controls, but also substitution of products, shielding, and isolation. Administrative controls and personal protective equipment may supplement engineering controls. Such controls may involve the use of personal protective equipment and administrative controls that involve techniques such as rotation of personnel and limitation of exposure hours. In the event additional control methods for health hazards are required to supplement existing engineering controls and work practices, it may be necessary for the Safety and Occupational Health Manager to institute one or all of the following programs:
- 1 Hearing Conservation Program. This is a program for all Headquarters personnel whose exposure to noise equals or exceeds an 8-hour time-weighted average of 85 decibels (dBA). The elements of the Headquarters program shall correspond to the Departmental industrial hygiene program elements for hearing conservation, DOE 3790.1A, Chapter VII.
 - 2 Carcinogen Control. Exposure to carcinogens encountered in the workplace shall be minimized. Adherence to requirements of existing standards regarding carcinogens is mandatory. If a carcinogen for which a standard does not exist is present in the workplace, employee exposure shall be minimized by providing a substitute for the hazardous product, if possible, suitable controls, and application of industrial hygiene principles.

- (d) Element IV - Periodic Review. A periodic review by the Safety and Occupational Health Manager (MA-231) of identified health hazards is conducted to assure that there is satisfactory control of recognized hazards. The Safety and Occupational Health Manager shall determine the type and frequency of periodic monitoring of personnel and work stations. Evaluation reports shall be presented to management regarding:
- 1 The adequacy of controls;
 - 2 The need for additional measures;
 - 3 Recommendations for maintenance or replacement; and
 - 4 Re-emphasis of administrative controls.
- (e) Element V - Education and Training. Education and training requirements for the industrial hygiene program shall conform to Headquarters requirements found in Chapter III of this Order.
- (f) Element VI - Recordkeeping Requirements.
- 1 Survey Records.
 - a Deficient hazard control, unsafe work practices, and violation of standards observed during area walk-through shall be documented. In addition, proposed corrective action, if any, shall be noted.
 - b Deficiencies that are identified in formal compliance inspections shall be documented in accordance with Chapter I of this Order.
 - c Reports of deficiencies shall be presented to the responsible branches for abatement or immediate correction of noted deficiencies. (See current Headquarters evaluation maintained by the Safety and Occupational Health Manager, Engineering and Facilities Division, MA-231.)
 - d Records of followup evaluations noting corrective action taken, completed or in-process, shall be maintained chronologically by the Safety and Occupational Health Manager, Engineering and Facilities Division, MA-231 .

2 Occupational Environmental Monitoring Records.

- a Results of personnel and area monitoring shall be documented in a manner that can be audited. Documentation includes related standards and notations regarding the individual who was monitored, including his or her location and job description.
- b Results of personnel monitoring shall be presented to the Chief of Occupational Health for inclusion *in* the individual's medical file.
- c Noncompliance with the standard applicable to a particular situation shall be noted in the record. Actions taken in the event of noncompliance are included. The affected employees shall be notified promptly of any exposures or potential exposures exceeding standards referenced in DOE 5480.4.

3 Records Maintenance. Records shall be maintained in accordance with DOE 1324.2, RECORDS DISPOSITION.

4 Records Access. Access to employee exposure and medical records is provided to employees in accordance with Title 5 CFR part 293, Personnel Records. All designated representatives of employees must have prior written authorization from affected employees in order to have such access.