

**SECTION 8:
OFF-THE-JOB SAFETY**

8.0 OFF-THE-JOB SAFETY

References

1. Departmental Manual Part 485, "Safety and Health Handbook," Chapter 26.

Requirements

1. Each NPS worksite shall:
 - a. Conduct on-the-job safety and health activities to encourage employees and their dependents to be safe off the job, in the home and in all activities.
 - b. Educate employees about off-the-job safety through items/activities such as safety meetings, publications, posters, bulletin boards and flyers.
 - c. Conduct promotional campaigns, such as seat belt use, fire prevention for the home and recreational safety.
 - d. Provide and/or encourage employees to participate in health/fitness activities.

Responsibilities

1. The WASO Risk Management Program Manager shall be responsible for developing a yearly calendar of "Off-the-Job Safety" topics for distribution to the Regional Safety Managers one month prior to the start of each new fiscal year. In addition, the Risk management Program Manager will prepare timely safety alerts for pertinent topics as they develop for regional distribution.
2. The Regional Safety Manager shall be responsible for forwarding "Off-the-Job Safety" topics to all NPS operating units and for ensuring that the Region's and park's safety programs include off-the-job promotional activities.
3. The Park Safety Officer or Collateral Duty Safety Officer shall be responsible for developing site-specific off-the-job safety programs cooperatively with the park's safety committee. They must also ensure supervisors and managers are provided with promotional materials and yearly agendas to assist them in this effort.
4. Employees are charged with participating in any off-the-job safety programs established at their work unit and encouraging safe behaviors in all activities on and off the job.

Suggested Ideas and Schedule for Off-the-Job Safety Activities

October	National Fire Prevention Week (second week of month), National School Bus Safety Week (fourth week of month), Children's Health Month
November	Personal Protective Equipment Month
December	National Drunk and Drugged Driving Awareness Week (second week of month), Safety Toy Month, Holiday Safety, Cold Weather Awareness
January	Safe Driver Month, National Glaucoma Awareness Week (third week of month)
February	Ergonomics Awareness Month, American Heart Month, National Child Passenger Safety Awareness Week (second week of month)
March	Health and Wellness Month, Save Your Vision Week (first week of month), National Poison Prevention Week (third week of month)
April	Environmental Awareness Month, World Health Week (second week of month), National Building Safety Week (second week of month), National Public Health Week (1st week of month), National Playground Safety Week (third week of month)
May	Equipment/Machine Safety Month, Safe Kids Week (second week of month), Buckle Up, America! Week (third week of month), Clean Air Month, National Melanoma Awareness Month, National Electrical Safety Month, World Asthma Day (May 4th)
June	Safe America Month, National Safe Boating Week (first of month), Community Home and Public Safety Week (second of month), First Aid Awareness Week (third week of month), Defensive Driving Week (fourth week of month)
July	Occupational Health Month, Eye Injury Prevention Month
August	Housekeeping/Maintenance Month
September	Child Safety Month, National Farm Safety Week (third week of month)

Suggested topics for more off-the-job safety promotions and activities may be found on the following websites:

www.nsc.org (National Safety Council)

<http://safetynet.smis.doi.gov> DOI Safety Net