

SECTION 1: SAFETY PROGRAM MANAGEMENT

Introduction

The Director's Order #50B mandates specific employee safety and health related activities to be conducted within National Park Service worksites. The Reference Manual 50B is intended to provide information, guidance, or direction on how to carry out the activities mandated within Director's Order #50B.

This reference manual will be updated and disseminated as frequently as necessary to adequately address both long-standing and emerging safety and health issues, and to provide the most updated technical guidance available from regulatory agencies, industry consensus standards and the Department of the Interior.

Due to the complexity of National Park Service operations, this manual may refer to other Director's Orders or reference manuals as appropriate.

References

1. Public Law 91-596, "Occupational Safety and Health Act of 1970."
2. Executive Order (EO) 12196, "Occupational Safety and Health Programs for Federal Employees."
3. Title 29, Code of Federal Regulations (CFR), part 1960, "Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters."
4. Departmental Manual (DM), Part 485, "Safety and Health Program."

Program Objectives

The objective of the National Park Service's (NPS) Occupational Safety and Health Program is to improve the management and cost-effectiveness of operations by:

1. Reducing the frequency and severity of accidents and losses for employees and visitors.
2. Providing a safe and healthful work environment for employees.
3. Providing for the safety and health of the public (visitors) from recognized hazards in NPS operations, on NPS lands and in NPS facilities.
4. Protecting NPS and private property from accidental damage or loss associated with NPS activities.

5. Including safety and health as an integral part of every operation.

Program Requirements

Managers and supervisors are accountable for implementation and management of the Service's Occupational Safety and Health Program within their scope of authority and responsibility. This includes the following mandatory requirements:

1. Establish and maintain a staff of safety and health professionals in the Washington and Regional Offices and at major operating units, as well as appropriate collateral-duty personnel at all other sites, to advise management in the development and implementation of an effective safety and health program.
2. Require that no employee be subjected to restraint, interference, coercion, discrimination or reprisal for filing a report of an alleged unsafe or unhealthful working condition, or otherwise participating in the program.
3. Provide employees the supervision, knowledge, skills and abilities necessary to perform their assigned tasks in a safe manner.
4. Train employees and supervisors to recognize unsafe and unhealthful work practices and conditions, take appropriate corrective actions and know and follow safety work rules and procedures.
5. Evaluate the safety and health performance of every NPS manager, supervisor and employee, making it a critical element of their job duties and responsibilities.
6. Incorporate and enforce appropriate safety and health performance clauses in contracts, licenses and permits with concessionaires and contractors.
7. Acquire only those items which meet established national consensus and/or General Services Administration approved safety and health standards.

Management should encourage the use of safety and health committees to enhance effective communications between employees and management. This should include promoting off-the-job safety and health of employees through on-the-job safety and health activities.

In this and every other way, management and supervision of the NPS should comply with the applicable program elements of EO 12196, 29 CFR, part 1960, DM 485 and the provisions of this guideline.

References

1. 29 CFR 1960, "Elements for Federal Employee Occupational Safety and Health Programs," Part 1960.12.

Requirements

1. Each operating unit must prepare a basic "Documented Occupational Safety and Health Plan," applicable to the unit.
2. An all-inclusive copy of the operating unit's Occupational Safety and Health Plan shall be made available to all site employees, including employee representatives.
3. The operating unit's Occupational Safety and Health Plan should be updated annually and signed by the site manager.
4. The operating unit's Occupational Safety and Health Plan should include the following chapters as appropriate for the individual unit. Chapters in Director's Order/Reference Manual 50b contain more detailed information on many of the following topics.
5. OCCUPATIONAL SAFETY AND HEALTH PLAN CHAPTERS
 - a. Operating Unit's Management Policy, Principles and Responsibilities for Occupational Safety and Health.
 - b. The operating unit's Annual Goals and Action Plans.
 - c. Applicable Safety Standards to be used in the operating unit. This is necessary when there may be choices, such as in the selection of a building code or other national consensus standards. There is no choice in the application of all OSHA standards. Copies of the standards should be available in the operating unit for use by NPS employees in the performance of their work.
 - d. Program Evaluation/Management Audits including types of evaluation audits, frequency, documentation, information flow, responsibility, tracking and follow-up.
 - e. Site Inspections and Abatement plan for work-site inspections, including abatement procedures to be utilized when deficiencies are discovered as a result of the inspections.
 - f. Hazard Control Planning, including JHA procedures, documentation, use of information, updating/review, process auditing, organizing and managing.

- g. The *Safety Committee(s)* including makeup, activities, duties, meeting schedules, documentation of committee meetings, recommendations and management responses.
- h. *Incident Investigation, Review, Analysis and Reporting*, including the following:
 - Investigative procedures
 - Root Cause Analysis process
 - Purpose of reviews
 - SMIS System use
- i. *Employee Training*, including orientation, general park-wide training, specific worksite activity training, frequency, tailgate systems and incorporation of JHAs.
- j. *Safety Resources*, including Professional Resources (contact names and phone numbers), the Safety Contact (including role, training, time allocation), Internet resources and safety library maintenance.
- k. *Occupational Health and Medical Surveillance* program, detailing baseline surveys and periodic updates, personnel/work activities included in the operating unit's program, support and resources needed, monitoring programs and documentation.
- l. *Recognition/Awards Program*, including frequency, criteria, types of recognition and size.
- m. Motor Vehicle Program, including proper selection, training and management of vehicle operators, local laws and regulations, operator restrictions, operation of any unit special equipment, proper operation of vehicles and operating unit response in case of motor vehicle/equipment accidents/incidents.
- n. Contractor Safety Program administration, including contract language, safety monitoring, safety briefings, site-specific safety and health plans, and hazard analyses.
- o. Contracting and Procurement procedures, including materials used (which meet applicable safety standards), and Material Safety Data Sheets (MSDSs).
- p. Employee Involvement including hazard reporting, reprisal policy and stop-work authority and criteria. Procedures should be in effect to handle employee reports of unsafe conditions, including follow-up activities.

- q. *General Park Safety Rules* — all operating unit general safety rules and regulations.
- r. *Safety Communications* including what to communicate, to whom, how often and the methods to use.
- s. Operational Plans/SOPs, as appropriate.
 - ATV Policy
 - Crane/Derrick Operation Procedures
 - Aviation/Helicopter Operations
 - Work-site Fire Safety, Fire Prevention and Protection Program
 - Emergency Preparedness Plans
 - Watercraft Operation Procedures
 - Snowplowing and Snow Removal Operations
 - Museum and Artifact Preservation Operations
 - Back-Country Operations
 - Other Plans/SOPs as appropriate
- t. Regulatory Compliance (OSHA and Others) as appropriate.
 - Respiratory Protection Program
 - Blood-borne Pathogen Program
 - Hearing Conservation Program
 - Confined Space Entry Program
 - Lockout/Tagout Program
 - Hazard Communication Program
 - Personal Protective Equipment Program
 - Fall Protection Program
 - Blasting/Explosives Program
 - Diving Safety Program
 - Telecommunications Program
 - Ladders and Scaffolds
 - Other Programs as appropriate
- u. Off-the-Job Safety Program.
- v. Public Safety

References

1. 29 CFR 1960, "Elements for Federal Employee Occupational Safety and Health Programs," Part 1960.74.
2. Departmental Manual Part 485, Chapter 3, "Annual Action Plans and Status Reports."

Requirements

1. NPS (Bureau) Annual Occupational Safety and Health Action Plan
 - a. The National Park Service, Risk Management Program Office will develop an Annual (fiscal year) Action Plan, specifying annual goals for the enhancement of Program performance, and will provide a copy to the Departmental DASHO by the end of August prior to the new fiscal year. By November 15 of each year, the NPS will provide the Departmental DASHO a status report of Program accomplishments for the previous year.
2. Operating Unit's Annual Occupational Safety and Health Action Plan
 - a. Each operating unit shall establish occupational safety and health activity and outcome goals.
 - b. Working from the operating unit's Occupational Safety and Health Goals, an Annual Action Plan for each NPS operating unit will be developed for both employee and public safety. Goals must be specific, programmatic and measurable, with responsibility and timelines for implementation clearly defined. The Annual Action Plan will be developed to achieve goals for the coming year or years, and will relate to the Occupational Safety and Health Program Elements as defined below.
 - c. Ensure that the operating unit's Occupational Safety and Health Action Plan is communicated to employees to get their support and participation.

National Park Service Occupational Safety And Health Program Elements

1. Management leadership and program evaluations.

Examples of items under this element may include, but are not limited to, the following:

- Management routinely demonstrates personal commitment to, and involvement in, worker safety and health protection.
- Safety and health protection are integrated into the overall planning cycle.
- Written safety and health program is appropriate for size of work site that addresses all elements in this list.

- Results-oriented safety and health policy.
- Clearly assigned safety and health responsibilities with documented accountability from top management to line supervisors.
- Annual safety and health written program evaluations with recommendations, action plans and verification procedures.
- Adequate authority to carry out assigned responsibilities.
- Necessary resources to meet all responsibilities.
- Quality protection for all contract employees equal to that provided for own employees.

2. Worksite analysis.

Examples of items under this element may include, but are not limited to, the following:

- Methods such as comprehensive safety and industrial hygiene surveys to identify existing or potential hazards in the workplace.
- Pre-use analysis procedure such as a Job Hazard Analysis (JHA) for new processes, material, or equipment to determine potential hazards.
- Routine industrial hygiene monitoring of toxic substances and noise.
- Monthly self-inspections (weekly for construction) with written documentation and hazard correction tracking.
- Routine hazard analysis procedures, such as a Job Hazard Analysis (JHA), that result in improved work practices and/or training for employees.
- Written hazard reporting system enabling employees to pass on observations or concerns to management without fear of reprisal.
- Accident investigations with written documentation.
- Method of documenting all identified hazards until controlled or eliminated.
- Analysis of trends in injury/illness experience and in hazards found, to identify patterns of problems and to implement program adjustments.

3. Mitigation of identified hazardous conditions and unsafe work practices.

Examples of items under this element may include, but are not limited to, the following:

- Access to certified safety and health professionals.
- Engineering and administrative controls adequate for hazards at the work site.
- Written safety rules and practices that are understood and followed by all employees.
- Written rules for use and maintenance of personal protective equipment.
- Written plans to cover emergency situations.
- Hazard-correction tracking procedures.
- Onsite or nearby medical and emergency services.
- First aid and CPR-trained personnel available onsite during all shifts.
- Use of occupational health professionals in hazard analysis as appropriate.
- Documented ongoing monitoring and maintenance of workplace equipment.

4. Provision for employees and employee union involvement and support.

Employee and employee union involvement in all activities that have a major effect on the safety and health program.

5. Effective and appropriate Occupational Safety and Health training.

Examples of items under this element may include, but are not limited to, the following:

- Manager, supervisor and employee training with emphasis on safe behaviors and safety and health responsibilities.
- Training in the use and maintenance of personal protective equipment.
- Emergency preparedness drills, including annual evacuations.
- Documentation of all training received, including assessment procedures.

Appendix: Sample Site Goals And Action Plan Items

(All Goals and Action Items are taken from actual park safety planning documents.)

Park A:

1. *Goal:* All employees will be active participants in our safety program.

2. *Action Items and Dates:*

- Include safety program materials in all employees' hiring packets. (Spring, 02)
- Safety message included in seasonal orientation. (June, 01)
- Supervisors hold monthly tailgate sessions to reinforce park safety values. (Summer, 01)
- Regular group safety meetings are held. (Summer, 01)

1. *Goal:* Develop JHAs for high-hazard tasks.

2. *Action Items and Dates:*

- Identify tasks utilizing employee involvement. (Fall, 01)
 - Prioritize tasks.
 - Review appropriate compliance standards.
- Assign responsibilities for preparation. (Winter, 01-02)
- Provide JHA preparation training. (Winter-02)
- Review and approve JHAs. (Fall, 02)
- Disseminate JHAs. (Spring, 03)

Park B:

1. *Goal:* Involve and engage all employees in the park's safety policy.

2. *Action Items and Dates:*

- All-employee meeting on Safety. (April, 01)
- Have employees identify high-hazard tasks in their work units. (January, 02)
- Conduct an annual employee survey to seek a measurable result of safety policy. (October, 01)
- Request employees to identify and prioritize safety issues park-wide and propose solutions. (January, 02)

1. *Goal:* Closer communication on safety activities with park concessionaire.

2. *Action Items and Dates:*

- Park invites concession representatives to Central Safety Committee Meetings. Entire park is invited to all-employee safety meetings. (April, 01)
- Park representatives will attend concession safety meetings. (April, 01)

Purpose

To specify the minimum Occupational Safety and Health Program requirements for the conduct of program evaluations by the WASO Risk Management Office, NPS Regional and Support Offices, and Operating Units.

References

1. 29 CFR 1960, Subpart J, "Evaluation of Federal Occupational Safety and Health Programs."
2. 2. Departmental Manual (DM), Part 485, " Safety and Health Occupational Health," Chapter 5.

Policy

1. The WASO Risk Management Office will conduct Risk Management program evaluations of all regional/support offices at least once every three years.
2. Regional/support offices will conduct Risk Management program evaluations at every operating unit at least once every three years.
3. Operating units will conduct program evaluations on an annual basis.

Requirements

1. WASO Risk Management Office Evaluations.
 - a. Evaluations will include visits to regional offices and will consist of document reviews and interviews with employees at the management level.
 - b. Evaluations will involve, at a minimum, an analysis of the following:
 - Extent and effectiveness of management involvement.
 - Structure and effectiveness of the safety and health program in regard to responsibility, authority and accountability.
 - Adequacy of information indicating that management has control over safety and health.
 - Adequacy of program information flow within the organization.

- Safety and health input to the budget formulation and adequacy of resources to administer the program and abate hazardous conditions.
 - Effectiveness of accident investigations and reporting.
 - Effectiveness of safety and health training.
 - Adequacy of inspections and abatement procedures.
 - Frequency, effectiveness and records of program evaluations, including recommendations and follow-up systems.
 - Size and technical skill of staff.
- c. WASO Risk Management Office evaluation reports will be written and transmitted to the affected Regional Director. The report will include positive findings as well as program deficiencies. When appropriate, the report will include recommendations for corrective and/or enhancement actions of program deficiencies.
- d. The affected Regional Director will respond to the report within 60 calendar days, identifying actions to be taken and their expected time of completion on all WASO Risk Management Office recommendations.
- e. Follow-up visits and status reports will be used as necessary to ensure that program deficiencies are resolved. Recommendations for correcting hazards and program deficiencies shall be documented and tracked until completed.
- f. WASO Risk Management Office will develop and publish an annual evaluation schedule.

2. Regional Risk Management Office Evaluations.

- a. Evaluations will include visits to field operations/activities and will consist of document reviews, interviews with employees at the management, supervisory and worker levels, and a review of worksite conditions.
- b. Evaluations will involve an analysis of the following areas:
- Management leadership and employee involvement.
 - Work-site analysis.
 - Hazard prevention and control.
 - Safety and health training.

NOTE: Non-mandatory appendix X-1 can be used to evaluate these four major program areas. Checklists for evaluating specific OSHA programs can be obtained from the WASO Risk Management Office, Regional Risk Management Offices and from the Occupational Safety and Health Administration at www.osha.gov.

- c. The evaluation report will be written and transmitted to the affected Superintendent/Manager. The report will include positive findings as well as program deficiencies. When appropriate, the report will include recommendations for corrective and/or enhancement actions of program deficiencies.
- d. The affected Superintendent/Manager will respond to the report within 60 calendar days, identifying actions to be taken and their expected time of completion.
- e. Follow-up visits and status reports will be used as necessary to ensure that program deficiencies are resolved. Recommendations for correcting hazards and program deficiencies shall be documented and tracked until completed.
- f. The Regional Risk Management Office will develop and publish an annual evaluation schedule.

3. Operating Unit Evaluations.

- a. Operating Unit will conduct a program self-evaluation on an annual basis.
- b. Evaluations will involve an analysis of the following areas:
 - Management leadership and employee involvement.
 - Work-site analysis.
 - Hazard prevention and control.
 - Safety and health training.

NOTE: Non-mandatory appendix X-1 can be used to evaluate these four major program areas. Checklists for evaluating specific OSHA programs can be obtained from the WASO Risk Management Office, Regional Risk Management Offices and from the Occupational Safety and Health Administration at www.osha.gov.

Appendix X-1 Management Leadership and Employee Involvement

Safety and Health Policy

Has management developed a written safety and health policy reflecting their commitment to safety and health?

Has management communicated the policy in writing to all employees?

Are employees familiar with management's safety and health policy statement?

Goals and Objectives

Has management established results-oriented (measurable) written safety and health goals?

Is a member of management identified in writing as responsible and accountable for the fulfillment of each safety and health goal?

Has management developed a written annual safety and health action plan?

Written Safety and Health Plan

Has a written site-specific safety and health management plan been developed?

Management Leadership and Accountability

Does the safety manager report directly to the Superintendent or Deputy Superintendent?

Has a budget been provided to support the safety and health program?

Have line-management walk-around audits been conducted and documented?

Do managers, supervisors and employees have measurable safety and health criteria in their annual performance standards?

Employee Involvement

Can the site demonstrate at least three different ways that employees are involved in the Safety and Health program? (Examples include safety committee, job hazard analysis, safety and health training, safety and health evaluation participation, hazard analysis and performance standards.)

Has the site established a safety and health committee(s) or similar bodies that allow for employees from different levels in the organization to participate?

Does the site have written procedures (or a role and functions statement) that addresses the role of the safety and health committee(s)?

Contractor Safety & Health

Does the Contracting Officer verify in writing that contractor safety qualifications, safety programs and past performance have been evaluated prior to contractor selection?

Does the site document in writing that contractors receive written information pertaining to specific park-imposed operating requirements (if any), notification of known hazards associated with the physical environment in which they will be working, and how to activate park emergency response systems prior to on-site activities?

Does the site assign a Contracting Officer's Technical Representative (COTR) for all contracted projects in the park?

Has the site documented that COTRs have been provided with OSHA construction and general industry safety and health training?

Work-Site Analysis

Safety Inspections

Has a baseline comprehensive safety and health inspection been conducted?

Are all workplaces inspected for safety and health at least annually?

Is the correction of unsafe conditions/actions identified through safety inspections documented in writing to ensure closure?

Industrial Hygiene

Has an exposure assessment been conducted and documented in writing to determine physical and chemical agents that present exposures to employees including chemical and biological hazards, noise and vibration hazards, temperature hazards and radiation hazards (ionizing and non-ionizing)?

Are personnel who are trained in industrial hygiene sampling techniques and control measures utilized to perform exposure assessment activities?

Hazard Analysis

Has the site implemented a written job hazard analysis program (or similar assessment technique) to identify and control hazards associated with individual job tasks?

Are employees provided with training and information in writing on the job hazard analyses applicable to their job tasks?

Hazard Reporting and Tracking System

Is there a formal, written hazard reporting process that allows employees to bring safety and health concerns to management?

Does the site track hazards to closure through a hazard report log (or similar tool)?

Are employees notified in writing regarding the status of their hazard reports?

Accident/Incident Investigation and Analysis

Does the site have written incident investigation procedures to determine the root cause(s) of personal injuries/illnesses, property damage, near misses and visitor incidents?

Are all incidents investigated and documented?

Does the site document and track corrective actions recommended in incident investigations until they are implemented?

Reporting and Record Keeping

Are accidents/incidents reported via the DOI Safety Management Information System (SMIS) or current departmental incident reporting system?

Is the annual summary of occupational injuries and illnesses posted not later than 45 calendar days after the close of the fiscal year and posted for a minimum of 30 consecutive days?

Is incident data tracked and analyzed to show trends and to identify specific safety and health problem areas?

Safety Program Evaluation

Are written procedures in place for evaluating the effectiveness of the safety and health management program?

Is the evaluation conducted at least annually and documented in writing?

Hazard Prevention and Control

Occupational Health Care Program and Record Keeping

Are there qualified personnel, such as physicians, nurses and medical responders available to support the medical needs of the site?

Have medical and first-aid equipment and supplies, including Automatic External Defibrillators (as applicable), been provided and maintained?

Worker's Compensation Case Management

Has management established a written Worker's Compensation program that complies with DO-50A?

Have alternative work assignments been identified in writing and made available to employees during the medical recovery period?

Safety and Health Training

Is safety and health training for new employees provided and documented?

Is ongoing safety and health training to employees on the workplace hazards they are exposed to provided and documented?

Is safety and health training for management necessary to effectively implement and manage the safety and health program provided and documented?

References

1. 29 CFR, Part 1960, "Elements for Federal Employee Occupational Safety and Health Programs," Subpart F.
2. Departmental Manual (DM), Part 485, "Safety and Occupational Health Manual," Chapter 9.
3. "Safety Kit for Supervisors, Pacific West Region," October 2001.

Requirements

Each operating unit shall establish an employee council or similar body to participate in the development, promotion and implementation of occupational safety and health programs. These groups will also serve the site manager in an advisory capacity regarding occupational safety and health issues. Groups shall comprise both management and non-management employees, and shall be primarily driven by constituent employees representing at-risk workgroups.

Procedures

1. The council's/committee's scope of responsibility will be established in a role and function statement and approved by management.
2. Meeting minutes, recommendations and management responses will be in writing, retained for at least two years, and be readily available for examination by employees, supervisors and managers.
3. Members should receive appropriate training within six months of their appointment to the committee to acquire knowledge of policy, regulations, standards, rules and procedures necessary to carry out their duties.
4. Council/committee shall comprise no fewer than three members, but should equally represent management and non-management.
5. Membership shall revolve among the park employees, so that only half the membership will change at any one time. This is to ensure experience and continuity. Membership should be a two-year assignment.
6. Regular meeting dates shall be established with advance notice of meetings furnished to employees. Each meeting should be conducted according to a prepared agenda.
7. Committee members should be allowed sufficient work-time release to participate in safety committee activities, including site inspections, training and meetings.

Introduction

The level and quality of safety services required to provide employees a safe work environment at small- to medium-sized operating units are just the same as they are for the employees at larger operating units. The knowledge and skills necessary to manage a comprehensive safety program that complies with the ever-increasing complexities and sophistication of OSHA regulations, other legal requirements and societal expectations dictate that the NPS provide professional-level safety services to all employees.

Currently less than 10 percent of park units have immediate access to a full-time safety professional, while the vast majority of parks generally assign safety program responsibilities to a single individual as a collateral-duty. The regular positions of the Collateral-Duty Safety Officers cover a wide variety of job classifications, such as maintenance worker, LE patrol ranger or administrative office worker. They typically have limited experience or educational background in the occupational safety and health field.

Purpose

To specify the minimum Occupational Safety and Health Program requirements for establishing appropriate staffing levels for full-time professional and collateral-duty safety and health positions within the National Park Service. To develop and administer a formal professional development plan for full-time safety and health professionals.

References

1. 29 CFR, Part 1960, "Elements for Federal Occupational Safety and Health Programs," Subpart H.
2. Departmental Manual (DM), Part 485, "Safety and Health Handbook," Chapters 11, 12 and 28.
3. The Office of Personnel Management (OPM) Personnel Qualification Standard Series 018, 019, 690 and 803.

Definitions

Safety Manager

Professional Safety Managers engage in the prevention of accidents, incidents and events that harm people, property or the environment. They use qualitative and quantitative analysis of simple and complex products, systems, operations and activities to identify hazards. They evaluate the hazards to identify what events can occur and the likelihood of occurrence, severity of results, risk (a combination of probability and severity) and cost. They identify what controls are appropriate and their cost and effectiveness. Professional Safety Managers make recommendations to senior

managers, supervisors, employers and others. Controls may involve administrative controls (such as plans, policies, procedures, training, etc.) and engineering controls (such as safety features and systems, fail-safe features, barriers and other forms of protection). Safety professionals may manage and implement controls.

Besides knowledge of a wide range of hazards, controls and safety assessment methods, safety professionals must have knowledge of physical, chemical, biological and behavioral sciences, mathematics, business, training and educational techniques, engineering concepts, and particular kinds of operations (construction, manufacturing, transportation, etc.).

Industrial Hygienist

An Industrial Hygienist provides professional and scientific work in occupational health matters. This includes the identification and evaluation of conditions affecting the health and efficiency of employees or the citizens of the adjacent community, the formulation and recommendation of measures to eliminate or control occupational health hazards, and the promotion of occupational health programs for instructing and motivating managers and employees in the prevention and correction of potential health hazards.

Industrial hygiene is concerned with the recognition, evaluation, and control of those environmental conditions or stresses arising in or from the workplace, which may cause sickness, impaired health, significant discomfort or inefficiency. Industrial hygiene brings together a variety of scientific disciplines to prevent, eliminate or reduce chemical, physical and biological risks to the well being of employees. Generally, these disciplines are physiology, chemistry, physics, engineering, medicine and biochemistry.

Requirements

1. *Service-Wide Program* – The NPS DASHO appoints and supervises the NPS Risk Management Program Manager who meets, as a minimum, the OPM qualifications for the GM-018/690/803 series. The NPS DASHO ensures that the Risk Management Program Manager is supported by sufficient qualified professional, technical and clerical staff in such fields as industrial hygiene, occupational health, occupational medicine, public safety, administration, inspection and investigation, to properly discharge of those duties outlined in 29 CFR Part 1960, Part 485 of the Departmental Manual, and Director's Order 50B.
 - a. The NPS Risk Management Program Manager serves as a professional advisor and consultant to assist the NPS DASHO and other senior level managers (including the NLC) in their leadership responsibilities by developing long-term strategic plans, service-wide policy and effective safety management systems to continuously improve NPS safety performance.
 - b. The NPS Safety and Health Manager, or his qualified designee, will serve as the subject matter expert to review all applicants for full-time professional

safety and health position vacancies within NPS. The NPS Safety and Health Manager should provide management with advice and guidance on selection criteria for collateral-duty safety and health positions at the operating unit level.

2. *Regional Programs* – Each Regional Director appoints a professional Safety Manager who meets, as a minimum, the OPM qualifications for the GM-018/690/803 series. The Regional Safety Manager provides technical support, assistance and advice to the Regional Directorates, and Site Managers, reflecting modern safety management practices, trends and philosophies.
3. *Denver Service Center (DSC)* – Because of the scope, scale, complexity and exposure of the DSC operations, a full-time professional Safety and Health Engineer and/or a professional safety manager who meets, as a minimum, the OPM qualifications for the GM-018/803 series should be appointed by the DSC Director.
4. *Operating Unit Programs* – All NPS operating units should be staffed with full-time professional safety specialists or technicians, or industrial hygienists meeting the minimum OPM qualifications for the GM-018--019-690 where the complexity, scope, scale and exposure to employees have been found to warrant such assignment. One of the primary considerations for establishing a full-time safety position is based on the safety services necessary for a minimum of 250-300 employees (combined totals of permanent and temporary plus a percentage factor of volunteers) at an individual operating unit.
 - a. Medium- to smaller-sized operating units that are in close proximity to each other should consider establishing a shared full-time safety position that would provide professional support and assistance to mini-clusters of four to eight parks that cumulatively have 250 or more employees. The shared safety positions would “circuit-ride” to the other mini-cluster parks and coordinate the activities of individual collateral-duty safety officers.
 - b. In all other cases, the operating unit should have a minimum of one Collateral-Duty Safety Officer appointed, trained and empowered to act in that capacity, at all times. Given the depth and sophistication of federal safety and health regulations today, an allocation of a minimum of 20 percent of the Collateral-Duty Safety Officer’s time must be dedicated to this function. Management should allow adequate time and provide sufficient staff support (clerical, technical, etc.) to ensure the proper discharge of those duties outlined in Appendix A of this section. This collateral-duty should be reflected in the employee’s position description as well as his or her performance standards.

- The Collateral-Duty Safety Officer will be adequately equipped and competent to recognize and evaluate hazards of the working environment and to suggest general abatement procedures. Competent, in this case, is defined as possessing the skills, knowledge, experience and judgment to perform assigned tasks or activities satisfactorily as determined by the organization. Experience and/or up-to-date training in occupational safety and health hazard recognition and evaluation should be considered in meeting this requirement.
- Within six months of appointment, the Collateral-Duty Safety Officers will be provided training that includes: The Departmental and bureau safety and health program; section 19 of the OSHA Act; Executive Order 12196; 29 CFR 1960; procedures for reporting, evaluation and abatement of hazards; procedures for reporting and investigating allegations of reprisal; the recognition of hazardous conditions and environments; identification and use of occupational safety and health standards; and other appropriate rules and regulations.
- Collateral-Duty Safety Officers will also be trained through courses in the basic elements of organizing, planning and managing an effective safety and health program. An exception is when the Collateral-Duty Safety Officer has had the required training/experience within the previous three years.

Professional Development

1. The NPS has established a professional development program to identify specific/ special knowledge, skills and abilities required for safety and health positions as addressed in the NPS essential competencies for risk management.
2. Each operating unit that has a full-time safety professional will:
 - a. Provide the resources necessary to equip the safety and health professionals with the training needed to fulfill their responsibilities.
 - b. Prepare and maintain employee development plans for safety and health professionals and maintain records of their training.
 - c. Encourage its safety and health professionals to obtain certification in a professional organization(s) and to participate in local field Federal Safety Council activities.

Appendix A

POSITION DESCRIPTION ATTACHMENT: Collateral-Duty Safety Officer

Serves as the point-of-contact for occupational safety and health issues and other matters relating to employee safety and health programs for the Superintendent and line management of the operating unit. A minimum of 20 percent of regular work time will be devoted to performing collateral-duty safety duties. Provides assistance and advice to the Superintendent and supervisors in meeting management responsibilities of compliance to Director's Orders #50A and 50B, and achieving all GPRA goals associated with occupational safety and health and visitor safety.

Works closely with regional Risk Managers and/or Occupational Safety and Health Managers to obtain professional advice and consultation on program implementation and evaluation. Provides Operating Unit Manager with recommendations for specialized services of occupational safety and health professionals, such as Industrial Hygienists, Safety Engineers, etc., when the site needs technical information and support.

Provides assistance to line managers and supervisors in establishing and implementing primary compliance programs contained in the park's written Safety and Health Program, such as; Hazard Analysis (JHA), Worksite Inspections, Accident investigation, Hazardous Communications, Motor Vehicle Operations, Employee Emergency Action Plans, Fire Prevention, Personal Protective Equipment, Ergonomics and Office Safety, etc. Provides line management with resources to implement more specialized programs, such as; Hearing Conservation, Respiratory Protection, Lock-out Tag-out, Fall Protection, etc.

Assists supervisors and line management in conducting self-analyses of worksite safety. Leads in-park team in conducting annual evaluations of occupational safety and health programs.

Assists line management in the identification of appropriate training, including training on: managing employee safety and health; OSHA Standards relating to facilities/working environments and inspections of those environments; preparation and use of job hazard analyses; and, unsafe work practices in the workplace. Assists supervisors in conducting investigations of all employee occupational safety/health accidents/incidents. Participates in the Accident Review Committee process for those incident/accidents to identify roots causes and effective corrective actions.

Coordinates the implementation of the Safety Management Information System (SMIS) for the operating unit and accurately enters into SMIS all employee incident/accident data. Advises the site manager of all lost time employee accidents/incidents and maintains an OSHA 300 Log, or equivalent, for the unit.

Works collaboratively with Human Resources/Personnel Office to assist and promote effective management of OWCP cases and implementation of the Medical Surveillance Program.

Provides operating unit manager with data and reports on overall site occupational safety and health program progress, including annual program evaluation

SECTION 2: SAFETY AND HEALTH CODES AND STANDARDS

References

1. 29 CFR, Part 1960, "Elements for Federal Employees Occupational Safety and Health Programs," Subpart C.
2. Departmental Manual (DM), Part 485, "Safety and Occupational Health Manual," Chapter 4.
3. Public Buildings Amendment Act of 1988.

Requirements

1. The National Park Service (NPS) will meet or exceed applicable safety, health, environmental and related trade codes and standards. It should be remembered that these codes and standards represent the minimum acceptable level of safety. Nothing precludes the design, construction or operation of NPS units at a higher level of safety than that provided for in these codes and standards.
2. Where conflicts arise between codes and standards, the more stringent requirement(s) will be used.
3. If codes, standards, procedures and guidelines do not exist, or those existing are not adequate, appropriate requirements will be developed. All newly developed standards or waivers for existing standards should be processed through the Chief, Risk Management, WASO.
4. The National Fire Protection Association's Life Safety Code, NFPA 101, will be used as the primary basis for evaluating structures and other facilities regarding property, environmental, employee and visitor safety from fire hazards.
5. The following are federal and national consensus standards to be used in NPS operations (Web sites where standards are found are included; some require purchase or subscription):
 - a. Occupational Safety and Health Administration – www.osha.gov
 - 29 CFR 1960 – Federal Employee Occupational Safety and Health Programs
 - 29 CFR 1910 – General Industry Standards
 - 29 CFR 1926 – Construction Safety Standards
 - b. Environmental Protection Agency – www.epa.gov
 - 40 CFR 1-999 – EPA Regulations

- c. General Services Administration – www.gsa.gov
 - 41 CFR 1-999 – GSA Regulations
- d. Department of Transportation – www.dot.gov
 - 49 CFR 1-999 – Transportation Regulations
- e. National Fire Protection Association Codes and Standards – www.nfpa.org
- f. American National Standards Institute (ANSI) Standards – www.ansi.org
- g. Uniform Federal Accessibility Standards (UFAS, 1984) – www.access-board.gov
- h. Americans With Disabilities Act Architectural Guideline (ADAAG, 1990) – www.access-board.gov

Responsibilities

1. Supervisors and managers will ensure that safety standards are implemented and enforced to prevent injuries and property loss and reduce legal liability exposures.
2. Regional Risk Managers and the Denver Service Center Safety Engineer will serve as resources to management for standards, information, interpretation, insight and counsel.
3. Employees will conduct work operations in accordance with safety and occupational health standards. Employees are responsible for reporting unsafe/unhealthful conditions and/or operations due to the lack of standard(s) usage or when standards are questionable as to providing an acceptable level of risk.
4. All required codes and standards should be accessible to management and employees for carrying out their responsibilities.