

References

1. 29 CFR, Part 1960, "Elements for Federal Employee Occupational Safety and Health Programs," Subpart D, Subpart G.
2. Departmental Manual (DM), Part 485, "Safety and Occupational Health Manual," Chapter 8.
3. Departmental Manual (DM), Part 370, Chapter 771, Subchapter 3, "Employee Grievances."

Requirements

1. All operating units will establish and maintain formal and informal processes for employees or their representatives to report unsafe and unhealthful conditions and work practices in the workplace. They must request an inspection of the condition(s) and/or actions(s).
2. The formal process will be in writing and will provide employees or their representatives the opportunity to remain anonymous and still be informed of the resolution of their concerns. It will also include provisions on how employees or their representatives may appeal to higher authorities, including the National Park Service DASHO and the Secretary of Labor. Employees have the right to report allegations of reprisal directly to OSHA.

Written procedures should include the following information:

- Name of employee submitting report (employee is not required to provide name).
- Date and time report is submitted.
- Date and time report is received.
- Name of Supervisor.
- Description of unsafe/unhealthful condition or work practice.
- Classification of the hazard believed to be caused by condition (imminent, serious or other hazard).
- Location (specific).
- Date condition is investigated.
- Name of supervisor investigating condition.
- Supervisor's classification of hazard created by conditions.
- Abatement date assigned.
- Date of abatement.
- Requirements for written responses to the employee, which should include action taken, date and safety and health standards involved.

3. The informal process will be one that encourages employees to verbally report unsafe and unhealthful conditions/work practices to their supervisors. It will also encourage supervisors to act promptly and appropriately on employees' reports.
4. In the case of imminent danger conditions, employees or their representatives will be able to make reports by the most expeditious means available and follow up with written reports.
5. A log of reports of unsafe or unhealthful conditions/work practices will be maintained by the appropriate safety office or operating unit. The conditions will be tracked until resolved.

As a minimum, the log should consist of:

- Date.
 - Time.
 - File number.
 - Location of condition.
 - Brief description.
 - Classification.
 - Date and nature of action.
6. Reports of imminent danger conditions, as defined by OSHA in 29 CFR 1903.13 ("imminent danger"), will be investigated immediately. Potentially serious conditions will be investigated within three working days, and other hazardous conditions will be investigated within 20 working days.
 7. Employees or their representatives who submit reports shall be notified in writing by the official in charge of the operating unit within 15 calendar days if the official does not plan to make an investigation.
 8. A copy of the operating unit's notice of inspection (made as a result of an employee's formal report of an unsafe or unhealthful condition) will be provided to the employee or his/her representative. Copies will be issued within 15 calendar days after completion of a safety-concern investigation and within 30 calendar days after a health concern investigation. If additional time is required, the employee or representative will be notified of the expected due date.
 9. There should be prompt abatement of unsafe and unhealthful conditions/work practices.

Requirements for Handling Employee Allegations of Reprisal Reports

1. Employee allegations of reprisal related to participation in the program will be handled through the departmental administrative grievance procedures (370 DM 771, 3) or the appropriate bargaining agreement. Technical assistance from the appropriate Risk Management Office will be provided as needed. The specific procedures will be documented by the National Park Service and provided to its employees.
2. Copies of investigation findings will be provided to the Program Manager, NPS Risk Management Program Office. A copy will also be provided to the Secretary of Labor upon request.