

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.