

# **SUPERVISOR'S ROLES AND RESPONSIBILITIES FOR SAFETY, HEALTH AND ENVIRONMENTAL MANAGEMENT**

# **Supervisor's Roles and Responsibilities**

2

**Dean Magee**

**Safety, Health and Environmental Manager**

**USDA / ARS / Eastern Business Service Center**

**1815 North University Street, Suite 2016**

**Peoria, IL 61604**

**Phone: 309-681-6598**

**Email: [Dean.Magee-ARS@ars.usda.gov](mailto:Dean.Magee-ARS@ars.usda.gov)**

# Contents

- Course Objectives**
- The history of the OSH Act**
- 29 CFR 1960.55 – Training of Supervisors**
- The Agency's OSH Poster**
- Supervisory Responsibilities**
- ARMP / Funding**
- Liability**
- Reportable events**
- Laws and regulations**
- REE Manual 160.0**
- Additional resources**
- Summary**
- SHEMB**

# Course Objectives

4

## **To enable supervisors to understand:**

- ARS Supervisors training requirements;
- supervisor's roles and responsibilities in maintaining a safe and healthful workplace;
- principal components of the ARS safety, health and environmental management program; and,
- environmental compliance requirements.

# The history of the OSH Act

5

## Occupational Safety and Health (OSH) Act of 1970

- Responsibility for providing safe and healthful working conditions for employees

## Section 19 of the OSH Act

- the Federal government must comply with the OSH Act

# The history of the OSH Act (cont'd.)

6

- ❑ **Executive Order 12196, Occupational Safety and Health Programs for Federal Employees**
  - ❑ signed February 26, 1980
  
- ❑ **29 CFR Part 1960 – Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters**
  - ❑ published November 2004

# 29 CFR 1960.55 – Training of Supervisors

7

---

## 1960.55—TRAINING OF SUPERVISORS

---

(a) Each agency shall provide occupational safety and health training for supervisory employees that includes: supervisory responsibility for providing and maintaining safe and healthful working conditions for employees, the agency occupational safety and health program, section 19 of the Act, Executive Order 12196, this part, occupational safety and health standards applicable to the assigned workplaces, agency procedures for reporting hazards, agency procedures for reporting and investigating allegations of reprisal, and agency procedures for the abatement of hazards, as well as other appropriate rules and regulations.

(b) This supervisory training should include introductory and specialized courses and materials which will enable supervisors to recognize and eliminate, or reduce, occupational safety and health hazards in their working units. Such training shall also include the development of requisite skills in managing the agency's safety and health program within the work unit, including the training and motivation of subordinates toward assuring safe and healthful work practices.

# 29 CFR 1960.55 – Training of Supervisors (cont'd.)

8

## 29 CFR 1960, *Basic Program Elements*

- Inspection and Abatement
- Occupational Safety and Health Committees
- Allegations of Reprisal
- Training
- Recordkeeping and Reporting Requirements
- Self-evaluations of Agency occupational safety and health program



# 29 CFR 1960.55 – Training of Supervisors (cont'd.)

9

## Agency Policies and Procedures

- Reporting hazards
- Abatement of hazards
- Reporting and investigating allegations of reprisal
  - Follow the Agency's grievance procedures process

# 29 CFR 1960.55 – Training of Supervisors (cont'd.)

10

- Introductory and specialized SHEM training that will enable the supervisor to:**
  - Train and motivate employees in safe and healthful work practices
  - Recognize and eliminate, or reduce, SHEM hazards
  - Develop skills in managing the Agency's SHEM program

# The Agency's OSH Poster

11

## AD-1010

## Outlines:

- responsibilities and rights
- responsible officials contact info
- available from the SHEMB web page:
  - <http://www.afm.ars.usda.gov/shem/safetyhealth.htm>

### Occupational Safety and Health Protection for Employees of the Agricultural Research Service

The Occupational Safety and Health Act of 1970, Executive Order 12196 and 29 CFR 1960 require the heads of Federal agencies to furnish to employees places and conditions of employment that are free from job safety and health hazards.

#### Responsibilities of Your Agency

- 1. General Requirements**  
The Agricultural Research Service (ARS) will furnish employees places and conditions of employment that are free from on-the-job safety and health hazards.
- 2. OSHA Regulations**  
ARS will comply with applicable regulations of the Occupational Safety and Health Administration (OSHA).
- 3. Reporting Hazards**  
ARS will respond to employee reports of hazards in the workplace.
- 4. Workplace Inspections**  
ARS will insure that each workplace is inspected annually for hazardous conditions. ARS will post Notices of Unsafe or Unhealthful Working Conditions found during the inspections for a minimum of three working days, or until the hazard is corrected, whichever is later.
- 5. Correction of Unsafe Conditions**  
ARS will take prompt action to assure that hazardous conditions are eliminated. Imminent danger conditions will be corrected immediately.
- 6. Safety and Protective Equipment**  
ARS will acquire, maintain and require use of appropriate protective and safety equipment.
- 7. Safety and Health Training**  
ARS will provide occupational safety and health training for employees.

- 8. Reporting Accidents, Injuries and Occupational Illnesses**  
Supervisors must submit a supervisor's report of accidental injury/illness for all work-related accidents, injuries or occupational illnesses experienced by employees under their supervision.

- 9. Safety and Health Committees**  
ARS will support any safety and health committees that are formed from management and employee representatives.

#### Employee Responsibilities

- 1. Compliance with Standards**  
Employees shall comply with all OSHA and approved ARS occupational safety and health standards, policies and directives.
- 2. Safety and Protective Equipment**  
Employees shall use appropriate protective and safety equipment provided by ARS.

#### Rights of Employees and Their Representatives

- 1. Participation in Safety and Health Program**  
Employees and their representatives shall have the right to participate in the ARS Safety and Health Program. Employees shall be authorized official time for these activities.
- 2. Access to Records and Documents**  
Employees and their representatives shall have access to copies of applicable OSHA and other recognized standards and regulations ARS safety and health policies and directives; accident, injury and illness statistics of the ARS.

- 3. Reporting Hazards**  
Employees and their representatives shall have the right to report unsafe or unhealthful working conditions to appropriate officials and to request an inspection of the workplace. The name of the employee making the report will be kept confidential if requested.

- 4. Freedom from Fear of Reprisal**  
Employees and their representatives are protected from restraint, interference, coercion, discrimination, or reprisal for exercising any of their rights under the ARS Safety and Health Program.

#### Responsible Officials

The Designated Agency Safety and Health Official (DASHO) for ARS is the Deputy Administrator for Administrative and Financial Management.

Joan Park

The Agency Safety and Health Manager is:

Pete Jovanovich  
and may be contacted at

301-504-1243 [pete.jovanovich@ars.usda.gov](mailto:pete.jovanovich@ars.usda.gov)  
(Telephone and Email)

The Location Safety Officer (LSO) or Collateral Duty Safety Officer (CDSO) for this workplace is:

and may be contacted at

(Telephone and location)

#### Further Information

This notice highlights the ARS employee job safety and health program. More information about the agency program or its standards and procedures may be obtained from the workplace LSO or CDSO.



Washington D.C.  
2012

Edward B. Knipping  
Administrator

# The Agency's OSH Poster (cont'd.)

12

## Agency Responsibilities:

- Provide safe and healthful workplaces
- Comply with applicable safety, health and environmental regulations
- Respond to employee reports of unsafe and unhealthful working conditions
- Ensure workplaces are inspected at least annually
- Post Notices of Unsafe or Unhealthful Working Conditions found during inspections
  - For a minimum of three days, or until the hazard is corrected, whichever is later

# The Agency's OSH Poster (cont'd.)

13

## Agency Responsibilities (cont'd.):

- Take prompt action to correct hazardous conditions
  - Imminent danger conditions must be corrected immediately
- Provide and require use of appropriate personal protective equipment
- Provide training for employees
- Supervisors write incident reports
- Support SHEM committees
  - formed from management and employee representatives

# The Agency's OSH Poster (cont'd.)

14

## ☐ **Employee Responsibilities:**

- ☐ 1. Compliance with Standards
  - ☐ Employees shall comply with all OSHA and approved ARS occupational safety and health standards, policies and directives.
- ☐ 2. Safety and Protective Equipment
  - ☐ Employees shall use appropriate protective and safety equipment provided by ARS.

# The Agency's OSH Poster (cont'd.)

15

## □ Employee Rights:

- 1. Participation in Safety and Health Program
  - Employees and their representatives shall have the right to participate in the ARS Safety and Health Program.
  - Employees shall be authorized official time for these activities.
- 2. Access to Records and Documents
  - Employees and their representatives shall have access to copies of applicable OSHA and other recognized standards and regulations ARS safety and health policies and directives; accident, injury and illness statistics of the ARS.

# The Agency's OSH Poster (cont'd.)

16

## □ Employee Rights (cont'd.):

- 3. Reporting Hazards
  - Employees and their representatives shall have the right to report unsafe or unhealthful working conditions to appropriate officials and to request an inspection of the workplace.
  - The name of the employee making the report will be kept confidential if requested.
- 4. Freedom from Fear of Reprisal
  - Employees and their representatives are protected from restraint, interference, coercion, discrimination or reprisal for exercising any of their rights under the ARS Safety and Health Program.



# Supervisory Responsibilities

17

## □ 29 CFR 1960.9

---

### 1960.9—Supervisory responsibilities

---

Employees who exercise supervisory functions shall, to the extent of their authority, furnish employees employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm. They shall also comply with the

occupational safety and health standards applicable to their agency and with all rules, regulations, and orders issued by the head of the agency with respect to the agency occupational safety and health program.

# Supervisory Responsibilities (cont'd.)

18

## Provide Employee SHEM Training

- New Employee Orientation (NEO) must include:
  - Employee Rights and Responsibilities
    - REE Manual 160.0 section 11
  - Occupational Medical Surveillance Program
  - hazardous areas within the facility
  - accident reporting procedures
  - hazard reporting procedures

# Supervisory Responsibilities (cont'd.)

19

- ❑ **New Employee Orientation (NEO) must include (cont'd.):**
  - ❑ Resources
    - ❑ Regulations
    - ❑ Standards
    - ❑ SHEM videos, etc.
  - ❑ Emergency and Evacuation Procedures
  - ❑ Environmental Management System Awareness Training
  - ❑ specific environmental training
    - ❑ incinerator operators
    - ❑ pesticide applicators
    - ❑ hazardous waste handlers, etc.

# Supervisory Responsibilities (cont'd.)

20

## ❑ Provide Employee SHEM Training (cont'd.)

- ❑ Job Specific Training must include:
  - ❑ Specific Hazards in Workplace
    - ❑ Hazard Communication standard training
  - ❑ Personal Protective Equipment
  - ❑ standard operating procedures
    - ❑ Proficient in standard operating procedures

# Supervisory Responsibilities (cont'd.)

21

## Identify Hazards in Workplace

- Types of Hazards
  - Physical – slippery floor, excessive noise, poor lighting
  - Chemical – gases, dusts, fumes, vapors, liquids
  - Ergonomic – repetitive or awkward movements, workstation design, poor posture
  - Radiological – isotopes (nuclides), microwaves, ultraviolet, lasers, X-rays
  - Biological – recombinant DNA, fungi, bacteria, tissues, body fluids, rickettsia, viruses
  - Psychological – stress, shiftwork, workload, dealing with the public

# Supervisory Responsibilities (cont'd.)

22

## ❑ **Methods for Identifying Hazards**

### ❑ **Workplace Inspections**

- ❑ Informal and continual – performed every time a supervisor walks through the work area (monitoring)
- ❑ Formal – performed by competent personnel on annual basis or more frequently in high hazard areas
- ❑ External – performed by external regulatory officials, e.g., OSHA and EPA

# Supervisory Responsibilities (cont'd.)

23

## ☐ **Methods for Identifying Hazards (cont'd.)**

- ☐ Employee Reports of Unsafe / Unhealthful Working Conditions
  - ☐ Receive verbally or in writing
  - ☐ Record in log book
  - ☐ Conduct an inspection
  - ☐ Reply in writing to employee
    - ☐ within 15 days for safety violations or 30 days for health violations after the inspection is completed

# Supervisory Responsibilities (cont'd.)

24

- ❑ **Methods for Identifying Hazards (cont'd.)**
  - ❑ Accident / Incident Investigations
    - ❑ including near-misses
    - ❑ Should occur as soon as possible



# Supervisory Responsibilities (cont'd.)

25

- ❑ **Methods for Identifying Hazards (cont'd.)**
  - ❑ Accident / Incident Investigations (cont'd.)
    - ❑ Conduct investigation – Determine causal factors
      - ❑ What happened?
      - ❑ How it happened
      - ❑ Why it happened
    - ❑ Review OSHA's Form 301, *Injury and Illness Incident Report* (electronic version)
    - ❑ Recommend / take corrective action(s)

# Supervisory Responsibilities (cont'd.)

26

**OSHA's Form 301**  
**Injury and Illness Incident Report**

**Attention:** This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

**U.S. Department of Labor**  
Occupational Safety and Health Administration  
Form approved OMB no. 1218-0176

This *Injury and Illness Incident Report* is one of the first forms you must fill out when a recordable work-related injury or illness has occurred. Together with the *Log of Work-Related Injuries and Illnesses* and the accompanying *Summary*, these forms help the employer and OSHA develop a picture of the extent and severity of work-related incidents.

Within 7 calendar days after you receive information that a recordable work-related injury or illness has occurred, you must fill out this form or an equivalent. Some state workers' compensation, insurance, or other reports may be acceptable substitutes. To be considered an equivalent form, any substitute must contain all the information asked for on this form.

According to Public Law 91-596 and 29 CFR 1904, OSHA's recordkeeping rule, you must keep this form on file for 5 years following the year to which it pertains.

If you need additional copies of this form, you may photocopy and use as many as you need.

Completed by \_\_\_\_\_  
Title \_\_\_\_\_  
Phone (\_\_\_\_) \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Information about the employee**

1) Full name \_\_\_\_\_  
2) Street \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
3) Date of birth \_\_\_\_/\_\_\_\_/\_\_\_\_  
4) Date hired \_\_\_\_/\_\_\_\_/\_\_\_\_  
5)  Male  
 Female

**Information about the physician or other health care professional**

6) Name of physician or other health care professional \_\_\_\_\_  
7) If treatment was given away from the workplace, where was it given?  
Facility \_\_\_\_\_  
Street \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

8) Was employee treated in an emergency room?  
 Yes  
 No

9) Was employee hospitalized overnight as an inpatient?  
 Yes  
 No

**Information about the case**

10) Case number from the Log \_\_\_\_\_ (Transfer the case number from the Log after you record the case.)  
11) Date of injury or illness \_\_\_\_/\_\_\_\_/\_\_\_\_  
12) Time employee began work \_\_\_\_\_ AM / PM  
13) Time of event \_\_\_\_\_ AM / PM  Check if time cannot be determined  
14) What was the employee doing just before the incident occurred? Describe the activity, as well as the tools, equipment, or material the employee was using. Example: "Lifting a ladder while carrying roofing materials", "operating chainsaw from hand sprayer", "Nasty computer key-accident."  
15) What happened? Tell us how the injury occurred. Example: "When ladder slipped on wet floor, worker fell 20 feet", "Worker was sprayed with chlorine when gasbot broke during replacement", "Worker developed swollen to work over time."  
16) What was the injury or illness? Tell us the part of the body that was affected and how it was affected. Be more specific than "hurt," "pain," or "sore." Example: "stinked back", "chemical burn, head", "carpal tunnel syndrome."  
17) What object or substance directly harmed the employee? Example: "concrete floor", "ladder", "metal saw saw." If this question does not apply to the incident, leave a blank.  
18) If the employee died, when did death occur? Date of death \_\_\_\_/\_\_\_\_/\_\_\_\_

Public reporting burden for this collection of information is estimated to average 22 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Persons are not required to respond to the collection of information unless it displays a current valid OMB control number. If you have any comments about this estimate or any other aspect of this data collection, including suggestions for reducing the burden, contact US Department of Labor, OSHA Office of Statistical Analysis, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

<http://www.afm.ars.usda.gov/shem/index.htm>

<https://www.osha.gov/recordkeeping>

# Supervisory Responsibilities (cont'd.)

27

## ❑ **Methods for Controlling Hazards**

### ❑ Job Hazard Analysis (JHA)

- ❑ AKA: Job Safety Analysis, Hazard Assessment
- ❑ must be a document certified by the supervisor
- ❑ can be included in SOPs
- ❑ Four basic steps to a JHA
  - ❑ Select the operation or task
  - ❑ Break down the operation or task into logical steps
  - ❑ Identify hazards and potential accidents
  - ❑ Determine hazard control measures

# Supervisory Responsibilities (cont'd.)

28

## Sample Job Hazard Analysis Form

<i>Job Title:</i>	<i>Job Location:</i>	<i>Analyst</i>	<i>Date</i>
<i>Task #</i>	<i>Task Description:</i>		
<i>Hazard Type:</i>	<i>Hazard Description:</i>		
<i>Consequence:</i>	<i>Hazard Controls:</i>		
<i>Rational or Comment:</i>			

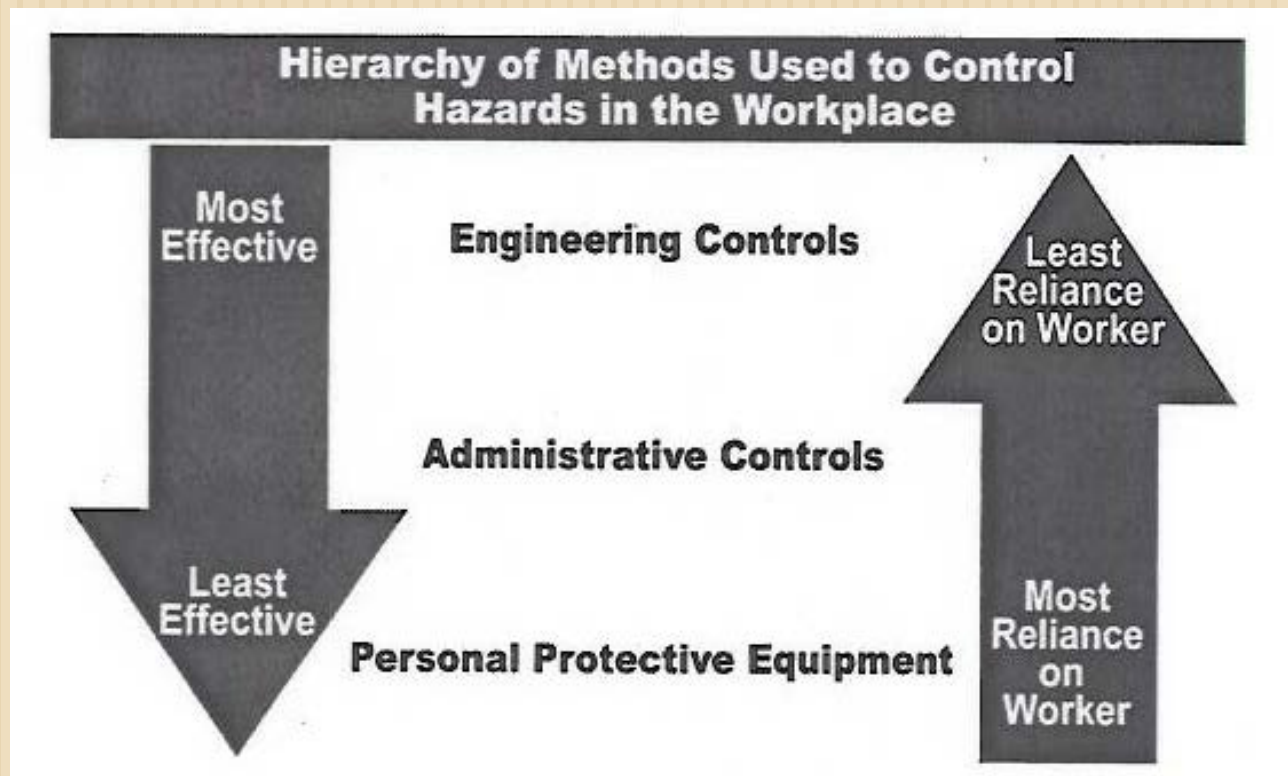
## Example Job Hazard Analysis Form

<b><i>Job Location:</i></b> Metal Shop	<b><i>Analyst:</i></b> Joe Safety	<b><i>Date:</i></b>
<b><i>Task Description:</i></b> Worker reaches into metal box to the right of the machine, grasps a 15-pound casting and carries it to grinding wheel. Worker grinds 20 to 30 castings per hour.		
<b><i>Hazard Description:</i></b> Picking up a casting, the employee could drop it onto his foot. The casting's weight and height could seriously injure the worker's foot or toes.		
<b><i>Hazard Controls:</i></b>		
<ol style="list-style-type: none"> <li>1. Remove castings from the box and place them on a table next to the grinder.</li> <li>2. Wear steel-toe shoes with arch protection.</li> <li>3. Change protective gloves that allow a better grip.</li> <li>4. Use a device to pick up castings.</li> </ol>		

# Supervisory Responsibilities (cont'd.)

29

## Control and / or Eliminate Hazards



# Supervisory Responsibilities (cont'd.)

30

- ❑ **Control and / or Eliminate Hazards (cont'd.)**
  - ❑ Engineering Controls
    - ❑ physical changes to work environment or work processes
      - ❑ Isolation of the hazard
        - ❑ machine guards
      - ❑ Local ventilation
        - ❑ fume hoods
        - ❑ removes airborne contaminants
    - ❑ Substitute a less hazardous material

# Supervisory Responsibilities (cont'd.)

31

- ❑ **Control and / or Eliminate Hazards (cont'd.)**
  - ❑ Administrative Controls
    - ❑ uses policies, procedures and rules to eliminate the hazard
      - ❑ Exercise frequent breaks and rotation of workers
      - ❑ Reduce duration of exposure to hazards

# Supervisory Responsibilities (cont'd.)

32

## Control and / or Eliminate Hazards (cont'd.)

### Personal Protective Equipment

provides a barrier between employee and hazard

Safety glasses or goggles

Hard hats

Earplugs and muffs

Respirators, etc.



# Supervisory Responsibilities (cont'd.)

33

## **Maintain documentation and records**

- Employee training records
- Job hazard analyses
- Workplace inspections
- Employee Reports of Unsafe / Unhealthful Working Conditions
- Accident / Incident records

# ARMP / Funding

34

## □ Identify the resources necessary to carry out the safety, health and environmental program

### □ Priorities:

1. Life / physical safety
  1. imminent danger
  2. serious hazard
  3. other than serious hazard
2. Code / regulatory code issues
3. Security requirements
4. Energy conservation

# ARMP / Funding (cont'd.)

35

**□ For unfunded environmental requirements request, through budget process, funding and resources needed to (in priority order):**

1. Correct a potential threat to human health or the environment
2. Support a signed Consent Decree, Order or legal binding agreement

# ARMP / Funding (cont'd.)

36

## **unfunded environmental requirements priority (cont'd.)**

3. Correct deficiencies cited in a regulatory inspection, notice of violation or equivalent
4. Bring the Agency into compliance with a statutory requirement
5. Meet the requirements of an Executive Order
6. Demonstrate environmental leadership

## **Elevate funding requirements to the next managerial level if necessary**

# Liability




37

- Legal responsibility for one's actions or failure to act**
- Ignorance of the law is no excuse**
- Fines and penalties can be levied against the Agency**
- Willful Violation** – a violation in which the employer either knowingly failed to comply with a legal requirement (purposeful disregard) or acted with plain indifference to employee safety.

# Liability (cont'd.)

38

## Criminal Liability

-  May 1989 – “Aberdeen Three”
-  April 2013 – UCLA Professor
-  October 2013 – President, Port Arthur Chemical and Environmental Service (PACES)

# Reportable Events

39

- Report to the next higher organizational level until it reaches SHEMB and the Administrator level; incidents in which there is :**
  - a job-related fatality;
  - the hospitalization of two or more persons;
  - property damage in excess of \$100,000;
  - a fatality caused by a heart attack at work;
  - any injury while operating a mechanical power press;

# Reportable Events (cont'd.)

40

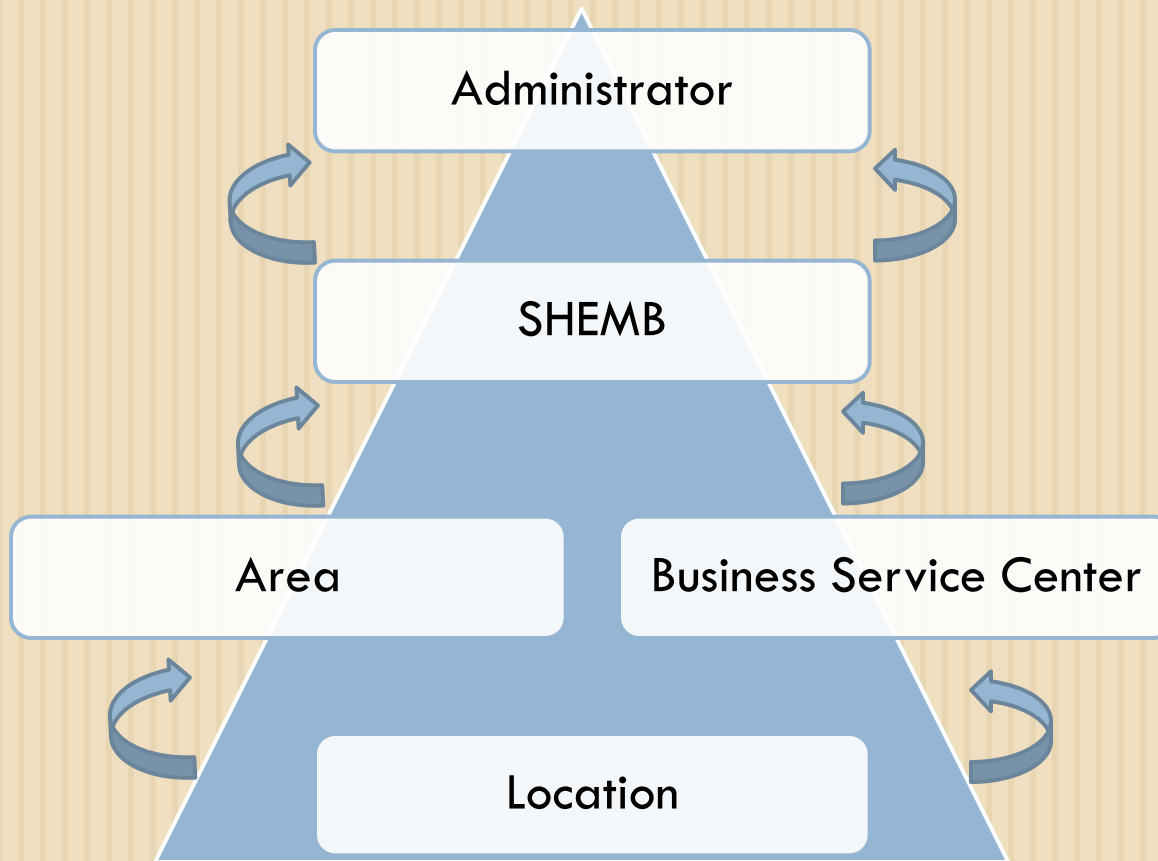
## Report to the next higher organizational level ... (cont'd.)

- environmental spills or releases which must be reported to a regulatory authority;
- any regulatory visit or inspection;
- any report of deficiency from a regulatory authority (e.g., Notice of Violation, OSHA citation); and,
- news media, special interest groups and general public inquiries.



# Reportable Events (cont'd.)

41



□ Report to the next higher ARS organizational level

# Laws and Regulations

42

- Occupational Safety and Health**
- Environmental Management**
- State and Local**
- Other Regulations**



# Laws and Regulations (cont'd.)

43

## Occupational Safety and Health

### 29 CFR – Labor

- Part 1960, *Basic Program Elements for Federal Employees*
- Part 1910, *Occupational Safety and Health Standards for General Industry*
- Part 1904, *Recording and Reporting Occupational Injuries and Illnesses*
- Part 1926, *Safety and Health Regulations for Construction*
- Part 1928, *Occupational Safety and Health Standards for Agriculture*

# Laws and Regulations (cont'd.)

44

## Environmental Management

- 40 CFR - Protection of the Environment
- sixteen solely environmental protection programs in the MWA
- major environmental laws:
  - Clean Air Act (CAA)
    - boilers
    - incinerators
    - generators
    - other stationary sources
    - mobile sources
      - vehicle check engine light

# Laws and Regulations (cont'd.)

45

## Environmental Management (cont'd.)

- major environmental laws (cont'd.):
  - Clean Water Act (CWA)
    - Spill Prevention, Control and Countermeasures
  - Safe Drinking Water Act
    - Publicly Owned Treatment Works
  - Resource Conservation and Recovery Act (RCRA)
    - Hazardous Waste
    - universal waste, Underground Storage Tanks, Waste Minimization

# Laws and Regulations (cont'd.)

46

## □ Environmental Management (cont'd.)

- Comprehensive Environmental Response, Compensation and Liability Act (CERCLA)
  - Investigation and Cleanup
- Emergency Planning and Community Right-to-Know Act (EPCRA)
  - Chemical Inventory
- Toxic Substances Control Act (TSCA)
  - Polychlorinated Biphenyls, Asbestos, Radon, Lead-Based Paint

# Laws and Regulations (cont'd.)

47

## Environmental Management (cont'd.)

- Federal Insecticide, Fungicide and Rodenticide Act (FIFRA)
  - Worker Protection
- National Environmental Policy Act (NEPA)
  - Construction Projects
  - Research Projects
  - Real Property Transactions

# Laws and Regulations (cont'd.)

48

## □ Environmental Management (cont'd.)

### □ Executive Orders

- EO 12088, *Federal Compliance with Pollution Control Standards*
- EO 13423, *Strengthening Federal Environmental, Energy and Transportation Management*
- EO 13514, *Federal Leadership in Environmental, Energy and Economic Performance*

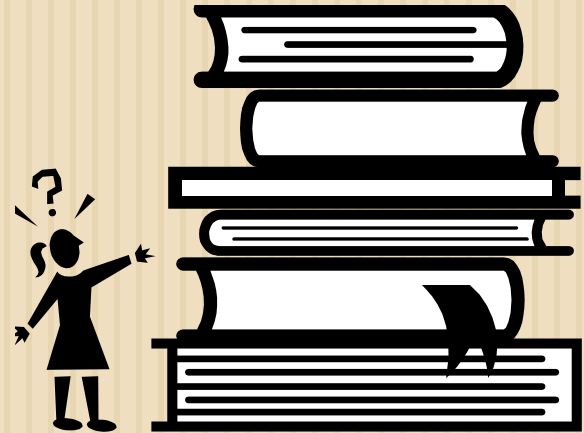


# Laws and Regulations (cont'd.)

49

## □ State and Local

- State and Local governments can enact standards that are more stringent than Federal regulations
- ARS policy - Follow the most stringent standards



# Laws and Regulations (cont'd.)

50

## Other

- Department Regulations (DRs)
- ARS policies and procedures
  - REE Manual 160.0 – *Safety, Health and Environmental Management Program*
- Biological Safety
- Department Of Transportation (DOT)
- Radiological Safety

# REE Manual 160.0 – Chapter 11

51

United States Department of Agriculture  
Research, Education, and Economics

## ARS □ ERS □ NASS □ NIFA

### *Manual*

**Title:** Safety, Health, and Environmental Management Program

**Number:** 160.0M

**Date:** June 2, 2011

**Originating Office:** Facilities Division, Safety, Health, and Environmental Management Branch, AFM/ARS

**This Replaces:** ARS Manual 230.0 dated December 5, 2005

**Distribution:** All REE Employees

This manual describes the Research, Education, and Economics (REE) Safety, Health, and Environmental Management program, including Purpose and Scope, Organizational and Communication Structures, Roles and Responsibilities, Program Authorities, Education and Training Requirements, and Program Elements. This issuance also reflects a new assigned number.

#### Supervisors will:

- Furnish employees a place of employment that is free from recognized hazards that are causing or are likely to cause death or physical harm.
- Comply with applicable Federal, State, and local laws and regulations.
- Ensure that supervised employees receive new employee orientation as well as initial and recurring specialized job training appropriate to the work performed.
- Provide employees access to safety, health, and environmental related materials including regulations, EOs, standards, codes, departmental regulations, P&Ps, injury and illness statistics, etc.
- Ensure that employees are provided an opportunity to participate in the Occupational Medical Surveillance Program (OMSP), where there is recognized potential exposure to hazardous chemicals, materials, noise, radiation, or biological agents.
- Take appropriate actions to identify and correct hazardous situations caused by chemical, radiological, biological, physical, and ergonomic exposures through engineering controls, administrative controls, or as a last resort, through the use of personal protective equipment (PPE).
- Provide, train, and ensure proper use of applicable PPE and clothing.
- Monitor employee performance to ensure that work is accomplished in a manner conducive to the health and safety of themselves, their fellow employees, and the environment.
- Ensure that the AD-1010 OSHA safety poster or equivalent informing employees of the provisions of the OSH Act is posted conspicuously in the work area.
- Investigate accidents, injuries, illnesses, known exposures, near misses, and environmental releases in order to identify causes and determine corrective actions to prevent recurrence; and prepare the appropriate paperwork in accordance with Federal, State, and local laws and regulations.
- Investigate in a timely manner, any employee reports of unsafe/unhealthy working condition, and abate any hazards within their capability to abate.
- Monitor the work area to identify hazards and abate any hazards found. If abatement is delayed, post notification of the hazard and/or forbid/eliminate access to the hazardous area, and notify the next level of management if the hazards are not within their ability and/or resources to rectify.
- Prepare an abatement plan for any hazard that cannot be corrected within 30 calendar days.
- Provide official time for employee and employee representative participation in the various SHEM programs without restraint, interference, coercion, discrimination, or reprisal.

# Additional Resources

52

## Key SHEM Personnel

- Safety and Occupational Health Specialist
- Collateral Duty Safety Officer or Local Safety Officer
- SHEM Committees, SHEM Committee Chairperson
- Location Environmental Officer
- Biological Safety Officer
- Location Radiation Protection Officer
- Hazardous Waste Officer
- Chemical Hygiene Officer

# Additional Resources (cont'd.)

53

## **Safety Bulletin Board**

- Safety and Health Committee
- Environmental Management System (EMS) Committee
- Summary of Accident / Illness Data (OSHA 300A)

## **SHEM Library**

- REE Manual 160.0
- Occupant Emergency Plan, etc.

# Additional Resources (cont'd.)

54

- ❑ **AgLearn - [www.aglearn.usda.gov](http://www.aglearn.usda.gov)**
  - ❑ 150 SkillSoft Environmental Safety and Health (ES&H) regulation-based courses
  - ❑ Introduction to Biosafety
  - ❑ Contacts to put training in AgLearn learning history:
    - ❑ Lyndell Walker, AFM / DAAFM
      - ❑ [Lyndell.Walker@ars.usda.gov](mailto:Lyndell.Walker@ars.usda.gov)

# Additional Resources (cont'd.)

55

## □ Agency SHEM Video Series:

- We All Play a Role
- Succeeding as a Collateral Duty Safety Officer
- Employee Rights and Responsibilities
- **Supervisor's Roles and Responsibilities**
- ARS Radiation Safety Program
- ARS Biological Safety Program
- <http://www.afm.ars.usda.gov/shem/videos.htm>

## □ Brochure – *A Practical Guide to Who's Who in the REE Safety Community*

- <http://www.afm.ars.usda.gov/shem/files/Safety%20brochure.pdf>

# Additional Resources (cont'd.)

56

## ❑ **ARS Biosafety SharePoint site**

<https://arsnet.usda.gov/sites/ars/biosafety/default.aspx>

## ❑ **Electronic Code of Federal Regulations (e-CFR)**

<http://www.ecfr.gov>

## ❑ **Executive Orders Disposition Tables**

<http://www.archives.gov/federal-register/executive-orders/disposition.html>

## ❑ **EPA**

<http://www.epa.gov>



# Additional Resources (cont'd.)

57

## ❑ **SHEMB**

<http://www.afm.ars.usda.gov/shem>

## ❑ **MWA SHEM SharePoint site**

<https://arsnet.usda.gov/sites/MWA/SHEM/default.aspx>

## ❑ **Radiation Safety Division**

<http://www.dm.usda.gov/ohsec/rsd/index.htm>

## ❑ **OSHA**

<http://www.osha.gov>

# Additional Resources (cont'd.)

58

**Ralph Jesse**

**Area Environmental Protection Specialist**

**USDA / ARS / Midwest Area**

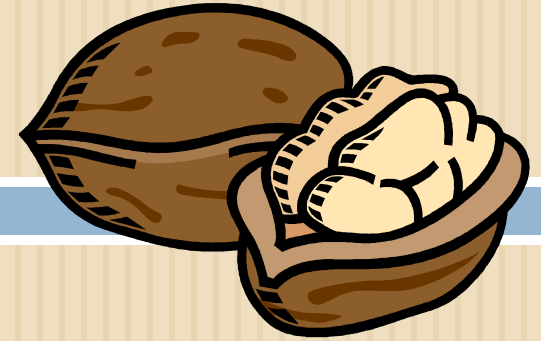
**1815 North University Street, Room 2014**

**Peoria, IL 61604**

**Phone: 309-681-6644**

**Email: [Ralph.Jesse@ars.usda.gov](mailto:Ralph.Jesse@ars.usda.gov)**

# Summary



59

## In review, basically:

- Provide a safe and healthful working environment
  - Identify hazards in workplace
  - Control and / or eliminate identified hazards
  - Provide personal protective equipment
  - Investigate accidents and near-misses
- Provide employees SHEM training
- Maintain documentation and records



# Safety, Health and Environmental Management Branch

60

❑ **Pete Jovanovich**, Branch Chief

301-504-1243    [pete.jovanovich@ars.usda.gov](mailto:pete.jovanovich@ars.usda.gov)

❑ **Peggy Purcell**, Safety and Occupational Health Mgr.

301-504-1245    [peggy.purcell@ars.usda.gov](mailto:peggy.purcell@ars.usda.gov)

❑ **Cori Grim**, Safety and Occupational Health Mgr.

301-504-1249    [cori.grim@ars.usda.gov](mailto:cori.grim@ars.usda.gov)

❑ **Cal Mather**, Environmental Protection Specialist

309-681-6608    [cal.mather@ars.usda.gov](mailto:cal.mather@ars.usda.gov)



# QUESTIONS ?

