

DEPARTMENT OF THE INTERIOR
BUREAU OF OCEAN ENERGY MANAGEMENT MANUAL

TRANSMITTAL SHEET

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SUBJECT: Administrative
Part 485: Safety and Occupational Health Program
Chapter 1: Safety Program Management

EXPLANATION OF MATERIAL TRANSMITTED:

This chapter sets forth the overall policy for the implementation and administration of the Safety and Occupational Health (SOH) Program for the Bureau of Ocean Energy Management (BOEM).



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Acting Director

FILING INSTRUCTIONS:

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OPR: BSEE Management Support Division, Office of Administration

**Department of the Interior
Bureau of Ocean Energy Management Manual**

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Series: Administrative

Part 485: Safety and Occupational Health Program

Chapter 1: Safety Program Management

Originating Office: Bureau of Safety and Environmental Enforcement (BSEE), Office of Administration

1. Purpose. This chapter sets forth the overall policy for the implementation and administration of the Safety and Occupational Health (SOH) Program for the Bureau of Ocean Energy Management (BOEM).

2. Objective. To specify minimum SOH Program requirements and designate general responsibilities for the implementation and administration of the BOEM SOH Program.

3. Authorities and References.

A. Public Law 91-596, Occupational Safety and Health Act of 1970, Section 19, Federal Agency Safety Programs and Responsibilities

B. Executive Order 12196, Occupational Safety and Health Programs for Federal Employees

C. Code of Federal Regulations (CFR):

- 29 CFR 1960, Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters, Subpart C, Standards
- 29 CFR 1910, Occupational Safety and Health Administration (OSHA), General Industry Standards
- 29 CFR 1926, OSHA, Construction Industry Standards

D. 485 Departmental Manual (DM) 1-2, Safety and Occupational Health Program

E. BOEMM 485.8, Accident/Incident Investigations, Records, and Reports

4. Policy. It is BOEM policy to include safety and occupational health as an integral part of every operation, to provide a safe and healthful work environment for BOEM employees, to provide for the protection of BOEM and private property from accidental damage and loss associated with BOEM activities, and to reduce the frequency and severity of accidents and losses for employees and visitors.

In addition, it is BOEM policy 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.

5. Responsibilities.

A. Director.

- (1) Ensures that adequate policies, procedures, and resources are available to protect people and property from injury, damage, or accidental loss during BOEM operations and from exposure to safety and occupational health hazards at locations where BOEM does work.
- (2) Ensures that Regional Directors, Deputy Regional Directors, Program Managers, managers, supervisors, and employees are held accountable for compliance with SOH Program.

B. Designated Agency Safety and Health Official (DASHO).

- (1) Understands and performs the duties listed in 29 CFR 1960, Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters.
- (2) Exercises the authority of the Director to establish, develop, direct, and manage the SOH Program.
- (3) Directs SOH Program activities and ensures that adequate staff and funding resources are provided to develop and administer the SOH Program.
- (4) Advises the Director and Leadership Safety Council on the status of the SOH Program.
- (5) Represents BOEM SOH interests through participation in the Department of the Interior (DOI) DASHO Council.
- (6) Appoints Serious Accident Investigation Teams or trained investigators for the investigation of serious accidents involving BOEM employees.

C. Regional Director and Program Manager.

- (1) Oversees and provides sufficient support and resources for their respective components of the SOH Program.
- (2) Demonstrates personal commitment for the occupational safety and health of employees, contractors, and visitors.
- (3) Ensures that Collateral Duty Safety Officers (CDSOs) are appointed to advise management in the development and implementation of an effective SOH Program.

- (4) Requires compliance with statutory, regulatory, and SOH Program criteria and holds managers and supervisors accountable for effectively fulfilling SOH Program responsibilities.
- (5) Ensures that employees have the supervision, knowledge, skills, and abilities necessary to perform their assigned tasks in a safe manner.
- (6) Requires that accidents are reported and investigated in accordance with BOEMM 485.8 Accident/Incident Investigations, Records, and Reports.

D. BSEE Chief, Management Support Division, Office of Administration

- (1) Assigns staff responsibility for implementing the policy and carrying out the mission of the SOH Program.
- (2) Assigns and maintains staff of safety and occupational health professionals responsible for developing and implementing the policy and carrying out the mission of the SOH Program.
- (3) Ensures appropriate policies, directives, and supplemental standards and guidelines are in place to meet SOH requirements.
- (4) Completes an annual SOH Program policy self-assessment.
- (5) Ensures that SOH Program internal control evaluations are conducted every three years.

E. BSEE Safety and Occupational Health (SOH) Manager.

- (1) Develops and maintains SOH Program policies, directives, and supplemental standards and guidelines to meet SOH requirements. Interprets OSHA, adopted national consensus standards, and DOI occupational safety and health policies.
- (2) Administers the SOH Program and provides SOH Program oversight and coordination.
- (3) Advises and supports management in carrying out SOH Program responsibilities.
- (4) Serves as liaison with the DOI's Office of Occupational Health and Safety.
- (5) Coordinates the use of the DOI Safety Management Information System for collecting accident data and analyzing accidents involving injuries, illnesses, and property damage. Ensures review of accident/incident information to determine accuracy and completeness. Takes appropriate action to correct inaccurate reporting.
- (6) Distributes accident/incident and statistical reports and recommendations for prevention of future incidents.
- (7) Conducts SOH Program internal control evaluations every three years to evaluate Bureau compliance with SOH program requirements and provides findings to Chief, MSD and the DASHO.

F. BSEE Regional SOH Manager.

- (1) Administers the SOH Program for the respective locations.
- (2) Advises and supports regional management in implementation and compliance with SOH Program responsibilities.
- (3) Coordinates and assists CDSOs with documenting annual compliance inspections at local sites.
- (4) Interprets SOH Program requirements in partnership with the Bureau SOH Manager.
- (5) Responds to region-wide questions and issues related to SOH.
- (6) Documents workplace assessments.
- (7) Evaluates Regional Office compliance with Bureau-wide SOH Program requirements.

G. Servicing BSEE Human Resources Officer (HRO).

- (1) Advises Managers, Supervisors, and Safety Representatives:
 - a. On their labor relations responsibilities under the Federal Service Labor Management Relations Statute regarding the SOH program.
 - b. On personnel issues related to SOH and medical programs, i.e., medical standards and medical surveillance.
- (2) Maintains in employee medical folders the necessary documentation for medical programs.

H. Manager and Supervisor.

- (1) Ensures that adequate training and equipment is provided and available to employees and others within the scope of this Manual Chapter to safely perform their job tasks.
- (2) Ensures adequate supervisory measures are in place to monitor employees to confirm they are conducting their work activities in a safe and healthy manner.
- (3) Monitors operations at work sites to detect any unsafe acts or conditions and take appropriate corrective actions.
- (4) Arranges for first aid, medical treatment, and transportation for medical treatment, when necessary.
- (5) Investigates and reports accidents that result in or have the potential to cause injuries, illnesses, fatalities, or property damage.

- (6) Reports all occupational injuries/illnesses and property damage to the Regional and/or Bureau SOH Manager and reports the following to OSHA:
 - a. All work-related fatalities within eight hours.
 - b. All work-related inpatient hospitalizations, all amputations, and all losses of an eye within 24 hours.
- (7) Requires and ensures that employees, contractors, and visitors use safe and healthful work practices and adhere to SOH Program requirements.
- (8) Provides employees official time to participate in Safety Committee activities.
- (9) Provides an atmosphere that allows employees to report SOH concerns without interference, reprisal, or coercion.
- (10) Assigns a facility CDSO for a term of at least two years and provides the CDSO the required SOH training.
- (11) Ensures that employees who work in positions with requirements for medical standards receive instructions on those standards and how to fulfill those requirements. Ensures that potential new hires are informed that the job has a medical standards requirement during the interview process.
- (12) Ensures that personnel, whose duties may require occupational exposure to toxic chemicals, physical agents, such as noise, heat, or vibrations, or biological hazards above established Permissible Exposure Limits or Threshold Limit Values, participate in a medical surveillance program.
- (13) Evaluates the safety and occupational health performance of employees to ensure that safety is a central and fundamental element of their job.

I. Collateral Duty Safety Officer.

- (1) Facilitates formal annual self-inspections of facilities and field sites to identify and investigate hazards and unsafe or unhealthful conditions.
- (2) Assists local management and employees with establishing a site-specific SOH Program and compliance with occupational safety and health rules and regulations.
- (3) Serves as SOH Program advisor to local management. Participates in occupational safety and health councils or committees and subordinate work groups.
- (4) Coordinates local SOH Program activities.

- (5) Assists in reviewing drafts of SOH Program guidelines and other documentation and in conducting research on SOH issues.

J. Employee.

- (1) Conducts work activities in a safe and healthy manner and complies with safety policies and procedures including the use of provided safety equipment.
- (2) Reports unsafe and/or unhealthful working conditions.
- (3) Exercises SOH Program rights and responsibilities without fear of restraint, interference, coercion, discrimination, or reprisal for reporting an unsafe or unhealthful condition, or for otherwise participating in the SOH Program.
- (4) Participates actively in occupational safety and health education and training activities.
- (5) Notifies supervisor of any factors or practices that may require any changes to personal protective equipment selection, including body weight, changes in facial feature, and changes in work environment.