ADS Chapter 529

Occupational Safety and Health Program for USAID Washington Facilities

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ADS 529 - Occupational Safety and Health Program
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ADS 529 - Occupational Safety and Health Program

529.1 OVERVIEW

Effective Date: 12/29/2016

This chapter specifies the policies and procedures covering USAID's domestic Occupational Safety and Health Program, including:

- Goals and objectives for reducing and eliminating occupational accidents, injuries, and illnesses;
- Plans and procedures for evaluating the Agency's occupational safety and health program effectiveness at all operational levels; and
- Priorities with respect to the factors that cause occupational accidents, injuries, and illnesses in the Agency's workplaces so that appropriate corrective actions can be taken.

529.2 PRIMARY RESPONSIBILITIES

Effective Date: 12/29/2016

a. The **USAID Administrator** is responsible for the strategic/policy-level oversight and direction of the USAID Occupational Safety and Health Program.

b. The **Assistant Administrator, Bureau for Management (AA/M)** is responsible for the overall management and administration of comprehensive Occupational Safety and Health Programs and serves as the USAID Designated Agency Safety and Health Official (DASHO).

c. **USAID's Occupational Safety and Health Management Coordinator** is the USAID Safety Manager within the Bureau for Management, Office of Management Services, Headquarters Management Division (M/MS/HMD). The USAID Safety Manager is responsible for operational-level oversight and implementation of applicable laws, regulations, and policies.

d. **Executive Officers (EXOs)** assist Mission Directors in administering USAID's overseas Occupational Safety and Health Programs at USAID Missions. For information on USAID's overseas programs refer to 15 FAM 950 or contact M/MS/OMD for more information.

e. **Administrative Management Staff (AMS)** are responsible for assisting USAID/Washington (USAID/W) Bureaus and Independent Offices (B/IOs) in administering USAID's Occupational Safety and Health programs.

f. **Supervisors** are responsible, to the extent of their authority, for providing Agency staff with a place of employment free from hazards that may cause injury or illness, including:

(1) Complying with the policies in this ADS chapter regarding occupational safety and environmental health;

(2) Eliminating or reducing workplace hazards in accordance with **29 CFR 1910**;

(3) Instructing Agency staff on the use of safe work practices; and

(4) Reporting any injury or illness as prescribed by **U.S. DOL Publication CA-810 (Rev. Feb. 1994)**.

g. The **USAID Safety Manager** in the Bureau for Management, Office of Management Services, Headquarters Division (M/MS/HMD) will provide top management officials with orientation and other learning experiences which will enable them to manage the Occupational Safety and Health Program. The USAID Safety Manager serves as the USAID Occupational Safety and Health Management Coordinator.

h. **Agency Staff** are responsible for complying with this ADS chapter for policies on Occupational Safety and Health Programs.

529.3 POLICY DIRECTIVES AND REQUIRED PROCEDURES

Effective Date: 12/29/2016

The Agency must attempt to prevent Agency staff member injuries and illnesses, and ensure, to the extent possible, that every Agency staff member has a safe and healthy working environment. It is essential for the heads of Bureaus and Independent Offices (B/IOs), supervisory staff, and all Agency staff to observe and adhere to occupational safety and health practices in order to achieve USAID policy objectives.

529.3.1 Official Responsibilities

Effective Date: 12/29/2016

a. The **USAID Administrator** is:

(1) Required by **29 CFR 1960.8**, to furnish each Agency staff member with a place of employment that is free from recognized hazards that are causing or are likely to cause death or serious physical harm;

(2) Required by **29 CFR 1960.7(a),** to ensure that the Agency's budget submission includes appropriate financial and other resources to effectively implement and administer the Agency's occupational safety and health program;

(3) Required by **29 CFR 1960.11**, to ensure that any performance evaluation of any management official in charge of a USAID facility, any supervisory Agency staff member, or other appropriate management official, measures that Agency staff member's performance in meeting requirements of the Agency occupational safety and health program, consistent with the Agency staff member's assigned responsibility and authority, and taking into consideration any applicable regulations of the Office of Personnel Management (OPM) or other appropriate authority;

(4) Required in accordance with **29 CFR 1960.12(e),** to promote Agency staff member awareness of occupational safety and health matters through their ordinary information channels, such as newsletters, bulletins, and handbooks;

(5) Required in accordance with **29 CFR 1960.18(a)**, to adopt emergency, temporary, and permanent supplementary standards as necessary and appropriate for application to working conditions of Agency staff for which there exists no appropriate OSHA standards. In order to avoid duplication of effort, the USAID Administrator will notify the Secretary of Labor of the subject matter of such a standard when the development of the standard begins; and

(6) In accordance with **29 CFR 1960.26(b)(1),** for the purpose of assuring safe and healthful working conditions for Agency staff of agencies, the USAID Administrator will authorize safety and/or health inspectors:

i. To enter without delay, and at reasonable times, any building, installation, facility, construction site, or other area, workplace, or environment where work is performed by Agency staff member of the Agency;

ii. To inspect and investigate during regular working hours and at other reasonable times, and within reasonable limits and in a reasonable manner, any such place of employment and all pertinent conditions, structures, machines, apparatus, devices, equipment, and materials therein; and

iii. To question privately any Agency staff member, and/or any Agency supervisory employee, and/or any official in charge of an establishment.

b. The **Assistant Administrator, Bureau for Management (AA/M**) serves as the USAID Designated Agency Safety and Health Official (DASHO). The DASHO is responsible for:

(1) Ensuring that adequate program direction, budget, and staff are provided to implement the worldwide program at all operational levels;

(2) Ensuring appropriate resources for the Agency's Occupational Safety and Health Program comply with **29 CFR 1960.7**; and including (but not limited to) sufficient personnel to implement and administer the program at all levels, including necessary administrative costs such as training, travel, and personal protective equipment; reduction of unsafe or unhealthful working conditions relative to Agency operations or facilities; safety and health sampling, testing, and diagnostic and analytical tools and equipment, including laboratory analyses; any necessary contracts to identify, analyze, or evaluate unsafe or unhealthful working conditions and operations; program promotional costs such as publications, posters, or films; technical information, documents, books, standards, codes, periodicals, and publications; and medical surveillance programs for Agency staff; and

(3) Coordinating with the Department of State, Public Health Service, National Safety Council, Federal Emergency Management Agency (FEMA), General Services Administration (GSA), and other Federal, state, and local authorities, as necessary.

c. USAID's Occupational Safety and Health Management Coordinator is responsible for:

(1) Coordinating the development and issuance of USAID policies to comply with federal safety laws and Occupational Safety and Health Administration (OSHA) regulations; and

(2) Serving as USAID's focal point for all occupational safety and health matters, and also as a liaison with other federal, state, and local agencies.

(3) Resolving Agency staff safety reports concerning workplace conditions;

(4) Coordinating annual inspections of USAID offices and facilities;

(5) Attending meetings of the Metropolitan Washington Federal Safety and Health Council;

(6) Participating on USAID's Occupational Safety and Health Advisory Committee (OSHAC);

(7) Coordinating safety and health training for Agency support staff personnel;

(8) Preparing the Agency's annual report for the DASHO to the Secretary of Labor;

(9) Providing copies of applicable laws, regulations, policies, and other program elements upon request to staff and/or employee representatives for review;

(10) Visibly posting in each USAID Washington facility—and keeping posted—a poster informing Agency staff of the provisions of **Executive Order 12196**; OSHA required information; details of the Agency's procedures for responding to reports by Agency staff of unsafe or unhealthful working conditions, and to allegations of discrimination or reprisal due to participation in safety and/or health activities; the location where Agency staff may obtain information about the Agency's occupational safety and health program (including full text of Agency occupational safety and health standards; relevant information about any Agency safety and health committees; and the Agency occupational safety and health program information;

(11) Submitting a copy of the Agency's poster to the Secretary of Labor; and

(12) Annually inspecting all areas and operations of each workplace. More frequent inspections will be conducted in all workplaces where there is an increased risk of injury, accident, or illness due to the nature of the work performed. The USAID Safety Manager must conduct increased unannounced inspections and unannounced follow-up inspections to ensure the identification and reduction of hazardous conditions. When situations arise involving multiple agencies' responsibilities for conditions affecting Agency staff safety and health, coordination of inspection functions is encouraged. The USAID Occupational and Safety Manager will determine, in advance of an Inspection, the actual work procedures and conditions to be inspected, in order to have the proper equipment available to conduct an effective inspection.

d. The **USAID Safety Manager** will provide top management officials with orientation and other learning experiences which will enable them to manage the Occupational Safety and Health Program. Such orientation should include coverage of **Executive Order 12196**, and the Agency safety and health program.

The USAID Safety Manager will provide occupational safety and health training for supervisory employees that includes: supervisory responsibility for providing and maintaining safe and healthful working conditions for Agency staff, the Agency Occupational Safety and Health Program, **Executive Order 12196**, 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 reduction of hazards, as well as other appropriate rules and regulations.

This supervisory training must 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 should 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.

e. Agency staff will:

(1) Use safety equipment, personal protective equipment, and other devices and procedures provided or directed by the Agency and necessary for their protection;

(2) Have the right to report unsafe and unhealthful working conditions to appropriate officials, such as supervisors and USAID Health, Safety & Emergency Management personnel;

(3) Be authorized official time to participate in occupational safety and health training and other activities; and

(4) Immediately report to their supervisor any work-related injury or illness occurring on the job, completing the form CA-1, Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation, within 30 days, and filing it with the USAID Workers Compensation Unit, HCTM.

f. Collateral Duty Safety and Health Personnel must be designated by the Assistant Administrator or Director of each Bureau/Independent Office within the Agency. The USAID Safety Manager will provide training for collateral duty safety and health personnel and all members of certified occupational safety and health committees corresponding with the scope of their assigned responsibilities. Such training will include: the Agency Occupational Safety and Health Program; **Executive Order 12196**; Agency procedures for the reporting, evaluation and reduction of hazards; Agency 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.

g. Bargaining Unit Personnel: The USAID Safety Manager offers occupational safety and health training for Agency staff who are representatives of employee groups, such as labor organizations which are recognized by the Agency. This training includes both introductory and specialized courses and materials that will enable such groups to function appropriately in ensuring safe and healthful working

conditions and practices in the workplace and enable them to effectively assist in conducting workplace safety and health inspections.

529.3.2 Agency Smoking Policy and Regulations
Effective Date: 12/29/2016

Smoking and "vaping" is prohibited in USAID-occupied and -controlled space buildings in the U.S. and U.S.-owned buildings around the world, including multi-tenant buildings and official vehicles. Smoking is defined as the use of a lighted cigarette, cigar, pipe, or other tobacco product. *Vaping* is a term that originates from “vaporizing,” which means using electronic cigarettes (e-cigarettes). E-cigarettes are smokeless nicotine devices typically consisting of a metal tube containing an atomizer, a battery, and a cartridge filled with liquid nicotine. International conferences and meetings attended predominantly by non-U.S. citizens are exempt from this policy. This exemption is confined to a specific designated area at the conference site only for the duration of the conference.

Supervisors must authorize a reasonable period of administrative leave so smokers can attend smoking cessation programs. Supervisors must ensure that the smoking ban is adhered to in their locations and must exercise reasonable judgment when enforcing this policy. Initial violations must be handled by counseling. If counseling is unsuccessful, supervisors must follow standard disciplinary or grievance procedures in accordance with **ADS 487, Disciplinary and Adverse Actions Based Upon Employee Misconduct – Civil Service** or other applicable rules, regulations, and/or policy. Agency staff must not attempt to personally enforce this policy, but must report violations to their immediate supervisor.

529.3.3 Agency Vehicle Safety Belt Policy
Effective Date: 12/29/2016

All Agency passenger vehicles must be equipped with seat safety belts. The motor pool, as managed domestically by M/MS/HMD, must maintain the belts in good working condition. When riding in a motor vehicle used for USAID official business, Agency staff must have the seat belt properly fastened at all times.

529.3.4 Agency Hazard Communication Program
Effective Date: 12/29/2016

The USAID Hazard Communication Program is worldwide and applies to all USAID facilities using hazardous chemicals. The Hazard Communication Standard (**29 CFR 1910**) requires employers to determine the types of chemicals in the workplace, usually by inventory, provide this information to their Agency staff member, and train Agency staff in the safe use and proper handling of the chemicals they use in the workplace.

USAID managers and supervisors must comply with the Hazard Communication Standard and inform Agency staff using hazardous chemicals through the use of inventories, labeling, material safety data sheets (MSDS), and formal training programs.

529.3.5 USAID Occupational Safety and Health (OS&H) Staff

Effective Date: 12/29/2016

USAID's OS&H staff in the Bureau for Management, Office of Management Services (M/MS) must publicize the Federal Safety Program goals within the Agency. These goals are to develop and maintain programs, policies, and procedures to provide a safe work place. USAID OS&H staff and Health, Safety & Emergency Management personnel have the authority to act in order to prevent a mishap or any unsafe situation, including but not limited to the following:

- Indefinitely halting any operation and/or function,
- Properly documenting and removing unsafe items from the workplace for safekeeping,
- Ordering the remediation of any unsafe worksite or working conditions, and
- Taking any other reasonable action to prevent or mitigate unsafe behavior or conditions.

As defined in **29 CFR 1960.25(a)**, inspectors are "personnel with equipment and competence to recognize hazards." USAID Health, Safety and Emergency Management inspectors are qualified to recognize and evaluate hazards of the working environment and will conduct assessments and suggest general abatement procedures. Safety and health specialists as defined in **29 CFR 1960.2(s)**, with experience and/or up-to-date training in occupational safety and health hazard recognition and evaluation, are considered as meeting the qualifications of safety and health inspectors.

For those working environments where there are less complex hazards, such safety and health specializations as cited above may not be required. However, inspectors in such environments will have documented training and/or experience in the safety and health hazards of the workplace involved to recognize and evaluate those particular hazards and to suggest general abatement procedures.

M/MS/HMD must provide all inspection personnel with the equipment necessary to conduct a thorough inspection of the workplace involved. Whenever, and as soon as it is concluded on the basis of an inspection, a danger exists which could reasonably be expected to cause death or serious physical harm immediately, the inspector must inform the affected Agency staff and official in charge of the workplace of the danger.

The official in charge of the workplace, or a person empowered to act for that official, must undertake immediate abatement and the withdrawal of Agency staff who are not necessary for reduction of the dangerous conditions. In the event the official in charge of the workplace needs assistance to undertake full abatement, that official will promptly contact the DASHO and other responsible Agency officials, who will assist the abatement effort. Safety and health committees and representatives of the Agency staff will be informed of all relevant actions.

At the conclusion of an inspection, the inspector must confer with the official in charge of the workplace or that official's representative, and with an appropriate representative of the Agency staff of the establishment, and informally advise them of any apparent unsafe or unhealthful working conditions disclosed by the inspection. During any such conference, the official in charge of the workplace and the employee representative will be afforded an opportunity to bring to the attention of the inspector any pertinent information regarding conditions in the workplace. The inspector will—in writing—describe with particularity the procedures followed in the inspection and the findings which form the basis for the issuance of any Notice of Unsafe or Unhealthful Working Conditions—also known as a “Notice of Violation”.

Upon receipt of any notice of an unsafe or unhealthful working condition, the official in charge of a workplace must immediately post such notice, or copy thereof, unedited, except for reason of national security, at or near each place an unsafe or unhealthful working condition referred to in the notice exists or existed. In addition, the official in charge of the workplace must also post a notice informing if any special procedures are in effect. Where, because of the nature of the workplace operations, it is not practicable to post the notice at or near each such place, the official must post such notice, unedited, except for reason of national security, in a prominent place where it will be readily observable by all affected Agency staff. For example, where workplace activities are physically dispersed, the notice may be posted at the location to which Agency staff report each day. In places where Agency staff members do not primarily work at or report to a single location, the notice may be posted at the location from which the Agency staff operate to carry out their activities. Each notice of an unsafe or unhealthful working condition, or a copy thereof, must remain posted until the unsafe or unhealthful working condition has been abated or for three working days—whichever is later. The USAID Safety Manager will file and maintain a copy of the notice for a period of five years after abatement at the establishment.

Inspectors will be in charge of inspections and may interview any Agency staff member in private if the inspector deems it necessary. A representative of the official in charge of a workplace and a representative of Agency staff will be given an opportunity to accompany inspectors during the physical inspection of any workplace, both to aid the inspection and to provide such representatives with more detailed knowledge of any existing or potential unsafe or unhealthful working condition. Inspectors are authorized to deny the right of accompaniment to any person whose participation interferes with a fair and orderly inspection. Inspectors will consult with Agency staff concerning matters of occupational safety and health to the extent deemed necessary for the conduct of an

effective and thorough inspection. During the course of an inspection, any Agency staff member must be afforded an opportunity to bring to the attention of the inspector any unsafe or unhealthful working condition which the Agency staff member has reason to believe exists in the workplace.

Supervisors of workplaces containing classified information in the interest of national security must provide access to safety and health inspectors who have obtained the appropriate security clearance.

OS&H staff in M/MS must undertake the following procedures:

a. Conduct, in coordination with the senior management official of each Bureau and Independent Office (B/IO), periodic inspections of facilities and workplaces to ensure compliance with guidelines established by the Occupational Safety and Health Administration (OSHA), USAID, state, and local authorities.

b. Initiate action to correct conditions that do not meet established standards set by OSHA.

c. Respond to Agency staff member reports of hazardous conditions within the timeframes listed below:

(1) Within 24 hours for conditions posing imminent danger,

(2) Within three business days for potentially serious conditions; and

(3) Within 20 business days for other conditions.

d. Assess USAID's accident experiences and report on them as required to the Department of Labor and other public and private agencies.

e. Represent the Agency on the Washington Metropolitan Federal Safety and Health Council.

f. Review Agency plans for construction and renovation, along with recommendations relating to the safety and health of USAID personnel.

g. Coordinate matters concerning installation of security locking devices and warning signal devices with the Office of Security (SEC) for the protection of USAID personnel and equipment and for security support.

h. Assist the senior management official of each B/IO in conducting Agency safety and health program activities to ensure that safety and health policies are implemented effectively.

529.3.6 Electrical Hazards Program

Effective Date: 12/29/2016

Portable electrical equipment is any device that may be plugged into electrical power.

529.3.6.1 Improper Use of Portable Electrical Equipment

Effective Date: 12/29/2016

(1) Space heaters are not allowed in any USAID/W facilities without written permission from the USAID Safety Manager (M/MS/HMD). All OCRD-approved reasonable accommodations for space heaters must receive concurrent approval by the USAID Safety Manager to ensure safe placement, power supply, and to ensure other hazards are properly mitigated.

(2) Equipment with damaged electrical cords must be taken out of service immediately and electrical cords replaced prior to returning equipment to service. Only fuses with an appropriate rating should be used. Never attempt to substitute a fuse with a higher rated fuse. If there is any question concerning fuse selection, contact the USAID Safety Manager (M/MS/HMD) for assistance by emailing: **emergency@usaid.gov**.

(3) The permanent use of extension cords is prohibited. If additional outlets are needed, the responsible person should submit a facility work order by contacting his/her administrative management staff (AMS) officer for additional wall outlets to be installed.

(4) Do not run extension cords through holes in walls, ceilings, floors, doorways, windows, or similar openings. Do not run extension cords concealed behind walls, dropped ceilings, or floors.

(5) Do not tape, staple, or tack extension cords to building surfaces. Extension cords must not be spliced, coiled, or placed where they may be damaged or create a hazard.

(6) Do not walk on cords and do not run equipment over cords. If cords must be placed in travel lanes, they should be protected by molded housings or bridges.

(7) If multi-outlet extension cords (also called a power strip) are necessary, they must be equipped with a circuit breaker.

(8) The use of multiple plug adapters is prohibited.

(9) Electrical receptacles and cover plates must be free of cracks and securely mounted. Receptacles located in damp or wet locations must be protected by ground fault circuit interrupter(s) (GFCI) and meet requirements of the National Electric Code (NEC).

(10) An 18-inch minimum distance must be maintained between any heat-producing appliance and combustibles at all times.

(11) Electric string lights (typically used for decorations) are permitted on a temporary basis and may be utilized for no longer than 30 days.

(12) Electric string lights and wiring must be Underwriters Laboratory (UL) approved and in good operating condition.

(13) Electric decorations must be unplugged when unsupervised.

529.3.7 Fire Prevention Program

Effective Date: 12/29/2016

(1) Decorations utilizing an open flame are prohibited at all times. Candles (even if unlit) are prohibited at all times.

(2) Any office decorations must be noncombustible or fire retardant.

(3) All USAID personnel are required to promptly report safety, fire, and health hazards and deficiencies to a supervisor or the USAID Safety Manager (M/MS/HMD).

(4) Materials must not be stacked or placed within 24 inches of a fire sprinkler.

(5) Aisles and passageways must be kept clear of stacked materials.

(6) Portable or temporary cooking equipment that uses grease or oil must be located beneath an installed fire extinguishing system.

(7) All Agency staff should ensure that access to fire extinguishers is not obstructed, that they are readily accessible, and are used only for the intended purpose. The existence of a defective fire extinguisher should be reported immediately to the USAID Safety Manager (M/MS/HMD) or by emailing **facilities@usaid.gov**.

(8) Standpipe and hose systems must be kept free from obstructions and used only for the intended purpose. Only fire protection equipment should be stored in hose cabinets.

(9) Toasters are prohibited in non-galley/pantry areas.

(10) Coffee pots, and the area around them, must be kept free of combustibles at all times. Coffee pots should only be placed on non-combustible surfaces. Wooden desktops are a combustible surface. Coffee pots must be unplugged when not in use.

(11) Examples of non-combustible materials include concrete, brick masonry, ceramic tiles, sheet glass, block glass, and metals except aluminum.

529.3.8 Housekeeping

Effective Date: 12/29/2016

(1) Supervisors must ensure that trash and garbage cans are in adequate supply to ensure that floors and work areas are kept clear of refuse and waste.

(2) Supervisors and facility managers must notify the USAID Safety Manager (M/MS/HMD) by emailing: **emergency@usaid.gov** of all major social events when temporary decorations or unusual arrangements exist.

(3) All personnel should maintain a neat and orderly workspace to minimize the risk of accidental injuries and fires.

(4) All personnel must keep all exits, access to exits, and access to emergency equipment clear at all times.

(5) Personnel must not bring hazardous, explosive, or combustible materials into buildings unless authorized by appropriate Agency officials and by GSA and unless protective arrangements determined necessary by GSA have been provided.

(6) Personnel must not install any draperies, curtains, or other hanging materials without the explicit written approval of the USAID Safety Manager (M/MS/HMD).

(7) Personnel must not install or use freestanding partitions and/or space dividers.

(8) Personnel must immediately report accidents involving personal injury or property damage, which result from building system or maintenance deficiencies, to the USAID Safety Manager (M/MS/HMD) by emailing: **emergency@usaid.gov**.

(9) Storage of flammable or combustible material should not physically obstruct the means of entrance to/exit from the building. Flammable and combustible material must not be placed in a manner that a fire would prevent safe departure from the area.

(10) A minimum clearance of 36 inches is required within workspaces for safe departure.

(11) A minimum clearance of 60 inches is required in main hallways for safe departure.

(12) All work areas should be kept clean and free of refuse.

(13) Telephone and electrical cords should not be placed in a manner that poses a tripping hazard to personnel.

(14) Personnel are required to promptly report defective floor tiles, broken steps, torn carpet, curled mats, and/or any other tripping hazard to the proper facility manager (M/MS/HMD) by emailing: **facilities@usaid.gov**.

(15) Keep stairways clear at all times; do not store or throw anything on steps or in stairways.

529.3.9 Basic Office Safety

Effective Date: 12/29/2016

(1) Horseplay is prohibited at all times.

(2) Personnel should keep floors clean, dry, and free of litter.

(3) Step stools or ladders should be used when retrieving anything above shoulder level. Furniture, cardboard boxes, upturned trash bins, and/or office chairs are not acceptable ladder substitutes.

(4) Materials should be stored in an orderly fashion. Materials should be stacked in a stable manner to prevent them from collapsing or falling.

(5) Unsecured materials or items atop bookcases, cabinets, shelving, and/or other surfaces should not be stored in a manner that poses a risk to personnel.

(6) Paper cutter blades must be returned to the fully-down and locked position when not in use. When using a paper cutter, keep fingers away from the knife. Immediately repair loose guards or springs.

(7) Use the proper tool for the job at hand—locate a screwdriver rather than attempt to turn a screw with a pair of scissors or a knife.

(8) Heavy objects should not be stored on the tops or edges of tall cabinets, bookshelves, or desks where they may fall.

(9) Personnel should inspect chairs regularly for broken casters or other defects.

(10) Personnel should never stand on any chair.

(11) When seated in a chair, do not tilt back, lean sideways, or reach to the rear to lift objects.

(12) Personnel should only store heavy material in the bottom drawers and load cabinets from the bottom up. To prevent bumping and tripping, return drawers to the closed position when not in use. In order to avoid tipping over a cabinet, never open more than one drawer at a time. Never climb on open file drawers. Always store the heaviest books on lower-level shelves of a bookcase.

(13) Office machinery should not be positioned where it can slip off the edge of a table or desk. Machinery that "creeps" should be secured or placed on a nonslip pad.

(14) Office fans should be guarded, front and back, to prevent contact with the blades. Workers should not wear jewelry, loose sleeves, neckties, and hair styles that can become caught in moving machinery (copiers, shredders, etc.). Machines with exposed moving parts must be appropriately guarded.

(15) Report any elevator malfunctions for immediate repair to the appropriate facility manager or by emailing **facilities@usaid.gov**. Personnel should not attempt to stop automatic elevators by placing a hand between closing doors. Agency staff must not use elevators during emergency evacuations.

(16) Microwave ovens should never be plugged into an extension cord, surge protector, or any plug other than a wall outlet.

(17) Items, objects, and/or appliances that pose a risk to health and/or safety may be removed, with or without forewarning, by the USAID Safety Manager (M/MS/HMD) and/or his designee for safekeeping.

(18) Personnel may not attempt to complicate, conceal, or misrepresent safety hazards or attempt to deceive a health/safety inspector in the conduct of his/her duties.

529.3.10 Office Ergonomics

Effective Date: 12/29/2016

Ergonomics attempt to adapt the job to fit the person, rather than forcing the person to fit the job. Adapting the job to better fit the worker can help reduce stress and eliminate many potential injuries and disorders associated with the overuse of muscles, bad posture, and repetitive motion.

Adjust and position office equipment in a manner that will contribute to good posture and minimize stress on the body.

To help prevent ergonomic-related problems, workers should consider the following:

- Periodically relax your arms by letting them hang down.

- Keep your shoulders relaxed, your neck straight, and elbows at your side.
- Avoid slumped sitting positions, rounded shoulders, sway back, or an overly straight, stiff position.
- Adjust chair height so that feet rest flat on the floor and knees are at the same height as the hips. Adjust the chair properly to where a keyboard is at a comfortable height.
- Sit close to the workstation and do not bend over it.
- Keep commonly used items located within arm's reach.
- Use a shoulder rest on the telephone receiver or headset to prevent an awkward neck position and switch sides periodically.

If circumstances indicate problems may exist due to ergonomically related illnesses or injuries, the functional manager or supervisor will email **facilities@usaid.gov** to arrange for an office workstation survey.

529.3.11 Reporting

Effective Date: 12/29/2016

Any Agency staff member, or representative of an employee, who believes that an unsafe or unhealthy working condition exists in the workplace, has the right and is encouraged to make a report of the unsafe or unhealthy working condition to an appropriate Agency safety and health official. They may also request an inspection of the workplace for this purpose. The individual submitting the report or, in the case of an oral notification, by the above official or other person designated to receive the reports in the workplace, should put the report in writing. Any such report should state the grounds for the report and should contain the name of the Agency staff member or representative of employees. Upon the request of the individual making the report, no person will disclose the name of the individual making the report or the names of individual Agency staff members referred to in the report, to anyone. In the case of imminent danger situations, Agency staff should make reports by the most expeditious means available.

Each report of an existing or potential unsafe or unhealthy working condition should be recorded on a log maintained by the USAID Safety Manager. The USAID Safety Manager must send a copy of each report to the appropriate establishment safety and health committee.

Executive Order 12196 requires that Agency inspections be conducted:

- Within 24 hours for Agency staff member reports of imminent danger conditions,

- Within three working days for potentially serious conditions, and
- Within 20 working days for other than serious safety and health conditions.

However, an inspection may not be necessary if, through normal management action and with prompt notification to Agency staff and safety and health committees, the hazardous condition(s) identified can be corrected immediately.

An Agency staff member submitting a report of unsafe or unhealthy conditions must be notified in writing within 15 days by his/her supervisor or the USAID Safety Manager if the USAID Safety Manager determines there are not reasonable grounds to believe such a hazard exists and does not plan to make an inspection based on such report. The USAID Safety Manager must provide a copy of each notification to the appropriate certified safety and health committee, as established under **Executive Order 12196**. The USAID Safety Manager's inspection or investigation report, if any, must be made available to the Agency staff member making the report within 15 days after completion of the inspection for safety violations or within 30 days for health violations, unless there are compelling reasons, and must be made available to OSHA on request.

The USAID Safety Manager is responsible for maintaining a sequentially numbered case file, coded for identification, and should be assigned for the purpose of maintaining an accurate record of the report and the response. At a minimum, each facility's log should contain the following information:

- Date;
- Time;
- Code/reference/file number;
- Location of condition;
- Brief description of the condition;
- Classification (imminent danger, serious or other); and
- Date and nature of action taken.

The USAID Safety Manager must ensure that Agency injury and illness recording and reporting requirements comply with **29 CFR Part 1904, subparts C, D, E, and G**. The USAID Safety Manager should utilize all available information to identify unsafe and unhealthy working conditions, and to establish program priorities.

It is important to note that the recording or reporting of a work- related injury, illness, or fatality does not constitute an admission that the Agency, or other individual was at fault or otherwise responsible for purposes of liability. Such recording or reporting does not

constitute an admission of the existence of an employer/Agency staff member relationship between the individual recording the injury and the injured individual. The recording or reporting of any such injury, illness, or fatality does not mean that an OSHA rule has been violated or that the individual in question is eligible for workers' compensation or any other benefits. The requirements of this part do not diminish or modify in any way the Agency's responsibilities to report or record injuries and illnesses as required by the Office of Workers' Compensation Programs under **the Federal Employees' Compensation Act (FECA), 5 USC 8101**. Additionally, retention and access of employee exposure and medical records should be in accordance with **29 CFR 1910.1020**.

The USAID Safety Manager is responsible for completing and maintaining the annual OSHA 300 logs.

Executive Order 12196 requires the USAID Administrator to submit to the Secretary of Labor an annual report on the Agency's Occupational Safety and Health Program, containing information as the Secretary prescribes. The USAID Safety Manager prepares the annual report, to be submitted by May 1 of each year, describing the Agency's occupational safety and health program of the previous calendar year and objectives for the current fiscal year.

529.3.12 Accident Investigation

Effective Date: 12/29/2016

While all accidents should be investigated, including accidents involving property damage only, the extent of such investigation should be reflective of the seriousness of the accident.

Each accident which results in a fatality or the hospitalization of three or more Agency staff will be investigated to determine the causal factors involved. Except to the extent necessary to protect Agency staff and the public, evidence at the scene of an accident should be left untouched until USAID Health, Safety and Emergency Management personnel/inspectors have an opportunity to examine it.

The investigative report of the accident must be prepared by the USAID Safety Manager and must include appropriate documentation on date, time, location, description of operations, description of accident, photographs, interviews of Agency staff and witnesses, measurements, and other pertinent information. The USAID Safety Manager must forward a copy of the investigative report o the official in charge of the workplace, the appropriate safety and health committee, and the exclusive employee representative, if any. The investigative report will be made available by the USAID Safety Manager to OSHA on request.

The USAID Safety Manager must provide the OSHA Office of Federal Agency Programs with a summary report of each fatal and catastrophic accident investigation. The summaries should address the date/time of accident, Agency/establishment name

and location, consequences, description of operation and the accident, causal factors, applicable standards and their effectiveness, and Agency corrective/preventive actions.

529.3.13 Abatement

Effective Date: 12/29/2016

Agency supervisors must ensure the prompt abatement of unsafe and unhealthy conditions. Where a Notice of an Unsafe or Unhealthful Working Condition (also known as a “Notice of Violation”) has been issued, abatement will be within the time set in the notice, or in accordance with the established abatement plan.

The procedures for correcting unsafe or unhealthy working conditions should include a follow-up inspection by the USAID Safety Manager or his/her designee, to the extent necessary, to determine whether the correction was made. If, upon the follow-up, it appears that the correction was not made, or was not carried out in accordance with an abatement plan, the Deputy Assistant Administrator in charge of the workplace and the appropriate safety and health committee will be notified of the failure to abate.

The Deputy Assistant Administrator in charge of the facility will promptly prepare an abatement plan with the appropriate participation of the USAID Safety Manager or a designee, if in the judgment of the facility official the abatement of an unsafe or unhealthy working condition will not be possible within 30 calendar days. Such plan will contain an explanation of the circumstances of the delay in abatement, a proposed timetable for the abatement, and a summary of steps being taken in the interim to protect Agency staff from being injured as a result of the unsafe or unhealthful working condition. The USAID Safety Manager must send a copy of the plan to the safety and health committee, and, if no committee exists, to the representative of the employees. Any changes in an abatement plan will require the USAID Safety Manager to prepare a new plan.

When a hazard cannot be abated within the authority and resources of the Deputy Assistance Administrator in charge of the facility, the DAA must request assistance from the USAID Safety Manager. The USAID Safety Manager will advise any established committee and/or employee representatives, and all personnel subject to the hazard of this action and of interim protective measures in effect, and will be kept informed of subsequent progress on the abatement plan.

When a hazard cannot be abated without the assistance of GSA or other lessor, USAID will act with the lessor agency to secure abatement.

529.3.14 Occupational Safety and Health Committees

Effective Date: 12/29/2016

The facility-specific occupational safety and health committees are organized and maintained to monitor and assist USAID’s safety and health program. These committees assist the Agency to maintain an open channel of communication between Agency staff and management concerning safety and health matters in Agency

workplaces. The committees provide a method by which Agency staff can utilize their knowledge of workplace operations to assist management to improve policies, conditions, and practices.

Safety and health committees will be formed at both the national level and at appropriate levels within the Agency via Agency notice. The principal function of the national level committee will be to consult and provide guidance on and monitor the performance of, the Agency-wide safety and health program. Where Agency staff are represented by organizations having exclusive recognition on an Agency basis or by organizations having national consultation rights, some members will be determined in accordance with the terms of collective bargaining agreements and some members will be selected from those organizations having consultation rights. Committee members should serve overlapping terms. Such terms should be of at least two years duration, except when the committee is initially organized. The committee chairperson will be nominated from among the committee's members and will be elected by the committee members. Management and non-management members should alternate in this position. Maximum service time as chairperson should be two consecutive years.

Committees will establish a regular schedule of meetings and special meetings will be held as necessary; establishment level committees will meet at least quarterly and national committees will meet at least annually. Adequate advance notice of committee meetings will be furnished to Agency staff and each meeting will be conducted pursuant to a prepared agenda. Written minutes of each committee meeting will be maintained and distributed to each committee member, and upon request, will be made available to Agency staff and to OSHA.

Committees at other appropriate levels will be established at Agency facilities or groupings of facilities. The safety and health committee is an integral part of the safety and health program, and helps ensure effective implementation of the program at the facility level. The USAID Safety Manager will form committees at the lowest practicable local level. The principal function of the committees is to monitor and assist in the execution of the Agency's safety and health policies and program at the workplaces. Committees will have equal representation of management and non-management Agency staff, who will be members of record. Management members of both national level and establishment level committees will be appointed in writing by the USAID Safety Manager. Where Agency staff are represented under collective bargaining arrangements, members will be appointed from among those recommended by the exclusive bargaining representative. Where some Agency staff of an establishment are covered under collective bargaining arrangements and others are not, members will be representative of both groups.

Committees are designed to:

- Monitor findings and reports of workplace inspections to confirm that appropriate corrective measures are implemented;

- When requested by the USAID Safety Manager, or when the committee deems it necessary for effective monitoring of Agency facility inspection procedures, participate in inspections of the facility;

- Review internal and external evaluation reports and make recommendations concerning the establishment safety and health program;

- Review and recommend changes, as appropriate, to procedures for handling safety and health suggestions and recommendations from Agency staff;

- Monitor and recommend changes, as required, in the level of resources allocated and spent on the establishment safety and health program; and

- Review Agency responses to reports of hazardous conditions, safety and health program deficiencies, and allegations of reprisal.

Upon forming such committees, per **29 CFR 1960.38(a)**, the USAID Administrator will submit information to the Secretary of Labor concerning the existence, location, and coverage, in terms of establishments and populations, of such committees, certifying to the Secretary that such committees meet the requirements of 29 CFR 1960.38(a). The information submitted should include the name and telephone numbers of the chairperson of each committee, and should be updated annually as part of the annual report required by **29 CFR 1960.86** to reflect any changes that may have occurred.

The USAID Safety Manager will make available to committees all Agency information relevant and necessary to their duties, except where prohibited by law. Examples of such information include, but are not limited to, the Agency's safety and health policies and program; human and financial resources available to implement the program; accident, injury, and illness data; epidemiological data; employee exposure monitoring data; Material Safety Data Sheets; inspection reports; reprisal investigation reports; abatement plans; National Institute for Occupational Safety and Health (NIOSH) hazard evaluation reports; and internal and external evaluation reports.

The USAID Safety Manager will keep occupational safety and health committees advised of Agency activity regarding allegations of reprisal and any Agency determinations thereof. Agency officials will provide copies of reprisal investigation findings, if any, to OSHA and to the appropriate safety and health committee.

529.3.15 Freedom from Reprisal

Effective Date: 12/29/2016

In accordance with **29 CFR 1960.46(a)**, the USAID Administrator will establish procedures to assure that no Agency staff member is subject to restraint, interference, coercion, discrimination or reprisal for filing a report of an unsafe or unhealthful working condition, or other participation in Agency Occupational Safety and Health Program activities, or because of the exercise by such Agency staff member on behalf of himself

or herself or others of any right afforded by **Executive Order 12196** or any other law, policy, or regulation. These rights include, among others, the right of Agency staff to decline to perform his or her assigned task because of a reasonable belief that, under the circumstances, the task poses an imminent risk of death or serious bodily harm coupled with a reasonable belief that there is insufficient time to seek effective reparation through normal hazard reporting and abatement procedures established in accordance with this part.

529.3.16 Health and Safety Program Evaluation
Effective Date: 12/29/2016

In accordance with **29 CFR 1960.78(a)**, the USAID Administrator is required to develop and implement a program for evaluating the effectiveness of the Agency's Occupational Safety and Health Program. An annual summary report will be submitted to the Secretary covering self-evaluations conducted during the previous year. The USAID Administrator is required to develop and implement a program of self-evaluations to determine the effectiveness of the Agency's Occupational Safety and Health Programs. The self-evaluations are to include qualitative assessments of the extent to which the Agency safety and health programs are developed in accordance with the requirements in **Executive Order 12196** and implemented effectively in all Agency field activities.

529.4 MANDATORY REFERENCES

529.4.1 External Mandatory References
Effective Date: 12/29/2016

a. **29 CFR 1910**

b. **29 CFR 1960, "Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters," Reprinted 1994**

c. **CA-1, Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation**

d. **EO 12196, "Occupational Safety and Health Programs for Federal Employees," February 26, 1980**

e. **EO 13043, "Increasing Seat Belt Use in the United States," April 16, 1997**

f. **EO 13058, "Protecting Federal Employees and the Public from Exposure to Tobacco Smoke in the Federal Workplace," August 9, 1997**

g. **The Occupational Safety and Health Act (OSHA) (Pub. L. 91-596 84 STAT. 1590, 91st Congress, S.2193, December 29, 1970, as amended through January 1, 2004. (1))**

h. U.S. DOL Publication (CA-810) (Rev. 2009)

529.4.2 Internal Mandatory References
Effective Date: 12/29/2016

There are no Internal Mandatory References for this chapter.

529.5 ADDITIONAL HELP
Effective Date: 12/29/2016

There are no Additional Help documents for this chapter.

529.6 DEFINITIONS
Effective Date: 12/29/2016

See the **ADS Glossary** for all ADS terms and definitions.

abatement
Action by an employer to comply with a cited standard or regulation or to eliminate a recognized hazard. (**Chapter 529**)

ergonomics
Ergonomics is the science of designing the job to fit the worker, rather than physically forcing the worker's body to fit the job. (**Chapter 529**)

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