

UNITED STATES DEPARTMENT OF AGRICULTURE  
FOOD SAFETY AND INSPECTION SERVICE  
WASHINGTON, DC

- DIRECTIVE  
 REVISION  
 AMENDMENT  
 OTHER

## CHANGE TRANSMITTAL SHEET

FSIS DIRECTIVE  
BASIC OCCUPATIONAL SAFETY AND HEALTH PROGRAM

4791.1  
Revision 2  
Amendment 1  
11/14/00

### I. PRINCIPAL CHANGE

This directive is amended to include an example of the FSIS Safety and Health Poster (Attachment 1-1), and a list of safety and health contacts (Attachment 1-2).

### II. ADDITIONAL INFORMATION

The EHSB will distribute separately to each workplace an FSIS Safety and Health Poster with contact information applicable to the specific workplace.

### III. CANCELLATION

Cancel this transmittal after filing the new pages in FSIS Directive 4791.1. For recordkeeping purposes, users may retain or destroy this transmittal.

*For*   
Deputy Administrator  
Office of Management

### FILING INSTRUCTIONS

#### Remove Old Pages

i – iii  
1 – 10  
15 – 18

#### Insert New Pages

i – iii  
1 – 10.5  
15 – 18

**DISTRIBUTION:**  
All Employees

**OPI:**  
ASD – Environmental Health and Safety  
Branch

# BASIC OCCUPATIONAL SAFETY AND HEALTH PROGRAM

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UNITED STATES DEPARTMENT OF AGRICULTURE  
FOOD SAFETY AND INSPECTION SERVICE  
WASHINGTON, DC

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# FSIS DIRECTIVE

4791.1  
REVISION 2

2/1/00

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## BASIC OCCUPATIONAL SAFETY AND HEALTH PROGRAM

### PART ONE--BASIC PROVISIONS

#### Section One--Provisions and Requirements

#### I. PURPOSE

This directive provides the basic provisions, policy, and requirements for the Agency's Occupational Safety and Health Program.

#### II. CANCELLATION

Cancels FSIS Directive 4791.1 Revision 1, dated 6/19/96.

#### III. REASON FOR REISSUANCE

This directive updates the provisions in Parts Two and Three.

#### IV. REFERENCES

FSIS Directive 3410.3, Reimbursement Provision for Inspection Expenditures

FSIS Directive 4771.1, Administrative Grievance System

\* \* \*

FSIS Directive 4791.12, Reporting and Correcting Occupational Hazards

FSIS Directive 4791.13, Workplace Inspections, and Injury, Illness

and Motor Vehicle Incident Reporting

FSIS Directive 4792.1, First Aid

29 CFR 1910, Occupational Safety and Health Standards

29 CFR 1960, Basic Program Elements for Federal Employee Occupational

Safety and Health Programs and Related Matters

Collective Bargaining Agreement, Article XIII., Health and Safety

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**DISTRIBUTION:**

All Employees

**OPI:**

ASD – Environmental, Health and  
Safety Branch

\* \* \*

Executive Order 12196, Occupational Safety and Health Programs for  
Federal Employees  
Laboratory Safety, Health, and Environmental Handbook  
Public Law 91-596, Occupational Safety and Health Act of 1970  
Public Law 101-12, Whistleblower Protection Act of 1989  
USDA Safety and Health Manual

V. **ABBREVIATIONS AND FORMS**

The following will be used in their shortened forms:

\* \* \*

DASHO Designated Agency Safety and Health Official  
EHSB Environmental, Health and Safety Branch,  
Administrative Services Division

\* \* \*

NJC National Joint Council of Food Inspection Locals  
OFO Office of Field Operations  
OM Office of Management  
OSH Occupational Safety and Health  
OSHA Occupational Safety and Health Administration

\* \* \*

SOHM Safety and Occupational Health Manager  
WSHO Workplace Safety and Health Official

FSIS Form 4791-2, FSIS Safety Report  
FSIS Form 4791-20, Record of Noise Exposures  
FSIS Form 4791-23, Safety and Health Inspection Checklist for Office  
Facilities  
FSIS Form 4791-24, Safety and Health Inspection Checklist for Plant  
Facilities  
FSIS Form 4791-27, Report of Alleged Safety or Health Hazard

\* \* \*

Form CA-1, Federal Employee's Notice of Traumatic Injury and Claim for  
Continuation of Pay/Compensation  
Form CA-2, Federal Employee's Notice of Occupational Disease and Claim for  
Compensation

VI. **POLICY**

A. It is FSIS policy to initiate and operate a comprehensive safety and health management program to:

1. Reduce or eliminate human and financial losses incurred from injury, illness, and property damage in the workplace.

2. Motivate employees to work safely.

3. Ensure the rights of employees to include freedom from reprisal.  
(See Section Three.)

4. Comply with applicable Federal, Departmental, and Agency regulations, policies, and directives.

B. This directive does not affect:

1. Collective bargaining agreements in effect before this directive.

2. The authority of FSIS and its employees to consult on matters covered by this program, provided that statutory provisions and Executive Order 12196 are observed.

VII. **DEFINITIONS**

A. **Abatement.** A procedure used to correct a safety or health hazard.

B. **Complaint.** A report made by an employee or an employee's representative of a believed occupational safety and health standard violation.

C. **Federal Workplace.** A worksite owned or leased by the Federal Government.

D. **First Aid.** One-time treatment (including follow-up if required) for a minor scratch, cut, burn, or splinter even if provided by a physician or personnel at a medical facility. No medical cost or lost workday is involved.

E. **Hazard.** An unsafe act or condition.

F. **Imminent Danger.** A condition or practice in a workplace that threatens **immediate** serious physical harm or death.

G. **Private-Sector Workplace.** A worksite in the private sector where Agency employees are assigned to work.

## VIII. SAFETY AND HEALTH STANDARDS

A. **Occupational Safety and Health Act of 1970.** The Agency will comply with those standards under this Act applicable to the working conditions of Agency employees.

B. **General Industry Standard.** Applicable standards are listed in 29 CFR 1910. If deemed necessary by the Administrator, alternate standard approval may be requested from the Secretary of Labor after appropriate consultation with employee organizations.

C. **Basic Program.** 29 CFR 1960 contains the basic provisions concerning Federal employees' occupational safety and health programs.

## IX. DELEGATION OF AUTHORITY

A. **Administrator.** Establishes the OSH Program and delegates responsibility for the program to each Deputy Administrator and Staff Director for his or her respective area.

B. **Assistant Deputy Administrator, OM.** Is the DASHO and is responsible for overall management of the OSH Program. ■

C. **EHSB.** Manages the OSH Program on a day-to-day basis and develops OSH Programs and safety and health policies and procedures. All Program-wide safety and health directives and notices must be cleared through EHSB to comply with OSH Program requirements.

## X. REQUIREMENTS

The Agency:

A. Designates a management official to serve as the DASHO and provides the necessary staffing, financial resources, and management support to develop and manage a comprehensive OSH Program.

B. Furnishes employees with safe workplaces and ensures safe working conditions free from recognized safety hazards.

C. Assures prompt response to reports of unsafe or unhealthful conditions. Establishes procedures to assure that employees are not subjected to interference, discrimination, or other reprisal for reporting unsafe or unhealthy conditions or for participating in OSH Program activities.

D. Assures that periodic inspections of Agency workplaces are performed by qualified and properly equipped personnel. Assures that adequate employee representation is provided during inspections.

E. Assures abatement of unsafe and unhealthy working conditions in Federally owned and leased workplaces. Assures proper posting of OSHA Notices to identify existing unsafe and unhealthy conditions that cannot be corrected immediately.

F. Assures safe and healthy working conditions for employees assigned to private-sector workplaces. The Department and the Agency do not have authority to abate hazardous conditions in private-sector workplaces such as meat and poultry establishments. However, the Agency assures safe and healthy working conditions through administrative controls, providing protective equipment, and withdrawing employees from unsafe conditions as necessary for protection.

G. Provides OSH training for employees. (See Paragraph XIII.)

H. Encourages employees or their representatives to participate in safety and health activities including Federal Safety and Health Councils.

I. Establishes safety committees at appropriate organizational levels to provide feedback on safety and health policies, procedures, and practices.

J. Requires the inspector-in-charge or supervisor to display the FSIS Safety and Health Poster. The poster informs employees of their rights and Agency and employee responsibilities under the OSH Act, and identifies the safety and health contacts. ■

1. Attachment 1-1 is an example of the FSIS Safety and Health Poster. The actual poster contains the name, location, and telephone number of the designated WSHO. ■

2. Attachment 1-2 is a list of the designated WSHO's and their organizational or geographical workplace responsibilities. ■

3. The EHSB distributes the poster with current contact information for display to all workplaces. Obtain replacement copies from the Landover Service Center. ■

XI. **RESPONSIBILITIES**

A. **DASHO.** The Assistant Deputy Administrator, OM, is the DASHO and is responsible for **overall** OSH Program management. (The name and location of the DASHO are listed on the FSIS Safety and Health Poster.) ■  
■

B. **Agency SOHM.** An EHSB employee is the Agency SOHM and is responsible for day-to-day OSH Program management. (The name, location, and telephone number of the Agency SOHM are listed on the FSIS Safety and Health Poster.) ■  
■

C. **OFO SOHM.** The OFO headquarters employee is the OFO SOHM and as the primary OFO safety and health technical expert is responsible for managing the OSH Program within OFO.

D. **WSHO.** An Agency employee is responsible for managing the OSH Program in each specific Agency component. (The name, location, and telephone number for the WSHO assigned responsibility for the workplace are listed on the FSIS Safety and Health Poster.) The WSHO receives and acts on reports of unsafe and unhealthful working conditions and conducts workplace safety and health inspections and investigations. The WSHO is responsible for accomplishing the annual workplace inspections program for his or her organizational component. The following positions are designated WSHO's: ■  
■

1. **OFO.** The OFO SOHM.

2. **Office of Public Health and Science.** The laboratory staff officers or other designees in the Field Service Laboratories. ■

3. **EHSB.**

a. Field Safety and Occupational Health Specialists assigned to the Office of Management.

b. EHSB headquarters staff members.

4. **Other Organizational Components.** Designated staff members serve as the WSHO. ■

E. **Safety and Health Inspectors.** These are Agency employees who are authorized to conduct work environment safety and health inspections and to suggest general corrective procedures. They include the Agency SOHM, the OFO SOHM, the WSHO's, and other Agency employees trained to recognize safety and health hazards. OSH committee members with sufficient training and experience may also be designated as Safety and Health Inspectors. All Agency supervisors and officials-in-charge must perform annual workplace inspections. (See FSIS Directive 4791.13.)

F. **Supervisors and Managers.** Shall, within the extent of their authority, furnish employees with workplaces free of recognized hazards that can cause serious injury, illness, or death. They must also comply with OSH regulations, policies, and procedures. **NOTE:** Performance evaluations for OFO supervisors reflect his or her success to meet the objectives of the OSH Program within OFO.

G. **Employees.** Shall comply with OSH regulations, policies, and procedures, and shall perform all assigned tasks in a manner most conducive to their safety and that of their co-workers.

XII. **(RESERVED)**

## Section Two--Training and Evaluation

XIII. **OSH TRAINING**

A. **Purpose.** Training should be integrated into job performance training and designed to assist and encourage employees to:

1. Work safely.
2. Recognize and report hazards.
3. Determine if abatement solutions are effective.

B. **Topics.** Training should address:

1. Specific hazards and conditions common to the specific workplace.
2. Agency policies and procedures to eliminate the hazards.

C. **Methods.** Training is accomplished as follows:

1. Orientation, on-the-job instruction, and formal classroom training.

The Human Resource Development Staff develops and delivers formal Agency classroom occupational safety and health training.

2. EHSB assists Agency components to obtain safety and health pamphlets, posters, and information on outside courses available. EHSB also provides assistance on the OSHA training requirements for specific OSHA standards. The Human Resources Development Staff in College Station maintains a safety and health video library.

3. Each Office of Management Services Staff maintains a video library, pamphlets, and posters. Contact the safety and occupational health specialist for material.

#### XIV. **PROGRAM EVALUATION**

A. **Evaluation Factors.** The Agency's OSH Program is evaluated by the Department on its effectiveness to achieve OSHA and Departmental requirements and Agency plans, goals, and objectives.

B. **Statistical Data.** The Agency receives data quarterly from the Department of Labor on reported injuries and illnesses. This data provides information to target areas where additional safety and health resources or efforts should be expended.

C. **Reviews of OSH Programs.** OSH programs are reviewed by all organizational components on an annual basis to determine their effectiveness in achieving their goals and objectives.

D. **Annual Report to the Department of Labor.** The Agency's Program and Staff offices must furnish information about their OSH accomplishments and initiatives to EHSB. The DASHO includes this information in the Agency's annual report to the Department. The Department prepares and submits an annual OSH report to the Secretary of Labor.

#### XV. **(RESERVED)**

### **Section Three--Employee Rights**

#### XVI. **RIGHTS OF EMPLOYEES AND THEIR REPRESENTATIVES**

The FSIS Safety and Health Poster contains the rights of employees and their representatives and must be posted in all Agency workplaces. Employee rights include the right to: ■

- A. Participate in Department and Agency OSH Programs.
- B. Access OSHA standards, worksite injury and illness statistics, and OSH procedures.

C. Comment on alternate safety and health standards that are under consideration.

D. Report and correct unsafe and unhealthy working conditions and identify higher channels for obtaining resolutions.

E. Freedom from reprisal for participating in OSH Program activities and from reporting unsafe or unhealthy working conditions.

F. Decline to perform an assigned task because of **reasonable belief** that under the circumstances:

1. The task imposes an imminent danger of serious bodily harm or death,  
**and**

2. There is **not** sufficient time to seek effective corrective action through normal hazard reporting and abatement procedures.

#### XVII. **REPORTING ALLEGATIONS OF REPRISAL**

A. Allegations of reprisal are processed following FSIS Directive 4771.1 or an applicable negotiated grievance procedure.

B. Officials receiving allegations of reprisal reports must notify the DASHO of the reports and the dispositions.

C. The Agency SOHM provides technical and consultative assistance to officials involved in the adjudication of these allegations.

D. Employees are protected from reprisal under the Whistleblower Protection Act of 1989, enforced by the Office of Special Counsel.

EXAMPLE – FSIS SAFETY AND HEALTH POSTER

## Occupational Safety and Health Protection for Employees of the United States Department of Agriculture Food Safety and Inspection Service (FSIS)

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.

### FSIS Responsibilities

#### 1. General Requirements

The FSIS Administrator will furnish employees places and conditions of employment that are free from on-the-job safety and health hazards.

#### 2. OSHA Regulations

FSIS will comply with applicable regulations of the Occupational Safety and Health Administration (OSHA).

#### 3. Reporting Hazards

FSIS will respond to employee reports of hazards in the workplace.

#### 4. Workplace Inspections

FSIS will insure that each workplace is inspected annually for hazardous conditions. FSIS 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

FSIS will take prompt action to assure that hazardous conditions are eliminated. Imminent danger conditions will be corrected immediately.

#### 6. Safety and Protective Equipment

FSIS will acquire, maintain, and require use of appropriate protective and safety equipment.

#### 7. Safety and Health Training

FSIS 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

FSIS will support 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 FSIS occupational safety and health standards, policies, and directives.

#### 2. Safety and Protective Equipment

Employees shall use appropriate protective and safety equipment provided by FSIS.

### 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 FSIS 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; FSIS safety and health policies and directives; accident, injury, and illness statistics of FSIS.

#### 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 FSIS Safety and Health Program.

### Responsible Officials

The Designated Agency Safety and Health Official (DASHO) for FSIS is:

**Donald J. Musacchio**  
Washington, DC 20250

The Safety and Health Designee for this workplace is:

{Primary Name}  
{Title}  
{Location}  
{Telephone}  
{E-mail Address}

OR

{Secondary Name}  
{Title}  
{Location}  
{Telephone}  
{E-mail Address}

### Further Information

This notice highlights the FSIS employee job safety and health program. More information about the FSIS program or its standards and procedures may be obtained from the workplace Safety and Health Designee.

02/18/2000

**Safety and Health Designees with Geographical or Organizational  
Responsibility**

**Field Operations  
District Office and Below**

**Alameda, Boulder, Minneapolis, and Salem Districts**

Roger Perkerewicz  
Field Safety and Health Specialist  
Boulder, CO 80303 , ext. 247     **OR**  
Tel: 303-497-5411

Tom Wright  
Safety and Health Manager  
Beltsville, MD 20705  
301-504-4246

**Dallas, Lawrence, and Springdale Districts**

Harry Thompson  
Field Safety and Health Specialist  
Dallas, TX 75242                     **OR**  
Tel: 214-767-9124, ext. 896

Tom Wright  
Safety and Health Manager  
Beltsville, MD 20705  
301-504-4246

**Albany, Beltsville, and Philadelphia Districts**

Harry Springfield  
Field Safety and Health Specialist  
Philadelphia, PA 19106               **OR**  
Tel: 215-597-4219, ext. 126

Tom Wright  
Safety and Health Manager  
Beltsville, MD 20705  
301-504-4246

**Atlanta, Jackson, and Raleigh Districts**

Ray Kobaly  
Field Safety and Health Specialist  
Atlanta, GA 30303                     **OR**  
Tel: 404-562-5961

Tom Wright  
Safety and Health Manager  
Beltsville, MD 20705  
301-504-4246

**Field Operations  
District Office and Below**

**Chicago, Des Moines, Madison, and Pickerington Districts**

Tim Dial Field Safety and Health Specialist Lombard, IL 60148 Tel: 630-620-7474, ext. 228	<b>OR</b>	Tom Wright Safety and Health Manager Beltsville, MD 20705 301-504-4246
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**Office of Public Health and Science  
Laboratories**

**Eastern Laboratory**

E. Tom Phillippo Supervisory Chemist Athens, GA 30605 Tel: 706-546-3571	<b>OR</b>	Kevin Dressman Environmental Protection Specialist Beltsville, MD 20705 301-504-4247
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**Midwestern Laboratory**

Charles Colburn Laboratory Staff Officer St. Louis, MO 63120 Tel: 314-263-2680	<b>OR</b>	Kevin Dressman Environmental Protection Specialist Beltsville, MD 20705 301-504-4247
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**Western Laboratory**

Leon Ilnicki Laboratory Staff Officer Alameda, CA 94501 Tel: 510-337-5031	<b>OR</b>	Kevin Dressman Environmental Protection Specialist Beltsville, MD 20705 301-504-4247
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**Other Locations**

**Washington, DC Headquarters (Including Beltsville OM Components)**

Betsy Kogan Safety and Health Specialist Beltsville, MD 20705 Tel: 301-504-4250	<b>OR</b>	Laurie Segna Industrial Hygienist Beltsville, MD 20705 301-504-4249
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**Technical Services Center**

Gaye Gerard  
Administrative Officer  
Omaha, NE 68102  
Tel: 402-221-7400

**OR**

Tom Wright  
Safety and Health Manager  
Beltsville, MD 20705  
Tel: 301-504-4246

**Human Resources Field Office**

Brenda Fisher  
Supervisory Personnel Specialist  
Minneapolis, MN 55403  
Tel: 612-370-2037

**OR**

Tom Wright  
Safety and Health Manager  
Beltsville, MD 20705  
Tel: 301-504-4246

**Financial Processing Center**

Bruce Townsend  
Administrative Officer  
Urbandale, IA 50422  
Tel: 515-334-2025

**OR**

Tom Wright  
Safety and Health Manager  
Beltsville, MD 20705  
Tel: 301-504-4246

**Human Resources Development Staff**

Susan Collins  
Employment Development Specialist  
College Station, TX 77845  
Tel: 979-260-9562

**OR**

Tom Wright  
Safety and Health Manager  
Beltsville, MD 20705  
Tel: 301-504-4246

## PART TWO--SAFETY AND HEALTH COMMITTEES

### I. OFFICE OF FIELD OPERATIONS SAFETY AND HEALTH COMMITTEES

#### A. OFO/NJC Safety and Health Steering Committee.

1. **Purpose.** Maintains, monitors, and assists the OSH program within OFO. The Committee provides an open channel of communication between OFO employees and the Deputy Administrator, OFO. ■  
■  
■

2. **Functions.** The principal functions of the Committee are to:

a. Monitor and evaluate the performance of existing OSH Programs in OFO including those of accidents, fatalities, injuries, illnesses, inspections, investigations, training, testing, and reprisals.

b. Review and evaluate new OSH programs before implementing action in OFO.

c. Advise and make written recommendations to the Deputy Administrator on existing and new OSH programs and policies in OFO.

d. Monitor and assist in developing and operating other OFO OSH committees. As appropriate, the Committee monitors and reviews OSH inspection reports, OSH related internal and external OFO evaluation reports, OSH training programs, proposed OSH directives and notices. OFO plans for abating hazards, responses to reports of hazardous conditions and practices, OSH Program deficiencies, and allegations of reprisal within OFO.

e. Monitor and recommend changes in resources allocated and spent on the OSH Program, as required.

f. Report to the Deputy Administrator, OFO, when more than one-half of the voting members of record determine there are deficiencies in the OSH Programs or are not satisfied with reports of reprisal investigations.

g. Request that the Deputy Administrator, OFO, order an OSH evaluation or inspection when more than one-half of the voting members of record determine there are deficiencies in the OSH Programs or are not satisfied with responses to a report of hazardous working conditions or practices within OFO.

3. **Membership.**

a. **Management Representatives.** The voting members are:

(1) OFO Safety and Occupational Health Manager who is also the Co-Chairperson.

(2) EHSB's five Field Safety and Occupational Health Specialists.

(3) Two OFO representatives.

b. **National Joint Council of Food Inspection Locals' Representatives.** The voting members are:

(1) Eight Council Presidents.

(2) NJC Chairperson who is also the Co-Chairperson.

4. **Facilitator.** The Co-Chairpersons facilitate the meeting. The OFO SOHM has the following specific duties:

a. Contacts Steering Committee members at least 10 working days before meeting to obtain input for the agenda.

b. Schedules the meetings.

c. Prepares the meeting agenda.

d. Distributes written minutes and documents to the committee members and the host district manager. ■ ■

e. Maintains official written Committee meeting notes.

\* \* \*

5. **District Responsibilities.** The host District Manager makes the arrangements for the meeting. This includes hotel accommodations, meeting room, provides someone to take notes, and distributes the approved minutes to OFO SOHM and to each District for distribution to the Circuit Safety and Health Committees.

**B. Multi-District Safety and Health Committees.**

1. **Purpose.** Provide an open channel of communication between district employees and district managers. These Committees are an integral part of the OSH program and help to ensure effective implementation of OSH elements in the Districts.

2. **Functions.**

a. Maintain an open communication channel between employees and management concerning safety and health matters in the Agency workplaces.

b. Encourage employees to recommend policies and practices to ensure a safe and healthful workplace.

c. Monitor and promote the OSH Program at workplaces under the Committee's jurisdiction and make recommendations on the Program's operation to management officials.

d. Monitor findings and reports of workplace inspections to confirm that appropriate corrective measures are implemented.

e. Review and recommend changes to procedures for handling employee safety and health suggestions and recommendations.

f. Monitor and assist with the OSH Program at establishments and make recommendations to the workplace supervisor.

g. Monitor findings and reports of workplace OSH inspections to confirm that appropriate corrective measures are implemented.

h. Review internal and external evaluation reports and make recommendations on policies and programs.

i. Review OFO responses to reports of hazardous conditions, practices, OSH Program deficiencies, and allegations of reprisal.

j. Report dissatisfaction to the Steering Committee when more than one-half of the Multi-District or Circuit committee members of record are unsatisfied with the responses to a report of hazardous working conditions or practices. Request that the Steering Committee review and evaluate the concerns.

k. Multi-district or circuit committees may perform activities in Attachment 2-1.

3. **Membership.** The Committees:

a. Have equal representatives from management and the Bargaining unit employees. The Agency and the Union appoint members.

b. Appoint Co-Chairpersons to represent management and the Union. The Co-Chairpersons must:

(1) Schedule meetings.

(2) Contact Committee members at least 10 working days before a scheduled meeting for input on the agenda.

(3) Prepare the meeting agenda.

4. **Facilitator.** The EHSB Field Safety and Occupational Health Specialists serve as the facilitator for multi-district committees.

a. Provides technical expertise in the areas of safety and occupational health and assists the Committee in conducting the meeting.

b. Is a non-voting member.

5. **District Responsibilities.** The District Manager arranges for the meeting. This includes hotel accommodations, meeting place, provides someone to take notes, and distributes the approved minutes to each District involved.

C. **Circuit Safety and Health Committees.**

1. **Purpose.** Perform advisory functions and make recommendations through the circuit supervisor.

2. **Function.** Participate in activities that affect inplant personnel and include the following:

- a. Review copies of all CA-1's and CA-2's. Encourage employees to report "near misses" or hazardous occurrences that threaten property damage or personal injury. Determine if corrective measures are constructive and adequate. Recommend further action to the circuit supervisor, if appropriate. Identify trends, establish goals, and provide the circuit supervisor with recommendations to reduce accidents. Send recommendations to the District Office and the EHSB Safety and Occupational Health Specialist.
- b. Review annually or more frequently, at least one slaughter and one processing establishment using FSIS Forms 4791-23 and 4791-24. Return the completed forms to the Circuit Supervisor with recommendations for corrective action, if necessary. Review copies of FSIS Form 4791-27 to identify hazards that are not corrected at these establishments and recommend corrective action to the circuit supervisor if necessary.
- c. Solicit feedback from inspection personnel in the circuit concerning safety-related matters.
- d. Meet with establishment safety committees to understand problems and seek common solutions, as needed.
- e. Record meeting data on FSIS Form 4791-2. The minutes must include the date, time, and location of the meeting; names of attendees and those absent; follow-up on matters not completed at prior meeting; and recommendations for corrective action on recent corrective hazard occurrences. Include safety information appropriate for the season. Post a copy of the form in each headquarters establishment covered by the Committee to inform inspectors of the Committee's activities. Send copies to the circuit supervisor, district office, and multi-district safety and occupational health specialists.
- f. Conduct meeting as required by the Collective Bargaining Agreement.
- g. Remain alert to each member's responsibility to discover and obtain the correction of safety hazard, to set a constructive safety attitude and a positive example in all activities.
- h. Assure that all supervisors are aware of all observed unsafe acts and conditions. Provides recommendations for safe remedial actions. Work with the circuit supervisor to provide safety related information for all employees in the circuit.
- i. Assure that all new committee members receive proper training.

j. Request assistance from the field safety and occupational health specialists, as needed (**EXAMPLES:** speakers, videotapes, posters, programs, and accident analyses). ■

k. Provide an annual program each year that emphasizes safety for all employees in the jurisdiction during a regularly scheduled work unit meeting.

l. Monitor and assist with the OSH Program at establishments and make recommendations to the workplace supervisor.

m. Monitor findings and reports of workplace OSH inspections to confirm that appropriate corrective measures are implemented.

n. Review internal and external evaluation reports and make recommendations on policies and programs.

o. Review OFO responses to reports of hazardous conditions, practices, OSH Program deficiencies, and allegations of reprisal.

p. Report dissatisfaction to the Steering Committee when more than one-half of the Multi-District or Circuit committee members of record are unsatisfied with the responses to a report of hazardous working conditions or practices. Request that the Steering Committee review and evaluate the concerns.

q. Multi-district or circuit committees may perform activities in Attachment 2-1.

3. **Membership.** See the Collective Bargaining Agreement.

## II. OFFICE OF PUBLIC HEALTH AND SCIENCE

Laboratory level committees are established according to the Laboratory Environmental, Safety, and Health Handbook. The Chief, EHSB, appoints an EHSB staff member as an advisor. ■

## III. OTHER SAFETY AND HEALTH COMMITTEES

Deputy administrators and staff directors may establish additional safety and health committees after consulting with the DASHO. The Chief, EHSB, appoints an EHSB staff member as an advisor. Established committees include the following:

A. Human Resources Field Office. ■

B. Technical Service Center. ■

C. Human Resources Development Staff. ■

- D. Financial Processing Center. ■

#### IV. **MANAGEMENT RESPONSIBILITIES**

The following information is available to safety and health committees:

- A. FSIS safety and health written policies and programs.
- B. Human and financial resources available to implement the policies and programs.
- C. Accident, fatality, injury, and illness data.
- D. Employee exposure monitoring data.
- E. Material Safety Data Sheets.
- F. OSH inspection reports.
- G. Reprisal investigation reports.
- H. Abatement plans.
- I. National Institute for Occupational Safety and Health hazard evaluation reports.
- J. Other OSH related internal and external evaluation reports.

#### V. **TRAINING FOR COMMITTEE MEMBERS**

Employees appointed to a committee will receive OSH training as specified in this directive (within 12 months of their appointment) and as specified in:

- A. FSIS OSH written policies.
- B. Section 19 of the Occupational Safety and Health Act of 1970.
- C. Executive Order 12196.
- D. 29 CFR 1960.

E. FSIS procedures for reporting, evaluating, and abating hazards. (See FSIS Directive 4791.12.)

F. FSIS procedures for reporting and investigating allegations of reprisal (see Part One, paragraph XVII).

## MULTI-DISTRICT AND CIRCUIT SAFETY AND HEALTH COMMITTEE ACTIVITIES

District managers or OFO SOHM may request that committees perform one or more of The following suggested activities. This list is not intended to be al inclusive. Other activities with multi-district impact may be added.

- A. **Analyze** injury and illness data to:
  - 1. Determine causes incidents.
  - 2. Develop preventive measures.
  - 3. Determine trends.
  
- B. **Develop** methods to increase awareness of safety and health programs through such activities as poster and slogan contests.
  
- C. **Discuss** hazard controls.
  - 1. Review the causes of major incidents and preventive measures.
  - 2. Encourage reporting of:
    - a. Workplace hazards.
    - b. Near misses.
    - c. Effective corrective measures.
  
- D. **Encourage** reporting of all incidents that result in injury and illness.
  - 1. Request reports for incidents involving first aid or lost time.
  - 2. Review forms and their uses.
  
- E. **Evaluate** accident prevention efforts by determining if employees:
  - 1. Receive and use appropriate protective equipment.
  - 2. Receive safety and health training.

3. Know how to report accidents and hazards.
  4. Are aware of their protection from reprisal for reporting workplace hazards and participating in safety and health program activities.
  5. Promote safety and health.
- F. **Provide** feedback and assistance to district managers and the SOHM in developing and implementing a comprehensive safety and health program.
- G. **Review and discuss** the activities of the Circuit Safety and Health Committees to improve their effectiveness.

## PART THREE--PERSONAL PROTECTIVE EQUIPMENT AND HAND TOOLS FOR INSPECTION PERSONNEL

### I. RESPONSIBILITIES

The district managers consult with Agency safety and health officials to: ■

A Determine the need for appropriate personal protective equipment following OSHA personal protective standards. ■

B. See that employees have and use such equipment. ■

C. Approve the use of personal protective equipment provided by the Agency. ■

D. Assure that all Agency personnel who review or visit a plant on official business wear the appropriate personal protective equipment. ■

E. Evaluate a plant's policy requiring all individuals on the premises to wear or use certain protective equipment not provided by the Agency. The district manager investigates the situation and consults with the Agency safety and health officials regarding the need for such equipment. When the equipment is: ■

1. **Needed** to protect Agency employees, the Agency provides the required items to employees or employees may be reimbursed for its purchase. ■

2. **Not needed** per Agency investigation but required by the establishment, the establishment provides such equipment. ■

### II. USE OF EQUIPMENT OR TOOLS NOT FURNISHED BY THE AGENCY

Employees must obtain the District Manager's approval **before** using protective equipment and working tools, other than respirators, provided by the plant (see Subparagraph I. E.). The equipment must provide an equal or better level of protection and have sanitary qualities similar to equipment the Agency provides.

### III. HEAD PROTECTION

A. Inspectors must wear a protective helmet meeting OSHA standards while on duty in a plant. The helmet must not be cut, drilled, or otherwise mutilated since such changes alter the design specifications and may affect its intended protection.

B. The district manager, after consulting with the safety and health officials, may allow an inspector to wear a head covering other than a protective helmet.

1. There must be no potential for head injuries from falling objects.

2. A "bump cap" is not designed for work situations where a protective helmet is required.

#### IV. **EQUIPMENT AND HAND TOOLS**

Employees are reimbursed for the purchase of knives, sharpening steel, knife hook, scabbard, chain with break-away link, flashlight, and skid-resistant footwear according to FSIS Directive 3410.3. The Agency furnishes hearing protection devices, goggles, freezer coats, impervious outer gloves, and cut-resistant gloves on an "as needed" basis. When possible, the selection of equipment will consider both the level of protection provided and its sanitary features (i.e., easily kept clean). ■ ■ ■ ■ ■ ■ ■ ■ ■ ■

A. **Knives and Hooks.** Place into the scabbard when not being used.

B. **Small Stones (Whetstones).** Place small stones on a flat surface when sharpening the knife. Place paper or cloth towel under the stone to prevent the knife from slipping during the honing operation.

\* \* \*

C. **Hand, Wrist, and Arm Support Devices.** Submit medical documentation for use of hand, wrist, and arm support devices used for official duties. The Agency will reimburse employees for the purchase of such devices. See FSIS Directive 3410.3 for reimbursement procedures. ■ ■ ■ ■ ■ ■ ■ ■ ■ ■

#### V. **HEARING PROTECTION**

Employees will wear a hearing protection device when exposed to noise exceeding an 8-hour-time-weighted average of 85 decibels (DBA). Noise will be measured in terms of "A-Weighted" sound pressure level.

A. Record noise monitoring results on FSIS Form 4791-20 and posts the form in the Government office of each establishment. Update the FSIS Form 4791-20 each time the noise levels change for any reason such as equipment or layout changes.

B. If an employee cannot adjust to the Agency issued hearing protection device, the employee should request an alternative hearing protection device from the supervisor. When earplugs become hardened, request a new pair from the supervisor. When parts of an earmuff are broken or earmuff seals become "hard, request replacements from the supervisor. Persons who are not required to wear hearing protection but are bothered by noise should request and use a hearing protection device.

VI. **FIRST AID KIT**

(See FSIS Directive 4792.1.)

VII. **MOTOR VEHICLE EMERGENCY KITS**

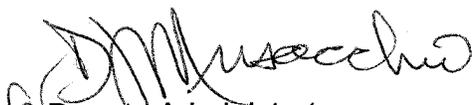
Agency-leased motor vehicles must be equipped with emergency equipment needed in event of accident or breakdown. Because of varying needs, no attempt has been made to create a kit containing items beyond those items presently furnished and considered to be necessary at all times.

A. **Included Kit Items.** Field offices should develop their needs for emergency kits and place orders through the Procurement and Property Branch, Administrative Services Division, Washington, DC. The basic kit should consist of a:

1. First aid kit.
2. Flashlight (if employee has not been furnished or reimbursed for one). ■
3. Highway warning device.

B. **Excluded Kit Items.** No automobile parts or pressurized cans will be kept in the kits. If there is a need to carry inflammable material, containers must be well protected from vibration and insulated against heat.

C. **Kit Maintenance.** Operators should inspect kits periodically and replace needed items. Remove the kit when the leased vehicle is returned.

  
Deputy Administrator  
Office of Management