DEPARTMENT OF THE INTERIOR

MINERALS MANAGEMENT SERVICE MANUAL

TRANSMITTAL SHEET

Release No. 49 December 26, 1984

SUBJECT: Administrative Series
Part 485 Safety and Environmental Health Management Program
Chapter 1 Policy and Responsibilities
Chapter 2 Safety Management Functions
Chapter 3 Safety Investigations and Reports
Chapter 4 Safety Awards

EXPLANATION OF MATERIAL TRANSMITTED:

These chapters define general policies and responsibilities for establishing a comprehensive and effective safety program.

Acting Director

FILING INSTRUCTIONS:

Remove:

None

Insert:

Part	Chapter	Pages	Release
485	1	1-5	
	2	1-4	
	3	1-2	
	4	1	

OPR: Procurement and General Services Division
Office of Administration

BOTTOM MARGIN

FORM MMS 3000

F. Safety Clauses in Union Contracts. The SSM will provide technical assistance in dealing with the negotiations of union contracts and will concur in the acceptance of all safety and health clauses included in union contracts.

G. Medical Programs and Safety Management. The SSM reviews and concurs in the establishment and operations of all medical programs/policies that involve efforts to reduce occupational and environmental health problems.

4. Safety Management Functions and Property Management. Safety management functions include evaluating and eliminating causes for accidents/incidents that are related to the utilization of property. Specifically included are the areas of condition defects, design and specifications, construction contracting, buildings management, motor vehicle management, structural fire protection, and other related areas of property management.

A. Property Inspection. Associate/Assistant Directors will require at least an annual safety inspection of all equipment, machinery, buildings, and other structures and facilities under their jurisdiction. The procedures and reports will conform to the requirements of the MMS Safety Handbook.

B. Safety Clothing and Equipment for Protection of Personnel. When required by the work situation, personal safety equipment and clothing will be provided by the Government and its use as an aid in preventing injuries shall be mandatory. Supervisors are directly responsible to ensure its use where required for the health and safety of the employees. Safety management will advise as required on the need, type, or adequacy of personal protection equipment.

C. Facilities Management. The SSM will appraise compliance of all facilities used by MMS employees with the Occupational Safety and Health Act (OSHA) standards and MMS safety standards. In conjunction with the Procurement and General Services Division, he or she assures that appropriate abatement actions are planned and executed. He or she reviews and advises on the design, selection, operation, and maintenance of all facilities to identify features which fail to comply with the OSHA standards. Facilities which require study or testing to assure compliance with those OSHA standards are determined and corrective actions initiated.

LEFT MARGIN RIGHT MARGIN BOTTOM MARGIN FORM MMS-2000

1. Purpose. This chapter defines general policy and responsibilities for providing an effective safety program throughout the Minerals Management Service (MMS). Subsequent chapters in this section provide specific instructions for implementing elements of that program.

2. Scope. The Safety Management Program includes the following elements for preventing employee and visitor accidents/incidents resulting in injury, occupational illness, and/or property damage:

A. Employee safety, which includes occupationally related disease.

B. Fire safety.

C. Motor vehicle safety, including General Services Administration motor pool vehicles operated by MMS employees and privately owned or leased motor vehicles when used on official business.

D. Property safety, including property not covered under fire and motor vehicle safety.

E. Public safety, including personal injury and damaged property of visitors, contractual employees, and others who are not MMS employees but who have business with the MMS or use its public services.

Note: This chapter does not address the Safety and Pollution Prevention Program for offshore lessees.

3. Authority.

A. 5 U.S.C. 7902.

B. P.L. 91-596 sections 6 and 19.

C. Occupational Safety and Health Act of 1970.

D. 29 U.S.C. 651 et seq.

E. 29 CFR 1960.

F. Executive Order 12196.

OPR: Procurement and General Services Division
Office of Administration

D. Water Safety. All watercraft owned or operated by the MMS will conform with U.S. Coast Guard regulations for safe operation and requirements for life jackets and emergency flotation equipment applicable to similar, privately owned watercraft. All operators of watercraft will be trained and properly licensed in accordance with details outlined in the MMS Safety Handbook.

E. Aircraft Safety. All rules and safety regulations of the Department's Office of Aircraft Services will be applicable for the operation of helicopters and airplanes.

F. Motor Vehicle Operations. Requirements for the conduct of MMS motor vehicle operations are contained in the MMS Safety Handbook.

5. Safety Management Functions and Public Safety. Safety management will ensure that management personnel at all levels take every precaution to protect the public from accidents in connection with or as a result of any work or operation of the MMS or use of Government property or facilities.

6. Safety Management Functions and Accident Cost Data. Safety management strives to improve MMS mission accomplishment by the periodic management review of economic loss from accidents/ incidents affecting the MMS operating expenses. These reviews include funds expended for medical and compensation payments, administrative awards, and compromise settlements for tort claims, fire loss, motor vehicle repairs and replacements (other than "fair wear and tear"), and other forms of property damage expenses.

7. Outside Contracts for Safety Services and Appraisals. All contracts with non-Federal organizations for safety program actions or accident loss investigations must receive prior approval from the SSM. A copy of all reports of safety program evaluations or accident investigations made under contract will be sent to the SSM.

LEFT MARGIN RIGHT MARGIN BOTTOM MARGIN FORM MMS 2000

6. Safety Management Reports.

A. Safety Inspection Report. An annual report of safety inspection is to be prepared and submitted as described in the MMS Safety Handbook.

B. Annual Report to the Department. The SSM will prepare an annual report by March 30 for the Chief, Division of Safety Management, Office of Acquisition and Property Management, that evaluates the operation of the MMS safety program, 485 DM 4.

LEFT MARGIN

RIGHT MARGIN

BOTTOM MARGIN

FORM MMS-2000

1. Purpose. This chapter describes the Minerals Management Service (MMS) policy and types of awards for recognition of employees and activities that contribute to loss prevention through good safety practices.

2. Policy. It is the MMS policy to recognize officially individuals and group activity achievements in accident prevention through several safety awards. The MMS will inaugurate and participate in safety award plans to serve as an incentive to employees who are not officially recognized under the Department's Incentive Awards Program. In this connection, the MMS employees are encouraged to take an active part in community and national safety award plans and contests consistent with the Department and the MMS interests and policy.

3. Responsibility. The SSM will be responsible for the development, promotion, and administration of an awards program for loss prevention recognition.

4. Types. The following awards, criteria, and rules for selection apply to the Department's Safety Awards Program. For details, see the MMS Safety Handbook.

A. The Department Safety Council Award of Merit. This award is given by the Department Safety Council when, in its opinion, an individual, group, or activity has performed outstanding services or gained achievement of unusual value toward the Department's effort to reduce all kinds of accidents.

B. The Safe Driver Award. An individual may be given a safe driving award when it has been documented that he or she has driven 100,000 miles on duty without a preventable motor vehicle accident. The award will consist of a certificate and an appropriate letter to the individual signed by the Director, MMS.

C. The Safety Management Award. This award may be given to an individual or contractor who makes notable contributions to safety management which are of direct benefit to the MMS.

1. Purpose. This chapter provides instructions and procedures for investigating accidents and other incidents which adversely affect the operations of the Minerals Management Service (MMS).

2. Policy. The MMS will conduct safety investigations and maintain accident records to ascertain the causes of personal injuries and property losses. All serious accidents will be investigated by the Service Safety Manager (SSM) and, where appropriate, investigation data will be reviewed by a Board of Inquiry.

3. Definitions. Departmental regulations (485 DM 4) and the MMS Safety Handbook contain detailed definitions of accidents to persons or to property and of unsafe working conditions or other hazards. Included are:

A. Accident. For reporting purposes, an accident is defined as an unplanned or unintended operating failure involving people, equipment, or environment that results in personal injury, occupational illness, or property damage.

B. Incident. For reporting purposes, an incident is defined as an unplanned or unintended event involving people, equipment, or environment that could have resulted in an accident but, by chance, only results in a work slowdown attended by personal irritation and/or equipment malfunction.

4. Responsibility. The SSM will develop and implement an internal accident/incident investigation and review system. The system will assist supervisors to investigate accurately and report completely and promptly all accidents/incidents which occur within their respective jurisdictions.

5. Report of Accident/Incident. Form DI-134, Report of Accident/Incident, is the Department's official source document for investigating and reporting all accidents/incidents. Specific instructions are provided in the MMS Safety Handbook.

A. Serious Accidents. Serious employee and property damage accidents, as defined in the MMS Safety Handbook, will be reported within 2 working days to the SSM.

B. Special Accident Reports. Certain kinds of accidents require reports in addition to Form DI-134. Detailed requirements for these reports are contained in the MMS Safety Handbook.

OPR: Procurement and General Services Division
Office of Administration

LEFT MARGIN
RIGHT MARGIN
BOTTOM MARGIN
FORM MMS-2000

G. Departmental Manual (485 DM 1-7 Safety and Environmental Health Management Program and 110 DM 19, Office of Aircraft Services).

4. Definitions.

A. The Safety Program for the purpose of this chapter is definitive of the comprehensive Safety and Environmental Health Management Program inclusive of all program elements.

B. The term OSHA refers to the Occupational Safety and Health Act of 1970.

C. The Safety and Health Committees are groups of selected employees assembled to advise and assist the Service Safety Manager (SSM) in the implementation of the safety program.

D. The MMS Safety Handbook, MMS Manual 485.1-H, is a handbook that provides guidance and requirements for the safety program. The handbook is for use by all MMS employees.

E. The Department Safety Manager refers to the Chief, Division of Safety Management, Office of Acquisition and Property Management, Office of the Secretary.

F. The Collateral Duty Safety Officer (CDSO) refers to employees assigned a collateral duty of safety. The CDSO's assist the SSM and management in managing the Safety and Environmental Health Management Program.

G. The Service Safety Manager (SSM) is the individual who establishes goals for the MMS Safety and Environmental Health Management Program consistent with departmental directions and the Director's responsibilities.

5. Policy. It is the policy of the MMS to provide safe and healthful working conditions, and to prevent injuries and work-related illnesses to its employees. It is the policy also to protect its property from damage and to provide for the safety of the public when using MMS facilities.

6. Responsibilities. Safe and healthful working conditions are the responsibility of all employees. Specific areas of responsibility are as follows:

A. The Director is responsible, pursuant to 485 DM 1.8, for the establishment of a safety program within the MMS.

BOTTOM MARGIN

FORM MMS-2000

B. The Associate/Assistant Directors are responsible for the establishment, operation, and evaluation of safety programs within their area of responsibility. They may delegate safety responsibilities to CDSO's for program administration, transmittal of information, technical advice, data collection, surveys, evaluations, and other safety functions that are consistent with MMS safety programs.

C. The Assistant Director for Administration is the designated Safety and Health Official for the MMS and is responsible for the:

(1) planning, coordination, education, and performance of the MMS safety program; and

(2) designating a MMS SSM to be responsible for all aspects of the MMS safety program.

D. The Chief, Procurement and General Services Division, is assigned staff responsibility for implementing the policy and carrying out the mission of the safety program.

E. The Service Safety Manager (SSM) is responsible for:

(1) developing and implementing a comprehensive safety program for the MMS;

(2) developing and establishing MMS goals, policies, standards, and criteria for the conduct of the program;

(3) ensuring MMS compliance with statutory, regulatory, and departmental requirements and standards in the Safety and Environmental Health Management Program;

(4) publishing and maintaining an MMS Safety Handbook and for providing information, training, and staff assistance to ensure safe and effective operations;

(5) evaluating the effectiveness of MMS compliance with established safety and health policy and standards; and

(6) serving as the MMS representative on all safety and environmental health matters.

F. The Safety Committees communicate information regarding the safety program between employees and the various levels of management. In addition, they advise and assist the SSM in:

(1) developing safe operating practices and procedures,

(2) inspecting premises to determine possible safety hazards,

(3) planning and coordinating programs to maintain employee interest,

(4) investigating and monitoring accident reports, and

(5) formulating specific corrective recommendations.

G. The Managers and Supervisors are responsible for:

(1) ensuring the safety of MMS employees and public visitors and for the enforcement of safety precautions, instructions, and standards within their work areas;

(2) providing training of employees under their direction in all applicable safety skills, including those specified in the MMS Safety Handbook;

(3) correcting unsafe acts and conditions;

(4) investigating and reporting all accidents;

(5) taking other action necessary for ensuring safety and protection of property;

(6) stressing to employees the need to work safely; and

(7) obtaining the technical aid required to ensure a viable safety program in compliance with the MMS Safety Handbook.

H. The Employees will observe and follow all work procedures, oral and written, required for the tasks assigned for their own safety and that of their coworkers and of the public. Employees should maintain a high degree of safety awareness so that they perform their work without loss-producing accidents/incidents. Employees are responsible for reporting all unsafe and unhealthful conditions to their supervisor for corrective

action. They are responsible for the prompt reporting, by Form DI-134, to their immediate supervisor of all the facts and circumstances surrounding any accident/incident which results in personal injury, illness, and/or property damage.

I. Aircraft Safety. The Director of the Office of Aircraft Services (OAS), Boise, Idaho, is responsible for the development and direction of the Department's Flight Safety Program. Minimum standards governing flight and operations safety, aircraft accident investigation and analysis, establishment and monitoring the OAS Hazard Identification and Reporting Program are all functions of OAS (110 DM 19).

7. Safety Handbook. The MMS Safety Handbook details established safety policy.

1. Purpose. This chapter describes safety management functions designed to assist the Minerals Management Service (MMS) meet its mission responsibilities with minimal effect from adverse accidents or incidents.

2. Safety Management functions. Safety management provides the following staff functions to assist all managers and employees in meeting their responsibilities for occupational safety and health.

A. Organization. In addition to a Service Safety Manager (SSM), the safety management function includes Collateral Duty Safety Officers who promote and implement programs to comply with safety standards established by law or appropriate directive.

B. Regulations. Safety management establishes and maintains procedures, regulations, and information for minimizing the causes of accidents.

C. Safety Management Program Review and Analysis. The SSM will appraise the effectiveness of the management of the safety policy, programs, practices, and procedures (MMSM 485.1.6E(5)). Such reviews will include but will not be limited to:

(1) Department and MMS policies and regulations,

(2) Economy and efficiency of underlying procedures and operational requirements, and

(3) Relative effectiveness in terms of productivity, manpower utilization, and accident reduction.

D. Technical Assistance. Safety management educates all levels of management and all employees on the safety rights and responsibilities imposed by law on Federal Agencies and on how to comply with the requirements for minimizing accidents.

E. Information Service. The SSM and all safety committees will coordinate their activities to maintain the free circulation of information on safety problems and programs of common concern. Safety services, such as books and films from the National Safety Council and other safety servicing organizations, may be obtained through approved purchasing channels.

OPR: Procurement and General Services Division
Office of Administration

BOTTOM MARGIN

FORM MMS 2000

3. Safety Management Functions and Personnel Management. Safety management will provide technical assistance for those functions of personnel management that impinge upon the occupational safety and health of employees.

A. Employment of Persons Under 18 Years of Age. Employees under age 18 will not be given work assignments which are identified by the U.S. Department of Labor as hazardous to youth under provisions of the "Child Labor Laws" and listed by the Wage and Hour Public Contracts Division.

B. Personnel Management Evaluations. Evaluation of safety management effectiveness is an integral part of the personnel management evaluation process. The SSM will cooperate with personnel evaluation teams on specific problems related to personnel oriented elements of the safety program.

C. Performance Evaluations. Personnel evaluations of managers will include consideration of the manner in which they have discharged their safety program responsibilities. Recognition of group or individual superior performance shall be encouraged.

D. Job Descriptions. All position descriptions for supervisory and managerial positions should include the following statement:

"As a manager/supervisor, incumbent is responsible for the on-the-job safety and health of all employees under his or her jurisdiction. Responsibilities include identifying job safety and health hazards, instructing employees on safety requirements for job assignments, reviewing and reporting loss incidents, initiating corrective measures for violations of the Occupational Safety and Health Act standards, and directing the periodic inspection of all workplaces."

E. Discipline and Safety Violations. Willful failure to follow prescribed instructions and regulations or to use available safety clothing and equipment may result in disciplinary action. While the facts and conditions may be found and described by the SSM or a safety committee, it is not their duty to pass upon or to recommend disciplinary action. The propriety of disciplinary action must be the responsibility and the judgment of the line manager who makes recommendations to the appropriate personnel officer before any action is taken.