DEPARTMENT OF THE INTERIOR

MINERALS MANAGEMENT SERVICE MANUAL

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Safety and Environmental Health Management Handbook

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This handbook defines procedures for establishing a comprehensive and effective safety program.

Assistant Director for Administration

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UNITED STATES

DEPARTMENT OF THE INTERIOR

Minerals Management Service

HANDBOOK

SAFETY AND ENVIRONMENTAL HEALTH MANAGEMENT

(485.1-H)

FOREWORD

This Minerals Management Service (MMS) handbook has been developed to provide guidance to MMS employees and managers on the procedures and requirements of the MMS safety program. Questions regarding the instructions in this handbook or on the basic manual (MMSM 485) may be directed to the Service Safety Manager, Procurement and General Services Division, Office of Administration.

Assistant Director for Administration

Date: February 27, 1986

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CHAPTER 1. GENERAL INFORMATION

1. Purpose. The Minerals Management Service (MMS) Safety Handbook provides guidance to MMS employees and managers on the procedures and requirements of the MMS safety program.

2. References. This handbook includes references to many documents that are useful as supplemental or special purpose information. The material will not be distributed with the handbook because of limited need. The information provided in this handbook will be sufficient for most MMS locations (i.e., those that undertake only office activities). The Occupational Safety and Health Act (OSHA) standards can be obtained for those locations where a need exists. Any of the reference material can be provided by the MMS Service Safety Manager (SSM) if it is needed.

3. Definitions. See Appendix 1, Glossary.

4. Occupational Safety and Health Act (OSHA) Requirements. Executive Order No. 12196 directs Federal Agencies to have a comprehensive safety program to comply with the OSHA of 1970. The Act provides requirements for employers, employees, and facilities. Title 29 of the Code of Federal Regulations provides the complete set of legal requirements; Part 1960, "Safety and Health Provisions for Federal Employees," has established the requirements for Agency safety programs. As a Federal Agency, MMS will use the standards as a minimum because it is charged with the duty of providing an example for private industry. With this direction, the most stringent adherence to all of the standards is required.

A. Required Functions.

(1) Minerals Management Service. The MMS must comply with all of the standards promulgated under OSHA. These standards are consensus standards that provide detailed instructions to determine what constitutes safe and healthful working conditions. The general service clause, section 5 of the Act, covers environments or operations not covered by detailed standards.

The general service clause states that each employer will furnish to each of his employees employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to employees; and will comply with occupational safety and health standards promulgated under this Act.

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(2) Functions imposed on Federal line supervisors by OSHA:

(a) Remove hazards. Managers must ensure the removal of all hazards that are likely to cause injury or are a threat to the health of employees.

(b) Keep records. Records must be kept of work-related accidents and illnesses and of employee exposure to specified toxic or harmful physical agents.

(c) Provide medical examinations. Employees exposed to specified health hazards must have medical examinations.

(d) Provide safety equipment. Safety equipment, such as personal protection equipment, must be made available for the protection of employees.

(e) Warn of hazards. Employees must be warned of hazards by the use of labels, signs, and color codes.

(f) Find safety hazards. Safety hazards must be anticipated and eliminated before they appear.

(g) Obey standards. OSHA requires that the published standards be compiled with.

(h) Maintain equipment. Tools and equipment must be maintained in proper condition to meet the safety standards.

(i) Protect rights of employees. Employee rights to use the provisions of OSHA to report hazards without the fear of discrimination or penalty must be protected.

(j) Post directives. Information on rights and accident records must be posted as directed by the MMS SSM.

(k) Enforce. Directives must be enforced to ensure that employees conform to all issued safety and health requirements.

(l) Cooperate. Cooperation with all safety officers to identify and correct any hazardous conditions is required.

(3) Functions imposed on employees by OSHA:

(a) Follow rules. All OSHA standards and rules that are a part of regular operations must be obeyed.

(b) Handle equipment properly. When using equipment, safety recommendations must be followed and the equipment used for the job intended.

(c) Use protective equipment. All the required personal protection equipment prescribed for the job must be used and maintained.

(d) Report injuries. No matter how minor the injury, first aid treatment must be obtained and the required forms for accidents completed in a timely manner.

(e) Perform. Jobs must be performed in a correct manner to reduce loss incidents to themselves, to others, and to the property they use.

(f) Report. All unsafe or hazardous conditions must be reported to their supervisors immediately.

(g) Dispose. All dangerous wastes must be put in proper receptacles.

B. Reference. The OSHA standards as published in Title 29 of the CFR.

5. Safety Functions. The MMS safety organization has been established to provide for the development and implementation of safety programs that are responsive to legal requirements and conducive to effective operations. This organization provides for the performance of three essential functions.

A. Program Development and Evaluation. As the Designated Safety and Health Official for the MMS, the Assistant Director for Administration (ADA) establishes program requirements for the Service. The SSM prepares proposed programs on behalf of the ADA and also prepares evaluation reports on the implementation and effectiveness of established programs.

B. Program Implementation. The implementation of all program requirements is the function and responsibility of MMS personnel from the Associate/Assistant Director to the individual employee. Safety Officers are designated to provide guidance on program implementation and to evaluate program effectiveness.

C. Program and Implementation Advice. The review of all proposed programs and the identification of problems in the implementation of established programs are functions of the SSM. This includes development of consensus advice on the policies, requirements, procedures, and program effectiveness and providing guidance to ensure that Service safety programs attain established goals.

6. Safety Operations. The MMS safety organization provides a necessary communications channel for the collection and distribution of safety information. (See Appendix 2.)

7. Safety and Health Committees. Safety and Health Committees are an important part of the Safety and Environmental Health Program within the MMS. These committees serve to form a chain of communication between employees and the various levels of management and to provide program advice to appropriate management authorities.

A. Organization. Safety and Health Committees are to be established at the headquarters level; the Administrative Service Center (ASC) level; and, where appropriate, the local establishment level. Establishment Safety Committees will be formed only at MMS facilities housing 50 or more employees and which are not represented by a collocated ASC Safety and Health Committee.

Safety and Health Committees will function at each of the following locations:

Location	Representation	Reporting To
Headquarters (Herndon, J.W. Powell Building, Main Interior)	Administration Offshore Royalty Administration	Assistant Director for Administration
Southern ASC	Offshore Administration	ASC Manager
Central ASC (All Denver Federal Center)	Royalty Administration	ASC Manager
Alaska ASC	Offshore Administration	ASC Manager
Los Angeles (Facility Committee)	Offshore	Regional Director
Tysons Corner (Facility Committee)	Offshore	Regional Director

B. Membership. The Safety and Health Committee membership is the responsibility of the ASC Manager subject to the approval of the SSM.

C. Functions. Each Safety and Health Committee advises the management authority to which it reports on the development and coordination of accident loss prevention programs in its respective area. The committees meet at least quarterly to review and analyze

problems identified in employee reports of unsafe or unhealthful working conditions, safety inspections, accident/incident reports, safety program evaluations and other safety activities.

Safety committees should accomplish the following:

(1) Distribute quarterly meeting minutes to appropriate management (i.e., Regional Directors, ASC Managers, etc.) for the appropriate corrective action. A copy of the communication will also be forwarded to the SSM.

(2) Establish and operate, with the assistance of the SSM, safety promotional efforts for the establishment which the committee serves.

(3) Assist collateral duty safety officers in conducting regular inspections of the facility to identify hazards and recommend corrective measures.

(4) Report to the SSM any safety or health hazards not corrected in a timely manner.

(5) Investigate any employee complaints of safety or health problems. Initiate abatement efforts through management. Assistance from the SSM will be provided upon request, particularly in complaints involving health problems which could involve employee or environmental monitoring or both.

D. Committee Structure. Safety and Health Committees should consist of no less than three employees but may consist of as many members as necessary to provide representation to cover all program areas in the facility(ies) the committee represents.

GLOSSARY

Approved Firearm Training. A firearm use and handling training course approved by the SSM is designated "approved training."

Approved Firearms Storage. A secure area designated by the SSM as appropriate for the storage of firearms and ammunition is designated "approved storage."

Certification of Firearms Need. A memorandum from the responsible supervisor to the firearms custodian requesting the issuance of a firearm is designated a "certification of need."

Establishment. For the purpose of complying with the requirements of 29 CFR 1960, for safety committees, the term "establishment" means a single physical location where more than 50 employees are located.

Facility. In terms of hazardous waste management, a facility is defined as a single location which generates hazardous waste.

Field Operations. Any work assignment wherein an employee, alone or with others, is required to perform work outside of a fixed structure. This includes work on board ships.

Firearm. Any loaded or unloaded pistol, revolver, rifle, shotgun, or other weapon that will or is designed to expel projectibles by the action of an explosive is designated a "firearm."

Firearm Custodian. An individual designated to be responsible for the security of the firearms storage area is designated a "firearms custodian."

Full-Time Motor Vehicle Operator. An employee whose primary function is driving.

Hazardous Materials. A hazardous material is one that is ignitable, corrosive, reactive, or toxic. Some hazardous materials are assigned identity codes in 40 CFR 261.

Hazardous Waste Management Program. A program which is intended to provide "cradle to grave" control of hazardous materials as promulgated by the Environmental Protection Agency Regulations published in 40 CFR 260. The application of these regulations to the MMS operations controls the method of disposal of materials defined as hazardous.

Incidental Motor Vehicle Operator. An employee who is required to use a Government-owned or privately owned vehicle in the performance of regularly assigned duties. It is not intended that an employee who occasionally drives to accomplish a short-period assignment be classified as an incidental motor vehicle operator.

Official in Charge of Establishment. The highest level manager at a single physical location or a manager (supervisor) designated by management to serve in this capacity when two or more managers of equal rank are at a single location.

Personal Protective Equipment. Those items worn to protect the body from injuries of any type, including frostbite, heatstroke, snakebite, or any other hazard of a particular job.

Preventable Accident. An accident in which the driver failed to do everything he or she reasonably could have done to prevent it.

Reportable Accident. Any accident involving people (including the public and employees of contractors performing under contract to MMS), operations, or property that results in personal injury or property damage in excess of $50.

Responsible Supervisor. An employee's immediate supervisor or the head of the field operation to which the employee will be attached is designated a "responsible supervisor."

Safety Promotion. An effort to increase employee awareness of the hazards that are a part of their lives. It is an effort to motivate employees to perform their tasks in a manner consistent with established safety standards and to convince employees that MMS management is always concerned and active in providing and requiring safe and healthful working conditions for them.

Serious Job-Related Accident. An accident that occurs during the course of performing any assigned function, including travel, and where one of the following results:

(1) Death or disabling injury involving the loss or use of a principal part of the body; an apparent total disability that prevents the injured employee from ever returning to his or her normal job; or the injury of three or more employees in a single accident requiring hospitalization, regardless of cause or severity.

(2) Property damage exceeding $5,000 to property owned, leased, or controlled by the MMS.

(3) Injury requiring hospitalization of, or resulting in the death of, non-MMS personnel arising from MMS operations.

(4) Incidents with the potential for causing permanent injury or death.

EXCHANGE OF DATA

1. Exchange of Data

To the Field	From the Field
Policy statements	Accident reports
Procedures	Hazard reports
Program requirements	Safety award recommendations
Action requirements	Program reports
Data request	Program and policy recommendations
Accident analysis report	Performance evaluation
Proposed policy	Employee complaints
Proposed procedures	Technical assistance request
Proposed program requirements	Preventive medicine requests
Evaluation summaries	Inspection reports

2. Report Distribution. This flow of accident-related reports provides vital data to responsible managers. For clarity, the chart in this section includes all major accident reports.

(a) Supervisor's Accident/Incident Report (DI-134).

Supervisor prepares (retains pink copy)

Collateral Duty Safety Officer

Service Safety Manager

- Computer file-control number file (white copy)
- Division Safety Officer (yellow copy)
- Personnel files (green copy)

(b) Automobile Accident Form (SF-91, SF-91A, and OF-26, State and/or Local Reports).

Employee prepares (retains copy)

Supervisor reviews (attach copy to DI-134)

- Collateral Duty Safety Officer
- Property Management Section

Management channels as directed

- Regional Solicitor's Office (tort claims)
- Responsible General Services Administration (GSA motor pool)
- Division Tort Claims Officer (Division Administrative Officer)

(c) Office of Workman's Compensation Forms (CA-1, CA-2, etc.).

Employee prepares and supervisor completes (retains copy)

Responsible Personnel Office

- Office of Federal Employees Compensation
- Personnel Files

(d) Aircraft and Boat Accident Forms (NTSB Form 6120.0; Coast Guard 3865).

Employee completes

Supervisor reviews (retains copy)

Division management channels as directed

- Division Tort Claims Officer (Division Administrative Officer)
- Responsible State or Federal Agencies
- Service Safety Manager

3. Safety Personnel.

Service Safety Manager
Mail Stop 635
12203 Sunrise Valley Drive
Reston, VA 22091
FTS 933-6221

CHAPTER 2. COLLATERAL DUTY SAFETY OFFICER

1. Purpose. A manager may need assistance in accomplishing safety functions and other responsibilities. Because safety program requirements are extensive, Collateral Duty Safety Officers (CDSO's) may be designated as a staff assistant by the responsible manager to achieve the organization's compliance with MMS safety program requirements and to provide advice for safety program compliance efforts.

A. Functions.

(1) All managers and supervisors must provide safe and healthful working conditions for the employees under their direction. Whenever a hazard is identified, they must initiate corrective action by allocating resources or requesting required resources through established organizational channels. Managers and supervisors must take appropriate action to correct all identified hazards to which their employees are exposed even if all corrective actions required are specifically the responsibilities of other Agencies (e.g., General Services Administration).

(2) All CDSO's must administer the MMS safety program within the organization of the manager by whom they are appointed. The CDSO's participate in safety meetings; provide assistance on completion of Accident/Incident (DI-134) Reports; conduct annual safety inspections; assist the SSM in a Service-wide safety promotion program, and serve as a point-of-contact for the SSM.

B. Procedures. All CDSO's will perform the functions described in the remainder of this section.

(1) Abatement Log. A log or record will be established and maintained to record all identified substandard conditions and the actions taken to correct the hazards. A file will be maintained containing copies of all work orders and support-request memorandums for corrective actions on major items.

(2) Accident Reports. A file will be maintained on all Accident/Incident Forms (DI-134) that are processed by the CDSO. (See Illustration 1.) The CDSO will provide assistance to the responsible supervisor in conducting investigations to determine accident cause and maintain data to show corrective actions taken to prevent recurrences.

(3) Inspection Reports. An annual inspection will be made and reported through the responsible manager to the SSM. Inspection of critical items should be initiated as appropriate. (See Appendix 2.)

(4) Safety Promotion Activity. The CDSO serves as a distribution point for promotional materials for his or her respective area. The CDSO's forward requests for promotional materials (e.g., films and posters) to the SSM. The CDSO's will assist the SSM in setting up and putting on various promotion activities in their locations.

(5) Point-of-Contact. The CDSO's will serve as a point-of-contact for the SSM in dealing with safety matters involving his or her respective areas. Technical assistance will be requested from the SSM in dealing with out of the ordinary problems.

(6) Committee Activity. (See chapter 1, paragraph 7.)

2. Employee Safety Complaints. There will be no discrimination against, or discourtesy to, any employee reporting what is believed to be a hazard. Every effort should be made to satisfy an employee's substantiated complaint of substandard conditions.

A. Functions.

(1) Service Safety Manager. The SSM will establish procedures and guidelines for processing employee safety complaints. All employee complaints received will be investigated and the employee will be informed of the investigations that are made.

(2) Supervisor. The supervisor will accept, verbally or in writing, all employee complaints of hazards, and will take such corrective action as is possible and appropriate. The supervisor will report all complaints that are not within his or her jurisdiction to the appropriate manager for further action. The supervisor will act to prevent discrimination against, or discourtesy to, any employee reporting safety hazards.

(3) Manager. The responsible manager will take all action deemed necessary to eliminate substandard conditions reported by an employee. The assistance of the SSM can be requested in conducting safety or health investigations when technical assistance is required.

(4) Employee or Employees' Representative. The employee or the employees' representative must report to the line supervisor any conditions which are not in conformance with safety standards. If corrections are not made in a satisfactory and timely manner, the established procedures for further action may be followed.

B. Procedures. The procedures to be followed for employee complaints are prescribed in 29 CFR 1960.24, "Complaint by Employees." This section is summarized in Appendix 1 with the changes required to follow MMS policy.

3. Accident Reporting. Personal injuries and property damage must be reported promptly and accurately. Information is required to furnish data to the Department for OSHA reports, fire reports, property damage reports, and the evaluation of safety programs. Form DI-134, Report of Accident/Incident, will be used to meet data requirements. Other forms should also be used where required by law or regulation. The SSM will be notified immediately by telephone or Teletype of any serious job-related injury or property damage. The SSM will be notified of all other reportable accidents via Form DI-134 within 15 days of the event. The occurrence of a personal injury or of property damage must be reported promptly to the Agencies responsible for compensation and data on safety. The reports required are listed in the following paragraphs.

A. Report of Accident/Incident (DI-134). This report is completed by the supervisor based on the results of the supervisor's investigation to determine the cause of injuries or property damage. It is required at all levels of the Department for determining safety actions and priorities. The Department uses the DI-134 to generate the quarterly and annual reports required under OSHA. Form DI-134 is required for the following:

(1) A work injury to, or death of, an employee (including contract employees) while on duty status.

(2) All personal injuries or property damage incidents involving the public and MMS facilities or operations.

(3) Any incident resulting in property damage of $50.00 or more.

(4) Any fire, regardless of its cost, that involves equipment, structures, or property under MMS control.

(5) Any motor vehicle incident in which a Government-owned or leased or privately owned vehicle used on official Government business is involved and causes property damage or personal injury.

B. Form Completion. (See Illustration 1.)

C. Office of Federal Employees Compensation Forms. Supervisors are responsible for ensuring that their employees are aware of their benefits under the Federal Employees' Compensation Act (FECA) and assisting employees in the completion of the appropriate forms.

The FECA is administered by the Department of Labor, Office of Workers' Compensation Program (OWCP). It provides compensation benefits to civilian employees for injuries or diseases sustained while in the performance of duty. The FECA also provides for the payment of benefits to dependents if the injury or disease results in the employee's death. Benefits are not payable if the injury or death is caused by willful misconduct of the employee or intoxication of the injured employee.

An employee who sustains a disabling traumatic injury, wound or other condition of the body caused by external force, identifiable as to time and place of occurrence, caused by a specific event or incident within a single day or work shift, may use sick or annual leave or request continuation of pay (COP) for the period of disability not to exceed 45 calendar days. If the disability exceeds 45 calendar days, the employee may go on leave without pay (LWOP) and apply for compensation through the OWCP or use his/her sick or annual leave and arrange to buy-back leave after return to work.

Employees are entitled to immediate medical treatment. Form CA-16, Request for Examination and/or Treatment, should be completed prior to treatment.

Supervisors should ensure that employees submit Form CA-1, Federal Employees' Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation, within 2 working days following the injury. The completed Form CA-1 should be sent to the servicing personnel office for appropriate action. Supervisors should encourage employees to submit Form CA-1 to make a record of the injury even if the injury seems minor.

When disability results from an occupational disease, (a disease or illness caused by systemic infections, continued or repeated stress or strain; exposure to toxins, poisons, fumes, etc.), the employee is not eligible for COP. The employee may choose to use sick or annual leave or enter a LWOP status and claim compensation from the OWCP.

In the cases of occupational disease, Form CA-2, Federal Employee's Notice of Occupational Disease and Claim for Compensation, should be completed and forwarded to the servicing personnel office.

In addition, Form DI-134, Report of Accident/Incident, must be completed and forwarded to the Safety Office.

Questions concerning employee compensation and requests for forms should be directed to your servicing personnel office.

D. Motor Vehicle Accidents. The operator of any motor vehicle involved in an accident is required to provide data on that accident. The data are needed for safety analyses, tort claim actions, and property damage reimbursements. The data will be provided, on the specified forms, to the operator's supervisor in person or mailed within 1 working day. The forms will be distributed as described in the following paragraphs.

(a) Form DI-134, Supervisor's Report of Accident/Incident. All of Form DI-134 will be completed by the supervisor as a result of the supervisor's investigation. The completed Form DI-134 will be transmitted to the CDSO, who will forward it to the SSM. Upon completion by the supervisor, the involved employee will be given the pink copy of the report for his or her records. The remaining three copies are forwarded.

(b) Standard Form (SF) 91, Operator's Report of Vehicle Accident. The SF-91 is completed by the operator at the scene of the accident. Copies of this report are forwarded by the supervisor to the CDSO, who will forward it to the SSM and the responsible GSA motor pool manager if it is a GSA-owned car. Otherwise, copies are sent only to the SSM.

(c) Standard Form 91A, Investigation Report of Motor Vehicle Accident. The SF-91A is completed by the investigator. Generally the supervisor or the CDSO will complete this form. This form is routed with SF-91. The Department of the Interior Solicitor forbids completion of Block 28 (Statement of Responsibility). (See Chapter 3, Motor Vehicle Accident Procedures.)

(d) Standard Form 94, Statement of Witness. The SF-94 will be completed at the scene of the incident and forwarded with SF-91 and 91A. (See Chapter 3, Motor Vehicle Accident Procedures.)

(e) Optional Form 26, Data Bearing Upon Scope of Employment of Motor Vehicle Operator. Form 26 is used to make clear the on-the-job activity at the time of the incident. Form 26 will be forwarded with SF-91, 91A, and 94.

(f) State and/or Local Reports to Police or Motor Vehicle Departments. A copy of all reports will be submitted with SF-91 or when received and will be routed through the same channels.

4. Safety Inspections. The inspection of all operations and facilities is a continuous part of every employee's and supervisor's responsibility. The identification of hazards requires the daily review of facilities, equipment, and operations by every MMS employee as a part of his or her daily work routine. A formal

safety inspection of facilities, operations, and equipment will be made once each fiscal year to determine the conditions and adequacy of the daily safety efforts to eliminate hazards. The annual inspection will also be used to identify conditions requiring corrective actions beyond the scope of the line supervisor. The formal annual inspection will be made by the responsible managers and trained personnel (Safety and Health Committee members and/or CDSO).

A. Report Channels for Hazard Elimination. Any condition identified by an MMS employee as not meeting established standards or constituting a hazard to the safety and health of the employee, or other employees, or to the public will be reported.

All reports, including Annual Safety Inspection Reports, will be made in the manner described in the following paragraphs:

(1) Hazards will be brought to the attention of the responsible supervisor for immediate corrective action.

(2) Hazards that persist and those that the supervisor does not have the authority to rectify will be reported to the appropriate CDSO for attention of the appropriate manager and for entry in the Abatement Log.

(3) A copy of the Abatement Log will be sent to the SSM at the end of each quarter of the fiscal year.

(4) Hazards that persist and those that require the action of higher authority will be forwarded to the SSM immediately in order that appropriate action can be taken.

B. Annual Safety Inspection. The annual safety inspection will be made following the guidelines in Appendix 2 using the checklists provided in Illustrations 2-6. The inspection will be made by the manager responsible for the area assisted by personnel who are appropriately trained for conducting inspections. The assigned inspector will review all applicable instructional material prior to the inspection. Joint inspections, inspection teams, and interdivisional inspections are encouraged utilizing Safety and Health Committee members and CDSO's.

Remote locations or facilities can be inspected by experienced personnel using checklists and assigned by the responsible manager. All conditions not corrected within 30 days should be recorded on the appropriate Abatement Log.

C. Reports. All formal inspections should be forwarded to the SSM in the format shown in Illustration 7.

5. Abatement of Identified Substandard Conditions. The MMS must correct all identified working conditions that do not comply with requirements of OSHA standards. The fulfillment of this requirement is satisfied only by recorded efforts to cause the substandard conditions to be corrected.

A. Discussion. The OSHA requirements in 29 CFR 1960, "Occupational Safety and Health for the Federal Employee," repeat the fact that an employer is responsible for the conditions of the area in which employees work. Part 1960.25(d) states:

> "The provisions of this subpart are not intended to relieve agencies which occupy space for which the General Services Administration or another agency has assignment responsibility from the duties imposed upon them by such occupancy, including the development and maintenance of sound fire prevention programs for such facilities, the conservation of services and supplies, the use of good working atmosphere, participation in a Facility Self Protection Plan for dealing with safety emergencies and payment of user charges. Agencies providing safety and health service pursuant to this subpart and which occupy space for which GSA or another agency has assignment responsibility should take note of those services which GSA or other agencies provide for various levels of user charges and appropriate reimbursement provisions where the agency performs the services for which GSA or the other agency has responsibility."

B. Procedures.

(1) Inspections. Regular formal and informal inspections of facilities should be conducted to identify substandard conditions. The responsible manager must be informed of all substandard conditions and appropriate entries made in the abatement log.

(2) Abatement Log. Each establishment will maintain a log of all identified substandard conditions. The log will show the date of identification, the source of identification (annual inspection, employee complaint, etc.), the corrective action (assigned corrective resources, returned for repair, job-order number, letter request for management support, etc.), the date of completion, and the date and type of followup effort for uncorrected conditions.

6. Standards Reference. (See Appendix 3.)

EMPLOYEE SAFETY AND HEALTH COMPLAINTS

(1) Any employee or representative of employees who believes that an existing safety or health hazard has not been corrected in a timely manner by the responsible line supervisor may request an inspection of the workplace by giving notice of the hazard to the SSM, Mail Stop 635, Reston, Virginia 22091. Any such notice will be in writing and will be specific as to the grounds for the notice. Upon the request of the person (or persons) giving such notice, anonymity will be guaranteed to the extent possible, except for the Designated Safety and Health Official (DSHO). The MMS DSHO is the Assistant Director for Administration.

(2) The SSM will consider the complaint and determine within 5 working days whether there are reasonable grounds to believe that the alleged safety or health hazard exists. If an inspection is undertaken and the inspector is unable to locate the alleged hazard without the assistance of the complainant, the DSHO may give the inspector the name of the complainant. The inspector must respect the request of the complainant for anonymity. In the event the employee complaint describes a hazard presenting imminent danger to the safety or health of employees and the DSHO determines there are reasonable grounds to believe that the alleged hazard exists, an immediate inspection will be made. Employee complaints alleging imminent danger situations will be made first by telephone or telegraph and reduced to writing as soon as practicable thereafter.

(3) Inspections initiated pursuant to this section will not be limited to matters referred to in the complaint. Any employee employed in such workplace or representative of employees will be permitted to notify the safety and health inspector of any hazard which he or she has reason to believe exists in such workplace prior to or during an inspection.

(4) The MMS may use other procedures in lieu of those described in this section, provided that the substituted procedures include provision for employee involvement comparable to the described in this section.

(5) If the DSHO determines that there are no reasonable grounds to believe a hazard exists or if an inspection is made on the basis of a complaint but no hazard is determined to exist, the employee or representative of employees who filed the complaint will be entitled to an informal review of such determination and will receive a written statement by the DSHO of the reasons for the final disposition of the complaint.

(6) If the complainant is dissatisfied with the final disposition, such person may contact, in writing, the Office of Federal Agency Safety Programs, describing in detail the entire processing of the complaint. The Office of Federal Agency Safety Programs may request the MMS head to submit a report on the investigation or may itself investigate the entire proceeding. Under 29 CFR 1960.19(d), such investigation may include inspection of the alleged hazard. Each Agency shall maintain its complaint files intact for 5 years after the closing of an investigation.

(7) The OSHA protects from discrimination against any employee(s) who files complaints under the Act or who testifies on same. (See Section 11(c)(1) of OSHA.)

FORM DI-134

Form DI-134 (July 1981)
Exception to SF-91A-92
Approved by Bureau of the Budget
March 1963

U. S. DEPARTMENT OF THE INTERIOR
Safety Management Information System

REPORT OF ACCIDENT/INCIDENT

FIELD REPORT NO.

DATE

1. REPORTING UNIT AND ADDRESS

2. NAME OF PERSON INVOLVED *(last, first, middle initial)*

ADDRESS *(include zip code)*

3. AGE

4. SEX ☐ Male ☐ Female

5. SOCIAL SECURITY NUMBER

6. EMPLOYMENT STATUS

7. OCCUPATIONAL CODE *(last digit here)*

Use separate form for each person involved

8. DATE AND TIME OF INCIDENT

YR.	MO.	DAY	HR.	MIN.

9. ACTIVITY

10. STATE IN WHICH INCIDENT OCCURRED

11. TYPE OF ACCIDENT/INCIDENT

12. RESULT OF ACCIDENT/INCIDENT

13. NATURE OF INJURY/ILLNESS

14. SEVERITY OF INJURY/ILLNESS

15. PART OF BODY AFFECTED

16. SOURCE *(what was used, done, contacted, etc?)*

17. HUMAN FACTOR

18. PHYSICAL/ENVIRONMENTAL FACTOR

19. REPORT SENT TO OWCP? YES NO

20. LOST TIME DATA

	MO.	DAY	YR.
a. Date unable to perform regularly established duties			
b. Date returned to work *(Regularly established duties)*			
c. Date returned to work *(Restricted work activities)*			
d. Date terminated			
e. Date permanently transferred to lighter duty			
f. Number of days of restricted work activity			

TO BE COMPLETED BY SAFETY MANAGER ONLY

g. Number of days lost *(Optional)* *(ANSI-Z16.4)*

h. Number of lost workdays *(Required)* *(OSHA-29 CFR 1960.2 (i))*

i. Recordable occupational injury/illness *(OSHA-29 CFR 1960.2 (e))* YES NO

21. PROPERTY OWNERSHIP

22. AMOUNT OF PROPERTY DAMAGE *(Dollars Only)*

a. GOVERNMENT	b. OTHER
$ 0 0	$ 0 0

23. IDENTIFICATION OF PROPERTY INVOLVED *(name, model number, size, make, type, etc.)*

a. Government:

b. Other:

24. NARRATIVE OF ACCIDENT/INCIDENT *(Include who, what, when, where, and how)*

Continue on separate sheet, if necessary

25. CORRECTIVE ACTION TAKEN OR PLANNED

WHEN: *New* _____ *Fiscal Year* _____

Signature and title of reporting official

Initials of Bureau Safety Manager

Signature of reviewing authority

Date

Date

FORM DI-134C

Form DI-134-C
(July 1981)

UNITED STATES
DEPARTMENT OF THE INTERIOR
Safety Management Information System

SUPPLEMENTARY ACCIDENT/INCIDENT REPORT

FIELD REPORT NO.

DATE

NOTE: This is a four part snap-out form. Retain the last copy for your files, send the remaining copies, still assembled, through normal bureau/office channels. Use this form to change, delete and/or enter supplementary accident/incident data corresponding to the data originally reported on Form DI-134. THIS FORM IS NOT TO BE USED AS AN INITIAL REPORT OF AN ACCIDENT/INCIDENT.

INSTRUCTIONS: Indicate action requested by placing an "X" in appropriate box. To add or correct data, enter desired code (using "Instructions For Completing Form DI-134" for proper code selection) in appropriate block(s). To delete data, enter an "X" in appropriate block(s). Complete blocks 1, 2 (if applicable), 8, and only those other blocks that are to be changed and/or deleted. To delete an entire report, complete blocks 1, 2 (if applicable), and 8 only.

ACTION REQUESTED
- [ ] Addition(s), deletion(s) and/or correction(s) indicated.
- [ ] Delete entire report.

DOCUMENT NUMBER OF ORIGINAL REPORT (Assigned by Bureau Safety Manager)

1. REPORTING UNIT AND ADDRESS

2. NAME OF PERSON INVOLVED (last, first, middle initial)

ADDRESS (include zip code)

(Use separate form for each person involved)

3. AGE

4. SEX
- [ ] Male
- [ ] Female

5. SOCIAL SECURITY NO.

6. EMPLOYMENT STATUS

7. OCCUPATIONAL CODE (last digit here)

8. DATE AND TIME OF INCIDENT

YR.	MO.	DAY	HR.	MIN.

9. ACTIVITY

10. STATE IN WHICH INCIDENT OCCURRED

11. TYPE OF ACCIDENT/INCIDENT

12. RESULT OF ACCIDENT/INCIDENT

13. NATURE OF INJURY/ILLNESS

14. SEVERITY OF INJURY/ILLNESS

15. PART OF BODY AFFECTED

16. SOURCE (What was used, done, contacted, etc?)

17. HUMAN FACTOR

18. PHYSICAL/ENVIRONMENTAL FACTOR

19. REPORT SENT TO OWCP? YES NO

21. PROPERTY OWNERSHIP

22. AMOUNT OF PROPERTY DAMAGE (Dollars Only)

a. GOVERNMENT	b. OTHER
$ 0 0	$ 0 0

20. LOST TIME DATA

	MO.	DAY	YR.
a. Date unable to perform regularly established duties			
b. Date returned to work (regularly established duties)			
c. Date returned to work (restricted work activities)			
d. Date terminated			
e. Date permanently transferred to lighter duty			
f. Number of days of restricted work activity			

TO BE COMPLETED BY SAFETY MANAGER ONLY

g. Number of days lost (Optional) (ANSI-Z16.4)	
h. Number of lost workdays (Required) (OSHA-29 CFR 1960.2 (i))	
i. Recordable occupational injury/illness (OSHA-29 CFR 1960.2 (e))	YES NO

23. IDENTIFICATION OF PROPERTY INVOLVED (name, model number, size, make, type, etc.)

a. Government:

b. Other:

Signature and title of reporting official

Initials of Bureau Safety Manager

Signature of reviewing authority

Date

Date

INSTRUCTIONS FOR COMPLETION OF FORM DI-134

1. REPORTING REQUIREMENTS

The Department's official source document for reporting accidents and related incidents is Form DI-134, "Report of Accident/Incident." (See Exhibit 1 to this section) Accident investigation and reporting requirements are set forth in 485 DM 5, Investigations, Records, and Reports. (See Section 1)

In addition to the above reporting requirement, when it appears that an employee's work-related injury or illness is serious enough for a claim to be filed for medical expenses or compensation, other reporting procedures are required under the Federal Employee's Compensation Act (FECA). The act is administered by the Office of Workers' Compensation Programs (OWCP), U. S. Department of Labor, through district offices located throughout the United States. (Refer to Personnel Management Publication No. 14, How to Help the Injured Employee - DI-523)

2. REPORTING CRITERIA - FORM DI-134

When reporting an accident, injury, and/or illness, using Form DI-134, "Report of Accident/Incident," the following blocks must be coded on each report:

Block 1	Reporting Unit
Block 8	Date and Time of Incident
Block 9	Activity
Block 10	State
Block 11	Type of Accident/Incident
Block 12	Result of Accident/Incident
Block 16	Source

In addition, when Block 12 is coded:

01 Personal Injury Only

or

02 Occupational Illness

the following blocks must be coded:

Block 2	Name of Person Involved
Block 3	Age
Block 4	Sex
Block 5	Social Security No. (required only when Block 6 is coded "01", "02", "03", "04", "08", or "18")
Block 6	Employment Status
Block 7	Occupational Code (required only when Block 6 is coded "01", "02", or "03")
Block 13	Nature of Injury/Illness
Block 14	Severity of Injury/Illness

Block 15 Part of Body Affected
Block 17 Human Factor
Block 18 Physical/Environmental Factor
Block 19 Report Sent to OWCP (required only when Block 6 is coded "01", "02", "03", "04", "08", or "18")
Block 20 Lost Time Data (required only when Block 14 is coded "03", "04", and "05" and Block 6 is coded "01", "02", "03", "04", "08", or "18")

03 Property Damage

The following blocks must be coded:

Block 21 Property Ownership
Block 22 Amount of Property Damage
Block 23 Identification of Property Involved

NOTE When Block 11 is coded "20", "30", or "40", indicating that the motor vehicle accident was chargeable in accordance with ANSI-D 15.1, the following additional blocks must be completed:

Block 2 Name of Person Involved
Block 3 Age
Block 4 Sex
Block 5 Social Security No. (required only when Block 6 is coded "01, "02, "03", "04", "08", or "18")
Block 6 Employment Status
Block 17 Human Factor
Block 18 Physical/Environmental Factor

04 Personal Injury With Property Damage

All blocks on form must be completed with the same exceptions noted above.

NOTE Block 24 - "Narrative of Accident/Incident" and Block 25 - "Corrective Action Taken or Planned" must be completed on each report.

IMPORTANT

When more than one person is injured in the same accident, a separate DI-134 is required for each person.

3. DETAILED INSTRUCTION FOR COMPLETING FORM DI-134

Each block on the report form has a definite purpose for data processing and analysis later. The following is a listing of each block with a list of code choices and guidance as to when completion of a block is required.

Use only those codes provided in the instructions unless your bureau/office has been given approval to use other specific codes. Requests for additional codes will be directed to the Department Safety Manager through normal bureau/office channels and the Bureau Safety Manager.

INSTRUCTIONS FOR COMPLETING FORM DI-134

NOTE: This is a four part snap-out form. Retain the last copy for your files, send the remaining copies, still assembled, through normal bureau office channels. Tear off this page of instructions to assist you in completing the form.

INSTRUCTIONS: Complete all applicable blocks, inserting the appropriate code where called for. All information on this report refers to person named in Block 2 and/or property identified in Block 23. Information contained in this report may be added to and/or corrected by use of Form DI-134-C "Supplementary Accident/Incident Report."

Form DI-134 (July 1981)
Exception to SF-91A-92
Approved by Bureau of the Budget
March 1963

U. S. DEPARTMENT OF THE INTERIOR
Safety Management Information System

REPORT OF ACCIDENT/INCIDENT

FIELD REPORT NO.

DATE

FIELD REPORT NO. - The use of a number here is optional unless required by bureau or office.

DATE - Enter date of report.

1. REPORTING UNIT AND ADDRESS

BLOCK 1 - REPORTING UNIT AND ADDRESS - This code identifies the bureau/office and subdivisions thereof. Organizational codes are assigned by the Bureau/Office Safety Manager.

The following code numbers are applicable to the various bureaus and offices of the Department and will comprise the first two digits of the nine digit reporting unit code:

01 Office of the Secretary and Other Departmental Offices
06 Bureau of Reclamation
08 Geological Survey
09 Bureau of Mines
10 National Park Service
11 Bureau of Land Management
16 U. S. Fish and Wildlife Service
17 Minerals Management Service
18 Office of Surface Mining Reclamation and Enforcement
20 Bureau of Indian Affairs

The remaining seven digits should be completed in accordance with bureau/office instructions. This series of numbers or letters is used to identify organizational levels below the headquarters level of a bureau or office.

All boxes must be completed; therefore, any digits not required in the formulation of unit codes should be zero "0" filled.

EXAMPLE

1. REPORTING UNIT AND ADDRESS

2. NAME OF PERSON INVOLVED *(last, first, middle initial)*

ADDRESS *(include zip code)*

Use separate form for each person involved

BLOCK 2 - NAME OF PERSON INVOLVED - Enter name of person who had accident, was injured, or became ill. When more than one person is injured in the same accident or occupational illness, complete separate report form for each person injured. (Leave blank when there is no way to identify a person with property damage or fire.)

ADDRESS - When reporting accidents/incidents involving persons other than employees, enter complete home address of individual. Addresses of employees is optional to bureau requirements.

NOTE If name of person involved is not known, enter "Unknown" when applicable.

---

3. AGE

BLOCK 3 - AGE - Enter age of person involved. If unknown, give best estimate.

NOTE This block must be completed when a name appears in Block 2. If unknown, estimate or code "99" if unable to estimate.

---

4. SEX
- ☐ Male
- ☐ Female

BLOCK 4 - SEX - Check appropriate box, when applicable.

NOTE This block must be completed when a name appears in Block 2.

---

5. SOCIAL SECURITY NUMBER

BLOCK 5 - SOCIAL SECURITY NUMBER - Enter number of the employee involved. Not required for non-employees.

NOTE This block must be completed when name appears in Block 2 and Block 6 is coded "01", "02", "03", "04", "08", or "18".

---

6. EMPLOYMENT STATUS

BLOCK 6 - EMPLOYMENT STATUS - Enter the code which identifies the person involved in the accident or illness.

01 Permanent*	06 Concessioner	11 Vol. in the Parks	16 CETA
02 Temporary	07 Youth Con. Corps (Staff)**	12 Vista	17 Young Adult Con. Corps (Staff)**
03 Emergency	08 Youth Con. Corps (Enrollee)	13 Employee Family Member	18 Young Adult Con. Corps (Corpsmember)
04 Job Corpsman	09 Public (Visitor)	14 Tribal Member	19 Student (BIA)
05 Contractor	10 Public (Other)	15 Other (Explain in Block 24)	

*Includes Job Corps Staff **Use code 01 or 02 when applicable

NOTE This block must be completed when a name appears in Block 2.

7. OCCUPATIONAL CODE (last digit here)					

BLOCK 7 - OCCUPATIONAL CODE - Enter pay plan and occupational series code. (Employees only.) Examples: G S 0 3 0 1 W B 5 8 0 2

NOTE This block must be completed when an employee's name appears in Block 2 and Block 6 is coded "01", "02", or "03".

When the occupational series code consists of five digits, use only the first letter of the series code.

EXAMPLE

7. OCCUPATIONAL CODE (last digit here)					
W	5	4	2	5	2

8. DATE AND TIME OF INCIDENT									
YR.		MO.		DAY		HR.		MIN.	

BLOCK 8 - DATE AND TIME OF INCIDENT - Enter date and time of accident or discovery of occupational illness. Example: July 4, 1976 at 1:35 p.m. is recorded as 7 6 0 7 0 4 1 3 3 5 using the 24-hour clock system.

NOTE This block must be completed for all reports. If the exact date is unknown, estimate. If exact time is unknown and it is not possible to estimate, HR. and MIN. boxes should be zero "0" filled.

9. ACTIVITY		

BLOCK 9 - ACTIVITY - Enter the code which best describes the activity the person named in Block 2 was engaged in at time of accident or occupational illness:

00 Not applicable
01 Administrative/Clerical
02 Fire Fighting
03 Heavy Equipment Operation
04 Inactive (Rest, Sleep, Etc.)
05 Law Enforcement
06 Locomotion (Walking, Running, Etc.)
07 Maintenance and Repair (Buildings, Grounds, Roads, Etc.)
08 Maintenance and Repair (Machinery and Equipment)
09 Materials Handling
10 Observing, Inspection, Surveying, Etc.
11 Operating Hand Tools (Powered and Non-Powered)
12 Operating Machinery
13 Performing Service, NEC*
14 Recreation
15 Search & Rescue
16 Training (Instructor)
17 Training (Trainee)
18 Transport-Operator (Vehicle, Aircraft, Watercraft, Animal)
19 Transport-Passenger (Vehicle, Aircraft, Watercraft, Animal)
20 Food Preparation/Handling
21 Housekeeping
80 Other, NEC
99 Unknown

NOTE A common error here is to use the code which describes the normal activity of the person named in Block 2. <u>Always use the code which describes the activity the person named was engaged in at the time of the accident or occupational illness</u>.

When the person named in Block 2 was involved in a motor vehicle accident as the operator of the vehicle, code "18" should be used regardless of other activity. When the person named was injured as a passenger in a motor vehicle accident, code "19" should be used regardless of other activity.

10. STATE IN WHICH INCIDENT OCCURRED

BLOCK 10 - STATE IN WHICH INCIDENT OCCURRED - Enter two-letter state abbreviation as used in Zip Code Directory. For outside United States and its Territories, use 00 as code.

NOTE Use only the two-letter state abbreviation listed below:

AL	Alabama	LA	Louisiana	OH	Ohio
AK	Alaska	ME	Maine	OK	Oklahoma
AZ	Arizona	MD	Maryland	OR	Oregon
AR	Arkansas	MA	Massachusetts	PA	Pennsylvania
CA	California	MI	Michigan	RI	Rhode Island
CO	Colorado	MN	Minnesota	SC	South Carolina
CT	Connecticut	MS	Mississippi	SD	South Dakota
DE	Delaware	MO	Missouri	TN	Tennessee
FL	Florida	MT	Montana	TX	Texas
GA	Georgia	NE	Nebraska	UT	Utah
HI	Hawaii	NV	Nevada	VT	Vermont
ID	Idaho	NH	New Hampshire	VA	Virginia
IL	Illinois	NJ	New Jersey	WA	Washington
IN	Indiana	NM	New Mexico	WV	West Virginia
IA	Iowa	NY	New York	WI	Wisconsin
KS	Kansas	NC	North Carolina	WY	Wyoming
KY	Kentucky	ND	North Dakota	DC	District of Columbia

00 Outside United States and Territories

11. TYPE OF ACCIDENT/INCIDENT

BLOCK 11 - TYPE OF ACCIDENT/INCIDENT - Enter appropriate code

01 Struck Against
02 Struck By
03 Fall From Different Level
04 Fall on Same Level
05 Slip or Twist (Not Fall)
06 Caught In, Under or Between
07 Rubbed or Abraded
08 Bodily Reaction
09 Overexertion
10 Drowning
11 Contact With Electric Current
12 Contact With Temperature Extremes
13 Contact With Radiations, Caustics, Toxic and Noxious Substances
14 Noise Exposure
15 Occupational Disease
16 Bite (Animal, Insect, Etc.)
17 Explosion
18 Fire
19 Immersion

Motor Vehicle Accidents
20 Collision or Sideswipe With Another Vehicle - Both Vehicles in Motion
30 Collision or Sideswipe With a Standing Vehicle or Stationary Object
40 Noncollision Accidents - Overturned, Ran Off Roadway, Sudden Stop or Start, Etc
50 Not Chargeable As Motor Vehicle Fleet Accident As Defined in ANSI-D15.1
80 Accident Type, NEC
99 Unclassified, Insufficient Data

NOTE Use the code which best describes the type of accident/incident.

All accidents involving motor vehicles will be coded "20", "30", "40", or "50" except when damaged by fire or explosion which was not the result of a motor vehicle accident.

12. RESULT OF ACCIDENT/INCIDENT

BLOCK 12 - RESULT OF ACCIDENT/INCIDENT - Enter the appropriate code:

00 Incident (No Injury or Property Damage)
01 Personal Injury Only
02 Occupational Illness
03 Property Damage Only
04 Personal Injury With Property Damage

NOTE This block must be coded on all reports. When coded "03" Property Damage Only or "04" Personal Injury With Property Damage, Blocks 21 - Property Ownership, 22 - Amount of Property Damage, and 23 - Identification of Property Involved must also be completed. Also, when coded "04", Block 14 - Severity of Injury/Illness must be coded.

13. NATURE OF INJURY/ILLNESS		

BLOCK 13 - NATURE OF INJURY/ILLNESS - Enter the appropriate code

00 No Injury
01 Amputation
02 Asphyxia, Strangulation, Drowning
03 Burn or Scald (Heat)
04 Burn (Chemical)
05 Concussion
06 Contagious or Infectious Diseases
07 Contusion, Crushing, Bruise
08 Cut, Laceration, Puncture
09 Dermatitis
10 Dislocation
11 Electric Shock, Electrocution
12 Fracture
13 Freezing, Frostbite, Exposure
14 Hearing Loss or Impairment
15 Heat Stroke, Sun Stroke, Exhaustion
16 Heart Attack
17 Hernia, Rupture
18 Inflammation or Irritation of Joints
19 Poisoning, Systemic
20 Pneumoconiosis
21 Radiation Effects, Sunburn, Etc
22 Respiratory Condition (Toxic Agents)
23 Scratches, Abrasions
24 Sprains, Strains
25 Stroke
26 Multiple Injuries
27 Disorders Due to Physical Agents
28 Disorders Due to Repeated Trauma
80 Occupational Illness, NEC
81 Other Injury, NEC
99 Unclassified, Not Determined

NOTE Enter only one code. If more than one code could apply, use the code for the most serious condition or code "26".

14. SEVERITY OF INJURY/ILLNESS		

BLOCK 14 - SEVERITY OF INJURY/ILLNESS - Enter the appropriate code

00 No Injury Involved
01 First Aid Only
02 Medical Only (Physician)
03 Disabling Injury (Temporary)
04 Disabling Injury (Permanent Partial)
05 Disabling Injury (Permanent Total)
06 Disabling Injury (Fatal)

NOTE When this block is coded "03", "04", "05", or "06", an entry must also be made in Block 20a - Date unable to perform regularly established duties. The remaining items in Block 20 should be completed, if appropriate; however, the initial report should not be held more than three days to provide this data. Form DI-134-C "Supplementary Accident/Incident Report" should be used to provide additional or corrected data at a later date.

15. PART OF BODY AFFECTED		

BLOCK 15 - PART OF BODY AFFECTED - Enter the appropriate code.

00 No Part of Body Injured
01 Head Other Than Eye, Face and Ear
02 Ear
03 Eye
04 Face
05 Neck
06 Arm
07 Wrist
08 Hand
09 Finger(s)
10 Upper Extremities, Multiple
11 Trunk Area Other Than Back
12 Back
13 Leg
14 Ankle
15 Foot
16 Toe(s)
17 Lower Extremities, Multiple
18 Multiple Body Parts
19 Multiple Area Skin Problem
20 Internal Injuries
21 Body System (Heart, Lungs, Etc.)
80 Body Parts, NEC
99 Unclassified, Insufficient Information

NOTE Enter only one code. Codes are provided for multiple body parts or areas.

16. SOURCE (What was used, done, contacted, etc?)		

BLOCK 16 - SOURCE (WHAT WAS USED, DONE, CONTACTED, ETC.) - Enter appropriate code.

01 Aircraft
02 Air Pressure
03 Animals, Insects, Birds, Reptiles
04 Bicycle
05 Boilers, Pressure Vessels
06 Boxes, Barrels, Containers, Etc.
07 Buildings and Structures
08 Chemicals, Chemical Compounds, Vapors, Gases
09 Clothing, Apparel, Shoes
10 Coal and Petroleum Products
11 Cold (Environmental)
12 Conveyors
13 Cranes, Lifts
14 Drugs and Medicines
15 Dusts
16 Electrical Apparatus
17 Firearms
18 Flame, Fire, Smoke
19 Flammable Gases, Vapors
20 Food Products
21 Furniture, Fixtures, Furnishings
22 Glass Items, NEC
23 Hand Tools, Not Powered
24 Hand Tools, Powered
25 Heat (Environmental)
26 Heating Equipment, NEC
27 Hoisting Apparatus, NEC
28 Infectious and Parasitic Agents, NEC
29 Ladders (Fixed)
30 Ladders (Portable)
31 Liquids, NEC
32 Machines
33 Mechanical Power Transmission Apparatus
34 Metal Fumes
35 Metal Items, NEC
36 Mineral Items, Metallic, NEC
37 Mineral Items, Nonmetallic, NEC
38 Motor Vehicles
39 Noise
40 Paper and Pulp Items, NEC
41 Particles
42 Plants, Trees, Vegetation
43 Plastic Items, NEC
44 Pumps and Prime Movers
45 Radiating Substances and Equipment
46 Soaps, Detergents, Cleaning Compounds
47 Scrap, Debris, Waste Materials, NEC
48 Stairs, Steps, Etc.
49 Steam
50 Textile Items, NEC
51 Water (River, Lake, Etc.)
52 Watercraft
53 Wood Items, NEC
54 Working Surfaces
55 Human Being
80 Miscellaneous, NEC
99 Unknown, Unidentified

NOTE Use code which best describes the source of the accident/incident.

17. HUMAN FACTOR		

BLOCK 17 - HUMAN FACTOR - Enter the appropriate code.

00 No Human Factor
01 Failure to Shutdown
02 Failure to Use Available Personal Protective Equipment
03 Failure to Wear Safe Personal Attire
04 Failure to Secure or Warn
05 Horseplay
06 Improper Use of Equipment
07 Improper Use of Hands and Body Parts
08 Inattention to Footing or Surroundings
09 Operating or Working at Unsafe Speed
10 Taking Unsafe Position or Posture
11 Driving Errors
12 Unsafe Placing, Mixing, Combining, Etc.
13 Using Unsafe Equipment
Personal Factors
14 Improper Attitude
15 Lack of Knowledge or Skill
16 Bodily Defects
17 Disregard of Instructions
80 Unsafe Act, NEC
99 Unclassified, Undetermined, Insufficient Data

NOTE Use only those codes provided. DO NOT USE ANY OTHER CODES.

18. PHYSICAL/ENVIRONMENTAL FACTOR		

BLOCK 18 - PHYSICAL/ENVIRONMENTAL FACTOR - Enter the appropriate code

00 No Physical/Environmental Factor
01 Defects of Accident Source
02 Dress or Apparel Hazards
03 Environmental Hazards, NEC
04 Hazardous Methods or Procedures
05 Hazardous Placement
06 Hazards of Outside Work Environment
07 Inadequately Guarded
08 Public Hazards, NEC
80 Hazardous Conditions, NEC
99 Undetermined, Insufficient Information

NOTE Use only those codes provided. DO NOT USE ANY OTHER CODES.

19. REPORT SENT TO OWCP?	YES	NO

BLOCK 19 - REPORT SENT TO OWCP? - Indicate if applicable Office of Workers' Compensation Programs (OWCP) Forms have been sent to appropriate district office of the Office of Workers' Compensation Programs, Employment Standards Administration, U.S. Department of Labor (Employees only.)

NOTE Completion of this block is required only when Block 6 - Employment Status is coded "01", "02", "03", "04", "08", or "18".

20. LOST TIME DATA	MO.	DAY	YR.
a. Date unable to perform regularly established duties			
b. Date returned to work (Regularly established duties)			
c. Date returned to work (Restricted work activities)			
d. Date terminated			
e. Date permanently transferred to lighter duty			
f. Number of days of restricted work activity			
TO BE COMPLETED BY SAFETY MANAGER ONLY			
g. Number of days lost (Optional) (ANSI-Z16.4)			
h. Number of lost workdays (Required) (OSHA-29 CFR 1960.2 (l))			
i. Recordable occupational injury/illness (OSHA-29 CFR 1960.2 (e))		YES	NO

BLOCK 20 - LOST TIME DATA - Enter the appropriate code(s) as follows (Employees only.)

A. Enter date of first full day following date employee was unable to perform regularly established duties.
B. Enter date employee first returned to work and/or performed his regularly established duties.
C. Enter date employee returned to work and/or was assigned restricted work activities.
D. Enter date employee was terminated.
E. Enter date employee was permanently transferred to lighter duty.
F. Enter total number of days of restricted work activity before employee returned to regularly established duties.

Items G, H and I to be completed by Bureau/Office Safety Manager only

NOTE Lost Time Data is required only when Block 6 - Employment Status is coded "01", "02", "03", "04", "08", or "18" and Block 14 - Severity of Injury/Illness is coded "03", "04", "05", or "06".

When data for blocks b thru f are known, enter as appropriate. If time away from regularly assigned duties will exceed three days, block a should be completed and the report forwarded thru normal channels. Remaining information for these blocks should be submitted at a later date by submitting Form DI-134-C "Supplementary Accident/Incident Report".

Blocks 20g, 20h, and 20i should be completed by the Bureau Safety Manager or his/her designee only.

21. PROPERTY OWNERSHIP		

BLOCK 21 - PROPERTY OWNERSHIP - Enter the appropriate code:

00 No Property Involved
01 Interior Owned
02 Inter-Agency (GSA) Motor Pool
03 Employee-Owned on O. B.
04 Leased
05 Contractor
06 Concessioner
07 Privately Owned
08 Other Federal
09 Other (Explain in Block 23)

NOTE This block must be completed when Block 12 - Result of Accident/Incident is coded "03" or "04".

22. AMOUNT OF PROPERTY DAMAGE (Dollars Only)	
a. GOVERNMENT	b. OTHER
$ 0 0	$ 0 0

BLOCK 22 - AMOUNT OF PROPERTY DAMAGE - Enter total amount of damage to government and or other property. When more than one report is completed on a single incident, report only the amount of damage to property identified in Block 21.

NOTE This block (a and/or b) must be completed when Block 12 - Result of Accident/Incident is coded "03" or "04". Block 22a must be completed when Block 21 - Property Ownership is coded "01", "02", or "08". Block 22b must be completed when Block 21 is coded "03", "04", "05", "06", "07", or "09".

It may be proper to enter a damage amount in both 22a and 22b on the same report; however, when two or more motor vehicles are involved in a single accident, a separate report should be completed for each operator with only the amount of damage which relates to the vehicle identified in Block 21 - Property Ownership being entered on each report.

If exact amount of damage is unknown, estimate. An amount of $1.00 or more must be entered in "a" or "b" whichever is appropriate.

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23. IDENTIFICATION OF PROPERTY INVOLVED
(name, model number, size, make, type, etc.)

a. Government:

b. Other:

BLOCK 23 - IDENTIFICATION OF PROPERTY INVOLVED - Enter appropriate code(s) to identify property involved in accident/incident and give complete description, including license number of vehicles, in space provided.

MOTOR VEHICLES

01 Passenger Car
02 Station Wagon
03 Bus
04 Pick-up Truck
05 Truck, 1 Ton and Under
06 Truck 1½ - 2½ Tons
07 Truck, 3 Tons and Over
08 4-Wheel Drive Vehicles (All Sizes)
09 Recreation Vehicle (Snowmobiles, etc.)
10 Motorcycle, Scooter, Etc
11 Construction-Type Vehicles
12 Motor Vehicle With Trailer
13 Tracked, ATV, Etc.
14 Farm Tractor
19 Motor Vehicle, NEC

Aircraft

20 Fixed Wing - Single Engine
21 Fixed Wing - Multi-Engine
22 Rotary Wing - Helicopter
23 Unpowered - Gliders, Balloons, Etc.

Watercraft

30 Less Than 16'
31 16' to Less Than 26'
32 26' to Less Than 65'
33 65' and Over
34 Airboat

OTHER

40 Buildings
41 Structures
42 Furnishings
43 Equipment
44 Machinery
45 Tools
46 Construction Materials
47 Any Combination of Above
48 Forest, Range and Tundra
49 Animals (Horses, Burros, Etc.)
50 Bicycle
80 Other Property, NEC
00 No Property Involved

NOTE This block must be completed when Block 12 - Result of Accident/Incident is coded "03" or "04".

It may be proper to enter a code in both 23a and 23b; however, when two or more vehicles are involved in a single accident, a separate report should be completed for each operator as outlined in the Block 22 notation.

24. NARRATIVE OF ACCIDENT/INCIDENT *(Include who, what, when, where, and how)*

Continue on separate sheet, if necessary

BLOCK 24 - NARRATIVE OF ACCIDENT/INCIDENT - Give a complete summary of the events leading up to the accident

NOTE It is important that a complete narrative be provided in order that persons reviewing the report might have a full understanding of the accident/incident.

25. CORRECTIVE ACTION TAKEN OR PLANNED

WHEN: *Now* _____ *Fiscal Year* _____

BLOCK 25 - CORRECTIVE ACTION TAKEN OR PLANNED - Give a brief description of the action(s) taken or planned to prevent similar incidents in the future. Indicate when actions were or will be taken and by whom.

NOTE Provide a brief description of corrective action(s) taken and/or planned.

Signature and title of reporting official		Initials of Bureau Safety Manager	
Signature of reviewing authority	Date	Date	

NOTE Completed form should be signed by reporting official, a reviewing authority, and initialed by the Bureau Safety Manager or his/her designee.

[1] NEC = Not Elsewhere Identified.

REPORT OF ACCIDENT/INCIDENT FORM DI-134 (7-81)

FORM CA-16

U.S. DEPARTMENT OF LABOR
Employment Standards Administration
Office of Workers' Compensation Programs (OWCP)

REQUEST FOR EXAMINATION AND/OR TREATMENT

PART A – AUTHORIZATION

1. NAME AND ADDRESS OF THE MEDICAL FACILITY OR PHYSICIAN AUTHORIZED TO PROVIDE THE MEDICAL SERVICE

2. EMPLOYEE'S NAME (Last, first, middle)	3. DATE OF INJURY (mo., day, year)	4. OCCUPATION

5. DESCRIPTION OF INJURY OR DISEASE

6. YOU ARE AUTHORIZED TO PROVIDE MEDICAL CARE FOR THE EMPLOYEE SUBJECT TO THE FOLLOWING CONDITIONS:

☐ A - FURNISH OFFICE AND/OR HOSPITAL TREATMENT AS NECESSARY FOR THE EFFECTS OF THIS INJURY. ANY SURGERY, OTHER THAN EMERGENCY, MUST HAVE PRIOR OWCP APPROVAL.

☐ B - THERE IS DOUBT WHETHER THE EMPLOYEE'S CONDITION IS CAUSED BY AN INJURY SUSTAINED IN THE PERFORMANCE OF DUTY OR IS OTHERWISE RELATED TO HIS EMPLOYMENT. YOU ARE AUTHORIZED TO EXAMINE THE EMPLOYEE, USING INDICATED NON-SURGICAL DIAGNOSTIC STUDIES, AND PROMPTLY ADVISE THE UNDERSIGNED WHETHER YOU BELIEVE THE CONDITION IS DUE TO THE ALLEGED INJURY OR TO ANY CIRCUMSTANCE OF THE EMPLOYMENT. PENDING FURTHER ADVICE, YOU MAY PROVIDE NECESSARY CONSERVATIVE TREATMENT IF YOU BELIEVE THE CONDITION MAY BE DUE TO THE INJURY OR TO THE EMPLOYMENT.

7. IF A DISEASE OR ILLNESS IS INVOLVED, OWCP APPROVAL FOR ISSUING AUTHORIZATION UNDER ITEM 6B ABOVE, WAS OBTAINED FROM

(Name of OWCP official)

8. SIGNATURE OF AUTHORIZING OFFICIAL (Sign all copies)	9. TITLE
10. LOCAL EMPLOYING AGENCY TELEPHONE NUMBER	11. DATE (mo., day, year)
12. SEND ONE COPY OF YOUR REPORT TO (Fill in address): U. S. DEPARTMENT OF LABOR Employment Standards Administration Office of Workers' Compensation Programs	13. NAME AND ADDRESS OF EMPLOYEE'S PLACE OF EMPLOYMENT. Dept. or Agency Bureau or Office Local Address (Including Zip Code)

FORM CA-16
(REV. DEC. 1974)

PART B – ATTENDING PHYSICIAN'S REPORT

14. EMPLOYEE'S NAME (Last, first, middle)

15. WHAT HISTORY OF INJURY OR DISEASE DID EMPLOYEE GIVE YOU?

16. IS THERE ANY HISTORY OR EVIDENCE OF PRE-EXISTING INJURY, DISEASE, OR PHYSICAL IMPAIRMENT? (If yes, please describe)

☐ Yes ☐ No

17. WHAT ARE YOUR FINDINGS (include results of x rays, laboratory tests, etc.)?

18. WHAT IS YOUR DIAGNOSIS?

19. DO YOU BELIEVE THE CONDITION FOUND WAS CAUSED OR AGGRAVATED BY THE EMPLOYMENT ACTIVITY DESCRIBED? (Please explain your answer if there is doubt.)

☐ Yes ☐ No

20. DID INJURY REQUIRE HOSPITALIZATION? ☐ Yes ☐ No
If yes, date of admission (mo., day, year)
Date of discharge (mo., day, year)

21. IS ADDITIONAL HOSPITALIZATION REQUIRED?
☐ Yes ☐ No

22. SURGERY (If any, describe type)

23. DATE SURGERY PERFORMED (mo., day, year)

24. WHAT (Other) TYPE OF TREATMENT DID YOU PROVIDE?

25. WHAT PERMANENT EFFECTS, IF ANY, DO YOU ANTICIPATE?

26. DATE OF FIRST EXAMINATION (mo., day, year)

27. DATE(S) OF TREATMENT (mo., day, year)

28. DATE OF DISCHARGE FROM TREATMENT (mo., day, year)

29. PERIOD OF DISABILITY (If termination date unknown, so indicate) (mo., day, year)
TOTAL DISABILITY: FROM TO
PARTIAL DISABILITY FROM TO

30. DATE EMPLOYEE ABLE TO RESUME WORK (mo., day, year)
LIGHT WORK
REGULAR WORK

31. IF EMPLOYEE IS ABLE TO RESUME WORK, HAS HE SHE BEEN ADVISED? ☐ YES ☐ NO IF YES, FURNISH DATE ADVISED (month, day, year)

32. IF EMPLOYEE IS ABLE TO RESUME ONLY LIGHT WORK, INDICATE THE EXTENT OF PHYSICAL LIMITATIONS AND THE TYPE OF WORK, THAT COULD REASONABLY BE PERFORMED WITH THESE LIMITATIONS.

33. GENERAL REMARKS AND RECOMMENDATION FOR FUTURE CARE, IF INDICATED.

34. DO YOU SPECIALIZE? ☐ Yes ☐ No (If yes, state specialty)

35. SIGNATURE OF PHYSICIAN

36. ADDRESS (Number, street, city, state, zip code)

37. PHYSICIAN'S SOCIAL SECURITY NUMBER

38. DATE OF REPORT (mo., day, year)

39. MEDICAL BILL. Charges for your services may be presented in the space below or on your billhead stationery.

Date or period of treatment	Service or supplies must be itemized	Quantity or number	Unit price		Amount	
			Cost	Per	$	¢
	TOTAL					

INFORMATION FOR PHYSICIAN

YOUR AUTHORIZATION

- Please read Part A of Form CA-16. You are authorized to examine and provide treatment for the injury or disease described in item 5, subject to the conditions in item 6.

USE OF CONSULTANTS AND HOSPITALS

- You may use consultants, laboratories and local hospitals, if needed. Use semi-private accommodations unless a private room is medically necessary. If hospitalized, necessary ancillary treatment may be provided.

REPORTS

- After examination, complete items 14 through 38 (Part B) and promptly send your report to the address listed in item 12 of Part A. If additional space is needed or a narrative report is made, attach it to the form. If the employee sustained a traumatic injury and is disabled for work, reports on Form CA-17 "Duty Status Report" will be required during the first 45 days of disability. The "Duty Status Report" will be requested by the employing agency. If disability continues beyond 45 days, monthly reports on OWCP forms or by physician's narrative should be submitted. Reports from all consultants are also required. Delay in submitting medical reports may delay payment of compensation.

RELEASE OF RECORDS

- Injury reports are the official records of OWCP. They shall not be released to anyone nor may any other use be made of them without the approval of OWCP.

FEES

- OWCP does not have a specific fee schedule. Local usual and customary rates are acceptable. Payment for chiropractic services is limited to charges for physical examinations, related laboratory tests, X-rays to diagnose a subluxation of the spine and treatment consisting of manipulation of the spine to correct a subluxation demonstrated by X-ray. Submit itemized bill by completing item 39 of Part B, or on your bill-head stationery. Bills for any further treatment may be submitted with your progress reports.

ADDITIONAL INFORMATION

- Contact OWCP office shown in item 12 of Part A.

Please Remove These Instructions Before Submitting Your Report.

For sale by the Superintendent of Documents, U.S. Government Printing Office
Washington, D.C. 20402 - Price $7.85 per 100
Stock Number 029-016-00025-9
Catalog Number L 7.FORM CA16

INSTRUCTIONS TO AUTHORIZING OFFICIAL FOR COMPLETION OF PART A

SELECTION OF PHYSICIAN

- A Federal employee injured by accident while in the performance of duty has the right to select a physician of his/her choice to provide necessary treatment. The supervisor shall immediately authorize examination and appropriate medical care by use of Form CA-16 issued to either a United States medical officer/hospital or any duly qualified physician/hospital of the employee's choice.

  Generally, 25 miles from the place of injury, employing agency, or the employee's home is a reasonable distance to travel for medical care; however, other pertinent factors must also be considered.

FEDERAL MEDICAL FACILITIES

- U. S. medical facilities include Public Health Service, Military, or VA hospitals. Federal health service facilities (health units) established under 5 USC 7901 are not U. S. medical facilities as used herein.

DEFINITION OF INJURY

- The term "injury" includes damage to or destruction of medical braces, artificial limbs and other prosthetic devices. Eyeglasses and hearing aids are included only if the damages were incidental to a personal injury which requires medical services.

DEFINITION OF PHYSICIAN

- The term "physician" includes doctors of medicine (MD), surgeons, podiatrists, dentists, clinical psychologists, optometrists, chiropractors and osteopathic practioners within the scope of their practice as defined by State law.

PRIOR ARRANGEMENTS

- The physician or medical facility to which employee is being referred, shall be contacted by the supervisor to confirm availability before authorization is issued.

ILLNESS OR DISEASE

- Treatment for illness or disease shall not be authorized unless approval is first obtained from the OWCP.

FORM COMPLETION

- Part A shall be completed in full by the authorizing official. Check Box A or B of item 6, whichever is appropriate. In case of illness or disease only Box B may be checked.

  Show the address of proper OWCP Office in item 12. Send original and one copy of the CA-16 to the medical officer or physician. If issued for illness or disease, a copy must also be sent to the OWCP.

ADDITIONAL INFORMATION

- See 20 CFR 1 and/or Chapter 810, Federal Personnel Manual (FPM).

Information For Physician - See Reverse Side

Form CA-16
Rev. Dec. 1974

FORM CA-1

U.S. DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS ADMINISTRATION
OFFICE OF WORKERS' COMPENSATION PROGRAMS

FEDERAL EMPLOYEE'S NOTICE OF TRAUMATIC INJURY AND CLAIM FOR CONTINUATION OF PAY/COMPENSATION

1. Name of Injured Employee *(Last, first, middle)*
2. Date of Birth
3. ☐ Male ☐ Female
4. Social Security Number
5. Employee's Home Mailing Address *(No., street, city, state, zip code)*
6. Home Telephone
Area Code:
Number:
7. Name and Address of Employing Agency
8. Place Where Injury Occurred *(e.g., 2nd floor, Main Post Office Bldg., 12th & Pine)*
9. Date and Hour of Injury *(mo., day, year)* ☐ AM ☐ PM
10. Date of This Notice *(mo., day, year)*
11. Dependents
Wife/Husband ☐
Children Under 18 Years Old ☐
12. Employee's Occupation
13. Cause of Injury *(Describe how and why the injury occurred)*
14. Nature of Injury *(Identify the part of the body injured, e.g., fractured left leg, etc.)*
15. If This Notice and Claim Was Not Filed With The Employing Agency Within Two Working Days After The Injury, Explain The Reason For The Delay.
16. I certify, under penalty of law, that the injury described above was sustained in performance of duty as an employee of the United States Government and that it was not caused by my willful misconduct, intent to injure myself or another person, nor by my intoxication. I hereby claim medical treatment, if needed, and the following, as checked below, while disabled for work:

☐ a. Sick and/or annual leave

☐ b. Continuation of regular pay not to exceed 45 days and compensation for wage loss if disability for work continues beyond 45 days (If my claim is denied, I understand that the continuation of my regular pay shall be charged to sick or annual leave, or be deemed an overpayment within the meaning of 5 USC 5584).

Signature of Employee or Person Acting on His/Her Behalf

17. Statement of Witness *(Describe what you saw, heard or know about this injury)*
18. Witness' Signature
19. Witness' Address
20. Date Signed *(mo., day, year)*

Form CA-1
Rev. Sept. 1978

OFFICIAL SUPERIOR'S REPORT OF TRAUMATIC INJURY

21. Department or Agency	22. Bureau or Office

23. Name and Address of Reporting Office *(No., street, city, state, Zip Code)*

24. Regular Work Day	25. Number of Hours Worked Per Day	26. rcle Days Paid Per Week
Begins ☐ AM ☐ PM Ends ☐ AM ☐ PM		S M T W T F S

27. Date and Hour of Injury *(mo., day, year)* ☐ AM ☐ PM	28. Date Reporting Office Received Notice of Injury *(mo., day, year)*	29. Date and Hour Stopped Work *(mo., day, year)*	30. If Pay Has Been Terminated, Give Date *(mo., day, year)*

31. 45 Day Period Begins *(mo., day, year)*	32. Pay Rate When Employee Stopped Work $ _____ per _____	33. Date and Hour Employee Returned to Work *(mo., day, year)* ☐ AM ☐ PM	34. Name of Supervisor at Time of Injury

35. Was Employee in Performance of Duty At The Time of Injury? ☐ Yes, ☐ No. If No, furnish a detailed explanation or attach copy of Employing Agency's Investigation Report.

36. Was Injury Caused By Willful Misconduct, Intoxication or Intent To Injure Self or Another?

☐ Yes ☐ No. If Yes, Furnish Detailed Report.

37. Was Injury Caused By Third Party? ☐ Yes ☐ No. If Yes, Furnish Name and Address of Party Responsible.

38. Date Employee First Obtained Medical Care for the Injury *(mo., day, year)*	39. Name and Address of Physician First Providing Medical Care	40. Do Medical Reports Show Employee is Disabled For Work? ☐ Yes ☐ No

41. Does Your Knowledge of The Facts About This Injury Agree With The Statements of The Employee And/Or Witness?
☐ Yes ☐ No. If No, Furnish A Detailed Explanation.

42. Does The Employing Agency Controvert Continuation of Pay? ☐ Yes ☐ No. If Yes, Give Full Explanation for Basis of Controversion (See Item 6 of Instruction Sheet), and, if applicable, the date pay was terminated Attach Additional Sheets If More Space Is Needed.

43. *Filing Instructions*

☐ No Lost Time and No Medical Expense. Place this Form in Employee's Official Personnel Folder
☐ Medical Expense Incurred or Expected. Forward this Form to OWCP
☐ Lost Time Covered by Leave, LWOP, or COP. Forward this Form to OWCP

44. All Information requested on this Form has been furnished. If Not, it will be submitted by _____ *(Fill in Date)*

45. Signature of Supervisor	46. Title and Office Phone Number	47. Date *(mo., day, year)*

INSTRUCTIONS FOR COMPLETING FEDERAL EMPLOYEE'S NOTICE OF TRAUMATIC INJURY AND CLAIM FOR CONTINUATION OF PAY/COMPENSATION

IMPORTANT: The employee and official superior (supervisor) should read all of the following instructions before completing this form.

1. The employee, or someone acting on his/her behalf, shall complete items 1 through 16 and give the form to the employee's supervisor for completion of items 21 through 47. The employing agency shall ensure that all evidence bearing on the injury is submitted to OWCP and that such additional evidence is submitted with the notice of injury or within the time indicated in item 44.

2. Upon receiving the completed form the supervisor shall complete "Receipt of Notice of Injury" at the bottom of this page, detach the page and give it to the employee. The supervisor is also responsible for obtaining the witness information in items 17 through 20.

3. Upon completion of items 21-47, the supervisor should advise the employee whether pay will continue or will be controverted and terminated. If pay is controverted and stopped, the supervisor shall explain to the employee the basis for the action.

4. Where pay is continued, the employing agency may require medical evidence, via Form CA-17, Duty Status Report, as often as circumstances indicate.

5. Form CA-1, fully completed, shall be forwarded to the appropriate OWCP District Office within two working days following receipt by the supervisor if:

a. The injury causes disability for work beyond the day or shift it occurred, or

b. It appears that the injury will result in prolonged treatment, permanent disability or serious disfigurement of the head, face, or neck, or

c. The injury has resulted, or appears it will result, in a charge for medical or other related expense.

If none of the above occurs or appears likely, the form shall be retained in the employee's official personnel file.

6. Note: The employing agency may properly controvert and terminate the employee's pay if:

a. Disability results from an occupational disease or illness; or

b. The employee is excluded by 5 USC 8101 (1) B or E; or

c. The employee is neither a citizen nor a resident of the United States or Canada; or

d. The injury occurred off the employing agency's premises and the employee was not involved in official "off premise" duties; or

e. The injury was caused by the employee's willful misconduct, intent to bring about injury or death of self or another person, or was proximately caused by employee's intoxication; or

f. The injury was not reported on Form CA-1, within 30 days following the injury; or

g. Work stoppage first occurred six months or more following the injury; or

h. The employee initially reported the injury after his/her employment has terminated; or

i. The employee is enrolled in the Civil Air Patrol, Peace Corps, Job Corps, Youth Conservation Corps, Work Study Programs or other similar groups.

7. If additional space is required to explain or clarify any point, attach a supplemental statement to the form.

RECEIPT OF NOTICE OF INJURY

THIS ACKNOWLEDGES RECEIPT OF NOTICE OF INJURY SUSTAINED BY _____
(Name of injured employee)

WHICH OCCURRED ON _____ AT _____
(Mo., day, year) *(Location)*

SIGNATURE OF OFFICIAL SUPERIOR	TITLE	DATE *(Mo., day, year)*

CA-1
Flev. Sept. 1978

For sale by the Superintendent of Documents, U.S. Government Printing Office
Washington, D.C. 20402

SAFETY INSPECTION CHECKLIST

1. Safety Inspection Checklist.

Information for Office Area Inspections. Before beginning inspection review material below. The "checklist" is to assist in checking the major points of each area. The "required action" portion should be completed when an identified hazard is not immediately corrected. To facilitate an effective followup, the name of the official responsible for correcting the hazard, the estimated completion date, and the estimated cost of correction should be included. One copy should be retained at the inspected facility and one copy should be forwarded through channels to the SSM. Offices are inspected to meet OSHA standards and to eliminate hazards that cause accidents in the office environment. (See Illustration 4.)

A. Tripping, slipping, and falling. All floor areas and stairways should be well lighted. Floors should be kept clean and dry. Nonskid wax should be used for all polished floors. Torn or damaged floor coverings should be repaired immediately. Sturdy ladders should be available where supplies are located in high places. Electrical and phone outlets in the floor should be protected by furniture or other means.

B. Equipment. Furniture should be in good repair and without sharp edges. Office machines should have moving parts and blades guarded. Pointed objects should be used and stored carefully. Duplicating machines should be in appropriately ventilated areas.

C. Collisions and obstructions. Any protruding object or projection constitutes a hazard that should be eliminated, properly guarded, or clearly marked. Two-way traffic around blind corners should be separated by floor lines or mirrors should be provided. Wastebaskets, briefcases, or other objects should never be left in the aisles.

D. Falling objects. File cabinets may overturn when top drawers are open. Heavy equipment should not be placed on file cabinets. Fans should have guards with not more than 1/2-inch grid openings and be securely placed or anchored. Movable objects such as flowerpots, boxes, and vases should not be placed on windowsills.

E. Electricity. The accumulation of paper on the floor or on equipment should not be permitted. Good housekeeping is essential. Ashtrays should be used for the disposal of

cigarettes, cigar butts, and burned matches. Oily rags should be stored in metal containers. Flammable liquids must be stored in adequate fire-rated cabinets. All electrical equipment, connections, cords, and wires should be inspected for loose connections, wearing, or fraying.

F. Medical and first aid. Telephone numbers for medical services and ambulances should be posted or otherwise readily available for all employees. Emergency treatment for injuries must be available within approximately 15 minutes. Personnel trained in first aid and available first-aid kits are required where other treatment is not available.

2. Storage Area Checklist.

Information for Storage Area Inspections. Safety in the storage area depends on consistent conformance with the basic requirments of housekeeping, signs, walking and working surfaces, exits, and fire protection. These requirements are the same OSHA standards that apply to office areas. The inspection checklist for office areas should be used along with the checklist for the inspection of storage areas. (See Illustration 5.) Some specific OSHA standards apply to storage areas:

A. Materials handling and storage. The OSHA standards cover a wide range of activities, from stock rooms to warehouses with all types of materials. The requirements are detailed because experience has shown that many employees suffer injuries in this work situation. The checklist is only an aid to help in identifying the many areas where specific requirements exist. The inspector must review the OSHA standards for the specific operation and determine compliance with these standards.

B. Compressed gas. The OSHA standards require careful attention to all compressed gas cylinders. The handling, storage, and utilization of all compressed gases in cylinders will be in accordance with Compressed Gas Association's requirement that all cylinders:

(1) Be securely fastened at all times.

(2) Be capped at all times when not in actual use.

(3) Be moved only with an appropriate dolly.

(4) Be stored separately to isolate full from empty and oxidizers from flammable gases.

C. Hazardous materials. The OSHA standards provide a large amount of detailed design requirements for specific hazardous materials. The inspector must review the standards to determine the requirements applicable for the specific facility being inspected. The checklist will help in determining the areas of concern at a particular location.

D. Personal protective equipment. The inspector must examine the facility to be sure that employees are provided with and required to use personal protective equipment where needed. Feet and toes are frequently subject to hazards when material is moved in storage areas. Signs designating required protection and specific areas are a part of any administrative effort to protect employees from hazards.

3. Shop Area Checklist.

Information for Shop Inspections. Safety in a shop area depends on consistent conformance with the basic requirements of housekeeping, signs, walking surfaces, exits, and fire protection. These items are the same OSHA standards that apply to office areas. The form for office areas should be used in addition to this shop inspection form. (See Illustration 6.) Several additional OSHA standards are applicable to shop operations:

A. Personal protective equipment. Any location where there is a hazard from flying chips, splinters, or other flying material requires the use of eye protection. All personnel in the area must wear safety glasses, and signs must be posted to make the requirement obvious. Safety glasses should be provided for visitors. Foot protection should be provided where a hazard exists. Other personal protective equipment, such as aprons, gloves, handling tools, and face shields, should be provided and required for jobs exposing employees to hazards which can be effectively reduced by the use of this type of equipment.

B. Health and environmental control. Shop areas require particular attention to this OSHA standard. Control of the dust generated by shop operations such as grinding is required by OSHA. The requirements are explicit and require compliance with design details provided in the standards. Noise is another frequent problem in shop areas and may require the isolation of a particular operation and the use of ear protection.

C. Machinery and machine guarding. All places where employees can come in contact with cutting edges, nip points, power trains, rotating parts, or other dangers must be guarded

by covers, screens, or other appropriate guards. Some machines require special two-handed controls to protect the employee from inadvertently injuring himself or herself. Review of the OSHA standards is necessary to determine compliance with the design requirements for some particular machines.

D. Hand tools. All power hand tools should be carefully inspected to ensure proper grounding, electrical wiring conditions, guard operation, and compliance with the requirements of this OSHA standard.

E. Welding, cutting, and brazing. Welding operations can be hazardous because of the materials used, the fumes produced, and the harmful light generated. Protection must be positively provided to eliminate employee exposure to these hazards. The OSHA standards provide explicit requirements for these operations.

4. Laboratory Area Checklist.

Information for Laboratory Area Inspections. Safety in all areas depends on consistent conformance with the basic requirements of housekeeping, signs, walking and working surfaces, exits, and fire protection. These are the same OSHA standards as those that apply to office areas. The form for office areas should be used along with this form for the inspection of laboratories. The specific OSHA standards applicable to laboratories are the following: (See Illustration 7.)

A. Health and environmental control. The proper use, operation, and design of hoods are vital to the health of laboratory employees. This section specifies the exposure limits permissible for many of the chemicals used in laboratory operations. Noise exposures, radiation requirements, and x-ray exposures are also specified. The inspector must review this section of the OSHA standards to adequately complete an inspection.

B. Personal protective equipment. The inspector will identify areas where face shields, explosion shields, gloves, and other clothing are required. He or she will ascertain that the equipment is provided and all employees use the equipment. Safety glasses should be provided for visitors in all areas where operations could produce flying fragments.

C. Medical and first aid. Showers and eyewashes are required wherever caustics are used. There must be a regular maintenance program to ensure the proper operation of showers and eyewashes, with the inspection dates clearly visible on the equipment.

D. Hazardous materials. Cylinders must be secured and adequate means used for their movement to prevent accidents. Hydrogen cylinders must be separated from oxygen cylinders. Ventilation must be adequate. If more than 400 cubic feet of hydrogen is in one system, the electrical outlets within 50 feet must be of the explosion-proof type. In addition, no offices are permitted within 50 feet of the system. Safety containers will be used for flammable liquids except where their use has been proved to adversely affect experiments. The quantities stored in the laboratory will not exceed those specified by OSHA. Inspectors will identify other hazards and, if in doubt about the safety requirements, request assistance from the SSM.

SAFETY INSPECTION
OFFICE AREA CHECKLIST

Location Herndon, Virginia Inspector Jane Doe

CHECKLIST		REQUIRED ACTION
Walking and Working Surfaces		
Sanitary conditions	OK	
Smooth floors	OK	
Slippery conditions	OK	
No tripping hazards	X	Extension cord--walkway(Rm214)
Stairways	OK	
Exits		
Clearly marked	OK	
Access clear	OK	
Adequate lighting	OK	
Adequate number	OK	
Housekeeping and Signs		
Areas clean	X	Hall storage--2nd floor
Areas orderly	OK	
Waste disposal	OK	
Vermin	OK	
Toilet facilities	OK	
Signs	OK	
Fire Protection		
Fire extinguishers:		
Maintained	OK	
Unobstructed	OK	
Correct type	OK	
Mounted	OK	
Identified	OK	
Sprinkler system	N/A	
Alarm system	OK	
Machinery and Machine Guarding		
Exposed blades	N/A	
Fan guards	N/A	
Ventilation	N/A	
Flammable Liquids		
Storage	N/A	
Ventilation	N/A	
Electrical		
Frayed cords	OK	
Extensions	OK	
Grounding	OK	
Medical and First Aid		
Available	OK	

SAFETY INSPECTION
STORAGE AREA CHECKLIST

Complete office area checklist in conjunction with this form.

Location Herndon, Virginia Inspector Jane Doe

CHECKLIST		REQUIRED ACTION
Materials Handling and Storage		
Aisle clearance	OK	
Marked aisles	OK	
Housekeeping	OK	
Storage type	OK	
Fire extinguishers	OK	
Alarm system	OK	
Sprinkler system	OK	
"No Smoking" signs	OK	
Powered industrial truck	OK	
Operator's certificate	OK	
Dockboards	OK	
Compressed Gas		
Cylinder condition	N/A	
Properly secured	N/A	
Proper separation	N/A	
Hazardous Materials		
Hydrogen gas:		
Storage areas	N/A	
Chains	N/A	
Warning signs	N/A	
Flammable liquids	N/A	
Tank storage	N/A	
Container storage	N/A	
Quantity	N/A	
Storage cabinets	N/A	
Storage rooms	N/A	
4-inch sill	N/A	
Quantity	N/A	
Wiring	N/A	
Ventilation	N/A	
Aisle	N/A	
Fire control	N/A	
Explosives	N/A	
Personal Protective Equipment		
Eye protection	N/A	
Respiratory protection	N/A	
Foot protection	N/A	
Hand protection	N/A	
Eye wash	N/A	
Emergency shower	N/A	

SAFETY INSPECTION
SHOP AREA CHECKLIST

Complete office area checklist in conjunction with this form.

Location Herndon, Virginia Inspector Jane Doe

CHECKLIST		REQUIRED ACTION
Personal Protective Equipment		
Eye protection	OK	
Respiratory protection	OK	
Foot protection	OK	
Hand protection	X	Not all employees wear gloves
Clothing	OK	
Health and Environmental Control		
Dust contorl	X	Dust collector broken
Spray finishing	OK	
Chemical fumes	OK	
Noise	OK	
Machinery and Machine Guarding		
Woodworking equipment	OK	
Power trains	OK	
Belt drives	OK	
Presses	OK	
Abrasive wheels	OK	
Saw dust control	OK	
Hand Tools		
Saws	OK	
Belt sanders	OK	
Grounding	OK	
Electrical	X	Frayed line on 3/8" Drill #6842
Compressed air	OK	
Welding, Cutting, and Brazing		
Certification	OK	
Written instructions	OK	
Storage areas	OK	
Compressed gases	OK	

SAFETY INSPECTION
LABORATORY AREA CHECKLIST

Complete office area checklist in conjunction with this form.

Location Herndon, Virginia Inspector Jane Doe

CHECKLIST		REQUIRED ACTION
Health and Environmental Control		
Air contaminants	OK	
Ventilation	OK	
Noise	OK	
Radiation	OK	
Signs	OK	
Monitoring	OK	
X-ray equipment	OK	
Personal Protective Equipment		
Eye protection	OK	
Clothing	OK	
Hand protection	OK	
Breathing protection	OK	
Medical and First Aid		
Eye wash	X	Not available
Showers	OK	
First aid kit	OK	
Hazardous Materials		
Cylinder gases	OK	
Secured	OK	
Segregated	OK	
Capped	OK	
Hydrogen	N/A	
Ventilation	N/A	
Electrical fixtures	N/A	
Signs	N/A	
Flammable Liquids	OK	
Storage areas	OK	
Safety containers	OK	
Quantity	OK	
Fire protection	OK	
Warning signs	OK	
Chemical storage	OK	
Quantity	OK	
Segregated	OK	
Spill control	OK	
Waste disposal	OK	

SAFETY INSPECTION
VEHICLE CHECKLIST

Vehicle Identification Tag 60326

Location Herndon, Virginia Inspector Jane Doe

CHECKLIST		REQUIRED ACTION
Steering	OK	
Tires/wheels	X	Front tires capped
Brakes	OK	
Windshield/windows	X	Small crack in windshield
Lights	OK	
Head	OK	
High beam	OK	
Tail	OK	
Brake	OK	
Emergency flasher	OK	
Horn	OK	
Mirrors	OK	
Windshield wipers	OK	
Safety belts	OK	
Exhaust system	OK	
Flares, flags, signs	OK	
Warning lights	OK	
Fire extinguisher	OK	
First aid kit	OK	
Emergency tools	OK	

MINERALS MANAGEMENT SERVICE

ANNUAL SAFETY INSPECTION REPORT

1. Division Administrative 2. Date 11-20-84

3. Mailing Address 12201 Sunrise Valley Drive, MS635

Reston, Virginia Zip 22091

4. Responsible Manager John Doe Number 439-6666

5. Inspector Jane Doe Number 439-1111

6. Number of Buildings 1 7. Number of Employees 58

8. Type of Area: X Office ___Storage ___Shop ___Lab ___Other

Other (Explain) _____

9. Emergency Evacuation Plan X Yes ___No

10. Date of Last Fire Drill 10-3-84

11. Poster Program X Yes ___No

12. Safety Meetings (Number) 6 Employee Hours 3

13. Safety Training:

First Aid 10 employees Defensive Driving 15 employees

Laboratory Safety N/A Other _____

INSPECTION DEFICIENCIES

CONDITION	LOCATION	EST. COST	EST. CORR. DATE
Broken Handrail	Between 2nd and 3rd floors in north stairwell	$50.00	12-1-84

(CONTINUATION SHEET)
INSPECTION DEFICIENCIES

CONDITION	LOCATION	EST. COST	EST. CORR. DATE
Blocked egress	2nd floor hall	$.00	11-21-84

INSTRUCTIONS FOR COMPLETION OF
ANNUAL SAFETY INSPECTION REPORT

Instructions:

1. Division--Enter Division name.

2. Date--Enter date of report.

3. Address--Enter address of establishment.

4. Responsible Manager--Enter name and telephone number of the person who is responsible for the site inspected.

5. Safety Inspector--Enter name and telephone number of the Inspector or Division Representative on any team.

6. Number of Buildings--Enter the number of buildings of workplaces inspected and included in the report.

7. Number of Employees--Enter the number of employees at the location covered by the report.

8. Type of Areas--Check all applicable boxes. Motor vehicles or other equipment can be associated with any of the establishments. For "other" enter a description of the locations or workplaces on the lines provided.

9. Facility Self Protection Plan--Check YES or NO depending on compliance with MMS Safety Handbook.

10. Date of Last Fire Drill--Enter date.

11. Poster Program--Check appropriate box to indicate if posters are regularly used to promote safety.

12. Safety Meetings--Enter the number of meetings of general atendance where safety was a major topic of discussion during the year. Enter the approximate total of employee hours used on safety promotion efforts and safety meeting attendance during the year.

13. Safety Training--Enter the number of employees who have received safety skill or safety management training during the year, October to October.

14. OSHA Standard Violations or Other Hazards--Enter in the columns data on conditions which are existing with particular emphasis on conditions which require resources beyond that of the immediate supervisor to correct.

CONDITION--Enter the OSHA standard violated or hazardous condition.
CONDITION--Provide data to understand the location.
ESTIMATED COST--Provide approximation of cost to correct hazard.
ESTIMATED CORRECTION DATE--Provide an estimated correction date.

STANDARDS

A. Electrical. This section requires that all electrical installations and equipment conform to the latest published National Electrical Code, NFPA 70. The latest edition of NFPA 70 is maintained in the SSM's office. Conformance to the code should be required for all electrical work on equipment. The requirements of the code are of such a nature that a licensed electrician or other trained person is required to determine compliance. Many of the common electrical hazards, which are code violations, can readily be identified by an alert employee, for example:

1. Extension cords used for permanent wiring;

2. Frayed, cut, or damaged cords or plugs;

3. Equipment that causes an electrical tickle or shock;

4. The use of adapters to convert three-prong connectors to two-prong connectors at a wall plug with only two wires;

5. The lack of a third wire at the wall receptacle;

6. Exposed wires or junction boxes that do not have covers;

7. The bypassing or otherwise rendering a fuse of circuit breaker useless; and

8. The lack of a ground fault interruptor in circuits supplying wet working areas. (This is a new requirement in the code for locations such as home swimming pools and appropriate for wet working areas also.)

In the event additional data is required, contact the SSM.

B. Means of Egress. Detailed requirements are specified for the building exits. The highlights are summarized as follows:

1. Permissible exit components. Only approved components as an integral or permanent part of the building are permitted.

2. Protective enclosure of exits. A 1-hour fire rating is required for exit protection in buildings three stories or less in height. A 2-hour fire rating is required for buildings four or more stories high. Openings shall be restricted and protected with approved self-closing fire doors. (NOTE: A fire-rated structure is one that is made of materials that have been tested and approved.)

3. Width and capacity of means of egress. The detailed design and occupancy limits on the number of persons per unit of exit width for approved components of means of egress are specified.

4. Egress capacity and occupant load. The occupant load should not exceed the capacity of the means of egress as defined in 3.

5. Arrangements of exits. When two or more exits are required, at least two should be located so that no one fire or other emergency can block both exits.

6. Access to exits. Exits should be readily accessible. A door from a room to an exit should swing in the direction of exit travel when the room is occupied by more than 50 persons or used for high-hazard occupancy. Exits should not be obscured by drapes or mirrors. Exit access should not require travel toward any area of high-hazard occupancy. The minimum width for any way of exit access should in no case be less than 28 inches.

7. Exterior ways of exit access. Exterior ways of exit access should have smooth, solid, and substantially level floors and guard rails on unenclosed sides. Where ice or snow may accumulate on an exit access, a roof is required. No obstructions are permitted in the way of travel. No dead end corridors of more than 20 feet are permitted.

8. Discharge from exits. All exits should discharge directly to the street or other open space that gives safe access to a public way. The direction to the street should be obvious in every stairway or other exit arrangement.

9. Headroom. Ceiling height should be at least 7 feet 6 inches, with no projections below 6 feet 8 inches.

10. Changes in elevation. Where a means of egress is not substantially level, stairs or ramps should be provided.

11. Maintenance and workmanship. Means of egress should be substantial, well built, and should be continuously maintained free of all obstructions or impediments to allow instant use in the event of fire or other emergency. Any device or alarm installed to restrict the improper use of an exit should be so designed and installed that it cannot, in case of failure, impede or prevent emergency use of such exit. (NOTE: Locks that require a key to permit egress are prohibited by this section. Exits may be equipped with locks permitting manual operation from the inside.)

12. Furnishings and decorations. No decorations or furnishings should obstruct exits. No furnishings or decorations of a highly flammable character should be used in any occupancy.

13. Automatic sprinkler systems. All automatic sprinkler systems shall be continuously maintained in reliable operating condition at all times, and such periodic inspections and tests should be made as are necessary to ensure proper maintenance.

14. Alarm and fire protection systems. Systems should be under the supervision of a responsible person, who should cause proper tests to be made at weekly intervals and have general charge of all alterations or additions.

15. Fire-retardant paints. Fire-retardant paints should be renewed at the intervals needed to retain the fire-retardant properties.

16. Exit markings. Exits and access to exits should be marked by readily visible signs. Any door, passage, or other item that is likely to be mistaken for a way of exit should be identified by a sign reading "NOT AN EXIT" or a sign indicating its actual character, such as "TO BASEMENT," etc. Every required sign should be of such a design, color, and size as to be readily visible. A sign showing an arrow and reading "EXIT" or a similar designation with an arrow should be placed in locations where the direction of travel to reach the nearest exit is not immediately apparent.

Every exit sign should be illuminated by a light source providing not less than 5-foot candles on the illuminated surfaces. Internally illuminated exit signs should be provided in all occupancies where reduction of normal illumination is permitted. Exit signs should have letters 6 inches high with the strokes 3/4 inches wide.

C. Fire Protection. (NOTE: This information is adequate to conduct an inspection of most office occupancies and to serve as an index for those inspecting more complex occupancies.)

1. Definitions.

(a) Class A fires. Fires in ordinary combustible materials, such as wood, cloth, paper, and rubber.

(b) Class B fires. Fires in flammable liquids, gases, and greases.

(c) Class C fires. Fires that involve energized electrical equipment where the electrical nonconductivity of the extinguishing media is of importance. (When electrical equipment is deenergized, extinguishers for Class A or B fires may be used safely.)

(d) Class D fires. Fires in combustible metals, such as magnesium, titanium, zirconium, sodium, and potassium.

(e) Classification. Classification of fire extinguishers is accomplished by testing laboratories and is indicative of the unit's capabilities.

(f) Light hazard. A situation where the amount of combustibles or flammable liquids present is such that any fire may be expected to be of small size. These may include offices, schoolrooms, churches, assembly halls, and telephone exchanges.

(g) Ordinary hazard. A situation where the amount of combustibles or flammable liquids present is such that any fire may be expected to be of moderate size. These include mercantile storage and displays, auto showrooms, parking garages, light manufacturing, warehouses not classified as extra hazard, and school shop areas.

(h) Extra hazard. A situation where the amount of combustibles or flammable liquids present is such that any fire may be expected to be of severe magnitude. These may include wood working, auto repair, aircraft servicing, warehouse with high-piled (14 feet or higher) combustibles, and processes such as flammable liquid handling, painting, and dipping.

(i) Type I storage. Type I storage is that in which combustible commodities or noncombustible commodities involving combustible packaging or storage aids are stored over 15 feet but not more than 21 feet high in solid piles or over 12 feet but not more than 21 feet high in piles that contain horizontal channels. Minor quantities of commodities of hazard greater than ordinary combustibles may be included without affecting this general classification.

(j) Type II storage. Type II storage is that in which combustible commodities or noncombustible commodities involving combustible packaging or storage aids are stored not over 15 feet high in solid piles or not over 12 feet high in piles that contain horizontal channels. Minor quantities of commodities of hazard greater than ordinary combustibles may be included without affecting this general classification.

(k) Type III storage. Type III storage is that in which the stored commodities, packaging, and storage aids are noncombustible or contain only a small concentration of combustibles that are incapable of producing a fire that would cause appreciable damage to the commodities stored or to noncombustible wall, floor, or roof construction. Ordinary combustible commodities in completely sealed noncombustible containers may qualify for this classification. General commodity storage that is subject to frequent changing and storage of combustible packaging and storage aids is excluded from this category.

(l) Approved. The term "Approved" means listed or approved by Factory Mutual Engineering Corp.; Underwriters' Laboratories, Inc.; U.S. Bureau of Mines; or U.S. Coast Guard.

2. Portable Fire Extinguishers.

(a) General Requirements.

(1) Operable condition. Portable extinguishers should be maintained in a fully charged and operable condition and kept in their designated places at all times when they are not being used.

(2) Location. Extinguishers should be conspicuously located where they will be readily accessible and immediately available in the event of fire. They should be located along normal paths of travel.

(3) Marking of location. Extinguishers should not be obstructed or obscured from view. In large rooms, and in certain locations where visual obstruction cannot be completely avoided, means should be provided to indicate conspicuously the location and intended use of extinguishers.

(4) Marking of extinguishers. If extinguishers intended for different classes of fire are grouped, their intended use should be marked conspicuously to ensure choice of the proper extinguisher at the time of a fire.

(5) Mounting of extinguishers. Extinguishers, except wheeled extinguishers, should be installed on the hangers or in the brackets supplied, mounted in cabinets, or set on shelves.

(6) Height of mounting. Extinguishers having a gross weight not exceeding 40 pounds should be installed so that the top of the extinguishers is not more than 5 feet above the floor. Extinguishers having a gross weight greater than 40 pounds should be so installed that the top of the extinguisher is not more than 3.5 feet above the floor.

(7) Cabinet mounting. Extinguishers mounted in cabinets or wall recesses or set on shelves should be so placed that the extinguisher operating instructions face outward. The location of such extinguishers should be marked conspicuously.

(8) Locations subject to vibration. Extinguishers installed under conditions where they are subject to severe vibration should be installed in brackets specifically designed to cope with this vibration.

(b) Selections of extinguishers. The requirement for office occupants is one type A extinguisher rated 1A for every 3,000 square feet and a maximum travel distance to the extinguisher of 75 feet. The requirement for a light hazard is one type B extinguisher rated 4B for every 3,000 square feet and a maximum travel distance of 50 feet.

(c) Inspection, maintenance, and hydrostatic tests. Extinguishers should be inspected monthly to ensure they have not been actuated, tampered with, damaged, or corroded. Each year extinguishers should be thoroughly examined and/or recharged. Spare extinguishers should be used to ensure the continuous presence of an extinguisher at every normal location. Each extinguisher should have a tag with the date and the initials or signature of the person who performs the maintenance inspection.

(d) Hydrostatic tests. All portable fire extinguishers should be hydrostatically tested by a competent individual at regular intervals. The hydrostatic test date should be recorded on a metal tag or metalized decal firmly affixed to the shell. The tag should show the date of test, the test pressure, and the name or initials of the individual or agency making the test. The test interval is 5 years except for dry chemical extinguishers with brazed brass or mild steel shells, bromotrifluoromethane, and dry powder extinguishers for metal fires where the test interval is 12 years.

3. Standpipe and Hose System. These systems should be inspected by the local fire department or other trained personnel.

4. Automatic Sprinkler Systems.

(a) Installation. The installation should be approved by an appropriately trained inspector from the city government, a fire department, an insurance company, etc.

(b) Maintenance. The system must be checked annually to ensure it is in proper operating condition and that an appropriate tag showing the date and inspector is affixed to the area of the control valves. The sprinkler heads are not to be painted and no obstruction can exist within 18 inches of any sprinkler head or within 36 inches of Type I storage.

5. Local Fire Alarm Signaling Systems.

(a) Installation. The installation should be approved by a competent authority.

(b) Maintenance. The system should be under the supervision of qualified persons who should cause tests and inspections to be made at weekly intervals. Changes to the system should be under their supervision.

D. Hazardous Materials. This subpart of the OSHA standards deals with the requirements for storage and use of some materials that are used by MMS. The following sections are intended only to acquaint personnel with the scope of the material included in this standard. It is absolutely necessary that anyone responsible for the purchasing, storage, or use of the materials covered by this section be familiar with the OSHA requirements as published in Title 29 of the CFR's.

The parts of the standard deal with:

compressed gases (general requirements)
Acetylene
Hydrogen
Oxygen
Nitrous oxide flammable
Flammable and combustible liquids
Storage and handling of liquefied petroleum gases

Compliance with many of the design requirements for the use of these materials should often be the designated duty of the contractor used to supply the materials or to provide the installation. The requirements for liquefied petroleum gas heating systems, for example, should be satisfied by the licensed plumber making the installation or the equipment manufacturer certifying that the equipment conforms to OSHA and other applicable standards.

Only the above items are covered by this subpart, but it should be remembered that the "general duty" clause of OSHA requires the elimination of all industry-recognized hazards. This requirement means that established safety practices should be determined for any materials with the potential for explosion, fire, or toxic.

The SSM should be contacted if there are any questions concerning the use or storage of hazardous materials. Any planned building additions should be reviewed by an appropriately trained safety professional before they are approved.

1. Compressed Gases (General Requirements).

(a) Inspection of compressed gas cylinders--each employee should determine that compressed gas cylinders under his or her control are in a safe condition to the extent that this can be determined by visual inspection. (The visual inspection criteria are given in subpart M of the OSHA standards part 1910.)

(b) Compressed gases--the in-house handling, storage, and utilization of all compressed gases in cylinders, portable tanks, rail tankcars, or motor vehicle cargo tanks should be in accordance with Compressed Gas Association requiring that cylinders:

(1) Be securely fastened at all times.

(2) Be capped at all times not in actual use.

(3) Be moved only with an appropriate dolly.

(4) Be stored separately to isolate full from empty and oxidizers from flammable gases.

(c) Safety relief devices--contracted services should specify compliance with the requirements of this section.

2. Flammable and Combustible Liquids. Design requirements govern the storage and use of flammable liquids. Included are requirements for tanks, inside and outside storage areas, tankcars, service stations, and electrostatic coatings. The requirements of this section should be carefully reviewed by anyone using or planning to use flammable liquids. The requirements that are most frequently applicable are the following:

Container and portable tank storage.

(a) Design, construction, and capacity of containers.

(1) Only containers approved by Underwriters' Laboratories, Inc., Factory Mutual Engineering Corporation, or the Department of Transportation should be used.

(2) Size--Glass or plastic containers no more than 1 gallon capacity are acceptable for class 1A or 1B liquids when the liquid would be rendered unfit for its intended use by contact with metal or would corrode the container and create a leakage hazard or when there are other specific laboratory usage restraints.

(b) Design, construction, and capacity of storage cabinets.

(1) Maximum capacity--not more than 60 gallons of flammable or 1,230 gallons of combustible liquid may be stored in a storage cabinet.

(2) Fire resistance--tested according to this paragraph and labeled conspicuously "FLAMMABLE - KEEP FIRE AWAY."

(c) Design and construction of inside storage rooms.

(1) Construction--fire resistant ratings should meet NFPA 251-1979, and automatic sprinklers should be approved. (Contact the SSM for detailed information.) Openings to other rooms or buildings should be provided with noncombustible liquid-tight raised sills or ramps at least 4 inches in height, or the floor in the storage area should be at least 4 inches below the surrounding floor. Openings should be provided with approved self-closing fire doors. The room should be liquid-tight where the walls join the floor. Wood at least 1 inch thick may be used for shelving, racks, etc.

(2) Rating and capacity--storage inside storage rooms should comply with table NFPA standards.

(3) Wiring--electrical wiring and equipment located inside storage rooms used for class I liquids should be explosion proof. For class II and III liquids, the wiring should be approved for general use.

(4) Ventilation--every inside storage room should be provided with a ventilation system that provides a complete change of air in the room six times per hour. For a mechanical system the control switch should be located outside, adjacent to the door. Lights should operate on the same switch and a pilot

light should be provided if class I liquids are dispensed in the room.

(5) Storage in inside rooms--there should be a clear aisle at least 3 feet wide. Containers of over 30-gallon capacity should not be stacked on another. Dispensing should be approved pump or self-closing faucet only.

(d) Storage inside building. Egress--flammable or combustible liquids should not be stored so as to limit the use of exits, stairways, or areas normally used for the safe egress of people.

(e) Fire control. Extinguishers--suitable fire control devices should be provided. At least one portable fire extinguisher having a rating of not less than 12B should be located outside, but not more than 10 feet from the door opening used for the storage room.

3. Storage and Handling of Liquefied Petroleum Gases. The requirements of this section can generally be met by specifying in the purchase orders compliance with this section. In the event that specific information on this standard is required, contact the SSM.

E. Occupational Health and Environmental Controls. This information is for familiarization only. The complete OHSA standard must be used for any comprehensive evaluations for compliance.

1. Air contaminants. This section limits an employee's exposure to the specified contaminants. To determine the level of the exposure to the substances in the tables requires a trained industrial hygienist with proper equipment. Paragraph (e) states: "To achieve compliance with paragraphs (a) through (d) of this section, administrative or engineering controls must first be determined and implemented whenever feasible." (Note: Rotating workers or limiting working time for exposure or providing facilities to eliminate contaminants are possible administrative or engineering controls.) When such controls are not enough to achieve full compliance, protective equipment or any other protective measures should be used to keep the exposure of employees to air contaminants within the limits prescribed in this section. Any equipment and/or technical measures used for this purpose must be approved for each particular use by a competent industrial hygienist or other technically qualified person. Whenever respirators are used, their use should comply with OSHA 1910.134.

2. Ventilation. Detailed requirements are given for the removal of dust and fumes. Careful study is recommended for any operation using or planning to use the devices covered by this section.

(a) Abrasive blasting. This covers operations that generate dust and establishes particular requirements for combustible organic abrasives. The requirements for personal protective equipment are also specified.

(b) Grinding, polishing, and buffing operations. Grinding wheels are found in most shops and the requirements of this section apply. The detailed requirements are for hoods to remove dust and dirt generated in the operations and specifies air flow quantities. Again, study of the criteria for the particular grinding abrasive cutoff wheel, or polishing operations in each facility, is needed to ensure compliance.

(c) Open surface tanks. This section relates directly to production operations in manufacturing operations, but indirectly it provides guidance on laboratory hoods. National Fire Protection Association Code 45, Fire Protection for Laboratories Using Chemicals, establishes the requirements for MMS laboratories. This section provides detailed ventilation requirements to protect employees from fumes of the same nature found in laboratories. The MMS is obligated to provide at least an equal level of protection to employees working with similar fumes in more complex operations. Requirements stating that two or more operations should not be connected to the same exhaust system where either one or the combination of the substances removed may constitute a fire, explosion, or chemical reaction hazard in the duct system are valid requirements to apply to MMS laboratories. The section also provides for personal protection equipment, periodic medical examinations, and washroom facilities. Familiarity with this section will help identify features that should be equivalent in all MMS laboratories.

3. Occupational Noise Exposure. Protection against the effects of noise exposure should be provided when the sound levels exceed those established by OSHA, when measured on the A scale of a standard sound-level meter at slow response.

(a) When employees are subjected to noise levels exceeding those established in OSHA, feasible administrative or engineering controls should be utilized. If such controls fail to reduce sound levels, personal protective equipment should be provided and used to reduce sound levels within the levels specified.

(b) In all cases where the sound levels exceed the values established by OSHA, a continuing effective hearing conservation program should be administered.

F. General Environmental Controls. This information is for familiarization only. The complete OHSA standard must be used for any comprehensive evaluations for compliance.

1. Sanitation.

(a) General requirements.

(1) Housekeeping.

(aa) All places of employment, passageways, storerooms, and servicerooms should be kept clean and orderly and in a sanitary condition.

(bb) The floor of every workroom should be maintained in a clean and, so far as possible, dry condition. Where wet processes are used, drainage should be maintained and false floors, platforms, mats, or other dry standing places should be provided.

(cc) Cleaning and sweeping should be done in such a manner as to minimize the contamination of the air with dust and, so far as is practicable, shall be done outside working hours.

(dd) To facilitate cleaning, every floor, working place, and passageway should be free from protruding nails, splinters, holes, or loose boards.

(2) Expectorating--not permitted.

(3) Waste disposal.

(aa) Covered cans are required.

(bb) All sweeping, solid or liquid waste or refuse, and garbage should be removed in such a manner as to avoid creating a nuisance or menance to health and as often as necessary to maintain the place of employment in a sanitary condition.

(4) Rodent, insect, and vermin control--required.

(b) Water supply.

(1) Potable water.

(aa) Drinking water should be provided within 200 feet of any location at which employees are regularly engaged in work.

(bb) Sanitary individual drinking facilities should be provided.

(2) Nonpotable water.

(aa) No cross connections with potable and clear labeling.

(bb) Use only for fire fighting or industrial purposes.

(c) Toilet facilities. Details what are acceptable facilities by type, sex, and number of personnel.

(d) Washing facilities. Details acceptable facilities.

(e) Change rooms. Establishes criteria for when they are required.

(f) Lunchrooms.

(1) General. All places of employement where employees are permitted to lunch on the premises, an adequate space suitable for the purpose should be provided for the maximum number of employees who may use such space at one time. Space should be physically separated from any location where there is exposure to toxic materials.

(2) Waste disposal containers. Adequate containers are defined.

(3) Location. No food should be stored or eaten where there are present any toxic materials or substances that may be injurious to health.

(g) Food handling. Requires conformance to U.S. Public Health Service regulations.

(h) Scope. Applicable to everything but mining, domestic, or agricultural work.

2. Safety Color Code Marking Physical Hazards. This section is to be consulted before purchasing or painting equipment.

(a) Color identification.

(1) Red--basic color for:

(aa) Fire protection equipment and apparatus

(bb) Danger

(cc) Stop

(2) Orange--basic color to designate dangerous parts of machinery.

(3) Yellow--basic color to designate caution and marking physical hazards.

(4) Green--basic color to designate safety and first-aid equipment.

(5) Blue--basic color to designate caution, limited to warning against the starting, the use of, or the movement of equipment under repair or being worked on.

(6) Purple--basic color to designate radiation hazards.

(7) Black, white, or combination of black and white--basic colors for the designation of traffic and housekeeping markings.

G. Medical and First Aid.

1. Medical Services and First Aid.

(a) The employee shall ensure the availability of medical personnel for advice and consultation on matters of office health.

(b) In the absence of an infirmary, clinic, or hospital in near proximity to the workplace which is used for treatment of all injured employees, a person or persons shall be adequately trained to render first aid. First aid supplies approved by a consulting physician shall be readily available.

(c) Where the eyes or body of any person may be exposed to injurious corrosive materials, suitable facilities for quick drenching or flushing of the eyes and body shall be provided within the work area for immediate emergency use.

(Note: MMS Requirements for Compliance with 1910.151(c). At all locations where corrosive materials are used or stored, it is necessary to provide adequate emergency flushing or drenching facilities.)

2. Preferred Practices.

(a) Showers. Showers should be provided wherever corrosives are used. Hand-held showers are acceptable where aprons or other protective clothing protect the body from large splashes. Showers must be within 50 feet of the work station and should be provided with temperate water wherever possible.

(b) Eye Washes.

(1) Squeeze bottles. This type of protection is acceptable only where it is used to get to a nearby facility that will allow continuous flushing of the eyes with clean, temperate water for no less than 15 minutes.

(2) Eye wash fountains. Eye wash fountains permitting simultaneous washing of both eyes by temperate water and with controls permitting the use of both hands to keep the eyes open are acceptable.

(3) Hand held sprays. Hand held sprays for combination washoff of the body and the eyes are acceptable.

(c) Maintenance. All eye washes and showers should be tested semiannually to ensure the removal of accumulated rust or dirt and proper operation. A tag should be attached on which the last inspection date and the inspector's initials are posted.

H. Personal Protective Equipment.

1. General Requirements.

(a) Application--protective equipment, including personal protective equipment for eyes, ears (see Chapter 3, Hearing Conservation), face, head, and extremities; protective clothing; respiratory devices, and protective shields and barriers should be provided, used, and maintained in a sanitary and reliable condition wherever it is necessary by reason of hazards of processes or environment, chemical hazards, radiological hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation, or physical contact.

(b) Employee-owned equipment--where employees provide their own protective equipment, the employer should be responsible for ensuring the adequacy, including proper maintenance, and sanitation of such equipment.

(c) Design--all personal protective equipment should be of safe design and construction for the work to be performed.

2. Eye and Face Protection. Protective eye and face equipment should be required where there is a reasonable probability of injury that can be prevented by such equipment. In such cases, employers should make conveniently available a type of protector suitable for the work to be performed, and employees should use such protectors. No unprotected person should knowingly be subjected to a hazardous environment condition. Suitable eye protectors should be provided where machines or operations present the hazard of flying objects, glare, liquids, injurious radiation, or a combination of these hazards.

3. Respiratory Protection.

(a) Permissible practice (summarized)--In the control of those occupational diseases caused by breathing air contaminated with harmful dusts, fogs, etc., the primary objective should be to prevent atmospheric contamination. This should be accomplished by accepted engineering control measures where feasible.

(1) Respirators should be provided by the employer when such equipment is necessary to protect the health of the employee. The employer should provide respirators that are applicable and suitable for the purpose intended. The employer should be responsible for the establishment and maintenance of a respiratory protective program covering the requirements outlined in paragraph (b) of this section.

(b) Requirements for a minimal acceptable program:

(1) Written standard operating procedures governing the selection and use of the respirators should be established.

(2) Respirators should be selected on the basis of hazards to which the worker is exposed.

(3) The user should be instructed and trained in the proper use of respirators and their limitations.

(4) Where practicable, the respirators should be assigned to individual workers for their exclusive use.

(5) Respirators should be regularly cleaned and disinfected. Those issued for the exclusive use of one worker should be cleaned after each day's use or more often if necessary.

4. Occupational Head Protection. Helmets to protect workers from impact and penetration from falling and flying objects and from limited electric shock and burn should meet the requirements and specifications established in American National Standard Safety Requirements for Industrial Head Protection, Z89.1-1967.

5. Occupational Foot Protection. Safety-toe footwear for employees should meet the requirements and specifications in American National Standard for Men's Safety-Toe Footwear, Z41.1-1967.

I. Walking and Working Surfaces.

1. General Requirements. Housekeeping is made a matter of law. Housekeeping is considered to be important for the identical sections are repeated in "General Environmental Controls."

(a) Housekeeping.

(1) All places of employment, passageways, storerooms, and servicerooms should be kept clean and orderly and in a sanitary condition.

(2) The floor of every workroom should be maintained in a clean and, so far as possible, dry condition. Where wet processes are used, drainage should be maintained and false floors, platforms, mats, or other dry standing places should be provided.

(3) Cleaning and sweeping should be done in such a manner as to minimize the contamination of the air with dust and, so far as is practicable, shall be done outside working hours.

(4) To facilitate cleaning, every floor, working place, and passageway should be free from protruding nails, splinters, holes, or loose boards.

(b) Aisles and passageways.

(1) Adequate clearances are required when mechanical handling equipment is used. It also requires the aisles to be kept clear of obstructions and in good repair.

(2) Permanent aisles and passageways should be appropriately marked.

(c) Covers and guardrails. Covers and/or guardrails should be provided to protect personnel from the hazards of open pits, tanks, vats, ditches, etc.

(d) Floor loading protection. A plat is required to be conspicuously placed to specify the approved floor loads. It also makes it unlawful to place a greater load than specified in the structure.

2. Guarding Floor and Wall Openings and Holes. Design details for railings and toeboards for many conditions of openings, stairways, and platforms. To summarize, the requirements can be satisfied with a railing 42 inches above the floor or 34 inches above a step wherever someone could fall more than 4 feet. Toeboards are required wherever something could inadvertently be kicked from the floor to a floor or machinery below. Handrails must be present at every opening. If they are not there, it is a violation.

CHAPTER 3. SAFE PRACTICE STANDARDS

1. Safety Skill Training--Occupational Safety and Health Act (OSHA) Requirements. One of the most critical efforts of all loss-control programs is that of training the working individual to perform the assigned task efficiently and without an accident. The OSHA recognizes this fundamental need and includes specific requirements for training. All Minerals Management Service (MMS) employees should be trained for their work assignments and specifically trained as required by OSHA.

A. Functions. It is the duty of the MMS employee who assigns work to another MMS employee to determine that the employee has satisfied all training requirements. It is the manager's duty to request training for employees under his or her supervision.

B. Training Requirements.

(1) Training for all Employees.

(a) The OSHA rights and responsibilities of employers and employees.

(b) The MMS Safety Program.

(2) Training for Work Assignments

(a) New employee job orientation.

(b) Respirators.

(c) Explosives.

(d) First aid.

(e) Powered industrial trucks.

(f) Overhead and gantry cranes.

(g) Mechanical power presses.

(h) Forging machines.

(i) Welding, cutting, and brazing.

(j) Chain-saw operations.

(k) Exposure to hazardous materials.

(l) Power actuated tools.

(m) Harmful plants or animals at work sites.

(n) Laser equipment operators.

(o) Welder fire protection.

(p) Compressed air.

(q) Boat operators and crew.

(r) Helicopter crew.

(s) Motor vehicle operator.

(t) Fire extinguisher use.

(3) Collateral Duty Safety Officer.

(a) Safety management fundamentals.

(b) Inspector training.

(c) Laboratory safety (as appropriate).

2. Laboratory Safety. Scientific laboratory work performed by MMS personnel involves the use of toxic and hazardous substances. The safety of employees working in laboratories requires an assessment by management of laboratory safety problems and the techniques needed to minimize hazards. Every employee must be aware of all possible safety hazards in laboratory work environments. Line supervisors are responsible for providing safe and healthful working places for all laboratory personnel under their direction and ensuring compliance with safety requirements. Frequent inspections should be conducted to evaluate compliance with applicable codes and safety requirements.

A. Procedures.

(1) Guide Applicability. Each laboratory will maintain a hazardous chemical and first aid guide that provides pertinent information on the chemicals used in laboratory operations. The guide will be prepared for each laboratory by the SSM based on a comprehensive listing of all chemicals used in the laboratory as provided by the supervisor of the laboratory.

(2) Guide Availability. All laboratory employees should be aware of the location in the lab and the contents of the Hazardous Chemical and First Aid Guide.

B. Functions.

(1) Laboratory Supervisor will enforce all established safety rules and standards, identify and correct safety hazards, and train personnel to cope with the hazards of their laboratory assignment. This requires the establishment of instructions and procedures, the instruction of every employee in proper methods to avoid safety hazards, and the enforcement of requirements through daily supervision and regular inspections.

(2) Laboratory Employees must perform their tasks in a manner that is consistent with established laboratory safety standards and procedures; report all safety hazards and accidents to their supervisor in a timely manner; and maintain and use safety equipment, personal protective equipment, and other protective devices.

(3) Safety Officers provide technical assistance to supervisors in implementing laboratory safety programs, identifying and eliminating unsafe or unhealthful working conditions in the laboratory, and evaluating the effectiveness of safety efforts.

(4) The SSM will provide an annual inspection of all MMS laboratories.

3. Motor Vehicle Operations. The MMS considers motor vehicle operations as a serious matter requiring careful supervision and employee awareness to reduce the losses in personal injuries and property damage to an absolute minimum. Motor vehicle operations will conform to the requirements of 29 CFR 1960, Training, and to the requirements of this section. Supervisor awareness and direction are required at all levels to provide effective safety programs.

A. Functions.

(1) The SSM will evaluate all operations in MMS to ensure that an effective motor vehicle safety program is in effect at all times. Assistance will be provided, where needed, for training in the defensive driving course for motor vehicle operators and supervisors.

(2) Supervisors will ensure that all employees under their direction are properly prepared to operate motor vehicles in a safe and prudent manner at all times. A Standard Form (SF) 46, Motor Vehicle Operator's Permit, will be issued to every employee under the supervisor's direction who must drive as part of the job. The supervisor will investigate all motor vehicle accidents and determine whether the accident was preventable or nonpreventable.

Appropriate action, according to the Driver Improvement Program, Section 4, should be taken in the event the accident is determined to have been preventable according to the established criteria.

(3) Employees must operate motor vehicles safely and prudently at all times. The criteria for what constitutes safe and prudent operation are those presented in the defensive driving course. All motor vehicle operators will attend this course or an alternate course approved by the SSM within 3 months of being issued or reissued an SF-46.

B. Training. All motor vehicles must be operated in a safe and prudent manner. To satisfy this requirement, it is necessary that motor vehicle operators, full-time and incidental, be trained in what are considered safe and prudent vehicle operations. The following instructions apply to all personnel who drive as a part of their job assignment.

(1) Permanent or Long-Term Employees. All long-term employees who drive as a part of their job will be issued an SF-46, Motor Vehicle Operators Permit, and will attend a defensive driving course or an alternate course approved by the SSM within 3 months of being issued or reissued a SF-46. The defensive driving courses are offered in all States by cooperating Agencies. The MMS is a cooperating Agency and has a certified instructor. The SSM can provide information on locations where defensive driving courses are available. Where classes are not available, a homestudy program is available to meet this requirement.

(2) Short-Term Employees. Short-term employees (3 months or less) are not permitted to drive unless essential to the program effort. Supervisors who determine that short-term employees must operate motor vehicles will issue an SF-46 after they personally:

(a) Instruct the employee in the concept of "preventability" as used in the defensive driving course.

(b) Conduct a road test examination of the potential operator's capability to operate the vehicle he or she will drive under conditions similar to those that will be encountered on the job; special stress must be placed on offroad operations, backing, and slippery terrain.

C. Motor Vehicle Accident Procedures.

(1) Reports. An envelope containing an SF-91, Operator's Report of Motor Vehicle Accident; SF-94, Statement of Witness; and the General Services Administration's Optional Form 26, Data Bearing Upon Scope of Employment of Motor Vehicle Operator, will

be maintained in the glove compartment of each Government vehicle used by MMS. The operator, before using a Government vehicle, will ensure that these forms are in place. Additional copies of these forms may be obtained from GSA vehicle dispatchers or from administrative officers.

(2) Accident Procedure. In the event of an accident involving a Government-owned vehicle or a leased or personal car being used on official business, the operator shall, unless prevented by serious injury to himself or herself:

(a) Stop immediately.

(b) Take steps to prevent another accident at the scene.

(c) Call a doctor or ambulance if necessary.

(d) Notify police and his supervisor.

(e) NOT sign any paper or make any statement as to who was at fault (except to the supervisor or to a Federal Government investigator).

(f) Get the name and address of each witness and ask him or her to complete an SF-94, Statement of Witness.

(g) State name, address, place of employment, and name of supervisor, and on request, show the operator's permit and vehicle registration card. (Only Government-owned vehicles registered in the District of Columbia or displaying State tags have registration cards.)

(h) Complete an SF-91, Operator's Report of Motor Vehicle Accident, at the scene. If conditions prevent this, the operator shall make notes of the following:

(i) Registration information for the other vehicle(s) (owner's name, tag number and State, serial number, and vehicle description).

(ii) Information on the other driver (name, address, operator's permit number, and expiration date).

(i) Complete an SF-91A, Investigation Report of Motor Vehicle Accident. (To comply with the Department of the Interior Solicitor's direction, block 28 shall not be completed.)

(j) Submit all forms within 2 working days to the supervisor for transmittal through channels.

4. Driver Improvement Program. The MMS expects all personnel authorized to operate motor vehicles on business to perform these duties with the same degree of excellence evidenced in the performance of other job responsibilities. To ensure continuous and consistent measurement of this critical job performance, a procedure is hereby established for use in the MMS. All motor vehicle accidents will bevaluated to determine whether they were preventable. The established corrective action will be implemented by the responsible supervisor when an operator is involved in a preventable motor vehicle accident. The supervisor's corrective actions will be reviewed by the SSM.

A. Functions.

(1) Motor Vehicle Operators, full-time or incidental, must operate motor vehicles safely and prudently and complete required training programs.

(2) Supervisors of full-time or incidental motor vehicle operators must follow the requirements for licensing motor vehicle operators; ensure the training of motor vehicle operators under their direction; investigate or have investigated motor vehicle accidents and follow established criteria to eliminate further accidents. The Report of Accident/Incident, Form DI-134, completed by the supervisor, will include a statement of corrective action taken. The supervisor will classify each motor vehicle accident as either preventable or nonpreventable according to the criteria of section D and clearly indicate the classification of the accident on the bottom of Form DI-134.

(3) The SSM collects information enabling a determination of the effectiveness of the MMS driver improvement program. He or she will further provide periodic reports to management for their information on the program. The SSM will evaluate all motor vehicle accidents and review the classification according to the accident preventability criteria for each accident as either preventable or nonpreventable. He or she will also determine whether the corrective action reported by the supervisor is consistent with section E. The SSM will conduct further efforts, where required, including establishing an ad hoc review board, coordinating with the program managers, coordinating with the personnel office, or implementing such other action as directed by management to reduce the incidence of motor vehicle accidents.

(4) Servicing Personnel Officer will advise management on procedural requirements when revocation or suspension of a motor vehicle operator's permit requires the reassignment or removal of an employee because he or she can no longer drive a Government vehicle. The servicing personnel officer will also ensure that the employee's rights are properly protected in such instances.

B. Procedures.

(1) Accident Reports. The responsible supervisor will investigate each motor vehicle accident and complete a Form DI-134. A determination of the accident's classification (see Appendix 1) and corrective action based on his or her defensive driving training and/or the criteria in this chapter and the accident investigation will be included. The completed Form DI-134 will be forwarded through channels to the CDSO, who will forward it to the SSM. The SSM will review the information in Form DI-134 and where needed contact the supervisor and/or the motor vehicle operator and/or other sources for additional or clarifying data. When corrective action might involve an adverse action or reassignment due to the revocation of driving privileges, the servicing personnel office must be consulted.

(a) Concurrence With Classification and Corrective Action. The Form DI-134 will be initialed by the SSM and forwarded to the Department Safety Manager. (The CDSO's will be notified of any nonconcurrence.)

(b) Nonconcurrence With Classification and Corrective Action. The SSM will coordinate a review of the accident data with appropriate management and the servicing Personnel Officer as needed to determine an acceptable classification and/or corrective action. The operator's management will inform the responsible supervisor of this determination in writing, with a copy to be attached to the Form DI-134 transmitted to the SSM.

(2) MMS Action Review. The SSM will review all DI-134 forms to ensure that criteria are being consistently observed. Any noted deviations or required changes will be brought to the attention of MMS management as required for correction.

C. Motor Vehicle Operational Error Corrective Action Criteria. The criteria for corrective action are established as a requirement for consistent fulfillment of the established operator requirements for safe and prudent operation. The criteria provided include the elimination of the privilege of driving on MMS business because of proved inability to operate a vehicle in a safe and prudent manner.

(1) Very Serious Operator Errors. The following findings in a motor vehicle accident show that the operator should not operate a motor vehicle on the job and that his or her Motor Vehicle Operator's Permit, SF 46, should be permanently revoked:

(a) Driving under the influence of alcohol or drugs.

(b) Leaving the scene of an accident.

(c) Failing to report an accident or a moving violation within 2 working days.

(d) Having a State license suspended for 45 days or more.

(e) Falsifying license application data.

(f) Three preventable accidents within 12 months.

(NOTE: Permanent revocation of driving privileges where driving is required in the performance of official duties means that an employee must be removed from such a position either by reassignment, which may be at a lower grade and salary, or by separation from Federal service. Consultation with the servicing personnel office is mandatory.)

(2) Serious Operator Errors. The following findings in a motor vehicle accident show that the operator requires a comprehensive driver improvement effort before being permitted to operate a motor vehicle for the MMS. The operator's driving privilege should be suspended for an appropriate time to permit attendance at a defensive driving course before the operator is permitted to drive again.

(a) State license suspended for less than 45 days.

(b) Reasonable justification for the errors given in 3.4D(1)(b), (c), (d), or (e).

(c) A preventable accident involving a fatality or serious injury, or $1,000 in property damage.

(d) Failure to complete the defensive driving course within 3 months of the time that a Motor Vehicle Operator's Permit, SF 46, is issued or reissued.

(e) Failure to complete a defensive driving course within 3 months after any preventable accident.

(3) Minor Operating Errors. All accidents that are preventable and do not involve any of the conditions in 3.4D(1) or (2) require action to promote driver improvements. This action will include requiring attendance at a defensive driving course but not necessarily suspension of the operator's driving privilege.

5. Hearing Conservation Program. This section reviews guidelines for the control of exposure to industrial noise for the purpose of protecting employees and the public from the effects of harmful noise levels. The permissible noise exposures specified herein are standards established to recognize that hearing-loss compensation claims are honored for exposure exceeding 85 decibels (dB).

A. Maximum Allowable Noise Exposure. Protection against the effects of noise exposure will be provided when the sound levels in decibels adjusted (dBA) exceed the following:

Total exposure time (hr/day)	Allowable sound level (dBA)
8	85
6	87
4	90
3	95
2	97
1	100
1/2	105
1/4	110

(1) Impact or Impulsive Noise. Exposure to impact or impulsive noise will not exceed a 115-dB peak sound-pressure level, measured on the overall scale.

(2) Pure Tones. If pure tones are noticeable in the measured noise, the levels specified in the preceding table will be reduced by 5 dBA.

B. Noise Measurements. Sound levels will be measured by trained sound technicians with a sound-level meter that meets the requirements of ANSI SI.4, Specification for General-Purpose Sound Level Meters. Measurements will be taken and interpreted as decribed in the following paragraphs.

(1) Intermittent or Continuous Noise. Measurements will be taken by an approved type of meter set on the A scale and slow response.

(2) Impact or Impulsive Noise. Peak sound-pressure levels will be measured with an instrument having a rise time of 50 microseconds or less (for square waves) and capable of measuring and displaying the peak sound-pressure level within 1 dB of the true peak.

C. Sound Surveys. The SSM will provide trained personnel and equipment for the periodic monitoring of facilities where noise levels could present a hazard to either employees or the public. In conducting such surveys, special attention will be given to elements of the MMS's activities that are associated with the operation of electrical, mechanical, and hydraulic machinery. Where surveys disclose unusual noise problems, such problems will be brought to the attention of management.

In facilities where noise levels exceed 85 dBA, periodic noise surveys will be made to determine the exposure of employees and the public. Records of the initial and the periodic surveys, together with the recommendations of a qualified industrial hygienist, will be maintained in the SSM's office.

D. Audiometric Testing. Trained personnel and audiometric testing equipment will be available for conducting periodic hearing tests. Each Region will provide the services of a recognized audiologist to serve as a consultant in establishing and carrying out an audiometric testing program and to review audiograms. Assistance is available from the SSM for establishing the basic requirements for audiometric testing and evaluation of hearing loss. Employees who must regularly work in areas where noise levels exceed 85 dBA shall be given a hearing test at the time they are hired or prior to being assigned to work in these areas. These employees will be given followup tests, including an audiogram, at leave every 12 months. The audiogram will be reviewed by an audiologist and hearing conservation records maintained for each individual tested (Office of Personnel File). Appropriate personnel action shall be taken whenever it is determined that an employee is highly susceptible to noise-induced hearing loss or whenever a significant job-connected hearing loss is indicated.

E. Engineering Control. Whenever the operations permit, exposures to excessive noise shall be eliminated by either engineering, design changes, or operational controls. Where it is not practical to reduce exposures to the allowable limits specified in the table, Maximum Allowable Noise Exposure (see 3.5A), a continuing hearing conservation program will be initiated and carried out.

F. Personal Protective Equipment. In areas where exposure to noise exceeds the allowable sound levels set forth in the beginning of this section, the following procedures shall be followed:

(1) Employees will be provided with, and be required to wear appropriate ear protection. All such areas will be prominently posted, stating that ear protection is required and indicating the maximum exposure time.

(2) Employees will be informed of the hazard areas and shall be instructed in the proper use and maintenance of ear protectors.

(3) Employees will be given periodic hearing tests as described in paragraph 3.5D.

G. Engineering and Design. The SSM will conduct studies as needed to determine what types of acoustical treatment are best suited to eliminate unpleasant or harmful noise levels. The results of these studies will be incorporated into the engineering design as appropriate.

6. Personal Protective Equipment. All employees will be provided with personal protective equipment and required to wear it, should this be needed to comply with the requirements of section 1910.132 of OSHA.

A. Functions.

(1) Equipment Determination. Managers, supervisors, and the SSM will identify the hazards to be encountered in each job situation and the type of personal protective equipment required.

(2) Use. Managers and supervisors will prepare and post instructions for the use of personal protective equipment. They will instruct each employee in the proper use and care of all personal protection equipment identified as required for the particular job situation. Managers and supervisors will ensure compliance with the requirements of subpart 1 of OSHA.

(3) Assistance. The SSM will review accident reports to determine compliance with the OSHA requirements for personal protective equipment. He or she will provide assistance in identifying jobs requiring equipment and developing specifications in procuring the equipment required.

B. Reports. After any accident in which personal protective equipment could have prevented the injury or loss, the manager will report in Section 25, Corrective Action Taken or Planned, of Form DI-134, Report of Accident/Incident, the circumstances that precluded the use of the necessary personal protective equipment. Positive statements are required concerning the existence of written procedures, the instructions given to the injured employee, and the posting of warning signs.

7. Material Hazards. In compliance with the requirement to provide safe and healthful work conditions for all MMS employees, it is necessary to identify the hazards associated with the materials used by MMS employees.

A. Functions.

(1) The SSM. The SSM will establish procedures and practices to ensure that the hazards associated with all materials used by MMS employees are identified; advise in establishing cost-effective methods of protecting employees from the identified

hazards; audit the management effort to conform with the established procedures for identifying and protecting against hazards to the employees; and provide any available information from the supplier and/or manufacturer on the hazards for products MMS employees are using. The SSM will maintain a file of Material Safety Data Sheets received by MMS for the use of requisitioners and for the determination of corrective actions.

(2) Managers and Supervisors. Each supervisor will establish the safeguards needed to protect the employees under his or her direction from the identified hazards. He or she will enforce all safety regulations and request assistance from the SSM in determining appropriate cost-effective safeguards when needed.

B. Procedures. When requisitioning materials for which he or she does not have hazard data, the responsible supervisor will request a Material Safety Data Sheet from the SSM.

(1) Material Safety Data Sheet. The responsible supervisor will have available at his or her establishment Material Safety Data Sheets for every hazardous trade-name product, chemical, solvent, cleaner, etc., used in the work under his or her direction. This information should be kept as part of the hazardous chemicals and first aid guide.

(2) Instruction. The responsible supervisor will instruct all employees in the identified hazards, first-aid procedures, and emergency procedures for every material hazard in the establishment and will not permit any employee to start work until so instructed.

(3) Requisitions. The Chief, Procurement and General Services Division, will establish Service-wide procurement procedures to notify the SSM when chemicals are identified on a requisition, so that the necessary data sheet is provided.

8. Transportation of Hazardous Materials. All shipments of hazardous or potentially hazardous radiological, biological, or chemical materials will be made in accordance with the following regulations:

The detailed regulations governing the transportation of hazardous materials are extensive and complex. They cannot be synopsized. The references must be consulted for specific information.

The regulations may be obtained from the SSM. Changes in these regulations, in the form of amendments or notices of proposed rulemaking, as issued by the Hazardous Materials Regulations Board of the Department of Transportation, are published in the

Federal Register. Each Region or affected operating location should take action to be placed on the mailing list of the Office of Hazardous Materials, Department of Transportation, Washington, D.C. 20590.

A. 30 CFR 71 (Nuclear Regulatory Commission)--prescribes requirements governing the packaging and shipping of radioactive materials.

B. 14 CFR 103 (Federal Aviation Administration)--prescribes operational requirements governing the transportation of hazardous materials by air. (By reference, it incorporates the packaging, labeling, and marking requirements set forth in 49 CFR 171-189.)

C. 39 CFR 123 (U.S. Postal Service)--prescribes conditions under which certain hazardous material may be mailed. (Information on mailing radioactive material is found in the U.S. Postal Service Publication No. 6, dated April 1971.)

D. 49 CFR 171-189 (Department of Transportation)--provides general information and regulations governing packaging and shipping of hazardous material by rail and highway.

E. 46 CFR 146-149 (U.S. Coast Guard)--adds specific requirements peculiar to shipment by water to the general regulations published in title 49.

F. 72 CFR 25 (Department of Health, Education, and Welfare, Public Health Service Regulations)--applies to the transportation of etiological agents.

9. First Aid. First aid training is recognized as essential for personnel working in the field and desirable for all employees. The MMS will comply with OSHA standard 1910.151, which requires first aid training and approved first aid supplies where emergency medical treatment is not readily available. Cardiac pulmonary resuscitation (CPR) training is recommended as an extension of first aid training for all employees. Emergency medical technician training is encouraged for some employees who are assigned to work parties in desolate areas where rescue efforts for injured or sick employees may be delayed because of weather and terrain.

A. Functions.

(1) Managers and Supervisors will ensure that all requirements of OSHA standard 1910.151 are satisfied. Managers and supervisors will require appropriate employees to maintain required certification of first aid training and encourage all employees to attend first aid and CPR training. They will ensure that the contents of all first aid kits are approved.

(2) The SSM will evaluate compliance with this section.

B. Procedures.

(1) First Aid Training. All permanent employees assigned to work in a location where the nearest emergency medical treatment facilities require travel time in excess of 15 minutes will have a current certificate of first aid training. Certification must be renewed every 3 years.

All employees will be encouraged to attend first aid training and CPR training where available.

(2) First Aid Kits. First aid kits will be provided in locations where there is not ready access to a health unit. The first aid kit will be selected for the intended use, such as backpacking, field camp, motor vehicle, or laboratory. The SSM will provide assistance when requested in securing approvals for the contents of first aid kits and in establishing critical item inspection procedures. The SSM will periodically review training records to determine compliance with this standard.

(a) Approval. All first aid kits will be approved by a consulting physician, and the written approval of the contents will be available at the location of the first aid kit. (A consulting physician is any medical doctor who reviews the supplies in the first aid kit and determines that they are adequate for the intended operational environment.)

(b) Inspection. All first aid kits will be considered "critical items" and will be regularly inspected as specified. The frequency of inspection will be determined by the access and use of the first aid kit but will never be less often than monthly. A record will be maintained with the first aid kit showing the date of the inspection and the name of the inspector.

(3) Emergency Technician Training. It is recommended that selected personnel be given the opportunity to receive emergency medical technician training if their assignments include operations in desolate areas where weather or terrain may prevent timely medical assistance.

(4) Training Programs. Managers will ensure that all appropriate personnel under their supervision attend Red Cross or other first aid training programs approved by the Regional Safety Manager. They will select personnel for emergency medical technician training where appropriate.

10. Firearms. The nature of MMS field operations is such that firearms may be needed by employees for protection from hostile wildlife, for signaling, or for hunting in a survival situation. However, the handling of firearms must be considered a hazard, and training and skill in firearm procedures are essential to reduce the risk of accidents. Prior to being authorized to use a firearm, an employee must meet the training requirements discussed later in this section. All MMS firearms and ammunition will be stored in secure areas and will be issued to employees according to the procedures in this section.

A. Functions.

(1) Employee. Each employee who is issued a firearm must exercise discipline, restraint, and good judgment in its use and must become thoroughly knowledgeable about its care, use, and proper maintenance. The employee must attend an approved firearms training course once every 3 years and accomplish a minimum of two practice firings prior to the start of each field season.

(2) Responsible Supervisor. It is the duty of the responsible supervisor to issue the "certification of need" memorandum that will authorize release of a firearm to an employee for firing practice and for field operations. The responsible supervisor must be able to personally attest to the employee's need for a firearm, that the firearm requested is appropriate for the field assignment, that the employee has completed the required training and practice firing prior to field operations, and that the employee is capable of exercising the necessary judgment to use firearms safely and appropriately.

(3) Firearms Custodian. The firearms custodian will ensure that firearms are issued to employees only upon proper authorization from the responsible supervisor. The firearms custodian will account and report to the appropriate property management official on the status and use of all firearms and see that all firearms under the control of the MMS are maintained in good operating condition. A file of all "certification of need" memorandums will be maintained, and a copy of each memorandum will be forwarded to the Chief, Procurement and General Services Division.

(4) MMS Security Officer. The MMS Security Officer will designate secure storage areas for firearms and ammunition.

(5) The SSM. The SSM will ensure the suitability of firing ranges or designate substitute locations for practice firings. In addition, the SSM determines the appropriateness of training courses to be given in firearm handling and use.

B. Storage of Firearms and Ammunition. All firearms and ammunition will be stored in a secure area approved by the MMS Security Officer and will be under the control of a designated firearms custodian. At the discretion of the responsible supervisor, firearms to be stored may be tagged for reissue to specific individuals or may be pooled for reissue to any qualified employee. Any deviation from storage in a designated storage area will be granted only by the MMS Security Officer in response to a memorandum from the responsible supervisor which provides justification, weapon description, and storage area description.

C. Employee Training Requirements.

(1) Approved Training Course. Each employee who is to be issued a firearm is required to attend an approved training course once every 3 years on the handling and care of the firearm to be used. A record of successful course completion will be maintained by the responsible supervisor or his designee.

(2) Firing Practice. Each employee will accomplish two firing practices prior to starting field work each year. The firing practices will be accomplished with the kind of firearm to be used by the employee, and a minimum of 10 rounds of ammunition will be fired at each practice. The firing practices shall be done on a firing range. If a firing range is not available, any substitute location for the firing practice must be approved by the SSM.

D. Issuance of Firearms to Employees.

(1) Issuance of a Firearm for Firing Practice. When an employee is to be issued a firearm for the purpose of practice firing, the responsible supervisor shall send a memorandum to the firearms custodian authorizing the issuance of a firearm along with the appropriate property management forms. The memorandum may list all approved employees for a 1-year period. The memorandum will specify that the employee has successfully completed an approved firearm training course and will specify the firearm to be issued. Firearms may be issued for firing practice for a period not to exceed 5 working days.

(2) Issuance of a Firearm for Field Use. When an employee is to be issued a firearm for use in field operations, the responsible supervisor shall send a "certification of need" memorandum to the firearms custodian authorizing the issuance of a firearm along with appropriate property management forms. The memorandum will specify that the employee has successfully completed an approved firearm training course, completed two firing sessions,

and the length of time for which it will be needed. No more than 1 week may be allowed at the beginning and end of each certified need period for transportation to and from the field assignment.

11. Field Operations. The hazards associated with field operations of the MMS make it necessary for managers to make special efforts to provide for the safety and health of those employees who are given field assignments. It is necessary for managers to determine the hazards of each field operation in a systematic manner and establish requirements, procedures, and practices for minimizing the risks of the identified hazards.

A. Functions.

(1) Managers and Supervisors will ensure that all requirements of this standard are satisfied. They will require that a systematic review of all field operations be made by personnel fully acquainted with the field operations to determine the hazards likely to cause death or serious injury, and the appropriate actions to minimize the risks of losses. They will also require a written set of practices, requirements, and procedures which are annually reviewed for effectiveness and initialed by every employee who is assigned to perform the specific field operation.

(2) Employees will review the established procedures, practices, and requirements, and comply with the instructions. Each employee will report to his or her supervisor any incident or near-miss incident which could have resulted in death or serious injury. Each employee will report to his or her supervisor any deficiency in training, certification, physical fitness, etc., which has been established to minimize the risks of losses.

(3) The SSM will provide technical assistance for the analysis and for the minimization of risks. He or she will annually review all established field operations guides and verify that they are current. The SSM will also maintain adequate records to insure timely training for all employees assigned to field operations.

B. Requirements.

(1) Each organization which assigns personnel to field operations will generate adequate written procedures, practices, and requirements to provide personnel with the guidance needed to minimize the risks of death or serious injury while performing the assigned field operations. The field operational guide will establish procedures, practices, and requirements for:

(a) Training. The training required for minimizing risks will be specified for each field assignment. These will, for example, include where appropriate, defensive driving, first aid, boat operations, survival, helicopter operations, firearms, explosive handling, emergency equipment, traffic flagman, etc.

(b) Personal Protective Equipment. The personal protective equipment will be specified for the field operations. These may include, as appropriate, safety shoes, safety glasses, hard hats, gloves, personal flotation devices, traffic vests, special winter clothes, hip boots, rainwear, fire resistant clothing, etc.

(c) Communication Requirements. The need and method of maintaining contact with an employee who is working alone or several who are working in isolation will be defined. The contact procedure should provide the supervisor with daily or more frequent assurance that the employee's whereabouts is positively known to avoid the possibility that timely rescue efforts are not initiated for an injured employee.

(d) Animal Hazards. Field operational guides will provide data to minimize the risks of animals likely to be encountered during the field operations including, snakes, wasps, spiders, bears, deer, bulls, etc.

(e) Equipment Required. Field operational guides will provide data on the equipment required to minimize hazards associated with the field operations such as, traffic warning devices, first aid kits, survival gear, flares, etc.

(f) Emergency Procedures. Field operations guides will provide data on the procedures which could reduce the losses from an accident such as local ambulance services, radio distress signals, elapsed reporting time, search procedures, local rescue squads, local sheriff offices, etc.

12. Hazardous Waste Management. The MMS will conduct all operations in a manner which will safeguard the environment, property, and well-being of people. An important function is the appropriate management of hazardous waste. The criteria for waste management has been established by the Environmental Protection Agency and State and local laws. The MMS will conform to these regulations for the protection of the environment, property, and well being of people.

A. Functions.

(1) Supervisors will protect the environment, property, and the well-being of employees from the deleterious effects of hazardous materials and will apply the guidelines of this section to all operations under their direction.

(2) Managers must identify and provide needed training, instructions, procedures, budget, and job assignments to comply with the hazardous waste management guidelines established in this section of the handbook.

(3) The SSM will provide technical guidance and assistance for the implementation and administration of hazardous waste management procedures which conform to the guidelines in this section. The SSM will promulgate hazardous waste management guidelines, provide technical guidance and assistance for the implementation of programs, and evaluate the effectiveness of all MMS hazardous waste programs.

(4) Chief, Procurement and General Services Division. The Chief, Procurement and General Services Division will approve programs, operational budgets, and the administration of the Service Hazardous Waste Management Program.

B. Requirements.

(1) Waste Disposal.

(a) Disposal of all chemical wastes will be in a manner consistent with Federal, State, and local laws and regulations, water and air pollution as well as waste disposal. All wastes as defined in 40 CFR 261, subpart C, as corrosive, reactive, and toxic will be disposed of only at an approved waste disposal operation holding EPA and/or State permits for the disposal of the specific waste. Wastes may be treated to render them nonhazardous when their characteristics exceed the limits of part 261, subpart C.

(b) All materials classified as hazardous wastes according to 40 CFR 261.33(c) or subpart C will be collected in appropriate containers. The container shall be clearly marked specifying the hazardous material it contains.

(c) All hazardous wastes will be moved expeditiously from worksites to a suitable storage location specified for the facility to be held for transportation.

(d) All permits required, records of disposal, and reporting will be accomplished as specified in 40 CFR 262-265.

(2) Evaluation.

(a) All facilities will be reviewed quarterly to ensure effective compliance with the hazardous materials waste management program requirements.

(b) The SSM will review all facilities to ascertain that no hazardous wastes are being disposed of in a manner which does not comply with the established Environmental Protection Agency, Nuclear Regulatory Commission, or other applicable regulations.

(c) The SSM will regularly review the MMS hazardous waste management program for effectiveness and adequacy.

13. Facility Safety Standards. All buildings owned or operated by the MMS will be constructed and maintained in accordance with safety rules and regulations in the form of codes (see paragraph B of this chapter), OSHA standards, and any additional safeguards required to adequately protect occupants, property, and operations.

A. Functions.

(1) Service Safety Manager. The SSM conducts surveys to evaluate conformance with the safety program and to determine the classification of occupancy applicable to each facility. He or she determines the additional safeguards required.

(2) Chief, Procurement and General Services Division. The Chief operates a program for compliance with applicable codes in existing buildings, new construction and modifications, and in acquisition of leased space, and with the SSM determines the classification of occupancy applicable to each MMS-occupied building.

(3) Collateral Duty Safety Officer. These officers conduct surveys as needed to evaluate compliance with applicable codes and safety requirements in all MMS-occupied space within their areas of jurisdiction and prepare recommendations for the SSM regarding any deviations from applicable codes, established safety requirements, or permissible occupancy.

(4) Managers and Supervisors. Managers and supervisors regularly inspect or cause to be inspected by trained personnel all facilities where personnel under their supervision are assigned to work. They also initiate corrective action for all identified substandard conditions.

B. Requirements.

(1) Safety Law. All MMS facilities will conform at all times with the requirements of OSHA standards. Compliance with OSHA is not optional and requires careful attention to all requirements. The OSHA standards are published in 29 CFR 1910.

(2) Building Codes. The applicable building codes will be:

National Building Code
American Insurance Association
85 John Street
New York, New York 10038

GSA criteria contained in 42 USC 4151; 41 CFR 101-17.17; and PBS P 5920.9, Building Fire Safety Criteria, will apply when GSA is the leasing agent.

(3) Fire Code. The applicable fire code will be:

National Fire Codes
National Fire Protection Association
60 Batterymarch Street
Boston, Massachusetts 02110

(NOTE: NFPA 101, Life Safety Code, is a part of the National Fire Codes and is especially significant.)

(4) Related Codes and Requirements.

(a) Boiler and Pressure Vessel Code
American Society of Mechanical Engineers, Inc.
345 East 47th Street
New York, New York 10017

(b) Public Law 90-480, Making Buildings and Facilities Accessible to, and Usable by, the Physically Handicapped.

(c) ANSI A17.1 1965, National Elevator Code.

(d) Earthquake-resistant structural requirements of all local codes applicable to earthquake protection.

C. Limitations. No "old law" or retroactive exclusions of any code provisions shall operate to reduce safety requirements for existing structures below the requirements of new construction. In instances where it is not feasible for MMS to meet the provisions of this section, the Assistant Director for Administration will be responsible for securing corrective action from owners or managers of the facility or, in certain circumstances, may waive requirements. A request for assistance in dealing with unresponsive building owners or managers or for waiver will be forwarded through channels to the SSM for action by the Assistant Director for Administration.

Accident Preventability Criteria Guide

1. Introduction. It is impossible to describe in detail the many ways a driver might have prevented an accident for which he is not primarily or legally responsible. The paragraphs of this guide highlight the most frequent occurrences based on past decisions of Accident Review Committees used for professional drivers.

2. Definition. The following definition of defensive driving should be applied to all accidents: A "defensive driver" is one who commits no driving errors himself and makes allowances for the lack of skill or improper driving practice of the other fellow. A "defensive driver" adjusts his own driving to compensate for unusual weather, road and traffic conditions, and is not tricked into an accident by the unsafe actions of pedestrians and other drivers. By being alert to accident producing situations, he recognizes the need for preventive action in advance and takes the necessary precaution to prevent the accident. As a "defensive driver," he knows when it is necessary to slow down, stop, or yield his right of way to avoid involvement.

a. Defensive Driving. The concept of defensive driving is "driving to avoid accidents in spite of the wrong actions of the other drivers or adverse driving conditions."

b. Personal Vehicles. When an employee is authorized to operate his or her own vehicle on official Government business, accidents sustained by the employee must be treated in the same manner as accidents involving vehicles owned or leased by the Government.

c. Witness Statements. Both drivers often could have acted to prevent the accident. If the other driver admits he was at fault, it usually only means that he sees how he contributed to the situation. Admission of being at fault by the other driver, a record of the other driver's being cited for a traffic violation, and witness or police statements of exoneration for the Government driver are not, in themselves, conclusive evidence to adjudge an accident "nonpreventable." Statements of exoneration are generally based on legal responsibility without respect to the definition of preventability. Consequently, a study must be made of the accident to determine whether the employee failed to do everything reasonable to prevent the accident.

3. Preventability Consideration. Accidents involve so many different factors that it is impractical to set hard and fast rules to classify them as preventable or nonpreventable. The following paragraphs are a guide in determining the preventability of accidents. Unless the accident data indicate that

the employee in question could not have avoided involvement by reasonable defensive driving practices, the types of accidents described in this section will be regarded as preventable.

a. Intersections. It is the responsibility of all drivers to approach, enter, and cross intersections prepared to avoid accidents that might occur through the action of other drivers. Complex traffic movement, blind intersections, or failure of the other driver to conform to law or obey traffic control devices will not automatically classify an accident as "not preventable." Intersection accidents may occur even though the driver has not violated traffic regulations, and such accidents are preventable. The driver's failure to take precautionary measures before entering the intersection is a factor to be studied in making a classification. When a driver crosses an intersection and the obvious actions of the other driver indicate possible involvement either by reason of excess speed, crossing a lane in turning, or coming from behind a blind spot, the resulting accident should be classified as "preventable."

b. Backing. Practically all backing accidents are preventable. A driver is not relieved of responsibility to back safely when a guide is involved in the maneuver. A driver must check all conditions for himself before backing.

c. Front-End Collisions. Regardless of the abrupt or unexpected stop of the vehicle ahead, a driver can prevent accidents by maintaining a safe following distance at all times. This includes being prepared for possible obstructions on the highway, either in plain view or hidden by the crest of a hill or the curve of a roadway. Overdriving headlights at night is a common cause of front-end collisions. Night speed should not exceed the speed that will permit the vehicle to come to a stop within the forward distance illuminated by the vehicle's headlights.

d. Rear-End Collisions. Investigation will often disclose that a driver risked being struck from behind by failing to maintain a margin of safety in his or her own following distance. Rear-end collisions preceded by a rollback or an abrupt stop at a grade crossing when a traffic signal changes or when a driver fails to signal a turn at an intersection should be charged preventable. Failure to signal intentions or to slow down gradually should be considered preventable. Failure to encourage the tailgater to pass can result in a preventable accident.

e. Passing. Failure to pass safely indicates faulty judgment and the possible failure to consider one or more of the important factors a driver must observe before attempting the manuever. Unusual actions of the driver being passed or of oncoming traffic might appear to exonerate a driver involved in a passing accident. However, the entire passing maneuver is voluntary and is the driver's responsibility.

f. Being Passed. Sideswipes and cutoffs involving a driver while being passed are preventable when the driver fails to yield to the passing vehicle by slowing down or moving to the right where possible.

g. Lane Encroachment. A safe driver is rarely a victim of entrapment by another driver when changing lanes. Similarly, entrapment in merging traffic is an indication of unwillingness to yield to other vehicles or to wait for a break in traffic. Blind spots are not valid excuses for lane-encroachment accidents. Drivers must make extra allowances to protect themselves in areas of limited sight distances. Squeeze plays causing involvement with parked cars, pillars, and other road structures can be prevented by dropping back when it is apparent that the other driver is forcing the issue or contesting a common portion of the road.

h. Grade Crossing. The driver is responsible for preventing collisions with fixed rail vehicles, such as trains, occurring at grade crossing, in traffic, in a rail yard switch area, or on private property. Inoperative signals or obstructed views do not relieve the driver of responsibility to drive in a defensive manner.

i. Opposing Vehicles. The defensive driving course involves techniques for preventing head-on collisions or sideswipe accidents with a vehicle approaching from the opposite direction. Even though an opposing vehicle enters a driver's traffic lane, it may be possible for the driver to avoid the collision. For example, if the opposing vehicle was in a passing maneuver and the driver failed to slow down, stop, or move to the right to allow the vehicle to reenter his own lane, he or she has failed to take action to prevent the accident.

j. Turning. Turning movements, like passing maneuvers, require care by a driver. Squeeze plays at left or right turns involving other vehicles, scooters, bicycles, or pedestrians are the responsibility of the driver making the turn. Failure to signal, to properly position the vehicle for the turn, to check the rearview mirrors, to check pedestrian lanes, or to take any

other defensive action should be considered. Sudden turns by other drivers are expected by defensive drivers. Collisions resulting from a U-turn are preventable.

k. Passenger Accidents. Passenger accidents in any type of vehicle are preventable when they are caused by faulty operation of the vehicle. Even though the incident did not involve a collision of the vehicle, it must be considered preventable when a driver stops, turns, or accelerates abruptly.

l. Pedestrians. Traffic regulations and court decisions generally favor the pedestrian hit by a moving vehicle. Unusual pedestrian routes such as attempts to cross a street at midblock or emergence from between parked vehicles do not necessarily relieve a driver from taking precautions to prevent such accidents. Whether speed limits are posted or the area is placarded with warning signs, speed too fast for conditions may be involved. School zones, shopping areas, residential streets, and other areas with special pedestrian traffic must be traveled at reduced speeds appropriate for the particular situation. Bicycles, motor scooters, and similar equipment are generally operated by young and inexperienced operators. The driver who fails to reduce speed when this type of equipment is operated within his or her distance has failed to take the necessary precautions to prevent an accident.

m. Weather. Adverse weather conditions are not a valid excuse for an accident. Rain, snow, fog, sleet, or icy pavements have never caused an accident. These conditions merely increase the hazards of driving. Failure to adjust driving when necessary, prevailing weather conditions, or to stop driving when necessary should be cause for judging an accident preventable. Failure to use such safety devices as skid chains, sanders, etc., should be cause for a "preventable" decision when it is reasonable to expect the driver to use such devices.

n. Alley, Driveways, and Plant Entrances. The prevention of accidents involving traffic originating from alleys, driveways, plant entrances, and other special intersecting locations requires special care from a driver. Failure to slow down, to sound a warning, or to yield to the other driver can be considered cause to classify such an accident as preventable.

o. Fixed Objects. Collisions with fixed objects are preventable. They usually involve failure to check or properly judge clearances. New routes, strange delivery points, resurfaced pavements under viaducts, inclined entrances to docks, marquees projecting over traveled sections of road, and similar situations

are not, in themselves, valid reasons for an accident. A driver must be constantly on the lookout for such conditions to avoid accidents.

p. Parking. Accidents involving unconventional parking locations, including double parking, failure to put out warning devices, etc., are generally preventable. Rollaway accidents from a parked car position normally should be classified as preventable. This includes unauthorized entry into an unlocked, unattended vehicle and/or failure to properly lock back wheels or to turn wheels toward the curb to prevent vehicle movement.

q. Mechanical Failure. Any accident caused by mechanical failure that reasonably could have been detected by the driver but went unheeded should be classified as preventable. It is the driver's responsibility to report unsafe vehicle conditions for repairs and to obtain immediate repairs where continued operation might result in an accident. When mechanical difficulties occur unexpectedly during a trip and the driver, on discovery, fails to check with the supervisor for emergency instructions, the resulting accident is preventable. An accident caused by mechanical failure that results from abusive driving should be considered preventable.

r. Noncollision. Many accidents, such as overturning, jackknifing, or running off the road may result from emergency action by the driver to prevent a collision. Examination of driving practice prior to the incident may reveal speed too fast for conditions. The driver's actions prior to involvement should be examined for possible errors or lack of defensive driving practices.

s. Miscellaneous. Damage to the vehicle, cargo, or other property due to projecting loads, loose objects falling from a vehicle, loose tarpaulins or chains, doors opening, etc., is classified as preventable when the driver's action or failure to secure objects is evidenced. Cargo damage resulting from unsafe vehicle operation is preventable.

Reference Data

1. The chemicals listed below, as published in the Federal Register, Volume 45, No. 98, Monday, May 19, 1980, require transportation records to show disposal at an approved site.

2. This section requires MMS locations to register as Hazardous Waste Generators if any of these chemicals are used in aggregate amounts to generate in excess of 1 kilogram per month of waste.

40 CFR 261.33(e)

Hazardous Waste No.	Substance[1]
	1080 see P058
	1081 see P057
	(Acetato)phenyl-mercury see PO92
	Acetone cyanohydrin see P0 9
P001....	3(Alpha-Acetonylbenzyl) -hydroxycoumarin and salts
P002....	1-Acetyl-2-Thiourea
P003....	Acrolein
	Agarin see P007
	Agrosan GN 5 see P092
	Aldicarb see P069
	Aldifen see P048
P004....	Aldrin
	Algimycin see P092
P005....	Allyl alcohol
P006....	Aluminum phosphide (R)
	Alvit see PO37
	Aminoethylene see P054
P007....	5-(Aminomethyl)-3-isoxazolol
P008....	4-Aminopyridine
	Ammonium metavandate see P119
P009....	Ammonium picrate (R)
	ANTIMUCIN WDR see P092
	ANTURAT see P073
	AQUATHOL dee P088
	ARETIT see P020
P010....	Arsenic Acid

[1] The Agency (EPA) included those trade names of which it was aware; an omission of a trade name does not imply that the omitted material is not hazardous. The material is hazardous if it is listed under its generic name.

Hazardous Waste No.	Substance[1]
P011	Arsenic pentoxide
P012	Arsenic trioxide
	Athrombin see P001
	AVITROL see P008
	Aziridene see P054
P013	Barium Cyanide
	Basenite see P020
	BCME see P020
P014	Benzenethiol
	Benzoepin see P050
P015	Berylium dust
P016	Bis(chloromethyl)ether
	BLADAN-M see P071
P017	Bromoacetone
P018	Brucine
P019	2-Butanone peroxide
	BUFEN see P092
	Butaphene see P020
P020	2-sec-Butyl-4,-6-dinitrophenol
P021	Calcium cyanide
	CALDON see P020
P022	Carbon disulfied
	CERESAN see P092
	CERESAN UNIVERSAL see P092
	CHEMOX GENERAL see P090
	CHEMOX P.E. see P020
	CHEM-TOL see P090
P023	chloroacetaldehyde
P024	p-Chloroaniline
P025	1-(p-Chlorobenzoyl)-5-methoxy-2-methylindole-3-acetic acid
P026	1-(o-Chlorophenyl) thiourea
P027	3-Chloropropionitrile
P028	Alpha-Chlorotoluene
P029	Copper cyanide
	CRETOX see P108
	Coumadin see P001
	Coumafen see P001
P030	Cyanides
P031	Cyanogen
P032	Cyanogen bromide
P033	Cyanogen chloride
P034	2-Cyclohexyl-4, 6-dinitrophenol
	D-con see P001
	DETHMOR see P001
	DETHNEL see P001
	DFP see P043
P035	2, 4-Dichlorophenoxy-acetic acid (2,4-D)
P036	Dichlorophenylarsine
	Dicyanogen see P031
P037	Dieldrin
	DIELDREX see P037
P038	Diethylarsine

[1] See footnote on p. 3-27.

Hazardous Waste No.	Substance[1]
P039	O,O-Diethyl-S-(2-(ethylthio) ethyl) ester of phosphoro-thioic acid
P040	O,O-Diethyl-O-(2-pyra-zinyl) phosphoro-thioate
P041	O,O-Diethyl phosphoric acid, O-p-nitrophenyl ester
P042	3,4-Dihydroxy-alpha-(methyl-amino)-methyl benzyl alcohol
P043	Di-isopropylfluoro-phosphate
	DIMETATE see P044
	1,4,5,8-Dimethanon-aphtha-lene 1,2,3,4, 10,10-hexa-chloro-1,4,4a,5,8,8a-hexa-hydro endo, endo see P060
P044	Dimethoate
P045	3,3 Dimethyl-1(methyl-thio)-2-butanone O-[methylamino) carbonyl] oxime
P046	Alpha, alpha-Dimethyl-phene-thylamine
	Dinitrocyclohexylphenol see P034
P047	4,6 Dinitro-o-cresol and salts
P048	2,4-Dinitrophenol
	DINOSEB see P020
	DINOSEBE, see P020
	Disulfoton see P039
P049	2,4-Dithiobiuret
	DOLCO MOUSE CEREAL see P108
	DOW GENERAL see P020
	DOW GENERAL WEED KILLER
	DOWICIDE G see P090
	DYANACIDE see P092
	EASTERN STATES DUOCIDE see P001
	ELGETOL see P020
P050	Endosulfan
P051	Endrin
	Epinephrine see P042
P052	Ethyclcyanide
P053	Ethylenediame
P054	Ethyleneimine
	FASCOT FASCRAT POWDER see P001
	FEMMA
P055	Ferric Cyanide
P056	Fluorine
P057	2-Fluoroacetamide
P058	Fluoracetic acid, sodium salt
	FOLODOL-80 see P071
	FOLODOL M see P071
	FOSFERINO M50 see P071
	FRATOL see P058
	Fulminate of mercury see P065
	FUNGITOX OR see P092
	FUSSOF see Po57
	GALLOTOX see P092
	GEARPHOS see P071

[1] See footnote on p. 3-27.

Hazardous Waste No.	Substance[1]
P059	GERUTOX see P020
P060	1,2,3,4,10,10-Hexachloro-1,4,4a,5,8,8a-hexahydro-1,4:5, 8-endo, endo-dimethano-naphthalene 1,4,5,6,7,7-hexachloro-cyclic-5-norbornene-2,3-dimethanol sulfite see P050
P061	Hexachloropropene
P062	Hexaethyl tetraphosphate
	HOSTAQUICK see P092
	HOSTAQUIK see P092
	Hydrazomethane see P068
P063	Hydrocyanic acid
	ILLOXOL see P037
	INDOCI see P025
	Indomethacin see P025
	INSECTOPHENE see P050
	Isodrin see P060
P064	Isocyanic acid, methyl-ester
	KILOSEB see P020
	KOP-THIODAN see P050
	KWIK-KIL see P108
	KWIKSAN see P092
	KUMADER see P001
	KYPFARIN see P001
	LEYTOSAN see P092
	LIQUIPHENE see P092
	MALIK see P050
	MAREVAN see P001
	MAR-FRIN see P001
	MARTIN'D MAR-FRIN see P001
	MAVERAN see P001
	MEGATOX see P005
P065	Mercury Fulminate
	MERSOLITE see P092
	METACID 50 see P071
	METAFOS see P071
	METAPHOR see P071
	METAPHOS see P071
	METASOL 30 see P092
P066	Methomyl
P067	2-Methylaziridine
	METHYL-E 605 see P071
P068	Methyl hydrazine
	Methyl isocyanate see P064
P069	2-Methyl-2-(methylthio) propionaldehyde-o-(methylcarbonyl)oxime
	METHYL NIRON see P042
P071	Methyl parathion
	METRON see P071
	MOLE DEATH see P108
	MOUSE-NOTS see P108
	MOUSE-RID see P108
	MOUSE-Tox see P108
	MUSCIMOL see P107
P072	1-Naphthyl-2-thiourea

[1] See footnote on p. 3-27.

Hazardous Waste No.	Substance[1]
P073	Nichel carbonyl
P074	Nickel cyanide
P075	Nicotine and salts
P076	Nitric oxide
P077	p-Nitroaniline
P078	Nitrogen dioxide
P079	Nitrogen perioxide
P080	Nitrogen tetroxide
P081	Nitroglycerine (R)
P082	N-Nitrosodimethylamine
P083	N-Nitrosodiphenylamine
P084	N-Nitrosomethylvinylamine
	NYLMERATE see P092
	OCTALOX see P037
P085	Octamethlpyrophosphoramide
	OCTAN see P092
P086	Oleyl alcohol condensed with 2 moles ethylene oxide
	OMPA see P085
	OMPACIDE see P085
P087	Osmium tetroxide
P088	7-Oxabicyclo [2.2.1]heptane-2, 3-dicarboxylic acid
	PANIVARFIN see P001
	PANORAM D-31 see P037
	PANTHERINE see P007
	PANWARFIN see P001
P089	Parathion
	PCP see P090
	PENNCAP-M see P071
	PENOXYL CARBON N see P048
P090	Pentachlorophenol
	Pentachlorophenate see P090
	PENTA-KILL see P090
	PENTASOL see P090
	PENWAR see P090
	PERMICIDE see P090
	PERMAGUARD see P090
	PERMATOX see P090
	PERMITE see P090
	PERTOX see P090
	PESTOX 111 see P085
	PHENMAD see P092
	PHENOTAN see P020
P091	Phenyl dichloroarsine
	Phenyl mercaptan see P014
P092	Phenylmercury acetate
P093	N-Phenylthiourea
	PHILIPS 1861 see P008
	PHIX see P092
P094	Phorate
P095	Phosgene
P096	Phosphine
P097	Phosphorothioc acid, o,o-dimethyl ester,)-ester with N,N-dimethyl benzene sulfonamide

[1] See footnote on p. 3-27.

Hazardous Waste No.	Substance[1]
	Phosphorothioic acid, o, o-dimethyl-o-(p-nitrophenyl) ester see P071
	PIED PIPER MOUSE SEED see P108
P098....	Potassium cyanide
P099....	Potassium silver cyanide
	PREMERGE see P020
P100....	1,2-Propanediol
	Propargyl alcohol see P102
P101....	Propionitrile
P102....	2 Propyn-1-01
	PROTHROMADIN see P001
	QUICKSAM see P092
	QUINTOX see P037
	RAT AND MICE BAIT see P001
	RAT-AWAY see P001
	RAT-B-GON see P001
	RAT-O-CIDE #2 see P001
	RAT GUARD see P001
	RAT KILL see P001
	RAT-MIX see P001
	RATS-NO-MORE see P001
	RAT-OLA see P001
	RATOREX see P001
	RATTUNAL see P001
	RATTROL see P001
	RO-DETH see P001
	RO-DEX see P008
	ROSEX see P001
	ROUGH & READY MOUSE MIX see P001
	SANASEED see P001
	SANTOBRITE see P090
	SANTOPHEN see P090
	SANTOPHEN 20 see P090
	SCHRADAN see P085
P103....	Selenourea
P104....	Silver Cyanide
	SMITE see P105
	SPARIC see P020
	SPOR-KIL see P092
	SPRAY-TROL BRAND RODENTROL see P001
	SPURGE see P020
P105....	Sodium azide
	Sodium coumadin see P001
P106....	Sodium cyanide
	Sodium fluoroacetate see P056
	SODIUM WARFARIN see P001
	SOLFARIN see P001
	SOLFOBLACK BB see P048
	SOLFOBLACK SB see P048
P107....	Strontium sulfide
P108....	Strychnine and salts
	SUBTEX see P020
	SYSTAM see P085
	TAG FUNGICIDE see P092
	TEKWAISA see P071

[1] See footnote on p. 3-27.

Hazardous Waste No.	Substance[1]
	TEMIC see P070
	TEMIK see P070
	TERM-I-TROL see P090
P109....	Tetraethyldithiopyro-phosphate
P110....	Tetraethyl lead
P111....	Tetraethylpyrophosphate
P112....	Tetranitromethame
	Tetraphosphoric acid, hexaethyl ester see P062
	TETROSULPHUR BLACK PB see P048
	TETROSULPHUR PBR see P048
P113....	Thallic oxide
	Thallium peroxide see P113
P114....	Thallium selenite
P115....	Thallium (1) sulfate
	THIFOR see P092
	THIMUL see P092
	THIODAN see P050
	THIOFOR see P050
	THIOMUL see P050
	THIONEX see P050
	THIOPHENIT see P071
P116....	Thiosemicarbazide
	Thiosulfan tionel see P050
P117....	Thiuram
	THOMPSON'S WOOD FIX see P090
	TIOVEL see P050
P118....	Trichloromethanethiol
	TWIN LIGHT RAT AWAY see P001
	USAF RH-8 see P069
	USAF EK-4890 see P002
P119....	Vanadic acid, ammonium salt
P120....	Vanadium pentoxide
	VOFATOX see P071
	WANADU see P120
	WARCOUMIN see P001
	WARFARIN SODIUM see P001
	WARFICIDE see P001
	WOFOTOX see P072
	YANOCK see P057
	YASOKNOCK see P058
	ZIARNIK see P092
P121....	Zinc cyanide
P122....	Zinc phosphate (R,T)
	ZOOCOUMARIN see P001

[1] See footnote on p. 3-27.

CHAPTER 4. PROMOTION

1. Safety Promotion. The importance of safety in each job in the Minerals Management Service (MMS) must be emphasized by regular and frequent efforts. Supervisors should specifically discuss with the employees under their direction the importance of safety in daily work situations. Safety promotion through poster, film, and handout programs is encouraged. Participation in National Fire Prevention Week observances is recommended for all MMS facilities and employees.

A. Function. Supervisors will conduct programs to inform employees of the hazards that exists. Recommended actions to promote safety awareness include those discussed in the following paragraphs. The SSM will coordinate purchase of promotional materials and review materials for appropriateness to the intended use in the MMS.

(1) Staff Meetings. Frequent discussions of current MMS safety programs and priorities will be a regular part of staff meetings. The identification of hazards in the immediate work environment and of methods available to minimize the possibilities of accidents will be continually presented.

(2) Safety Films. A library of movies is available. A minimum standard would provide that at least once a year each employee is shown a film on safety. (See Appendix 1 for a list of available safety films.)

(3) Posters. Poster programs should be employed where they can aid in promoting safety awareness. Posters can be requested from the Service Safety Manager (SSM).

(4) Handouts. Bulletins, safety magazines, and pamphlets should be distributed to employees to promote general awareness of specific problems such as fire, vacation travel, water safety, etc. Handouts can be requested from the SSM.

B. Available Safety Films. See Appendix 1.

SAFETY FILMS

The safety films listed below are available for use by MMS. Supervisors are encouraged to use these films to aid in their programs to reduce motor vehicle losses, increase operator's skills where formal courses are not available, provide a brief refresher on first aid prior to field season, and promote a greater concern for minimizing losses.

1. Procedure. The films can be borrowed by contacting:

   Service Safety Manager
   Minerals Management Service
   12203 Sunrise Valley Drive
   Reston, Virginia 22091
   (703) 435-6221 or FTS 933-6221

2. Films.

   Backfire
   15 minutes, color
   Film on the prevention of back injury.

   Anatomy of a Fall
   15 minutes, color
   Film on slip and fall prevention.

   Room to Live
   30 minutes, color
   Outstanding film on seatbelt use.

   Seconds to Live
   30 minutes, color
   Film on driving.

   Auto Tire Hydroplaning, What happens?
   12 minutes, color
   Describes this major hazard of driving in the rain.
   Provides information to avoid this hazard.

   Small Craft Safety
   17 minutes, color
   Conveys the message of safety around small boats (rowboats, canoes, and sailboats). The film portrays proper boarding techniques and the necessity for, and use of, life preservers; procedures for changing seats; actions to take if the boat capsizes; rescue operations from a boat for one who has fallen into the water; and emergency life-saving techniques.

Falls Are No Fun
11 minutes, 16mm, black and white, sound
The film takes an amusing cartoon character through a series of situations that point out the kind of falls that can happen. After each mishap, the little fellow learns how the fall could have been avoided.

Down At The Office
10 minutes, 16mm, black and white, sound
The film demonstrates to a secretary and her boss how some very minor things can cause some really serious falls. The film stresses the importance of good housekeeping and picking up even such a seemingly harmless thing as a paper clip.

Safety Through Seat Belts
12 minutes, 16mm, black and white
Shows controlled tests of seat belts and presents graphic proof of the effectiveness of belts in preventing or minimizing injuries.

Intersection Collisions
8 minutes, 16mm, color, sound
Shows a series of controlled collisions at intersections, utilizing life-size manikins inside the vehicle. The results and effects are vividly portrayed. The film is based on research by the Institute of Transportation and Traffic Engineering.

Leave Yourself an Out
10 minutes, 16mm, color, sound
The film stresses how to anticipate the mistakes other drivers might make and how to provide a way out of traffic traps. The film is based on the Smith system of no-accident driving.

Winter Driving
24 minutes, 16mm color, sound
This motion picture, filmed at the National Safety Council's Winter Driving Course, illustrates preparation for, and hazards associated with, winter driving. Cars are braked, turned, and skidded on ice and snow to demonstrate proper steering and how to decelerate under these conditions. The value of chains is also impressively demonstrated.

First Aid Now
25 minutes, color
A refresher program on the four basic problems: breathing, bleeding, broken bones, and burns.

You and Office Safety
15 minutes, color
This film shows typical office procedures that create hazards. This is a very well done amusing presentation prepared by Xerox.

Driving the Expressways
10 minutes, color
Describes the hazards of high-speed expressway driving.

Mystery Crash
10 minutes, color
Presents a story about one-vehicle crashes that often happen without apparent reason.

Who's To Blame
10 minutes, color
One of six films dealing with defensive driving. This film explains the concepts of defensive driving.

The Car Ahead
10 minutes, color
How to cope with the tailgater.

The Head-on Crash
10 minutes, color
Deals with the most dangerous of collisions--one with an on-coming vehicle.

The Crossroads Crash
10 minutes, color
Discusses intersection crashes.

Passing--and Being Passed
10 minutes, color
Discusses the hazards in these routine maneuvers.

Rescue Breathing
22 minutes, 16mm, black and white, sound
Introduces the rescue breathing method of reviving victims of suffocation. Explains with laboratory experiments the superiority of the mouth-to-mouth or nose-to-nose breathing technique over manual methods of artificial respiration.

OSHA Cases and Citations
30 minutes, color
An interesting presentation of the mandatory aspects of safety under the Occupational Safety and Health Act (OSHA). Shows a courtroom background for describing a company's responsibility for providing for employee protection and enforcing safety regulations.

Bend Your Knees
22 minutes, 16mm, color
This motivational film on lifting will prove to be a classic for its contribution to the prevention of crippling back injuries in the work environment. It is designed for a total work force audience. It features Leonard Ring of Auckland, New Zealand, an international authority on manual lifting and the prevention of back injuries and one of the world's great safety communicators. His highly interesting narrative is constantly highlighted by a humor that is immediately appreciated by an audience. Mr. Ring's basic message is to get everyone learning to bend their knees whether they bend to pick up 50 pounds or a piece of paper.

The Double-Edged Sword
23 minutes, 16mm, color
This film in documentary format emphasizes that the individual user of analytical X-ray equipment has the most control over his own safety; he must learn to recognize hazardous situations and take appropriate action. Accident victims are interviewed, safety procedures are shown, and the role of Federal, State, and local officials is discussed. The movie is especially recommended for indoctrinating new users of diffraction and spectographic equipment.

Using Fire Extinguishers--The Right Way
13 minutes, 16mm, color, sound
This film explains, step-by-step, how to use extinguishers in offices, homes, factories, schools, nursing homes, and hospitals. Briefly and clearly, it explains the principles behind A-, B-, and C-type portable fire extinguishers and how they suppress all types of fires. It emphasizes the importance of knowing--before an emergency--where extinguishers are located and the reading of operating instructions. It stresses extinguisher maintenance and the need to "sound the alarm" before fighting the fire. It tells which fires not to fight. Filmed under the direction of NFPA's technical staff, this film has easy-to-grasp life- and property-saving lessons for everyone.

CHAPTER 5. AWARDS PROGRAM

1. Awards. It is the Minerals Management Service's (MMS's) objective to provide award programs for the recognition and stimulation of safety efforts. The MMS will utilize all of the Department's Safety Awards as well as those necessary to aid specific MMS safety efforts.

A. Functions. The Service Safety Manager (SSM) will develop, promote, and administer an awards program for loss prevention recognition.

B. Procedures. The safety awards discussed in the following paragraphs are available to MMS employees.

(1) The Department Safety Council Award of Merit.

(a) Eligibility. This award is given by the Department Safety Council when, in its opinion, an individual, group, or activity has performed outstanding services or attained achievements of unusual value toward the Department's effort to reduce all kinds of accidents.

(b) Procedures.

(i) Any employee can submit a letter of recommendation for the Department Safety Council's attention. The letter of recommendation is to be sent to the MMS Safety Manager through appropriate channels.

(ii) The MMS Safety Manager will review and act on all recommendations received. Favorable consideration will result in the endorsed recommendation being transmitted to the Department Safety Council for approval and preparation of the award.

(c) Award. The award consists of a scroll signed by the Assistant Secretary for Policy, Budget, and Administration and the Chief, Department Safety Management.

(2) Safe Driver Award Plan.

(a) Eligibility. Any driver who has completed 100,000 miles of work-related driving without a preventable motor vehicle accident is eligible.

(b) Procedure. Any supervisor can submit a nominee for this award with a certification that the nominee has qualified. The nominations will be submitted to the SSM for consideration and action.

(c) Award. The award consists of an appropriate letter and a departmental certificate to the driver.

(3) Safety Management Award.

(a) Definition. The award is granted to provide Bureau-level recognition of the achievements of individuals and contractors in the field of safety management.

(b) Eligibility. Any individual or contractor that makes a notable contribution to MMS safety management efforts is eligible. Individuals need not be employees of MMS, but their safety contributions must directly benefit MMS.

(c) Nature of Service for Which Awards May be Made. Awards will be made for noteworthy achievements in safety management. Among the achievements to be evaluated are the following:

(i) Providing publicity for safety goals and programs.

(ii) Periodic presentations of job-hazard information to employee assemblies.

(iii) Periodic presentations of general safety data or film shows.

(iv) Originating or increasing availability of published safety instructions and procedures.

(v) Use of formal educational opportunities for safety training.

(vi) Safety awareness efforts.

(vii) Organizing or operating safety programs.

(viii) Participation in national safety organization efforts.

(d) Procedure. A brief memorandum of justification may be submitted by any MMS employee through channels to the SSM. The SSM will review the nomination and obtain appropriate concurrence prior to submittal of the nomination. The SSM and the Chief, Procurement and General Services Division will consider the nomination and approve appropriate awards.

(e) Award. The award consists of a certificate including a brief citation signed by the Director.

(f) Presentation of Award. Presentation is made at an appropriate ceremony by an official of MMS.

(g) Monetary Award. The SSM and the Chief, Procurement and General Services Division will review all awards made to employees during the fiscal year and, based on their determination of relative value to the MMS safety effort, will award to selected certificate recipients cash awards in $25 increments not to exceed $500 for a single award.

(h) Report. A report on the recipients of all awards will be made to the Incentive Awards Committee by June 30 each year.

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