

ISMS Training Document
Track 2, Activity – November 2009
Federal Employee Occupational Safety and Health (FEOSH)

Activity

Describe the significant requirements of the Department of Energy (DOE) Federal Employee Occupational Safety and Health (FEOSH) Program and how the program is implemented at Oak Ridge Office (ORO).

At the completion of this activity, fill out the Self-Certification Form certifying that you have read this activity sheet.

Note: When regulations, DOE directives, or other industry standards are referenced in this ISMS activity, please use the most recent version. In addition, please note that DOE Guides provide preferred, non-mandatory, supplemental information about acceptable methods for implementing requirements, including lessons learned, suggested practices, instructions, and suggested performance measures. Guides do not impose requirements but may quote requirements if the sources are adequately cited. Alternate methods may be used if it can be demonstrated that they provide an equivalent or better level of performance.

Key Documents

- [29 CFR 1960, Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters](#)
 - [DOE O 440.1, Worker Protection Management for DOE \(including the National Nuclear Security Administration\) Federal Employees](#)
 - DOE FEOSH Program Website
<http://www.hss.energy.gov/CSA/CSP/feosh/index.html>
 - [DOE G 440.1-1, Worker Protection Management for DOE \(Including the National Nuclear Security Administration\) Federal Employees Guide for use with DOE O 440.1](#)
 - ORO Directives Management Group, Key Management Documents,
http://www.ornl.gov/doe/doe_oro_dmng/oro_keymanagementdoc.htm
 - ORO Office of Science Federal employees should also refer to the Office of Science Management System (SCMS): Environment, Safety, and Health, Subject Area: *Federal Employee Occupational Safety and Health (FEOSH)*, <http://scms.sc.doe.gov/>
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What's In It For Me

All DOE Federal employees are responsible for ensuring that their workplaces are safe and healthful. The DOE FEOSH Program provides guidance for cost-effective strategies in providing a safe and healthful workplace for the Federal employees.

The completion of this activity is expected to help you become familiar with the requirements of FEOSH, so that you are better able to apply the FEOSH program elements, concepts, and practices to your job.

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Basic Elements of 29 CFR 1960:

Agency Responsibilities

Some of the principal provisions of 29 CFR Part 1960, in terms of Federal Agency responsibilities, are summarized below (excerpted from the FEOSH Program Overview)

- Furnish employees with employment places and conditions that are free from recognized hazards that cause or are likely to cause death or serious physical harm.
- Comply with applicable OSHA Standards (e.g., 29 CFR Part 1910 and 1926), or with alternate established safety and health standards.
- Develop and adopt supplementary necessary and appropriate standards for application to agency employees' working conditions for which OSHA has not promulgated an appropriate standard.
- Develop, implement, and evaluate a FEOSH program in accordance with Section 19 of the OSH Act, Executive Order 12196, and 29 CFR Part 1960.
- Acquire, maintain, and require the use of approved personal protective equipment (PPE), approved safety equipment, and other devices necessary to protect employees.
- Ensure that performance evaluation of management officials and supervisory employees measures performance in meeting the requirements of the agency's FEOSH program.
- Disseminate occupational safety and health (OSH) program information to employees and employee representatives.
- Utilize personnel with equipment and competence to recognize hazards.
- Inspect at least annually all workplaces with participation by employees' representatives.
- Set up procedures for responding to employee reports of unsafe or unhealthful working conditions.
- Investigate and report on workplace accidents.
- Post notices of unsafe or unhealthful working conditions found during inspections.
- Ensure prompt abatement of hazardous conditions. Employees exposed to such conditions shall be so informed. Imminent danger corrections must be made immediately.
- Establish procedures that ensure employees are not subject to restraint, interference, coercion, discrimination, or reprisal for exercising his/her rights under the agency's FEOSH program.
- Conduct OSH training programs for top management, supervisors, safety and health personnel, employees, and employee representatives.
- Set up a management information system to keep records of occupational

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accidents, injuries, illnesses, and their causes; post annual summaries of injuries and illnesses; identify adverse trends; and make corrective actions as necessary.

- Develop and implement a program of self-evaluations to determine the effectiveness of the agency's FEOSH program.
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Basic Elements of 29 CFR 1960:

Employee Responsibilities

- Comply with all OSH standards, rules, regulations, and Orders issued by the agency.
 - Use safety equipment, Personal Protective Equipment, and other devices and procedures provided or directed by the agency.
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Basic Elements of 29 CFR 1960:

Employee Rights

- Employees shall be authorized official time to participate in the activities provided in Section 19 of the OSH Act, Executive Order 12196, 29 CFR Part 1960, and the agency's FEOSH program.
 - Access to agency safety and health information, including data on hazardous substances in agency workplaces.
 - Comment on proposed agency standards that differ from OSHA standards.
 - Report unsafe or unhealthful working conditions to the appropriate officials.
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DOE O 440.1 Requirements

DOE O 440.1 requires that DOE Elements:

- Implement a written worker protection program that (1) provides a place of employment free from recognized hazards which are causing or likely to cause death or serious physical harm to their employees and (2) integrates all Order and 29 CFR Part 1960 requirements.
 - Establish written policy, goals, and objectives for the worker protection program.
 - Use qualified worker protection staff to direct and manage the worker protection program.
 - Assign worker protection responsibilities, evaluate personnel performance, and hold personnel accountable for worker protection performance.
 - Encourage the involvement of employees in developing program goals, objectives, and performance measures, as well as identifying and controlling workplace hazards.
 - Provide workers the right, without reprisal, to:
 - Accompany DOE worker protection personnel during workplace inspections.
 - Participate in Order-specified activities on official time.
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- Express worker protection concerns.
- Decline to perform an assigned task because of a reasonable belief that, under the circumstances, the task poses an imminent risk of death or serious bodily harm to an individual, coupled with a reasonable belief that there is insufficient time to seek effective redress through the normal hazard reporting and abatement procedures established in accordance with this Order.
- Access DOE worker protection publications, DOE-prescribed standards, and the organization's own worker protection standards or procedures applicable to the workplace.
- Observe monitoring or measuring of hazardous agents and access the exposure-monitoring results.
- Receive notification when monitoring results indicate they were overexposed to hazardous materials.
- Receive inspection and accident investigation results upon request.
- Implement procedures to allow workers, through their supervisors, to stop work when they discover employee exposures to imminent danger conditions or other serious hazards. The procedure shall ensure that any stop-work authority is exercised in a justifiable and responsible manner.
- Identify existing and potential workplace hazards and evaluate the risk of associated worker injuries or illnesses. (More detail provided in O 440.1.)
- Implement a hazard prevention/abatement process to ensure that all identified hazards are managed through final abatement or control. (More detail provided in O 440.1.)
- Provide workers, supervisors, managers, visitors, and worker protection professionals with worker protection training.

**FEOSH Program
Elements**

Elements of the DOE FEOSH Program must include the elements of a sound Integrated Safety Management System (ISMS). These ISMS program elements are the cornerstone of the DOE safety management philosophy. Refer to the FEOSH website for more information:

http://www.hss.energy.gov/CSA/CSP/feosh/feosh_overview.html

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An effective FEOSH program defines the program structure and organization, assigns responsibilities for implementation, promotes self assessment and program evaluation, to ensure performance, and defines the integration of these elements to provide comprehensive safety and health protection for all employees.

All FEOSH program management components (i.e., organization, training, inspections, self-assessments, hazard abatement, accident investigations, etc.) should be built around these ISM elements. These “building blocks for excellence” represent the larger perspective of FEOSH program design and implementation.

**FEOSH
Implementation at
ORO**

ORO is committed to providing a workplace for its employees that is free from recognized hazards that are causing or are likely to cause death or serious physical harm and that management regards worker S&H as a fundamental value to be pursued with as much vigor as other organizational goals.

Consistent with Integrated Safety Management guiding principles, ORO management is responsible for the overall integrity and implementation of the FEOSH Program for its employees. ORO managers must assure that appropriate financial and other resources are available to effectively implement the FEOSH Program. ORO managers are also responsible for assuring that information on the FEOSH Program and its requirements are made available to employees and that the Occupational Safety and Health Protection for DOE Employees poster is displayed where it is accessible to all workers. In order to implement an effective program, management supports FEOSH awareness activities, workplace inspections, investigation of S&H concerns, hazard communication, abatement and control, employee training and other safety and health-related initiatives. In addition, ORO managers have certain responsibilities for maintaining records associated with FEOSH activities. ORO managers and supervisors are responsible for the S&H practices of their employees in their respective work areas and in the pursuit of their work activities when away from their assigned office or on official travel.

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Furthermore, supervisors have the authority to remove an employee from their work area or to implement a stop work mandate if they perceive a real or potential threat to health or safety. ORO managers are responsible for ensuring that annual OSHA inspections are conducted of their work area and providing the report to the FEOSH Program Manager.

ORO employee responsibilities go hand-in-hand with employee rights. Along with the right to work in a safe and healthful environment is the responsibility to act in ways that promote safety. Specifically, employees must:

- Be aware and knowledgeable of S&H rules, regulations, policies, etc., applicable to the employee's workstation location (e.g., Building 2714-J and Federally-occupied contractor space).
- Comply with applicable DOE site/facility-specific S&H Policies and Directives;
- Stop work immediately if they perceive a risk of injury to either themselves or a co-worker;
- Use personal protective equipment (PPE) when needed;
- Report recognized hazards to their immediate supervisor; and
- Report work-related injuries or illnesses to their supervisor and/or the Employee Health Station (EHS) Nurse. Employees located at contractor or remote sites may report to the local medical department and follow-up notification to their supervisor and the EHS Nurse.

In accordance with requirements of 29 CFR 1960, ORO has established the Safety and Health Committee to monitor and assist the ORO Safety and Health Program. The committee maintains an open channel of communication between employees and management concerning S&H matters in ORO. The committee provides a method by which employees can utilize their knowledge of workplace operations to assist ORO management in improving policies, conditions, and practices. The functions of this committee are governed by a charter that is approved by ORO Senior Management. The committee charter is available via the Safety First website. Workers may contact their FEOSH committee representatives, their supervisors, the FEOSH Program Manager, or other ORO safety professionals with any safety concerns they may have. This includes, but is not limited to, safety and health hazards in ORO's facilities, procedural concerns, unsafe practices observations, or other suggestions to improve the safety or health of the ORO workforce. Employees also have the option of expressing safety or health questions anonymously on the Just Ask portion of the ORO Safety First web site. Safety First is the official web site for all safety and health related information affecting Federal employees.

Managers and employees must analyze the hazards to ORO employees at their normal duty station and be aware of hazards while on official travel. Hazard analysis is a comprehensive process for identifying existing and potential workplace conditions that may cause employee injury or illness and identifying

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appropriate controls. Hazard analysis involving supervisors and employees working in conjunction with S&H professionals helps to foster continuous improvement in hazard control and ensure compliance with S&H requirements.

The work-related hazards faced by the majority of ORO employees fall into two general categories. The first category is hazards most commonly associated with an office environment. These include, but are not limited to, design of computer workstations, uneven walking surfaces, use of electrical equipment, office storage/clutter, and tripping hazards. The second category includes hazards associated with site visits at DOE facilities. ORO employees must follow all site-specific policies and procedures (e.g., training requirements, personal protective equipment requirements, postings, speed limits, etc.).

Another potential health hazard may occur if ORO employees are assigned duties that entail travel outside the United States. Prior to their departure, all employees traveling outside the United States should consult with the EHS Nurse regarding health precautions and suggested immunizations to reduce the risk of travel-related illnesses or other health consequences. The Assistant Manager for Security and Emergency Management should be consulted for appropriate travel advisories. Further information about the program can be found in SCMS Procedures or other Oak Ridge Office documents.

To Learn More

Click on these documents for more information about how FEOSH is applied at ORO and DOE.

- [Public Law 91-596, *The Occupational Safety and Health Act of 1970*](#)
- [Executive Order 12196, *Occupational Safety and Health Programs for Federal Employees*](#)
- [Occupational Safety and Health Administration Fact Sheet No. OSHA 93-20, *Occupational Safety and Health for Federal Employees*](#)
- [DOE O 440.1, *Worker Protection Management for DOE \(including the National Nuclear Security Administration\) Federal Employees*](#)
- [DOE G 440.1-1, *Worker Protection Management for DOE \(Including the National Nuclear Security Administration\) Federal Employees Guide for use with DOE O 440.1*](#)
- ORO Safety First Website,
<https://sharepoint.oro.doe.gov/Pages/Default.aspx> (Internal)
- [ORO Safety and Health Committee](#) (Internal)
- [DOE FEOSH Program Website](#)
- ORO Directives Management Group, Key Management Documents,
http://www.ornl.gov/doe/doe_oro_dmg/oro_keymanagementdoc.htm
- ORO Office of Science Federal employees should also refer to the Office of

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Science Management System (SCMS): Environment, Safety, and Health,
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