

SUPPLEMENTAL DIRECTIVE

NNSA SD 440.1

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FEDERAL EMPLOYEE OCCUPATIONAL SAFETY HEALTH (FEOSH) PROGRAM



NATIONAL NUCLEAR SECURITY ADMINISTRATION Office of Environment, Safety, and Health

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OFFICE OF PRIMARY INTEREST (OPI)
Worker Safety & Health Division

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FEDERAL EMPLOYEE OCCUPATIONAL SAFETY HEALTH (FEOSH) PROGRAM

1. PURPOSE. This Supplemental Directive (SD) supports National Nuclear Security Administration (NNSA) program and field office senior and line management to ensure the safety and health of federal employees through the establishment, maintenance, and implementation of a Federal Employee Occupational Safety and Health (FEOSH) program. By protecting our employees, we protect our families, our mission, and our nation.
2. AUTHORITY.
 - a. Department of Energy Order (DOE O) 440.1B, Admin Change 4, *Worker Protection Program for DOE (including National Nuclear Security Administration) Federal Employees* (or successor document).
 - b. *Occupational Safety and Health Act of 1970* (P.L. 91-596) Section 19, Executive Order 12196, *Occupational Safety and Health Programs for Federal Employees*.
3. CANCELLATION. NNSA Policy (NAP) 442.1, *Federal Employee Occupational Safety and Health Program*, dated May 13, 2014.
4. APPLICABILITY.
 - a. Federal. Applies to all NNSA federal organizations.
 - b. Contractors. Does not apply to contractors.
 - c. Equivalencies/Exemptions.
 - (1) Equivalency. In accordance with the responsibilities and authorities assigned by Executive Order 12344, codified at 50 U.S.C. Sections 2406 and 2511, and to ensure consistency through the joint Navy/DOE Naval Nuclear Propulsion Program, the Deputy Administrator for Naval Reactors (Director) will implement and oversee requirements and practices pertaining to this Directive for activities under the Director's cognizance, as deemed appropriate.
 - (2) Exemption. Activities conducted under the Nuclear Explosives and Weapons Safety Program relating to the prevention of accidental or unauthorized nuclear detonations are excluded from this SD to the extent a requirement under DOE O 440.1B, Admin Change 4 (or successor document) cannot be implemented for a particular facility in a manner that does not compromise the effectiveness of such activities.

5. SUMMARY OF CHANGES. This SD replaces NAP 442.1, *Federal Employee Occupational Health and Safety (FEOSH) Program*.
- a. Clarified responsible program or field office roles for issue of federal employee personal protective equipment (PPE).
 - b. Updated program office realignment changes.
 - c. Clarified federal agency annual report to the Secretary of Labor requirements.
 - d. Expanded upon Workplace Hazard and Control guidance.
 - e. Clarified employees deployed and working at off-site locations requirements.
6. BACKGROUND. Section 19 of the *Occupational Safety and Health Act of 1970* requires each federal agency to develop and implement a worker safety and health (WSH) program that is designed to protect federal employees from workplace hazards, illnesses, and injuries. NNSA line management implements its responsibility for WSH through the NNSA FEOSH program. Appendix A provides guidance for supervisors and employees. When fully implemented, this program provides a thorough set of integrated program plans. A headquarters FEOSH plan covers all personnel not assigned to a field office. Separate field office FEOSH plans cover personnel assigned to each field element. Together with DOE O 440.1B, Admin Change 4 (or successor document) this SD establishes the fundamental FEOSH roles, responsibilities, and considerations that each program plan must address.
- Title 29 Code of Federal Regulations Part 1960.6 requires each federal agency to appoint a Designated Agency Safety and Health Official (DASHO) responsible for the effective management and implementation of the agency's FEOSH Program. The Director for DOE's Office Environment, Health, Safety, and Security (EHSS) is the appointed DASHO for DOE and NNSA. EHSS's Office of Worker Safety and Health Policy provides Departmental FEOSH programs with programmatic support and policy guidance.
7. REQUIREMENTS. This SD defines roles, responsibilities, and expectations regarding the protection of employees. It implements requirements established in federal laws and regulations or the DOE/NNSA directives system. Requirements included in DOE O 440.1B, Admin Change 4 (or successor document) are included by reference to minimize duplication.
- a. Headquarters (including headquarter elements in Albuquerque) and each field office must implement FEOSH programs consistent with the requirements and responsibilities in this SD and consistent with the expectations in Appendix A of this SD.

- b. Headquarters-based offices in this document refer to both program and functional offices. Headquarters and each field office must ensure resources and funding are planned for the following:
 - (1) Sufficient personnel to implement and administer the safety and health program at all levels. This includes necessary administrative costs such as training, travel, and personal protective equipment (PPE) and maintaining strategic reserves and processes to assure availability of PPE to sustain NNSA's vital missions according to Presidential Directives that require heads of agencies to secure supply chains to ensure public health and national security.
 - (2) Heads of Field Elements should work with Contracting Officers to incorporate contract requirements, as necessary, to meet Presidential Directives that require heads of agencies to maintain strategic reserve inventories of PPE (e.g., N95 respirators, barrier protective garments, powder-free gloves) and cleaning consumables to ensure public health and national security from biological threats, natural and manmade disasters, climate shocks, terrorist attacks, and other conditions that threaten supply chains. Inventories should be managed in the Palantir Safety Analytics, Forecasting, and Evaluation Reporting project for Enterprise Leadership reporting tool.
 - (3) Abatement of unsafe or unhealthful working conditions, including ergonomic evaluations and equipment.
 - (4) Necessary safety and health sampling, testing, and diagnostic tools and equipment.
 - (5) Necessary contracts to identify, analyze, or evaluate unsafe or unhealthful working conditions and operations.
 - (6) Program promotional costs such as publications or posters.
 - (7) Technical information, documents, books, standards, codes, periodicals, and publications.
 - (8) Medical surveillance programs for employees.
- c. Headquarters and field office FEOSH procedures must include processes to maintain FEOSH-related records in a manner consistent with the DOE Records Management Program and federal confidentiality requirements.
- d. All federal personnel must have the authority to pause work in an orderly and safe manner at NNSA facilities if they determine there is an immediate danger to life

and health (IDLH).

8. RESPONSIBILITIES. Responsibilities included in DOE O 440.1B, Admin Change 4 (or successor document) are included by reference to minimize duplication.

a. Administrator.

- (1) Monitors delegated responsibilities and the overall performance of safety management of federal employees.
- (2) Ensures funding is available for meeting FEOSH requirements.
- (3) Approves the Headquarters FEOSH Program.

b. Deputy Associate Administrator for Office of Safety.

- (1) Maintains this SD.
- (2) Develops and maintains, on behalf of the Administrator and in coordination with Heads of all Headquarters Elements, the Headquarters FEOSH Program.
- (3) Advises Heads of Headquarters and Field Offices on the effective management and implementation of their FEOSH responsibilities.
- (4) As directed by EHSS, consolidates the results of annual FEOSH self-assessments for inclusion in the DOE annual report to the Secretary of Labor on FEOSH activities.

c. Headquarters-Based Program Office Deputy/Associate Administrators.

- (1) Assign a FEOSH Coordinator for their organization to work with other FEOSH Coordinators to ensure an integrated and consistent NNSA program and identify that person to the NNSA Office of Environment, Safety, and Health's Worker Safety and Health Division (NA-ESH-23) FEOSH Coordinator at NA-ESH-23FED@nnsa.doe.gov.
- (2) Ensure funding is available for meeting FEOSH requirements for which they are responsible.
- (3) Implement their responsibilities as identified in the Headquarters FEOSH Program, to include ensuring that:
 - (a) Employees receive appropriate WSH training.

- (b) Workplace inspections are completed.
- (c) Safety hazards are abated.
- (d) Exposure records are maintained.
- (e) Manager and supervisor performance in meeting FEOSH objectives is regularly assessed.

d. Heads of Field Elements.

- (1) Implement a FEOSH Program to ensure safe and healthful working conditions for federal employees per DOE O 440.1B, Admin Change 4 (or successor document).
- (2) Implement measures to ensure that all personnel have the authority to pause work in an orderly and safe manner at NNSA facilities when they believe there is an IDLH hazard.
- (3) Develop, approve, implement, and maintain FEOSH plans for their elements that are consistent with the requirements and responsibilities of this SD and consistent with the guidance in Appendix A.
- (4) Assign a FEOSH Coordinator for their organization to work with other FEOSH Coordinators to ensure an integrated and consistent NNSA program and identify that person to the NA-ESH-23 FEOSH Coordinator.
- (5) Manage the day-to-day implementation of the FEOSH Program in their respective organizations, to include:
 - (a) Ensuring their employees receive appropriate WSH training.
 - (b) Completing workplace inspections.
 - (c) Ensuring safety hazards are abated.
 - (d) Maintaining exposure records.
 - (e) Regularly assessing manager and supervisor performance in meeting FEOSH objectives.

e. First Line Supervisors.

- (1) Assure that information on the NNSA FEOSH program and its requirements are made available to employees.
 - (2) Support FEOSH awareness activities, workplace inspections, investigation of WSH concerns, hazard communication, abatement and control, employee training, and other WSH-related initiatives.
 - (3) Ensure that records associated with FEOSH activities are maintained.
 - (4) Promote safe and healthy work practices for employees they supervise.
 - (5) Ensure that all current federal employees and each new hire successfully complete an annual FEOSH training course provided locally or in NNSA's learning management system, Learning Nucleus.
9. DEFINITIONS. See Appendix C.
10. REFERENCES. See Appendix D.
11. CONTACT. NNSA Worker Safety and Health Division, FEOSH Coordinator, AT NA-ESH-23FED@nnsa.doe.gov.

BY ORDER OF THE ADMINISTRATOR:



Jill Hruby
Administrator

Appendixes:

- A. Federal Employee Occupational Safety Health (FEOSH) Program for Supervisors and Employees
- B. Sample Self-Certification Telework Safety Checklist
- C. Definitions
- D. References

**APPENDIX A: FEDERAL EMPLOYEE OCCUPATIONAL SAFETY AND HEALTH
(FEOSH) FOR SUPERVISORS AND EMPLOYEES**

1. INTRODUCTION.

The purpose of this Appendix is to describe the FEOSH Program for supervisors and employees. This document provides all personnel with information necessary to understand how to provide a safe and healthful work environment.

2. PROGRAM STRUCTURE AND GOALS.

Program and field offices must have a FEOSH plan that applies to their assigned personnel. It is expected that there will be a site-specific FEOSH program for each field office, the National Nuclear Security Administration's (NNSA) Office of Secure Transportation, and a single plan for headquarters employees that addresses Headquarters personnel in Forrestal, Germantown, and Albuquerque, including employees in leased spaces, remote telework locations, offsite work, and overseas installations. Each sub-element within these groups may develop additional plans and policies, as necessary.

As the premise of any high reliability organization is to provide continuous improvement, the National Nuclear Security Administration (NNSA) has established the following goals to improve the effectiveness of the agency's worker protection program. Field element programs are expected to develop site-specific FEOSH goals and specific objectives supporting each goal, at least annually, to ensure continuous improvement.

- (1) Conduct worker safety and health (WSH) training to ensure that all employees understand their responsibilities and how to identify and communicate hazards.
- (2) Include annual training information in the Annual FEOSH Report to the NNSA Office of Environment, Safety, and Health's Worker Safety and Health Division (NA-ESH-23) to be populated into the DOE Office of Environment, Health, Safety, and Security's Office of Worker Safety and Health Policy (EHSS-11) Annual FEOSH Report to the Secretary of Labor.
- (3) Conduct regular inspections and ensure hazards are abated in a timely manner.
- (4) Provide a comprehensive and effective ergonomics program and ensure issues are resolved in a timely manner.
- (5) Ensure the FEOSH program effectively provides WSH for federal employees working at organizational facilities, remote locations, and workspaces controlled and regulated outside of the SD, such as when working offsite or overseas.

Headquarters and field offices should develop a set of procedures as needed to ensure effective implementation of their FEOSH program, taking into consideration the mission, size, and organization. Such procedures should establish:

- (1) Goals and objectives for reducing and eliminating occupational accidents, injuries, and illnesses.
- (2) Plans and procedures for evaluating the agency's occupational safety and health program effectiveness at all operational levels.
- (3) Priorities for identifying and mitigating factors that cause occupational accidents, injuries, and illnesses in the agency's workplaces so that appropriate corrective actions can be taken.

Several key elements must exist for an effective FEOSH Program and should be implemented in FEOSH program plans. These elements should be consistent with Integrated Safety Management (ISM) and the DOE Voluntary Protection Program and should be reflected in headquarters and field element programs:

- (1) Management commitment.
- (2) Employee involvement.
- (3) Analysis of hazards in the workplace.
- (4) Hazard prevention and control.
- (5) WSH training.
- (6) Program evaluation.
- (7) Feedback and continuous improvement.

3. MANAGEMENT COMMITMENT.

NNSA management commitment and employee involvement are critical to the successful implementation of the NNSA FEOSH Program. In an effective program, management regards WSH as a fundamental value to be emphasized as much as other organizational goals.

Management commitment to employee safety should be evident as part of the performance evaluation of supervisory personnel. Performance evaluations for supervisors should address their roles in meeting requirements of the FEOSH program, consistent with assigned responsibilities and authorities for assuring employee safety and health.

4. MANAGEMENT AND SUPERVISORY RESPONSIBILITIES.

Management and supervisors are responsible for the overall integrity and implementation of the FEOSH Program for the personnel they supervise, consistent with their FEOSH program plan and supported by their organizational FEOSH points of contact. Supervisors are responsible for assuring that information on the NNSA 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.

Supervisors support FEOSH awareness activities, workplace inspections, investigation of WSH concerns, hazard communication, abatement and control, employee training, and other WSH-related initiatives. NNSA elements may form FEOSH committees to assist in fulfilling those responsibilities. Supervisors are also responsible for ensuring that records associated with FEOSH activities are maintained, consistent with their organizational FEOSH programs.

Managers and supervisors are responsible for the WSH practices of their employees in their respective work areas and during their work activities when away from their assigned office or on official travel. Supervisors have the authority to remove an employee from their work area and, like all personnel, have authority to pause work if they perceive an immediate threat to safety or health.

Heads of NNSA Elements are expected to understand their safety posture based on collection and analysis of information. Heads of Elements are responsible for implementation and periodic evaluation of their FEOSH program and to be forthcoming with successes, challenges, and resource concerns that could impact safety and health.

The concepts of ISM and the organizational behaviors and traits leading to strong safety culture are expected to be considered in implementing worker protection. The following activities may be used to gather information and clarify expectations:

- (1) Setting and reviewing FEOSH program goals on an annual basis, or more regularly if warranted.
- (2) Completing workplace inspections and FEOSH program assessments.
- (3) Investigating and resolving identified WSH issues. The act of resolving issues inherently provides awareness of NNSA program effectiveness and identifies areas for improvement.
- (4) Providing workers appropriate avenues to raise safety concerns, including WSH committees.
- (5) Coordinating as appropriate with DOE FEOSH program leadership to ensure FEOSH program improvement.

Heads of Elements should ensure that their FEOSH programs include provisions to:

- (1) Provide required safety data reporting for the annual Departmental FEOSH report, including Occupational Safety and Health Administration (OSHA) 300 entries and log data, Occurrence Reporting and Processing System information, and Operating Experience (OPEX) Awareness Notices.
- (2) Ensure federal workers are protected to a level equal to site contractor employees.
- (3) Broadly share results of annual FEOSH inspections and other related assessments with employees.
- (4) Seek opportunities to improve the program quality, safety issue management, and worker awareness.
- (6) Consider safety an integral aspect of achieving the NNSA mission.
- (7) Ensure that all federal personnel have the authority to pause work in an orderly and safe manner at NNSA facilities when they believe there is an immediately dangerous to life and health (IDLH) hazard.

5. FEOSH COORDINATOR.

The FEOSH Coordinator is the representative of the NNSA headquarters or field office for implementation of their FEOSH responsibilities. Headquarters and field offices should hold their FEOSH Coordinators accountable for the following aspects of the FEOSH Program and obtain feedback from them on the execution of these responsibilities:

- (1) Administer FEOSH program for the responsible office.
- (2) Ensure that required workplace inspections are conducted, including high-risk or identified problem areas.
- (3) Assist in investigating employee concerns and reports related to unsafe/unhealthful working conditions.
- (4) Facilitate prompt abatement of occupational WSH hazards and monitor progress of corrective actions in the workplace.
- (5) Encourage employee participation and involvement in FEOSH activities.

- (6) Provide regular feedback to management concerning occupational safety and health hazards.
- (7) Coordinate with NA-ESH-23 on the annual FEOSH report to the Secretary of Labor for EHSS-11.

FEOSH Coordinators may form committees, at appropriate levels, at agency establishments or groupings of establishments consistent with the mission, size, and organization of the agency and its collective bargaining configuration. Committees should be formed at the lowest practicable local level. The principal function of committees is to monitor and assist in the execution of the agency's safety and health policies and programs at the workplaces within their jurisdiction.

6. BUDGET.

Management commitment is most evident in the degree to which resources are made available to support the FEOSH program. Care must be taken to preserve FEOSH funding as a priority and is required by NNSA's Office of Management and Budget (NA-MB). Ensuring that adequate funds are available for quality-of-life improvements in the workplace, such as ergonomic chairs and keyboards for office personnel, is a concrete expression of management commitment to their personnel. Headquarters Managers, Heads of Field Elements, and NA-MB must ensure appropriate funding is available for personal protective equipment (PPE) (e.g., hardhats, masks, gloves, safety shoes) to federal employees assigned to the location. Remote and headquarter federal employees should work with NA-MB for PPE procurement requests. Heads of Field Elements must ensure that adequate supplies of PPE for federal employees are maintained to sustain the site's essential functions in accordance with Presidential Directives for public health and national security.

7. REPORTING AND RECORDKEEPING REQUIREMENTS.

Supervisors are responsible for reporting and investigating work-related incidents, including those resulting in injuries and illnesses, and analyzing related data for trends and lessons learned. Requirements for reporting, investigating, and trending are contained in DOE Order (O) 231.1B, *Environment, Safety and Health Reporting*, DOE O 232.2A, *Occurrence Reporting and Processing of Operations Information*, and DOE O 225.1B, *Accident Investigations* (or successor documents).

Supervisors also have certain responsibilities related to recordkeeping practices. Records must be maintained consistent with the DOE Records Management Program and federal confidentiality requirements for the following:

- (1) Workplace inspections.
- (2) Hazard analyses and surveys.

- (3) Exposure monitoring and assessment.
- (4) Medical surveillance.
- (5) Worker process and procedure reviews.
- (6) Employee safety and health concerns.
- (7) Other FEOSH-related activities.

These records must be accessible to employees and their representatives upon request. Regarding the annual FEOSH report to OSHA, NA-ESH-23 will consolidate the input received from headquarters program offices and field offices to develop the NNSA portion of the DOE annual report to OSHA.

8. EMPLOYEE INVOLVEMENT.

Employee involvement provides the means through which workers develop or express their commitment to safe and healthful practices for themselves and for their fellow workers. Employee involvement is a cornerstone guiding principle of NNSA's ISM system philosophy. NNSA has an important responsibility to employees and their families to always perform duties in a safe manner. Employees should consider whether they have safety concerns about a given task or condition of the work environment. Our health and safety should be a priority in all that NNSA does.

Employee Rights and Responsibilities.

- (1) All employees have the right to, and responsibility to maintain, a safe and healthy workplace. Pursuant to DOE O 440.1B, employees should:
 - (a) Have access to FEOSH program information.
 - (b) Know what identified occupational hazards exist and the actions taken to abate or mitigate risks.
 - (c) Pause work immediately without fear of reprisal should a situation arise that puts them or a coworker in immediate danger.
 - (d) Report unsafe work conditions or practices to their supervisor or other appropriate authority without fear of reprisal.
 - (e) Request inspections of unsafe or unhealthful working conditions.
 - (f) Accompany safety and health inspectors on workplace inspections.

- (g) Receive timely notification of resolution for reported issues.
 - (h) Observe workplace WSH monitoring activities and be notified of monitoring results.
 - (i) Have access to workplace inspection and accident investigation reports.
 - (j) Participate in FEOSH activities on official time.
 - (k) Be provided PPE by their organization to perform work safely.
- (2) Employee responsibilities are commensurate with the right to work in a safe and healthful environment. Each employee is responsible to act in ways that promote safety. Specifically, employees must:
- (a) Comply with applicable DOE and site-specific safety and health policies and directives.
 - (b) Pause work immediately if they perceive a risk of injury to either themselves or a co-worker.
 - (c) Use PPE when required.
 - (d) Report recognized hazards to their immediate supervisor.
 - (e) Report work-related injuries or illnesses to their supervisor.

Additional information on employee rights and responsibilities are available to all employees on the EHSS web site at:

https://www.energy.gov/sites/default/files/2014/04/f14/FEOSH_Program_Overview.pdf.

Reporting Employee Concerns and Hazards.

- (1) Identifying and reporting potentially unsafe or unhealthful working conditions is the responsibility of all employees. Conditions may include environmental, safety and health, or facility-related issues. The routine order for reporting safety and health concerns is:
- (a) Immediate supervisor.
 - (b) FEOSH Coordinator.
 - (c) Employee Concerns Manager.
 - (d) NNSA FEOSH Point of Contact.

- (e) Designated Agency Safety and Health Official (DASHO).
- (f) OSHA.
- (2) Employee concerns must be investigated in accordance with DOE O 442.1B, *Department of Energy Employee Concerns Program*. Depending on the nature of the concern, other avenues include Equal Employment Opportunity, Differing Professional Opinions, and the Office of the Ombudsman.

9. ANALYSIS OF HAZARDS IN THE WORKPLACE.

Managers, supervisors, and employees should analyze the hazards to employees at their normal duty station and 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 appropriate controls. Hazard analysis should involve supervisors and workers collaborating with safety and health professionals to identify hazards and implement controls.

The following methods can be used to identify work-related hazards:

- (1) Hazard analysis (e.g., job safety analysis, comprehensive WSH surveys).
- (2) Accident/incident investigations.
- (3) Routine self-assessment.
- (4) Inspections.

Title 29 Code of Federal Regulations (CFR) 1960.25 states: “All areas and operations of each workplace, including office operations shall be inspected at least annually.” In addition, all accidents, including accidents involving property damage only, should be investigated. These inspections should be “...conducted by inspectors qualified to recognize and evaluate hazards of the working environment and to suggest general abatement procedures.” Inspectors should consult with enough employees to represent the sentiments of the workforce during inspections to obtain their input on workplace WSH programs and conditions.

The work-related hazards faced by most employees fall into two general categories. The first category is most associated with an office environment, including telework locations. These hazards include improper design of computer workstations, uneven walking and working surfaces, improper use of electrical equipment, and office storage and clutter. The second category includes industrial hazards associated with site visits to operating facilities within NNSA sites. Employees performing site visits must follow all site-specific policies and procedures (e.g., training requirements, use of personal protective equipment, wearing of dosimeters) that have been established by the respective DOE field office or their operating contractor. Hazards include elevated heights,

chemical hazards, radiological hazards, and machinery.

10. HAZARD PREVENTION AND CONTROL.

Managers and employees must prevent or control the real or potential hazards that are identified through hazard analysis or other means. Prompt abatement of unsafe or unhealthful working conditions is required by 29 CFR 1960.30, 10 CFR 835, 10 CFR 850, and DOE Order 440.1B.

The preferential order of achieving hazard prevention and control is:

- (1) Elimination of the hazard.
- (2) Substitution.
- (3) Engineering controls.
- (4) Work practice controls.
- (5) Administrative controls.
- (6) Personal protective equipment (PPE).

Employee safety and health should be considered during the earliest stages of facility design work or activity planning. However, employees may face new and previously unpredicted hazards that must be mitigated or abated. For newly identified workplace or work activity hazards, corrective actions should be prioritized according to worker risk. If a hazard cannot be corrected immediately, then prompt interim protective measures should be taken prior to final abatement. When required, PPE (e.g., hardhat, prescription safety glasses, safety shoes) is to be provided at no cost to the employee.

Federal employees assigned to a field office should contact the field FEOSH Coordinator for procurement of PPE. Headquarters-based offices with a purchase card should fund their PPE needs. Remote or headquarters-based federal employees whose office does not maintain a purchase card will make PPE requests to NNSA's Office Space, Logistics, and Travel Division (NA-MB-23). Employees can work with their office logistics point of contact listed under the NA-MB Logistics Portal. Direct requests can be made to NA-MB-23 at (202) 586-6364.

Federal entities have the authority and responsibility to stop or pause work to ensure safety and evaluate changes to conditions and work plans when people and environment are at immediate risk serious injury or loss of life. At any time, if an employee becomes aware of a previously unidentified hazard or perceives a risk of potential injury or exposure to chemical, ergonomic, or physical (including radiological) hazards, they should notify their supervisor immediately. If the risk of bodily harm is great, employees shall stop work until the hazard can be evaluated and appropriate controls implemented.

NA-ESH-23 maintains a list of subject matter experts who can provide additional information on specific hazards. NA-ESH-23 can be reached at NA-ESH-23FED@nnsa.doe.gov.

11. SAFETY AND HEALTH TRAINING.

All employees must have the needed skills to perform their assigned tasks in a safe and healthful manner. Appropriate WSH training is to be provided to senior managers, supervisors, and employees. Employees should consult their immediate supervisor to ensure activity-specific training needs have been identified and completed. Field FEOSH Coordinators should be contacted regarding training that is specific to hazards encountered while visiting an NNSA facility.

Annual FEOSH training for federal NNSA employees is provided by EHSS. Annual refresher training can be accessed through Learning Nucleus, *HQ-101DE, Federal Employee Occupational Safety and Health (FEOSH)*, to keep federal employees abreast of general office hazards for both onsite and remote work, reporting and recordkeeping, and other topics of discussion related to federal employee safety and health.

12. FEOSH PROGRAM EVALUATION.

Title 29 CFR 1960.79 requires that NNSA develop and implement a program of self-evaluations to determine the effectiveness of their occupational safety and health programs. NNSA headquarters and each NNSA field element will perform self-evaluations, which include qualitative assessments of the extent to which their WSH programs are:

- (1) Developed in accordance with the requirements set forth in Executive Order 12196 and 29 CFR 1960.79.
- (2) Implemented effectively in all field activities.

NA-ESH-23 will consolidate the results for inclusion in the DOE annual report to the Secretary of Labor on FEOSH activities as requested by EHSS-1, the DOE DASHO.

Headquarters and field offices also track and report on their performance in achieving the goals and objectives of their FEOSH program.

Pursuant to Executive Order 12196, OSHA may conduct program evaluations or unannounced inspections of federal workplaces. It is NNSA policy to cooperate with OSHA compliance personnel and seek their assistance in improving NNSA workplace safety and health, provided national security concerns are properly addressed. 29 CFR 1960.19(a) states: “where employees of different agencies engage in joint operations, and/or primarily report to work or carry out operations in the same establishment, the alternate and supplementary standards adopted under §1960.17 or §1960.18 of the host agency shall govern.”

Annual Inspections.

- (1) Line management uses supervisor inspections to maintain awareness of work activities and their hazards and controls. These inspections may be coordinated by the FEOSH Coordinator. All areas and operations of each workplace, including office operations, are inspected at least annually. More frequent inspections shall be conducted in all workplaces where there is an increased risk of accident, injury, or illness due to the nature of the work performed. Sufficient unannounced inspections and unannounced follow-up inspections should be conducted to ensure the identification and abatement of hazardous conditions.
- (2) Coordinated inspections should occur in situations when multiple agencies' have responsibility for safety and health. NNSA workplaces containing classified information must provide access to the spaces to safety and health inspectors who have obtained the appropriate security clearance.

Submission of Annual FEOSH Report.

- (1) 29 CFR 1960.74 and Executive Order 12196 require all federal agency heads to submit to the Secretary of Labor an annual report on their agency's occupational safety and health program. During the period of November and December of each year, EHSS-11 will distribute the Secretary of Labor's prescribed self-assessment information to federal headquarters and field office FEOSH Coordinators. This information typically includes numbers of fatalities, workers compensation costs, lost workdays, new worker compensation case rate, timeliness in filing cases with the Department of Labor (DOL), motor vehicle accidents/seat belt usage, training conducted, FEOSH staffing levels, a discussion of specific program accomplishments, and other information on special initiatives sponsored by either DOE or DOL.
- (2) NNSA federal headquarters and field offices FEOSH Coordinators must submit their annual assessments to the NA-ESH-23 FEOSH Coordinator in accordance with the EHSS-11 prescribed timeline. NA-ESH-23 will compile these responses and submit a report to the DOE DASHO, who will prepare a consolidated DOE report and submit to the Secretary of Labor on behalf of the Secretary of Energy.

Performance Metrics for FEOSH Performance.

- (1) Headquarters and the field elements are encouraged to develop appropriate performance metrics to allow ongoing monitoring of their performance. The metrics should be a combination of lagging measures, such as injury/illness rates, and leading indicators, such as percent of employees

completing training. Leading indicators are valuable because they provide information before a loss event has occurred. Consistent with the goals outlined in this document, following are examples of performance metrics for FEOSH programs:

- (a) Percent of employees receiving FEOSH training.
 - (b) Percent of workspaces inspected.
 - (c) Percent of corrective actions more than 90 days overdue.
 - (d) Percent of findings from ergonomic evaluations not addressed within 45 days.
 - (e) Number of management/worker safety and health meetings each year.
- (2) Site environment, safety, and health (ES&H) goals are combined into the Department's annual FEOSH Report to OSHA. In cases where there are multiple agencies within the same site, each individual site goals are considered in the annual FEOSH report by EHSS-11. Furthermore, the Departmental FEOSH Manager assesses individual goals to help establish areas for FEOSH program planning purposes and improving the overall program.

13. FEEDBACK AND CONTINUOUS IMPROVEMENT.

ISM Core Function 5, *Provide Feedback and Continuous Improvement*, provides the framework for the FEOSH Feedback and Improvement process. Feedback is gathered in various ways, such as through OPEX Awareness Notices, which are developed and shared with the DOE community when ES&H trending topics and issues occur. The notices are a tool used to quickly circulate non-operating experience level notifications. These notices are for reference and informational awareness only.

The concept of continuous improvement implies that line management establishes formalized mechanisms and processes for identifying and capturing WSH-related deficiencies, as well as for tracking the implementation and effectiveness of associated corrective actions. The process of ensuring that corrective actions are timely, complete, and effective depends on clearly identified responsibility for timely implementation. To avoid recurrence of WSH incidents, management should establish a process for disseminating lessons learned to affected personnel, both internally and across the DOE complex. The following information is from DOE Guide 450.4-1C, *Integrated Safety management System Guide*, Attachment 2, *Core Functions*, and has been tailored for FEOSH.

Basic Attributes.

- (1) Extent-of-condition reviews are conducted as determined by the FEOSH Program Manager using a graded approach.
- (2) Opportunities for improving work execution and planning are identified and implemented.
- (3) Line and independent oversight or assessment is conducted upon request to the FEOSH Program Manager, or to address emerging issues identified by the FEOSH Program Manager.
- (4) Line and independent oversight or assessment is conducted at all levels by DOE.
- (5) Oversight and assessment activities verify that FEOSH Program controls are effective.
- (6) FEOSH performance measures or indicators and performance objectives are developed, tracked, and action is taken when metrics indicate that it is warranted.
- (7) Line managers use available FEOSH performance measures and indicators as part of the self-assessment process.
- (8) Feedback (including worker input) and lessons learned are used to improve safety and work performance.
- (9) Oversight or assessment results are managed to ensure that lessons are applied throughout NNSA and the field offices.
- (10) Issues are identified (including worker input) and managed to resolution.
- (11) Fundamental causes are determined, and effective corrective action plans are developed and implemented in a timely manner.
- (12) Corrective action effectiveness reviews are conducted using a graded approach.

14. WORKPLACE HAZARDS.

This section provides information on hazards that may generally exist in workplaces and should be addressed by FEOSH programs. The information is provided for hazard awareness and is not intended to be all-inclusive.

Office Hazards.

Most of the work conducted by headquarter and field program office federal employees is

in office settings, including telework locations. Lack of operation and maintenance strategies to maintain building energy systems performance leads to increased energy use and less healthy buildings. Typical hazards of these settings are described in this section. The discussion provided may be useful when introducing new employees into the office environment.

When visiting DOE and DOE contractor facilities, employees must abide by site-specific WSH programs. Employees can contact site WSH personnel while on travel if they have questions about worksite hazards, personal protective equipment, or safety and health protocols. Employees needing further direction or consultation concerning these or other work-related hazards should contact their supervisor or FEOSH Coordinator.

(1) Ergonomics.

- (a) Ergonomic hazards and human factors must be addressed when designing work and selecting and purchasing equipment. Supervisors and employees should conduct daily visual assessments of industrial and administrative work areas. These should include identifying work practices and conditions that contribute to musculoskeletal disorders leading to worker injuries and illnesses. Employees should reference OSHA's *Computer Workstations* eTool to identify areas for improvement in posture, component placement, and their work environment. If in doubt or if someone is experiencing ill-health effects potentially related to their workstation setup, they should report their concerns to their supervisor and contact the FEOSH Coordinator to schedule an ergonomic evaluation. Concerns identified during the evaluation must be addressed in a timely manner and the employee should be kept informed throughout the process.
- (b) In accordance with the *Americans with Disabilities Act (ADA)* and the *Americans with Disabilities Act Amendment Act*, DOE is committed to providing reasonable accommodation services to qualified employees and applicants with disabilities. Department of Energy Policy Memorandum #100B, *Reasonable Accommodation*, dated February 14, 2022, advises the requestor or their supervisor to contact their Local Reasonable Accommodation Coordinator for accommodations requiring the purchase or modification of furniture. Employees with disabilities may require additional support for on-site and home office communication technologies. The ADA accommodation solutions can be addressed through the following resources. The Computer/Electronic Accommodations Program (CAP) is a Department of Defense (DoD) program that serves as an information resource and needs assessment provider for all federal agencies. Non-DoD organizations may consult with one of CAP's

representatives, please contact CAP for more information. The Job Accommodation Network (JAN) is a leading source of free, expert, and confidential guidance on job accommodation and disability employment issues. Contact JAN representatives to request consultation or information services.

(2) Electrical Hazards.

- (a) Most offices contain a considerable amount of electrical equipment, such as computers, printers, as well as small appliances (as allowed by local management), such as coffee makers, toasters, heaters, and fans. Electrical equipment should be regularly inspected and free from recognized hazards that are likely to cause death or serious physical harm to employees. Caution should be used in setting up electrical equipment to prevent circuit overload and tripping hazards. Never plug extension cords into other extension cords, a practice known as daisy chaining. Organize the office space so that cords are not crossing aisles or walkways. Before setting up electrical equipment, always inspect the integrity of the cord and appliance itself. If an electrical appliance appears faulty, stop using it immediately, unplug it, remove it from service, tag it as non-operational, and report it to a supervisor. Use Department approved equipment and always use an electrical appliance for its intended purpose only.
- (b) Only use equipment that has been tested and approved by a Nationally Recognized Testing Laboratory for safety and quality certifications of electrical components. Equipment marked with U.S. consensus standards organizations such as American National Standards Institute, Edison Testing Laboratory, or Underwriters Laboratories certify electrically operated or gas and oil-fired product-based safety standards have been met.
- (c) ENERGY STAR® is a voluntary labeling program designed to identify and promote energy-efficient products to reduce greenhouse gas emissions. Originating with computers and monitors, this joint program between the U.S. Environmental Protection Agency and the DOE focuses on saving money and protecting the environment through energy efficient products and practices. ENERGY STAR® labeling is now on over 50 major appliances, office equipment, lighting, and home electronics.
- (d) To aid employees in spotting counterfeit or fake marks, OSHA recognizes fifteen testing and certification organizations throughout the U.S. Employees can avoid purchasing components

with counterfeit marking and labeling by accessing the Certification Bodies product listings online.

(3) Indoor Air Quality.

- (a) Modern office buildings are generally considered safe and healthy working environments. Ensuring optimal office temperatures and humidity levels apply to matters of human comfort. New construction, remodeling, adjacent activities, and similar situations may introduce airborne contaminants into the workplace. Heating, ventilation, and air conditioning systems may not reduce the levels of the contaminants to acceptable levels or for those individuals with allergies or sensitivities to nuisance odors, chemical and biological contaminants, and general cleaning materials. Tobacco use is a major contributor to indoor air quality problems and should not be permitted near federal facilities.
- (b) Employees are encouraged to report water damage, nuisance odors, or accumulation of dust to their immediate supervisor or FEOSH Coordinator for investigation and appropriate action. Administrative or engineering controls must be identified and implemented whenever feasible to keep the exposure of employees to air contaminant within the limits prescribed in 29 CFR 1910.1000, *Air Contaminants*. More information on indoor air quality can be found in the OSHA Technical Manual.

Fire Protection and Life Safety.

- (1) Every employee is responsible for promoting fire safety. Reporting real or potential fire hazards and ensuring those hazards are corrected are necessary actions that help to eliminate the risk of a fire. If a perceived fire hazard cannot be corrected immediately, report it to your supervisor and facility management immediately. Employees and supervisors must keep work areas, means of egress, and hallways free of clutter. Know the correct evacuation route(s) from the office and the muster station. Fire extinguishers are provided in buildings; resident building personnel should be trained on their use.
- (2) OSHA states when an employer has provided portable fire extinguishers for employee use in the workplace, the employer must provide an education program to familiarize employees with the principles and use of the extinguishers. Education should be completed during the initial hiring and annually thereafter. Check Learning Nucleus for a list of Classroom and eLearning training opportunities.

Housekeeping.

- (1) To some people, the word “housekeeping” refers to cleaning surfaces, removing dust, and organizing clutter. While these actions contribute to general best practices, good housekeeping is crucial to safe workplaces. Every worker should exercise roles in housekeeping of their individual and shared workspaces as well as walking surfaces.
- (2) Office occupants should clean and organize work areas to help minimize office-related accidents and injuries. They should also maintain surfaces free from slip, trip, and fall hazards by immediately reporting spills; replacing worn or damaged flooring; removing trash and debris; and removing power cords and cables running across pathways. Proper storage of paperwork, work materials, and equipment will prevent falling objects and helps the overall professional appearance of the work area. Discarding and archiving old documents and articles; cleaning and vacuuming regularly; and avoiding fluid spills on carpeting and upholstered surfaces will support good indoor air quality and the overall safety and health of the work environment.
- (3) Facility mechanical equipment should be operated under regular maintenance cycles. Food storage and consumption areas should be cleaned regularly to prevent pests and mold growth. Good housekeeping practices reduce accumulation of dust, prevent fire hazards, and maintain adequate indoor air quality. The EPA provides an example housekeeping task list as best practices maintaining facility operation and maintenance schedules.

Walking/working Surfaces.

- (1) Every year many workers experience slips, trips, falls, and other injuries associated with walking-working surface hazards. Same level slips, trips, and falls can result in injuries such as fractures, contusions, lacerations, and sprains. Falls to lower levels can increase the severity level as well as the likelihood of death. Walking/working surfaces must be kept free of objects/debris that is likely to cause slips, trips, or falls.
- (2) The floor of every workplace must be maintained in a clean and dry condition. Where feasible, employees should immediately clean up small water spills or cordon off the area and report large leaks to housekeeping services. Where wet processes are used, drainage must be maintained and false floors, platforms, mats, or other dry standing places should be provided where practicable.
- (3) To facilitate cleaning, every floor, working place, and passageway must be kept free from protruding nails, splinters, holes, or loose boards. During

inclement weather conditions walking surfaces should be maintained free of snow and ice.

- (4) Demarcations or railing should be placed to guard pedestrians and occupants walking on or near uneven surfaces. Every flight of stairs with four or more runners must be equipped with a stair rail. Passageways, storerooms, service rooms, and walking-working surfaces should be kept in a clean, orderly, and sanitary condition. Access and egress pathways are always to be kept clear. Employees should report hazardous conditions to their supervisor and the maintenance operator for immediate guarding and abatement.

Bloodborne Pathogens.

In the event of an accident, properly trained employees may need to administer first aid to a coworker, thereby putting themselves at risk of exposure to blood or other body fluids. If providing first aid where blood or body fluids are present, employees should wear gloves or use a barrier (absorbent cloths topped with a plastic liner) to help reduce their risk of exposure. Washing hands vigorously with soap and water immediately following an exposure will also help to eliminate potential exposure to bloodborne pathogens and resulting health risks. Employees need to report any such exposure to their supervisor as soon as possible.

Motor Vehicle Safety.

- (1) Though not an office hazard, employees often operate government or privately owned motor vehicles during the course of their employment. Supervisors should assure that employees are properly licensed to operate any assigned motor vehicles or powered industrial equipment. All employees are required to wear seat belts and observe posted speed limits and other traffic rules. Supervisors should support awareness campaigns and incentive programs to encourage safe driving by employees both on and off the job.
- (2) Use of electronic devices (e.g., cell phones, tablets, computers) is prohibited while operating motor vehicles (including GOVs, POVs, and rental vehicles) when performing official government duties.

Telework.

- (1) Teleworking can be a valuable tool for employee morale and productivity; however, there are challenges with its implementation. Employees who are teleworking must still comply with agency policies while they are teleworking, including the requirement to keep their work area free of hazards and report any injuries promptly. The future of work in the Department considers expanding upon telework and hybrid work

schedules. The *Guide to Telework and Remote Work in the Federal Government* has been updated and designed to address policy gaps and provide resources to help contextualize the evolution of telework. Further information can be found at telework.gov.

- (2) Since the agency does not conduct home inspections, employees must ensure their workplaces are free of hazards. A checklist should be completed by the employee to verify that their telework space is a safe and healthy place to perform their duties. See Appendix B for an example of a home office safety and health checklist.

Workplace Violence.

- (1) Workplace violence or other types of unprofessional physical or verbal conduct is not tolerated at NNSA. This type of behavior may result in disciplinary action, including termination of employment. Employees should call the emergency number for their location (e.g., 166 at the Forrestal building, (505) 853-9111 from a cell phone or 911 from a landline at the Albuquerque Complex) if there is an immediate threat. In addition, an employee may contact the Office of the Ombudsman at (202) 586-0500 or ombudsman@hq.doe.gov.
- (2) As with any other type of workplace hazard, employees are responsible for reporting incidents of this nature to their supervisor and the FEOSH Coordinator. If the threat of bodily harm is apparent or someone is acting aggressively, employees should immediately notify site security and in some cases, local law enforcement authorities.

15. INDUSTRIAL HAZARDS.

Chemical Exposures.

- (1) Federal employees at headquarters locations in Washington, DC, Germantown, and Albuquerque may experience routine hazards similar to the general public. Such hazards include incidental exposure to bathroom cleaning chemicals, graphics chemicals, and similar chemicals brought in by federal employees. Employees must not bring hazardous chemicals into the workplace that, when released, would harm the employee or coworkers. Should an employee need to bring hazardous chemicals to the workplace in quantities greater than those comparable to airplane volume restrictions, this action should be coordinated with NA-ESH-23 for approval.
- (2) Federal workers must follow the site Hazard Communication Global Harmonizing System and chemical safety program requirements for entering areas containing hazardous chemical exposures. Field element or

contractor processes should ensure that visitors are made aware of site-specific occupational hazards to which they may be exposed.

- (3) If a person is exposed to a chemical, they must use the emergency management system for getting assistance. Employees must report incidents to line management using the reporting requirements of this FEOSH program.

Radiation Hazards.

Federal workers must follow the site radiation protection program requirements when entering areas where radioactive material is present. Although federal employees generally do not handle radioactive material, they will follow the site radiological protection program, including training, wearing personal protective equipment, dosimeters, and complying with all other aspects of the local program. These requirements apply to employees working abroad, including at non-DOE facilities.

16. OCCUPATIONAL HEALTH.

Work-related hazards faced by most employees involve the relatively minor hazards most associated with an office environment. However, some employees may be exposed to hazards while performing site visits at NNSA facilities and traveling outside the United States where they may encounter physical, chemical, and biological hazards. These requirements apply to employees working abroad, including at non-DOE facilities.

Headquarters and field offices must implement an Occupational Medical Program when there is reasonable anticipation of encountering physical, chemical, or biological hazards. This may include employees whose duties require on-site inspections, on-site evaluations, or on-scene emergency response functions.

Required Components of Occupational Medical Programs.

Occupational Medical programs must include the applicable elements established in DOE O 341.1A, *Federal Employee Health Services* (or successor document), including:

- (1) Emergency response plans (DOE O 341.1a, paragraph 4.b.1). NNSA work locations in the DC area and Albuquerque can rely on local government 911 emergency services in accordance with the OSHA interpretation of 29 CFR 1910.151(b).
- (2) Medical evaluations to determine federal employees' fitness for duty (DOE O 341.1a, paragraph 4.b.(2)(c)).
- (3) Baseline, periodic, post-incident, and termination medical evaluations for employees in positions having been identified as having hazardous exposures or the potential for exposures (DOE O 341.1a, paragraph 4.b.(2)(d)).

- (4) Procedures to ensure that employees traveling outside the contiguous United States are advised of pertinent health issues, receive appropriate immunizations, and are cleared before departure, in accordance with DOE O 341.1a, paragraph 4.b.(3).

Medical Service and First Aid.

First aid supplies for employee self-use should be limited to basic supplies for minor cuts and scratches to ensure injuries are properly reported.

17. EMPLOYEES DEPLOYED AND WORKING IN OVERSEAS INSTALLATIONS.

Employees may have permanent or temporary duties involving travel outside the United States. Prior to deployment, the responsible NNSA Headquarters (HQ) Program Office/Manager will provide an NA-ESH approved safety and health plan covering the planned off-site activities. All employees will familiarize and acknowledge the plan.

Prior to their departure, all employees traveling outside the United States must consult with appropriate medical personnel regarding travel advisories, health precautions, and suggested immunizations to reduce the risk of travel-related illnesses or other health consequences. Providing such advice is a federal responsibility. In some locations, such as at Forrestal and Germantown, the Department has established Federal Employee Health Units that provide this service.

Supervisors and employees must ensure all occupational medical requirements are completed prior to travel abroad. Section 904 of the *Foreign Service Act, Foreign Affairs Manual* (FAM), 22 U.S.C. 4084, is the authorizing legislation for the Department of State to operate a medical services program abroad. 16 FAM 122, *Eligibility*, defines eligibility based upon employment status, and 16 FAM 613.5, *Travel and Immunization Services*, applies to Civil Service and Foreign Service Employees providing travel and immunization services necessary to prevent diseases and illnesses related to deployments abroad to eligible medical program participants at domestic sites. DOE O 341.1A, *Federal Employee Health Services*, Attachment 1, paragraph 2.a. states that Federal employees traveling outside the contiguous United States are advised of pertinent health issues, receive appropriate immunizations, and are cleared before departure. For trips of less than 60 days, the servicing medical support staff will clear. For trips of 60 days or more, the Office of Medical Services, U.S. Department of State, will clear.

Proper advance planning by employees helps to prevent accidents and inadvertent exposure to infectious diseases. Supervisors must know the scope of work that is expected of their employees and the need for training, monitoring, personal protective equipment, and medical clearance. If travel is outside the United States, contact the DOE Foreign Travel Management System (FTMS) about specific health precautions, travel advisories, and the need for immunizations that are recommended by the World Health Organization and the Centers for Disease Control at ftms.doe.gov.

The Department of State requires all federal travelers to complete the Required – *High Threat Security Overseas Seminar Training*, located on the Learning Nucleus. During official travel, if an employee has a medical/health examination to be cleared to perform their assigned duties (e.g., respirator clearance), a copy should be forwarded to the DOE FTMS to facilitate future clearance.

18. SAFETY CONSIDERATIONS IN OVERSEEING WORK FOR OTHERS.

Work for others, such as research for the Department of Homeland Security or DoD, is an important aspect of NNSA's mission. However, such work involves potential problems with both responsibility and unknown hazards. Principles of the DOE ISM system must be clearly defined and applied to federal activities. This includes establishing direction for safe performance of offsite work through an NA-ESH approved safety and health plan provided and maintained by the responsible NNSA HQ Program Office/Manager for funding and overseeing the work activity.

When the work occurs at NNSA facilities, NNSA safety requirements must be followed at a minimum. Field office health and safety personnel must have a process in place to maintain situational awareness of the work performed both on and off NNSA sites. When work occurs offsite, NNSA policies that protect the individual must be followed, as well as the safety policies of the host site. If any new hazards will be introduced or generated in NNSA facilities because of the work, the work plan must be reviewed and approved by safety and health professionals of the owning field office.

Program office employees having responsibilities for overseeing offsite work should investigate and interface with entities having responsibilities at the work locations to ensure transparency in awareness of work scope, hazards, and responses to normal and off-normal events. Program functional area employees must adhere to the host organizations safety and health policies and emergency event procedures.

APPENDIX B: SAMPLE SELF-CERTIFICATION TELEWORK SAFETY CHECKLIST

Employee's Name: _____ Rating Official's Name: _____

The purpose of this form is to ensure that the terms of the Telework agreement are fulfilled. The employee, if declaring that the Telework site is his/her home, agrees to maintain it in a reasonably safe condition keeping it hazard-free and normally free from distractions. If the employee answers "no" to any of the questions below, the rating official and the employee must discuss the issue so that both the employee and the rating official understand the condition of the agreement. The checklist will be made available to the Headquarters workers' compensation specialist if the employee is injured at home and files a claim for compensation under the Federal Employee Compensation Act.

Part I – Workplace Environment	Yes	No
1. Are temperature, noise, ventilation, and lighting levels adequate for maintaining your normal level of job performance?		
2. Are all stairs with four or more steps equipped with handrails?		
3. Are all circuit breakers and/or fuses in the electrical panel labeled as to intended service?		
4. Do circuit breakers clearly indicate if they are in the open or closed position?		
5. Is all electrical equipment free of recognized hazards that would cause physical harm (e.g., frayed wires, bare conductors, loose wires, flexible wire running through walls, exposed wires to the ceiling)?		
6. Will the building's electrical system permit the grounding of electrical equipment?		
7. Are aisles, doorways, and corners free of obstructions to permit visibility and movement?		
8. Are file cabinets and storage closets arranged so drawers and doors do not open into walkways?		
9. Are chairs free of any loose casters (wheels) and are the rungs and legs of the chairs sturdy?		
10. Are the phone lines, electrical cords, and extension wires secured under a desk or alongside a baseboard?		
11. Is the office space neat, clean, and free of excessive amounts of combustibles?		
12. Are floor surfaces clean, dry, level, and free of worn or frayed seams?		
13. Are carpets well secured to the floor and free of frayed or worn seams?		
14. Is there enough light for reading?		

Part II – Computer Workstation (if applicable)	Yes	No
15. Is your chair adjustable?		
16. Do you know how to adjust your chair?		
17. Is your back adequately supported by a backrest?		
18. Are your feet on the floor or fully supported by a footrest?		
19. Are you satisfied with the placement of your monitor and keyboard?		
20. Is it easy to read the text on your screen?		
21. Do you need a document holder?		
22. Do you have enough leg room at your desk?		
23. Is the screen free from noticeable glare?		
24. Is the top of the screen eye level?		
25. Is there space to rest the arms while not keying?		
26. When keying, are your forearms close to parallel with the floor?		
27. Are your wrists fairly straight when keying?		

Employee's signature: _____ Date: _____

Comments:

Supervisor's signature: _____ Date: _____

APPENDIX C: DEFINITIONS AND ABBREVIATIONS

- a. **Designated Agency Safety and Health Official (DASHO):** The Department of Energy Senior Environment, Safety, and Health Director serves as the Office of Primary responsibility (OPR) with the authority and responsibility to represent effectively the interest, support, management, and administration of the Departments OSH Policy, per 29 CFR Section 1960.6.
- b. **Immediately Dangerous to Life and Health (IDLH):** A term used to describe hazards in which an acute exposure to the hazard possesses a severe risk of immediate health damage, injury, or death.
- c. **Integrated Safety Management (ISM):** The objective of ISM is to perform work in a safe and environmentally sound manner.
- d. **Occupational Safety and Health Administration (OSHA):** A large regulatory agency of the United States Department of Labor that is responsible for ensuring safe and healthful working conditions for workers by setting and enforcing standards and by providing training, outreach, education, and assistance.
- e. **Personal Protective Equipment (PPE):** Equipment or clothing worn to minimize exposure to hazards that cause serious workplace injuries and illnesses as a result from contact with chemical, radiological, physical, electrical, mechanical, biological, or other workplace hazards.
- f. **Worker Safety & Health (WSH):** Disciplines, programs, guidelines, and practices that safeguard workers' safety, well-being, and health from likelihood of injuries, accidents, and death on the job.

APPENDIX D: REFERENCES

- a. Section 19 of the Occupational Safety and Health Act of 1970, Public Law 91- 596, 91st Congress, S. 2193, December 29, 1970.
- b. Executive Order 12196, Occupational Safety and Health Programs for Federal Employees.
- c. Title 10 CFR Part 835, Occupational Radiation Protection.
- d. Title 10 CFR Part 850, Chronic Beryllium Disease Prevention Program.
- e. Title 29 CFR Part 1910, Occupational Safety and Health Standards.
- f. Title 29 CFR Part 1926, Safety and Health Regulations for Construction.
- g. Title 29 CFR Part 1960, Basic Program Elements for Federal Employee Occupational Safety and Health Programs.
- h. DOE O 153.1a, Departmental Nuclear Emergency Support Team Capabilities, (or successor document).
- i. DOE O 210.2A, DOE Corporate Operating Experience Program, (or successor document).
- j. DOE O 225.1B, Accident Investigations, (or successor document).
- k. DOE O 231.1B, Environment, Safety and Health Reporting, (or successor document).
- l. DOE O 232.2A, Occurrence Reporting and Processing of Operations Information, (or successor document).
- m. DOE O 341.1A, Federal Employee Health Services.
- n. DOE O 440.1B Admin Change 4, Worker Protection Program for DOE (Including National Nuclear Security Administration) Federal Employees, (or successor document).
- o. DOE O 442.1B, Department of Energy Employee Concerns Program, (or successor document).
- p. DOE P 450.4A Change 1, Integrated Safety Management Policy, (or successor document).
- q. National Nuclear Security Administration Supplemental Directive (SD) 450.2B, Functions, Responsibilities, and Authorities (FRA) for Safety Management (or successor document).

- r. Section 904 of the *Foreign Service Act*, *Foreign Affairs Manual (FAM)* Volume 16.