

CHAPTER 12

SAFETY AND HEALTH PROGRAM MANAGEMENT

1. POLICY OBJECTIVES.

A. Safety and Health Program.

1. To provide a safe and healthful working environment, free from recognizable hazards, for all employees.
2. To work toward a comprehensive and effective occupational safety and health program which is in compliance with all applicable federal standards, codes and regulations, including the Occupational Safety and Health Act (OSHA), Section 19, and Executive Order 12196.

2. ORGANIZATIONAL PLACEMENT/FUNCTIONAL RESPONSIBILITIES.

A. Departmental Responsibilities.

1. The prevention of accidents and fires, and the maintenance of a healthful working environment is the personal responsibility of employees at all levels of the Department. The joint cooperation of management officials, supervisors and employees in supporting and promoting the HUD safety and health program is vital to the successful accomplishment of the program objectives.

a. Headquarters.

1. The Assistant Secretary for Administration is the Department's Designated Safety and Health Official (DSAHO), and is responsible to the Secretary for oversight of HUD's occupational safety and health program. The Director, Office of Administrative and Management Services is the alternate Safety and Health Official.

b. Office of Administration.

1. **The Office of Administrative and Management Services (OAMS)**, Facilities Management Division, oversees the Department's Safety and Health program. **The Safety and Health Officer** is responsible for developing, implementing, managing, directing, coordinating and evaluating the Department-wide safety and health program activities. These activities include:

- a. Developing and issuing plans and procedures governing the supervision, direction and administration of the safety and health program.
- b. Developing and maintaining an accident, illness and fire reporting and record-keeping system, including cause analysis data.
- c. Providing liaison assistance to Headquarters and Field Office activities in all areas of safety and health management.
- d. Adopting and/or developing appropriate safety and health standards for the Department.
- e. Acting as the point of contact on all OSHA matters requiring liaison with the U.S. Department of Labor.
- f. Interpreting OSHA standards and ensuring that applicable standards are followed in HUD.
- g. Compiling and submitting safety reports as required by OSHA and other Federal regulations.
- h. Participating as a representative of the Department on the Federal Safety Council, National Commission on Fire Prevention and Control, and in other activities related to the safety of employees.
- i. Coordinating the preparation or procurement and distribution of internal safety and fire prevention promotional and educational materials such as safety bulletins, films, publications, posters and other media of pertinent reference for use throughout the Department.
- j. Arranging for safety or fire engineering consultant services when appropriate, and making recommendations for appropriate corrective action where unsatisfactory accident, illness or fire occurrence rates prevail and where inadequate safety or fire prevention controls are found.
- k. Advising and counseling management officials regarding adequate administration of the Department's safety activities.
- l. Conducting equipment and site evaluations relating to the proposed acquisition of equipment, which might pose an environmental hazard.

- m. Conducting on request safety and health inspections of HUD facilities, which have identified potential serious hazards.

2. **Headquarters and Field Safety Representatives** are responsible for:

- a. Implementing and monitoring within their offices of responsibility a safety and health protection program which is consistent with the Department's policies, plans, standards and procedures as set forth in appropriate issuance's, and initiating the development and distribution of such local implementation instructions as may be necessary.
- b. Maintaining a log of occupational injuries and illnesses, and submitting required occupational safety and health reports, including all employee injury/illness incident forms as prescribed herein (Appendix 1).
- c. Analyzing employee incident reports within their respective areas of responsibility.
- d. Assisting the Safety and Health Officer in the establishment and periodic publication and distribution of safety management information materials such as procedural issuance's, safety bulletins, reports, promotional materials, etc.
- e. Acting as liaison between employees of their jurisdictional areas and the Department Safety and Health Officer on matters of employee safety and health interest, review of proposed standards, etc.
- f. Investigating and reporting on Standard Form 91-A, motor vehicle accidents involving employee-operators assigned to their areas of jurisdiction. (To be accomplished by the Safety and Health Officer where Headquarters employee-operators are involved.)
- g. Conducting periodic safety and health inspections of work areas under their designated organizational assignments, and submitting the reports prescribed herein.

- h. Assuring semi-annual Safety and Health Committee meetings for their areas of responsibility are in accord with Section 4.
 - i. Providing safety training guidance to collateral-duty safety representatives.
 - j. Maintaining office first aid kits. (See Section 1.)
3. **Officials or Supervisors** are directly responsible for the prevention of occupational accidents and illnesses to employees under their jurisdictions, or other occupants or visitors to their premises, as well as for the prevention of damage to Department property, which may be under their custody. The basic duties of supervisors include training their employees to perform their duties efficiently and safely and alerting them as to any condition or situation, which may endanger their safety or health. The supervisor, therefore, is the most important link in the conduct of an effective safety and health program. Related responsibilities are:
- a. Training assigned employees in safe work practices and assuring that such practices are followed.
 - b. Maintaining safe and healthful work conditions in assigned areas and initiating appropriate action to eliminate hazards.
 - c. Assuring that injured or ill employees receives first aid medical treatment as promptly as possible.
 - d. Advising injured or ill employees of the importance of preparing notices of occupational injury or illness forms for submission to the Office of Workers' Compensation, Department of Labor through the servicing Human Resources Office.
 - e. Preparing reports of occupational injuries illnesses, accidents and fires on Form HUD 795.A, as prescribed herein, and furnishing them to the designated Safety Representative.

- f. Advising the timekeeper of injured or ill employees' absences, reassignments or other changes in employment status which occur as a result of an occupational injury or illness, and upon receipt of resulting Form HUD 795.A, approving and forwarding it to the Safety Representative. (See Section 1.)

4. **Employees are personally responsible for:**

- a. Preventing accidents and fires by observing prescribed safe work practices, reporting to the supervisor all injuries, accidents, fires, or unsafe and unhealthful working conditions or equipment, and for using such protective safety clothing, equipment or devices that may be prescribed for particular work situations.
- b. Familiarizing themselves with the required posted information regarding the safety and health program and the motor vehicle accident reporting procedures set forth herein. If an employee operator is involved in a motor vehicle accident, the employee shall furnish the required information and reports. Failure to comply may be cause for suspension or revocation of that person's authorization to operate a motor vehicle for official business.

3. **REGULATORY AUTHORITIES.**

A. The safety and health program is governed by.

- 1. The Occupational Safety and Health Act of 1970.
- 2. Executive Order 12196 (Appendix 3)
- 3. 29 CFR, Part 1960.
- 4. Occupational Safety and Health Protection for Federal Employees (Appendix 2).

4. **PRIVACY ACT CONSIDERATIONS.** Identifiable data to an individual is restricted.

5. **RECORDS RETENTION/DISPOSITION REQUIREMENTS.**

A. **Policy**

- 1. 29 CFR 1960, Subpart I 1960-73.
- 2. Handbook 2228.2, General Records Schedule

6. **KEY CROSS REFERENCES.**

A. **Regulations.**

1. Motor Vehicle Fleet Management
2. Federal Property Management Regulation
3. American National Safety Standard

7. **FORMS REFERENCED.** All forms below may be found on HUDCLIPS at <http://www.hudclips.org>.

Log of Occupational Injuries and Illnesses (Appendix 1)

Occupational Safety and Health Protection for Federal Employees (Appendix 2).

Executive Order 12196 (Appendix 3)

[HUD-795](#)

HUD-795.1

HUD-795.2A

HUD-795.3

SF 95

SF 91

SF 91-A

SF 94

OF 26

SECTION 1

GENERAL

1. INTRODUCTION.

A. Guidelines.

1. The safety of all employees is of the utmost importance to the successful accomplishment of the Department's program objectives. Employees should support the safety and health program by following safe and healthful work practices to protect ourselves, our fellow workers, and the Department's property. Hazardous workplace conditions, equipment, practices or behavior, which may exist, must be reported promptly to his/her supervisor and designated Safety Representative so that timely corrective action may be taken.

2. PURPOSE.

A. Mission.

1. The purpose of this chapter is to set forth the Department's Occupational Safety and Health policy and procedures for reducing and eliminating occupational accidents, injuries, illnesses and hazards. In addition, the chapter establishes the responsibilities for the development, coordination, implementation and administration of the operating procedures and forms which shall be employed to insure that uniform reporting, record keeping and other program actions are followed by all elements of the Department.

3. POSTING OF OSHA NOTICE, AVAILABILITY OF ACT, 29 CFR 1960.

A. OSHA Notice.

1. Each HUD facility must permanently post OSHA Notice of "Occupational Safety and Health Protection for Federal Employees," (Appendix 2) in a location conspicuous to all employees. Upon request, copies of the Occupational Safety and Health Act and 29 CFR 1960, may be obtained from any local OSHA Office or from the designated Field Safety Representative or the Departmental Safety and Health Officer.

4. SAFEGUARDS AGAINST DISCRIMINATION, REPRISAL, RESTRAINT, INTERFERENCE OR COERCION.

A. Protection.

1. Safeguards are described in OSHA poster “Occupational Safety and Health Protection for Federal Employees.” Employees exercising their rights under the Department’s safety and health program are protected from discrimination, restraint, interference, coercion or reprisal. For example, employees are specifically protected against any reprisal action for identifying unsafe or unhealthful working conditions. Employees should utilize the employee or negotiated grievance procedure, as appropriate, if they believe they have suffered reprisal for exercising their rights under HUD’s safety and health program.

5. PARTICIPATION OF EMPLOYEES/REPRESENTATIVES.

A. Employee Participation.

1. To assure employee participation in the Department’s safety and health program, Executive Order 12196 and Title 29 CFR 1960 provides for employee/representatives:
 - a. Access to copies of the Department’s standards, injury and illness statistics, and procedures.
 - b. Comment on proposed safety and health standards.
 - c. Accompaniment on inspections to assure thorough safety and health inspections.
 - d. Authorized official time to participate in the Departmental safety and health program activities, as provided by the Executive Order.
 - e. Representation on an equal basis with management, on established Safety and Health Committees; where an occupational Safety and Health Committee has been established, employee representatives also have the right to:
 1. Consult and advise the agency on the operation of its safety and health program.
 2. Monitor program performance, including workplace inspections.

3. Obtain agency information relevant to their duties, except where prohibited by law, including information on the nature of any hazards presented by workplace substances.

6. **SAFETY AND HEALTH STANDARDS.**

A. **Safety Standards.**

1. Safety and health standards promulgated in the Code of Federal Regulations by the Secretary of Labor pursuant to the Occupational Safety and Health Act, Section 6, are adopted as HUD standards. The booklet, "General Industry Digest, " OSHA 2201 provides a good summary of OSHA standards. This booklet is available from any local OSHA Office, and should be maintained in each HUD office.

7. **ABATEMENT OR UNSAFE OR UNHEALTHFUL CONDITIONS.**

A. **Abatement.**

1. Procedures relating to notices of unsafe or unhealthful conditions within HUD leased-space facilities are to be developed by the HUD Safety Representative or the designated HUD facility official in accordance with 29 CFR 1960.30. Implementation of such procedures must be coordinated with the General Services Administration as required by 41 CFR Part 101-20, "Accident and Fire Prevention Standards, " and Executive Order 12196.

8. **LOG AND SUMMARY OF OCCUPATIONAL INJURIES AND ILLNESSES.**

A. **Injuries and Illnesses Log.**

1. The Safety Representative of each facility must maintain a record or log of occupational injuries and illnesses. Upon request, copies of the log of Federal Occupational Injuries and Illnesses may be obtained from the HUD web site. The format shown in Appendix 1 may be used for the log, although any format is acceptable as long as the 12 data elements listed in the sample format are addressed. All injuries, illnesses and fatalities, for which a CA-1, 2 or 6 (Workers Compensation Forms) is filed with the Office of Workers Compensation Programs (OWCP), shall be logged. Each facility must also post a copy of the annual summary of the numbers of occupational injuries and illnesses in a location conspicuous to all employees for at least 30 days after the end of the fiscal year.

9. OSHA INSPECTIONS.

A. Safety Inspections.

1. In accordance with procedures set forth in Executive Order 12196, and 29 CFR 1960.31, authorized OSHA Inspectors may enter any HUD facility without delay to examine appropriate safety and health records, prior to commencement of an inspection, and to take environmental samples as may be necessary. Inspectors may also request the attendance of management officials and employee representatives at any scheduled closeout inspection conference.

10. RESOLUTION OF LEASED SPACE SAFETY AND HEALTH CONDITIONS.

A. Safety Guidance on Leased Space.

1. Section 1-602(b), Executive Order 12196, requires the General Services Administration to assure prompt attention to reports from agencies of unsafe or unhealthful conditions in leased facilities, which are under the jurisdiction of GSA. Resolution of leased space safety and health conditions shall be in accordance with FPMR 101-20.109-12, correction of hazardous conditions.

11. EMPLOYEE REPORTS OF UNSAFE OR UNHEALTHFUL WORKING CONDITIONS.

A. Unhealthful Working Conditions.

1. The purpose of employee reports is to inform management of the existence of, or potential for, unsafe or unhealthful working conditions. The Safety Representative or the designated HUD official shall record reports of unsafe or unhealthful working conditions on a log. As a minimum, each office's log shall contain the following information: date, time, code/reference/file number, location of condition, brief description of the condition, classification. Response to reports shall be in accordance with 29 CFR 1960.28 d (3) and (4). Employees who wish to report unsafe or unhealthful working conditions anonymously may do so by calling OAMS on (202) 708-1054.

12. FACILITY FIRST AID KIT.**A. First Aid Kit.**

1. Each HUD Office shall secure and adequately maintain an office-type first aid kit, unless there is a health facility to provide emergency first aid. The kit must be placed in a location convenient to all employees, to aid in the treatment of minor scratches, cuts, burns, splinters, etc. The Safety Representative shall assure that the kit is properly maintained.

13. TRAINING FOR DESIGNATED COLLATERAL DUTY SAFETY REPRESENTATIVE.**A. Training.**

1. Subpart H, 29 CFR 1960.58, requires that all designated collateral duty safety representatives receive safety and health training within six months of their designation. The Occupational Safety and Health Administration's National Training Institute (OSHA-NTI: 1555 Times Drive, Des Plaines, IL 60018) provides training courses that are commensurate with the safety representative's assignment. Other training sources, such as the National Safety Council and Field Federal Safety and Health Councils, offer approved safety training courses.

14. SAFETY AND HEALTH PERFORMANCE STANDARD.**A. Safety Standard.**

1. Especially in offices with high injury/illness incidence rates, consideration should be given to including a safety and health standard in the performance standards for supervisors and managers.

SECTION 2
MANAGEMENT INFORMATION SYSTEM:
REPORTING OF OCCUPATIONAL INJURIES, ILLNESSES,
ACCIDENTS AND FIRES

1. GENERAL.

A. Management Information System.

1. Effective management of a Department-wide safety and health program requires that supervisors, the HUD Safety and Health Officer, Safety Representatives and other management officials be provided with detailed information on all occupational injuries, illnesses, accidents and fires which may occur in official work places, and motor vehicle accidents occurring while on official business. This information is necessary for:
 - a. Determining the annual goals and objectives, as well as the corrective actions to be taken, to eliminate or reduce safety hazards.
 - b. Determining the results and progress of the overall safety and health program and disseminating such information to all levels.
 - c. Determining the areas of safety and health training that may be needed.
 - d. Preparing frequency rates for all reportable incidents and compiling experience records so that concerted management actions may be applied where needed.
 - e. Preparing required reports for submission to OSHA.

2. EMERGENCY REPORTING OF SERIOUS ACCIDENTS.

A. Reporting Accidents.

1. Any office receiving notification of an accident or illness as set forth in subparagraphs A., B., and C. below, shall report by telephone or fax to the Departmental Safety and Health Officer within 48 hours. The report shall relate the circumstances of the accident/illness, names of individuals involved, any actions taken, the number of fatalities and/or illnesses and the extent of any injuries. Accidents not immediately reportable, but which result in death within six months of the date of the accident, shall be reported within 48 hours of the time the activity becomes aware of the death.
 - a. Any occupational accident, which results in a fatality or the

hospitalization of five or more employees.

- b. Any occupational illness, which results in death.
- c. Any occupational accident involving both Federal and non-Federal employees, which results in a fatality or the hospitalization of five or more such employees.

3. **REPORTABLE INCIDENTS.**

A. **Reporting Incidents.**

- 1. Incidents and accidents noted, and every occupational death and nonfatal occupational injury/illness, except for one time first aid treatment for minor scratches, cut, burns, splinters, is recordable and must be reported as indicated:
 - a. **Personal injuries and illnesses.**
 - 1. Employees must report any job-related injury or illness to their supervisor immediately and no later than two workdays after the incident.
 - 2. Supervisors must prepare, sign and submit to the designated safety representative a completed Form HUD 795, Supervisor's Report of Occupational Injury, Illness, Accident or Fire.
 - 3. Injuries and illnesses to non-HUD employees, which occur in HUD, occupied space or as a result of HUD operations or which may involve a possible charge of negligence against the Department should be reported by the Safety Representative of the area where the incident occurred.
 - b. **Motor Vehicle Accidents.** All accidents involving motor vehicles operated by authorized HUD employees during the conduct of official business, when using any of the following vehicle sources:
 - 1. General Services Administration-Interagency Motor Pools (dispatched for permanently assigned to HUD).
 - 2. Commercial lease-rental concerns.
 - 3. Vehicles owned by employees or persons or organizations other than those described in subparagraphs (1) and (2).

- c. **Employee absence(s) from duty**, reassignment or restricted employment status, resulting from an occupational injury or illness. (See Paragraph 2-7.)
- d. **Fires** occurring in HUD occupied space, whether Federally owned or leased, and whether or not property damage resulted.
- e. **Other incidents** (non-injuring).
 - 1. Accidental incidents resulting in damage to HUD personal property.
 - 2. Accidental incidents, without damage, which indicated the existence of a potential for serious personal injury or property damage.
 - 3. Damage resulting from leakage of automatic sprinkler systems or other safety related equipment.

4. **REPORT FORMS.**

A. **Description.**

- 1. The below identified forms (to assure the availability of the forms, employees authorized to use motor vehicles in the conduct of official business should obtain a supply from their administrative offices and store them in the vehicle's glove compartment) are prescribed for reporting purposes and shall be prepared for each reportable incident:
 - a. Occupational injuries, illnesses, accidents and fires: Form HUD-795, Supervisor's Report of Occupational Injury, Illness, Accident or Fire.
 - b. Motor Vehicle Accidents shall be reported on the following forms.
 - 1. Standard Form 91, Operator's Report of Motor Vehicle Accident.
 - 2. Optional Form 26, Data Bearing Upon Scope of Employment of Motor Vehicle Operator.
 - 3. Standard Form 94, Statement of Witness
 - 4. Standard Form 91-A, Investigation Report of Motor Vehicle Accident.
 - c. Employee Absences (hours lost) due to occupational injury or illness: Form HUD-795.1, Report of Absence Due to Occupational Injury and Illness.

- d. **Claim for Damage or Injury.** Persons requesting information concerning the procedures for making a claim against the Government shall be furnished a Standard Form 95, Claim for Damage, Injury or Death. Such persons shall be advised to forward the completed form or other written claim, together with supporting documentation, to the Director, Administrative Resources Division having jurisdiction over the area in which the incident occurred. For motor vehicle accidents, the claim form shall be forwarded to the Director, Administrative Resources Division having jurisdiction over the employment office of the employee-operator allegedly causing the damage, injury or death. For Headquarters employee-operators the claim form shall be forwarded to the Chief, Transportation and Management Services Branch. If a claim is sent to another office, such as to the Assistant Secretary for Administration, it shall be promptly forwarded to the appropriate office.

Upon assembly of all original reports and other pertinent data relating to the incident, the claim shall be forwarded to the HUD Federal Tort Claims Center in Boston. A quarterly summary of all claims allowed by the Tort Claims Center shall be supplied to the Field Office Safety Representative for forwarding to the Departmental Safety and Health Officer.

5. **REPORTING OF OCCUPATIONAL INJURIES, ILLNESSES, ACCIDENTS, AND FIRES.**

A. **Reporting Injuries, Illnesses, Accidents and Fires.**

1. Form HUD-795 shall be prepared by the supervisor on all reportable incidents (See Paragraph 2.3.A) and submitted to the designated Safety Representative within five (5) workdays after the actual date of the incident. Complete information on the incident shall be obtained from the injured or ill employee or from the employee(s) furnishing notification of a non-injury incident and entered in the appropriate blocks of Form HUD-795 or on supplemental sheets. If the severity of the injury, illness or non-injury incident warrants supplemental data such as photographs, sketches, medical or fire reports or witnesses' statements shall also be furnished, if obtainable. Upon receiving notification of an employee injury, illness or other reportable incident, the supervisor shall assure that the following pertinent points are accomplished.
 - a. **First Aid or Medical Treatment.** Injured or ill employees must receive appropriate first aid or medical treatment as promptly as possible whether such services are available within the work premises or from outside sources. The employee must be counseled as to work injury-illness benefits available under the Federal Employee

Compensation Act and the importance of establishing a record of the work injury illness by completion of Office of Workers' Compensation Form CA 1. (Additional information or assistance on compensation matter is obtainable from the Personnel Office).

- b. **Action to eliminate or reduce the cause of the incident.** To prevent a recurrence of the incident the supervisor shall personally inspect the work area in which it occurred. Upon determining the specific cause(s), which led to the incident, remedial action shall be initiated as may be deemed appropriate. Remedial actions may be coordinated and initiated with the assistance of the designated Safety Representative, the management staff or the Director of the office as may be appropriate.

The assistance of Field Office staff elements may also be requested, if warranted, through the Field Office Safety Representative, or Headquarters staff elements through the Safety and Health Officer.

6. **REPORTING OF MOTOR VEHICLE ACCIDENTS.**

A. **Motor Vehicle Accidents.**

1. **Preliminary Reports.** Upon occurrence of a motor vehicle accident, while on official business, the employee-operator shall, in the manner required by law or regulation, furnish the following offices the specified preliminary information:
 - a. **Offices to be notified.**
 1. **Local Government.** Appropriate State, county or municipal authorities, e.g., Police Department, Motor Vehicle Department.
 2. **GSA Motor Pool.** The Chief of the GSA Interagency Motor Pool from which the vehicle was obtained, if a motor pool vehicle is involved.
 3. **Commercial Contractor.** The commercial rental contractor, if a commercial rental vehicle is involved.
2. **Information to be reported.** The following information shall be furnished in the above reports. In addition to such other data as may be requested.
 - a. Time and location of the accident.
 - b. Names of persons involved in the accident.
 - c. License numbers of the vehicles involved.
 - d. Extent of bodily injuries, if any.
 - e. Extent of damage to vehicles and property.

- f. The vehicle operator shall make no statements as to the responsibility for the accident except to the employee's official superior and/or to a Government investigating officer.
- 3. **Official Reports.** At the time and at the scene of the accident, in so far as possible, the employee-operator shall complete Standard Form 91 and Optional Form 26, as identified in paragraph 2.4.A. above. The narrative report on SF-91 describing what happened shall be in sufficient detail to give a clear picture of all events relating to the accident. In addition, the employee-operator shall:
 - a. Have each witness complete Standard Form 94, Statement of Witness, at the scene of the accident, if possible. If not, the name(s), address(s) and telephone number(s) of each witness should be obtained and each should be supplied with copies of SF-94 for subsequent completion and return. If necessary, copies of SF-94 may be subsequently mailed to each witness for completion by using the forwarding letter, which is printed on Page 2 of the Form.
 - b. Obtain a copy of the official police investigation report on the accident and attach it to the above-described reports.
 - c. Furnish the complete reports to the supervisor as promptly as possible.
- 4. The supervisor of the employee-operator shall review the reports as to completeness and include, by attachment, such comments the supervisor may wish to make on the accident or recommend measures, which may be taken to avoid future recurrences. Upon completion and signing in the "supervisor signature" block of Form OF-26, the reports shall be forwarded to the Departmental Safety and Health Officer or designated Safety Representative, as appropriate, for investigation and further routing.
- 7. **REPORT OF EMPLOYEE ABSENCES AND EMPLOYMENT CHANGES BECAUSE OF OCCUPATIONAL INJURY OR ILLNESS.**
 - A. **Actions to be reported by supervisor.**
 - 1. Absence from duty. Employee absence from duty for purposes of diagnosis, treatment, and/or hospitalization for convalescence due to occupational injury or illness, represents lost-time cases, which shall be reported on Form HUD-795.1. Absences from duty on day of injury or illness are not reportable. All subsequent absences due to the initial injury or illness are reportable, regardless of the type of leave used.

2. Assignment to temporary job. If, because of an occupational injury or illness, the employee is assigned to a temporary full-time job, all, which the employee performs in such temporary job, shall be reported in the appropriate block on Form HUD-795.1.
3. Part-time duty. If the employee's hours of duty are shortened because of the effects of an occupational injury or illness all hours less than the normal tour of duty shall be reported as absences on Form HUD-795.1.
4. Reduced performance on full-time duty. If the employee is assigned to a regular permanent full-time job but, because of the effects of an occupational injury or illness, is unable to perform all the duties normally assigned to the job, all hours, which the employee performs under such circumstances, shall be reported in the appropriate block on Form HUD-795.1.
5. 5. Permanent transfer to another job. If the employee is permanently transferred to another job because of an occupational injury or illness, checking the appropriate block on Form HUD-795.1 and entering the effective date of the transfer shall report the fact.
6. 6. Termination of employment. If the employee's employment is terminated (disability retirement or death) because of an occupational injury or illness, the fact shall be reported by checking the appropriate block on Form HUD-795.1 and entering the effective date of retirement or date of death.

B. B. Submission to Supervisor and Safety Representative.

1. Designated timekeepers of injured or ill employees shall prepare Form HUD-795.1, sign in the space provided and furnish it to the employees' supervisors promptly. Upon approval by supervisors, the completed form shall be submitted to the Safety Representative designated for their respective offices.

(NOTE. Preparation, submission and any other actions pertaining to Form HUD-795.1 **DO NOT AFFECT, IN ANY WAY**, regular time and attendance reporting procedures.)

C. C. Example Of How To Report Employee Absences From Duty Due To Occupational Injury or Illness.

<u>Events</u>	<u>Hours to be reported</u> (HUD - 795.1)
Monday, March 6, 10:00 a.m.: Employee suffers occupational injury; after first aid treatment, is referred to outside medical facilities; is granted 6 hours administrative leave.	None
Tuesday, March 7 and Wednesday, March 8: Employee returns to duty and performs regular assignment	None
Thursday, March 9: Employee reports inability to work because of injury relapse; elects to use annual leave for entire day.	8 hours.
Friday, March 10 and Monday, March 13 through 15: Employee absent for further diagnosis and treatment; elects to continue annual leave.	32 hours
Thursday, March 16 and Friday, March 17: Employee returns to duty but cannot perform regular job; is assigned other (temporary) duties.	16 hours
Monday, March 20: Employee unable to work; executes Form CA-4, Claim for Compensation on Account of Injury and elects to use continuation of pay, Office of Workers' Compensation Program; continues absence for ten days.	80 hours
Monday, April 3 through Wednesday, April 5: Employee returns to duty; is assigned regular duties for 4 hours per day; elects to use 4 hours sick leave per day.	12 hours
Thursday, April 6 and Friday, April 7: Employee reports for full-time job but cannot perform all duties normally assigned to the job.	16 hours
Monday, April 10: Employee resumes regular, full-time job, performing all assigned duties.	None
Total absences reportable on Form HUD-795.1	164 hours

8. **REPORT GUIDE.**

- A. Figure 2-1 below shows the reporting forms to be used on various reportable incidents, the times for submission, persons responsible and routing of original reports. All forms referenced in this chapter are available in HUDClips at www.hudclips.org.

9. **FIELD QUARTERLY SAFETY AND HEALTH REPORT.**

A. **Field Safety and Health Report.**

- 1. Field Office Safety Representatives shall forward the Field Quarterly Safety and Health Report, HUD Form 795.3, to the Departmental Safety and Health Officer within thirty (30) days after the end of a quarter. (April 30, July 30, Oct. 30 and Jan. 30).

10. **CONSOLIDATED RECORD KEEPING BY DEPARTMENTAL SAFETY AND HEALTH OFFICER AND FIELD SAFETY REPRESENTATIVE.**

A. **Consolidated Record keeping.**

- 1. Incident reports and other related documents dealing with Field-wide occupational injuries, illnesses, accidents and fires, including motor vehicle accidents, shall be maintained by the Field Safety Representative. Copies of such incidents and reports must be included as attachments to the Field Quarterly Safety Report and will be maintained by the Departmental Safety and Health Officer as required by 29 CFR 1960, Subpart I, 1960.68. Reports, summaries and other analyses will be prepared by the Safety and Health Officer and designated Safety Representatives and distributed as follows:
 - a. **Log and Summary of Occupational Injuries and Illnesses**, as prescribed by OSHA, Department of Labor, must be maintained at all field level activities. Safety and health data pertaining to occupational injuries and illnesses must be recorded on the log within six (6) working days of the incidents or illnesses. The log and supplementary records will be made available to authorized employee representatives, HUD safety and health officials and the Secretary of Labor. The log is to be used on a calendar year basis. The log records and reports shall be retained for five (5) years following the end-of- year to which the form relates. (See Section 1, paragraph 1.8.A.1.)
 - b. **Analyses, Frequency Rates and Records of Experience**, will be compiled by the Safety Representatives on an organizational basis for safety management review, selection of program objectives, development of training and promotional activities and other purposes

as may be required.

Figure 2-1

REPORT GUIDE

REPORTABLE ITEM	FORM	PREPARATION TIME (WORK DAYS)	TO BE PREPARED BY	TO BE SUBMITTED TO	ROUTED THROUGH	ORIGINAL REPORT COPY TO
Injury or Illness to HUD Employee	HUD-795	5	Employee's Supervisor	Safety Representative		1/Field Office Safety Rep. HUD Safety Mgr. (copy)
Injury or Illness to Non-HUD Employee on HUD Premises	HUD-795	5	Safety Representative of Area Where Incident Occurred			1/Field Office Safety Rep. HUD Safety Mgr. (copy)
Motor Vehicle	OF-26		Employee-Operator	Employee's Supervisor	Field Office Manager	1/Field Office Safety Rep. 2/HUD Safety Mgr.
Investigation of Motor Vehicle Accident Involving Personal Injuries or Property Damage Exceeding \$500.00	SF-91-A	5	3/Safety Representative of Employee Operator's Assigned Office 4/HUD Safety Manager			1/Field Office Safety Rep. 4/HUD Safety Mgr.
Non-Injuring Accidents and Fires	HUD-795	5	Supervisor of Area Where Incident Occurred	Safety Representative		1/Field Office Safety Rep. HUD Safety Mgr. (copy)
Employee Absence or Change in Duty Due to Injury or Illness	HUD-795.1	Semi-Monthly	Employee's Timekeeper	Employee's Supervisor	Safety Representative	1/Field Office Safety Rep. HUD Safety Mgr. (copy)
Inspection of Work Areas	HUD-795.2	Semi-Monthly	Safety Representative		1/Field Office Safety Rep	HUD Safety Mgr. (copy)
All Reportable Items Quarterly Safety Manager	All of the Above	Quarterly	Safety Representative	Field Safety Representative		HUD Safety Mgr. (copy)

1/BY FIELD OFFICE SAFETY REPRESENTATIVES

2/BY HEADQUARTERS SAFETY REPRESENTATIVES

3/APPLIES TO FIELD OFFICE EMPLOYEE-OPERATORS

4/APPLIES TO HEADQUARTERS EMPLOYEE-OPERATORS

SECTION 3

INVESTIGATION, ROUTING AND RECORDKEEPING

1. OCCUPATIONAL INCIDENTS.

A. Investigation, Routing, and Record keeping.

1. Upon receipt of Form HUD-795 from supervisors (Form HUD-795.1 and copy of Form CA-1 may also be furnished simultaneously) the Safety Representative shall review for completeness and investigate the circumstances, which led to the reported incident.

- a. **Investigation.** The extent and method of the investigation should be commensurate with the seriousness of the incident of injury or damage. The Safety Representative should inspect the work area in which the incident occurred and review the corrective measures applied or recommended by the supervisor as shown on Form HUD-795. Concurrence or modification of the corrective measures should be based on discussion with employees, the supervisor, or the management staff of the office, as may be appropriate.

Field and Headquarters assistance to eliminate or reduce hazardous situations shall also be obtained, if necessary, particularly where a hazardous situation is caused by unsafe building facilities. See Paragraph 5.4.A.1.a. for additional guidelines in eliminating or reducing hazardous situations.

- b. **Routing and Record keeping.** Upon completion of the above actions, the Safety representative shall execute the pertinent blocks of Form HUD-795, retain a copy in a safety management reference file together with copies of other related forms, as may be available and forward the originals within fifteen (15) days following the end of a quarter to the Safety and Health Officer. Field Office Safety Representatives shall forward original reports to the Administrative Resources Directors.

2. MOTOR VEHICLE ACCIDENTS.

B. Motor Vehicle.

1. (Standard Forms 91, 91-A and Optional Form 26). Upon receiving preliminary notification of a motor vehicle accident in accordance with paragraph 2.6.A.1, or upon receipt of the prescribed reporting forms from the supervisor, the Safety and Health Officer or the Safety Representative as specified below shall review the reports for completeness and arrange to have the accident investigated in accordance with the following guidelines:

- a. **Investigation.** To insure that complete information is available for the defense of suits which may be filed under the Federal Tort Claims Act, every motor vehicle accident which occurs during the conduct of official business involving bodily injury or property damage totaling in excess of \$500.00 shall be investigated. Standard Form 91-A, Investigation Report shall be used for documentation purposes.
 1. **Responsibility for the Investigation** shall rest with the Departmental Safety and Health Officer on accidents involving Headquarters employee-operators and with the designated Safety Representative on accidents involving Field Office employee-operators.
 2. **Method and extent** of the investigation shall be commensurate with the degree of severity of the accident considering whether a fatality occurred, severity of bodily injuries received and extent of property damage. Where a fatality, severe bodily injury or substantial property damage occurred, the SF 91-A shall include all requested data (except Block 28a through 28d Reviewing Official's Statement) with a narrative report to bring out all pertinent facts which were not fully explained on SF 91. Other supporting data such as sketches, photographs, police reports, physicians' statements or witnesses; statement shall also be supplied, if obtainable. Further guidance on the extent of the investigation may be obtained from the Offices of General or Field Counsel as appropriate.
 3. **Accidents Involving GSA Interagency Motor Pool Vehicles.** The Federal Property Management Regulations (FPMR 101-39.403) require that where property damage is more than \$500.00 or bodily injury is involved, two copies of the complete report, including copies of Standard Form 91-A and all other supporting data, shall be forwarded to the Chief of the GSA motor pool assigning the vehicle. The investigation must be completed within 48 hours after the accident. Where property damage is less than \$500.00 and no bodily injury is involved, a copy of Standard Form 91 and any other available supporting data shall be furnished. Any difficulty in completing the investigation shall be reported immediately to the appropriate GSA Motor Pool Chief, since GSA may investigate any accident involving a motor pool system vehicle.
- b. **Routing and Record keeping.** Motor vehicle accident report forms and other relevant data, including Standard Form 91-A, "Investigator," shall be routed as follows:
 1. **Field Office Safety Representatives** shall retain a complete

report copy in a safety management reference file and forward all originals to the Field Office Safety Representatives.

2. **Director, Administrative Resources Division and Field Office** Managers shall act as “Reviewing Officials” for all Standard Form 91-A, submitted by employees under their purview. The completed original reports shall be retained for submission to the Office of Field Counsel if a tort claim is subsequently received.
 3. **Chief,** Transportation and Management Services Branch shall obtain the approval and signature as “Reviewing Official” by the Director, Office of Administrative and Management Services of all Standard Forms 91-A covering Headquarters Office employees. Original reports shall be retained for submission to the Office of General Counsel if a tort claim is subsequently received.
 4. **For record keeping and analysis purposes,** motor vehicle accident reports should be maintained in individual folders by employee name and date of accident. Upon receipt of a claim, all pertinent documents must be attached to the claim, and then forwarded to General or Field Counsel as appropriate. Copies of all documents, including the claim forms, should be made for the safety reference file prior to releasing the originals. The file should also reflect the date that the claim was released to Counsel. (See Section 2, paragraph 2.4.d.)
 5. **Disposition of official motor vehicle accident records** shall be in accordance with Handbook 2228.2, General Records Schedule.
- c. **Federal Property Management Regulations** (FPMR 101-39.406) provide that all costs incurred in the removal and repair of an interagency motor pool vehicle or, in the case of total loss, the replacement of the vehicle shall be chargeable to the employee-operator’s employing agency whenever it has been determined that such damage or loss occurred as a result of misconduct, including but not limited to vehicle operation under the influence of alcohol or narcotics and willful abuse or misuse of a vehicle. Where a HUD official has accepted a GSA billing for repair or replacement costs, the details shall be furnished to the Safety and Health Officer for reporting purposes.

SECTION 4

SAFETY AND HEALTH COMMITTEES

1. GENERAL.

A. Safety and Health Committee.

1. Valuable assistance is provided by safety committees in developing or implementing program changes or approaches in assessing the effectiveness of the program in regards to accident, illness and fire prevention and in furthering the flow of program and promotional communication to all levels of the Department. The committees provide a method by which employees can utilize their knowledge of workplace operations to assist agency management to improve policies, conditions, and practices.

2. ESTABLISHMENT OF SAFETY AND HEALTH COMMITTEES.

A. Safety and Health Committee.

1. Department Safety and Health Committees shall be established as set forth below. The Chairperson and Secretary are to serve on a yearly basis, and shall be designated by their respective Committees, except that the Safety and Health Officer or designated Field Safety Representatives shall not serve as Chairperson. The Committee Secretary shall be responsible for preparation and distribution of the required minutes of the meeting. Facilities having 50 or more employees must establish and hold committee meetings as required in paragraph 4.A.1. Administrative Resources Directors will be responsible for assuring that Field Office facilities with less than 50 employees are represented on their parent office's Health Committees or establish local committees. Upon forming such committees, Field Offices shall submit information to the Safety and Health Officer concerning: the existence, name of chairperson, location, population and other data deemed necessary.

a. **Headquarters Safety and Health Committee** shall consist of the following members:

1. Departmental Safety and Health Officer (one)
2. Program Safety Representatives (eight)
3. Facilities Management Representative (one)
4. Local Office Union Representatives designated by the exclusively recognized Union (ten)

b. **Field Office Safety and Health Committees** shall consist of the following members.

1. Safety Representative (one)
2. Administrative Division Representative (one)

3. First-line Supervisor (one)
4. Three representatives designated by the exclusively recognized Union(s) or, if no Union is recognized, other non-management employees at management's discretion. The total number of Union representatives shall not exceed the number serving on behalf of management.

3. FUNCTIONS.

A. Primary Committee Functions.

1. The primary functions of each Committee are to assist in the promotion of the HUD accident, illness and fire prevention program among all employees and in determining effective measures to eliminate or reduce further recurrences of reported incidents. Assistance shall be provided by:
 - a. **Accident, Illness and Fire Prevention.** Reviewing the circumstances of accidents, illnesses and fires which have occurred in the organization, particularly the causes which led to the incident, and the adequacy of the preventive measures taken or proposed by the supervisor and Safety Representative.
 - b. **Promotional Activities.** Determining and assisting in the carrying out of effective promotional activities to create and maintain a safety consciousness of all employees both on and off the job. Such activities may consist of employee meetings, display or distribution of posters, brochures or other promotional materials, showing films, safety contests and other activities as may be considered practicable.
 - c. **Program Modifications.** Exploring the necessity of modifications to the safety and health program policies, procedures and instructions.
 - d. **Other Activities.** Assisting in the inspection of work areas, when deemed advantageous by the Committee to insure that safety and health hazards are identified and effective remedial measures are applied in the flow of program communication between supervisory and non-supervisory personnel, and assuring that safety and health matters are regularly brought to the attention of management.

4. **MEETINGS.**

A. **Committee Meeting.**

1. Each Safety and Health Committee shall meet at the call of the Chairperson at least once every six months during each calendar year. Minutes of each meeting shall be prepared and distributed as follows:
 - a. **Headquarters Committee.** Copies shall be furnished to key Headquarters Officials and Safety Representatives.
 - b. **Field Office Committees.** Copies shall be furnished to key officials of the subject offices, the appropriate Field Office Safety Representatives and the Departmental Safety and Health Officer.

5. **RECOMMENDATIONS AND OTHER ACTIONS.**

Committee Recommendations.

2. Committee recommendations, which do not require higher echelon clearance or approval should be implemented immediately after appropriate local clearances and approvals are obtained. Implementation may be accomplished through the Committee itself or through the Safety Representative, as may be deemed most appropriate. Examples: rearrangement of furniture to eliminate a hazardous exit blocking; disposition of hazardous furniture, equipment or supplies; publication and location of building fire extinguishers, etc.
 - a. **Field and Headquarters Office Committee Recommendations** which require clearance and further actions by Headquarters components shall be forwarded to the Departmental Safety and Health Officer.

SECTION 5

WORKPLACE INSPECTIONS

1. GENERAL.

A. Workplace Inspections.

1. The detection and elimination, or control, of accident, illness and fire hazards is essential to the prevention of injuries and illnesses to employees. Periodic work-area inspections, therefore, play a vital role in the conduct of an effective employee safety and health program. Safety inspections serve to:
 - a. **Check the effectiveness** of established safety policies and procedures.
 - b. **Assist management** in carrying out its responsibilities in accident-illness prevention.
 - c. **Recommend to Department management**, office heads and supervisors appropriate remedial measures that will adequately correct safety and health hazards.

2. RESPONSIBILITIES.

A. Employees Responsibility.

1. Each employee shall be alert for hazardous conditions, which may exist in assigned work area(s) or facilities under personal control or observation, or any other area under HUD jurisdiction. Detected hazards shall be reported to the responsible supervisor or the Safety Representative.
 - a. **Supervisors.** By reason of their organizational responsibilities and knowledge of operational activities and facilities, supervisors shall give particular attention to the detection and correction of safety and health hazards. They shall consider the detection and correction of hazards as an integral part of their day-to-day responsibilities regarding work direction and management of their assigned work areas and facilities. The detection of safety health hazards should also be made part of any other office surveys or inspections that may be conducted for equipment, furniture or space utilization, housekeeping evaluation, etc.

- b. **Safety Representatives** shall conduct periodic inspections of the work areas and facilities of offices under their jurisdiction in accordance with the procedures and frequency set forth below.
- c. **Safety and Health Committees**, or representatives thereof, shall inspect work areas and facilities to such extent and at such frequency as may be deemed warranted by the Committee.
- d. **Justifications for Committee** inspections will be based on reviews of accident reports or injury frequency rates of specific offices or areas, adequacy of remedial actions as initiated by supervisors or Safety Representatives, review of safety inspection reports as prepared by the Safety Representatives or for other reasons that the Committee may consider appropriate.

3. **PERIODIC SAFETY INSPECTIONS.**

A. **Safety Inspections.**

- 1. Designated Safety Representatives shall conduct inspections of work areas and facilities of offices under their jurisdictions in accordance with the following:
 - a. **Frequency.** Semi-annual inspections shall be conducted at six-month intervals during each calendar year.
 - b. **Report Form.** Inspections shall be documented on Form HUD-795.2A, Safety and Health Inspection Checklist. All Safety Representatives shall forward one copy of each completed report Form HUD 795.2A, to the Safety and Health Officer, Field Office. Safety Representatives shall also forward one copy to the Administrative Resources Director.

4. **HAZARD DETECTION AND CORRECTIVE ACTIONS.**

A. **Hazard Detection and Abatement.**

- 1. Any item on Form HUD-795.2A, or others, which may be added by the Safety Representative that is found unsatisfactory from a safety or health standpoint, shall be appropriately indicated on the checklist. The detection of hazards will not, in itself, prevent accidents, illnesses or fires unless corrective action is taken to eliminate, reduce or otherwise control the hazards discovered. Accordingly, the Safety Representative shall assure that appropriate action is initiated to eliminate, reduce or control each hazard discovered, and indicate such action in the pertinent block of Form HUD-795.2A. Corrective actions should be coordinated with higher organizational echelons as may be necessary. As explained in Section 4,

paragraph 4.3.A., the assistance of the Safety and Health Committee may be obtained in determining corrective actions, which should be taken to eliminate, reduce or control hazards. While it is not always possible to completely eliminate all hazardous situations or conditions, every hazard can be at least reduced or controlled by application of one or a combination of the following methods:

- a. **Elimination or Removal.** Repairs or operational changes can frequently eliminate hazards. For example, torn carpets or loose floor tiles can be effectively and safely repaired; doors which may open into corridors can be re-hung to open inwards; hazardous use of extension cords might be eliminated by the installation of convenient electrical outlets; use of a flammable liquid in a cleaning operation might be eliminated by a process change whereby a nonflammable cleaning agent is used. Where a hazard cannot be entirely eliminated it is frequently possible to reduce the hazard, thus lessening the possibility of accident or fire. For example, the hazard presented by slippery exterior steps can be reduced, but not eliminated, by spreading sand or salt on the surfaces; the hazard presented by the use of extension cords in situations where the electrical outlet cannot be relocated can be reduced, but not eliminated by, the use of adhesive-backed, flush electrical molding.
- b. **Controlling the hazard.** Where hazards cannot be completely eliminated or reduced, it is frequently possible to confine the hazards to prevent harm to employees or to prevent a fire from occurring. For example, if loose floor tiles or badly torn carpet cannot be promptly repaired, or if a floor-type telephone or electrical outlet cannot be promptly removed from an aisle, a guard or barrier can be placed around the hazard to keep persons away; if flammable liquids must be used, a safety container should also be used to confine the fire hazard presented by oily rags which may be necessary for cleaning purposes.
- c. **Protection of the employee.** When employees must work on jobs where hazards cannot be eliminated or controlled as outlined above, they should use personal protective equipment to guard them from injury or illness. For example, employees who must regularly handle rough materials, furniture or heavy office machines, should wear gloves; employees who must regularly load or unload vehicles involving heavy furniture should wear safety shoes; employees who must handle caustic solutions should wear protective goggles, aprons and gloves.

SECTION 6

TRAINING AND SUPERVISION

1. GENERAL.

A. Training and Supervision.

1. **Training.** An effective accident, illness and fire prevention program is based primarily on proper job performance. When employees are trained to perform their duties properly and are influenced to maintain a safety-consciousness in all their job activities, their commission of unsafe acts can be virtually eliminated.

Training, which is one way of influencing human behavior, is necessary to impress upon employees the importance of working safely and of maintaining a proper safety attitude, not only for their protection but for the protection of fellow employees or visitors to their work areas and valuable property.

2. **Supervision.** Safety supervision is necessary even after employees have been trained in safe work practices and given proper job instruction according to those methods. Deviations from safe work practices will occur and accidents, injuries or fires will result. To prevent or reduce the frequency of such incidents, supervisors must be alert for unsafe practices and correct them as soon as they are observed. No one is better qualified, or in a more strategic position to correct the unsafe act or eliminate a safety hazard. The supervisor deals directly with both the worker and the job and is in the ideal position to improve the employee's safety attitude, to increase the employee's knowledge of the job and to prevent both unsafe employee acts and unsafe working conditions. When the supervisor fails in these responsibilities, accidents, injuries, illnesses or fires may be more likely to occur together with their resulting inefficiency, loss of employee resources, production delays or other costly results.
3. **Assistance from Safety Representatives.** By virtue of their safety assignments and responsibilities, Safety Representatives are vital to the conduct of an effective accident, illness and fire prevention program. Safety Representatives receive and review all incident reports originating within their assigned areas and, by analyses, determine the progress in carrying out the safety and health program. They are able to determine overall incident frequency rates, the most common causes of occupational accidents, illnesses and fires that may be occurring in their assigned areas and what

special efforts should be taken to reduce or eliminate such incidents. Safety Representatives should therefore assist supervisors to the greatest extent possible in detecting and correcting unsafe employee acts and unsafe conditions.

2. NEW EMPLOYEE ORIENTATION.

A. Employee Orientation.

1. **Safety training** begins at the time of employment, before the employee begins to perform assigned functions. It is important that orientation of every new HUD employee include certain basic accident, illness and fire prevention principles. Some basic points which should be stressed are as follows:
 - a. **The Department's policy** regarding the protection of employees' safety and health and management's interest in the safety and health program.
 - b. **The structure** of the HUD safety and health framework existing in the Headquarters and field offices, including the roles and responsibilities of the designated officials and committees, and the general guidelines by which the safety and health program is administered.
 - c. **The basic types** and causes of accidents and fires. Based on a review of the accident record of the organization, new employees should be alerted as to the types of accidents and causes that they are likely to encounter in their work activities.
 - d. **The requirements** that employees must report all occupational injuries, illness, accidents, fires and unsafe conditions to their supervisors.
 - e. **The requirement** that no job is to be performed in a manner which will endanger the safety of the employees, their fellow workers, or others, and that no employee will be expected to perform a task, which is obviously unsafe.
 - f. **The requirement** that personal protective equipment such as safety goggles, shoes, hard hats, etc., shall be worn as may be prescribed for certain jobs. See Section 7 for additional information.

2. **New employee safety and health orientation** should be given by the Safety Representatives, supervisors and/or Personnel Training Academy representatives, as may be deemed to be most advantageous. Films, slides, charts or such other visual or graphic aids, as may be available should be utilized.
3. **Orientation for the Disabled.** A personalized safety and health orientation should be provided at the request of a disabled employee.

3. **CONTINUOUS ON-THE-JOB SAFETY TRAINING.**

A. **On-The-Job Safety Training.**

1. **Preliminary Instructions.** Upon reporting to their assigned work areas, new employees shall be instructed by their supervisors as to the general operational policies and procedures, which will govern their job performances. Certain points may be made which were covered in the new employee orientation, however, at this time the supervisor will stress the specific safety factors which will bear on the employee's assigned functions. General safety rules, regulations and procedures will be identified and the employees will be instructed as to specific safety and fire prevention practices which will be followed in the performance of their duties.
2. **Day-to-Day Observation.** Inasmuch as average workers may not instinctively follow work practices, which protect them from injuries, continuous safety observation by supervisors is necessary. Correct work practices must be continuously stressed until the employees develop habit patterns, which do not employ unsafe methods. Effective supervision is a basic accident, illness and fire prevention control, functioning on the principal that if the necessary guidance is provided with proper training and the development of good work habits, employee competency will be assured regardless of whether or not supervisors are in the area.
3. **Correction of Unsafe Acts or Conditions.** Supervisors have significant opportunity to observe and identify potential for occupational accidents, illnesses and fires, through unsafe acts of employees or unsafe mechanical or physical conditions. Such hazardous situations exist because of supervisory, employee, and Safety Representative failure and training deficiencies. Day to day surveillance of employees will reveal not only unsafe practices and conditions, but will also help identify "near miss" accidents that interrupt work procedures and production. When employees are observed taking hazardous "short cuts," by passing a safety precaution for the sake of "expediency," performing an unassigned potentially hazardous task without proper training or tools, or otherwise departing from established safe methods, they should be corrected by additional job training or instruction of the employees, supervisory persuasion or recourse

to disciplinary enforcement, if necessary.

- a. **Supervisory Failures.** The “cause behind the cause” of many accidents and fires is often the failure of supervisors to meet their accident and fire prevention responsibilities. For example, an office employee may be injured, and valuable property damaged, during the employee’s physical rearrangement of office furniture or equipment. However, the employee’s neglect in requesting the services from the proper facilities may have been due to the supervisor’s failure to insist on the proper practice. Or, an employee may be injured in a fall from an improper step stool while attempting to reach high bookshelves. The employee’s neglect in using a proper item may have been due to the supervisor’s failure to provide the proper item or to insist on use of the proper item. Reviews of accident reports generally reveal the following common list of supervisory failures:

1. Failure to follow-up occasionally to assure compliance with safe practices.
2. Failure to initiate action to remedy a previously reported hazard.
3. Permitting employees to perform potentially hazardous tasks, which should be performed by qualified, properly equipped service personnel.
4. Permitting, or directing inexperienced employees to perform potentially hazardous activities without proper training or orientation, such as operating cutting equipment or machines, operating materials handling equipment, visiting program construction sites, etc.

4. **SAFETY TRAINING FOR SUPERVISORS AND SAFETY REPRESENTATIVES.**

A. **Supervisors.**

1. **In carrying out their job responsibilities** the principal duties of supervisors are to establish work methods, give job instructions to employees, assign specific persons to specific duties, supervise the employees and maintain the work area, furniture and equipment in proper order. The immediate job responsibilities for accident, illness and fire prevention falls upon supervisors because the activities referred to above are the same channels through which accident, illness and fire prevention efforts are carried out. Supervisors must have a working knowledge of principals of accident, illness and fire prevention if they are to successfully train their employees in on-the-job safety.

2. **Designated Safety Representatives** require advanced education and training in the administration and management of safety and health programs if they are to successfully carry out their responsibilities.
3. **Training Sources.** Courses of instruction on the principals of accident and fire prevention, promotion, and other phases of safety management are available from various Government and non-Government sources. Information may be obtained from the National Institute for Occupational Safety and Health of the Department of Health and Human Services, the Federal Safety Advisory Council or the National Safety Council, etc. All matters pertaining to the establishment of HUD training courses or the attendance of HUD personnel at other Government or non-Government training courses shall be properly coordinated with the Office of Human Resources.

5. **FIRST AID TRAINING.**

A. **First Aid.**

1. First aid is the immediate and temporary care given the victim of an accident, illness or fire until the services of a physician can be obtained. It is a program of education that is specifically designed to reduce the frequency of accidents and to control the severity of injuries or illness through proper handling of the injured employee. First aid protects injured victims from additional injury and saves lives when assistance is urgently needed and medical help is not immediately available; it emphasizes the effects of accidents and the need to prevent them and develops a sharpened safety consciousness that results in fewer accidents and fires both on and off the job; it promotes a spirit of mutual protection and regard for the well-being of fellow workers and it stimulates interest in other aspects of the safety and health program.
 - a. **Employees.** Training of an appropriate number of employees, consistent with the presence of hazardous operations as may exist and ready availability of medical facilities, should be encouraged at all levels and locations. For example, first aid training should be given to employees assigned to operations involving high-voltage electronic equipment such as automatic data processing machines, to employees regularly involved in heavy materials handling, and to employees of other machinery and equipment operations such as printing and binding and equipment repair facilities. First aid training of employees shall be required where professional medical services are not available in the work premises.
 - b. **Training Sources.** First aid courses of instruction are available from various sources, including the GSA Public Buildings Service, Regional Federal Protective Services, the American Red Cross and

various commercial concerns. Requests for additional information, arrangements for courses, presentations or enrollment of employees in existing training programs shall be referred to the appropriate Personnel Office.

SECTION 7
PERSONAL PROTECTION EQUIPMENT

1. **GENERAL.**

A. Use of Personal Protection Equipment.

1. The most effective way to eliminate or reduce workplace hazards is to provide facilities, materials, tools, and equipment or work techniques, which are designed to provide maximum safety to employees. Where a hazardous situation cannot be eliminated or completely controlled at its source the use of personal protective equipment is necessary.
 - a. **Authority.** Authority to purchase personal protection equipment for employee's use in the performance of assigned duties is contained in 5 U.S.C. 7903.
 - b. **Applicability.** All HUD employees who are exposed to hazardous areas or operations during their performance of assigned duties shall use or wear proper personal protective equipment.
 - c. **Responsibilities.**
 1. **Determining the need for personal protective equipment,** furnishing the equipment and providing for its maintenance are responsibilities of management and supervisors. To permit maximum re-use and avoid excessive purchases, personal protective equipment should be issued on an as needed basis, where infrequent need is involved, and returned to stock after use. Issuance should be on an extended, indefinite basis to employees whose assignments require continual need.
 2. **Employee Protection.** Officials who have program management responsibilities in hazardous activities such as construction operations, the use of high voltage equipment, and repair, fabrication or warehousing operations should have their subordinate supervisors periodically review such operations for hazards. If a hazard cannot be eliminated or controlled at its source, personal protective equipment must be provided to safeguard employees who must expose themselves to the hazard.

2. **REQUIRED PERSONAL PROTECTIVE EQUIPMENT.**

A. **Prescribed Equipment.**

1. Figure 7-1 lists some hazards which are associated with certain HUD operations and the corresponding types of personal protective equipment that are prescribed to protect employees. The listing is not all-inclusive; changes or additions will be made as warranted. Requests containing complete information as to the change or addition recommended, including an explanation of the need shall be forwarded through the designated Field or Headquarters Safety Representative to the Departmental Safety Officer. Upon coordination with appropriate program and technical authorities the Safety Officer will prepare the necessary implementation or other action.

3. **REQUISITIONING AND PROCUREMENT.**

A. **Process.**

1. Requisitions for personal protective equipment shall state the type and quantity of each item required, the hazardous operation to which the employees are assigned, and shall be approved by the employees' supervisor.
2. Requisitions shall be submitted to the Administrative Officer for purchase and/or issue action, or referral to the office having such responsibility. Purchases shall be made in accordance with existing procurement regulations and procedures. It is essential that all purchases comply with the cited American National Standard.
3. Inventorying and accounting for the specified personal protective equipment should be carried out in the same manner as applicable to other items of non-capitalized supplies, tools or equipment.

4. **DESCRIPTION AND MAINTENANCE.**

A. **General.**

1. General descriptions and maintenance techniques of the personal protective equipment prescribed in Appendix 2 are as follows:
 - a. **Safety Helmet (hard hat).** Shell of one-piece seamless construction; protects wearer from impacts, flying objects and electrical shock; water resistant and slow burning; will not transmit a force of 850 lbs., for use around electrical hazards up to 2200 volts AC at 60 cps for one minute; crown strap adjustment must keep helmet $\frac{3}{4}$ to 1 $\frac{1}{4}$ " above wearer's head. American National Safety Standard

Z89.1-1969.

- b. **Maintenance.** Crown straps and headbands should be replaced whenever they show signs of deterioration or bad soiling. Helmets should be discarded if cracked or damaged. Used helmets should be washed (crown straps and headband) in warm, soapy water; then rinsed and disinfected with commercial cleaners before re-issue.
- c. **Spectacle Type Safety Goggles.** Consists of two-lenses, plastic or glass, two lens frames, nose bridge and ear supports similar to conventional eye glasses. Protects the wearer from flying objects or particles; side shields afford greater protection in open construction areas; minimal optical distortion; American National Standard Z87.1-1968; available in various styles, such as:
 - 1. Metal frame
 - 2. Plastic frame
 - 3. Metal-plastic frame
- d. **Maintenance.** Used goggles should be sterilized if re-issued to other employees. Wash in warm soapy water or detergent, rinse and immerse in a germicidal deodorant solution, then allow to air dry; place in clean, dustproof container or bag.
- e. **Shields, Eye, Plastic.** Consists of a frame of metal, plastic or fiber, one-piece plastic lens with minimal optical distortion, side protection and adjustable headband; ventilated, (fits over regular prescription glasses). Protects the wearer from flying objects or particles. American National Standard Z87-1-1968. Available in rigid or flexible frame.
- f. **Maintenance.** (same as spectacle type goggles, except that headband should be replaced, if necessary).

Figure 7-1

HAZARD	TYPICAL OPERATIONS	REQUIRED SAFETY EQUIPMENT
Falling objects		Safety helmet (hard hat)
Flying objects or particles	Construction operations	Clear safety goggles or eye shields
Foot and toe injuries	Materials handling or warehousing operations where employees are intermittently exposed to impact or compression type foot injuries.	Foot guards (metatarsal); metal

SECTION 8

HAZARD COMMUNICATION PROGRAM

1. GENERAL.

A. Program.

1. The Occupational Safety and Health Administration (OSHA) of the Department of Labor requires that Federal, State and local governments, as well as private employers, establish a Hazard Communication Program. This program is intended to insure that the hazards of chemicals used in the workplace are evaluated and that information about such hazards is made available to employees.
2. Chemical manufacturers and distributors are required by law to put labels on their products, warning of hazardous components. They must also provide a "Material Safety Data Sheet" (MSDS) to users, which describe the physical and chemical properties of products, their physical and health hazards, and precautions for their safe handling and use.

2. PROGRAM ELEMENTS.

A. Requirements.

1. HUD's Safety and Health Officer is the coordinator of the Department's Hazard Communication Program. HUD's program requires that:
 - a. A list of hazardous chemicals present at a work site be compiled;
 - b. These chemicals be properly labeled;
 - c. MSDS's be available for all of these chemicals;
 - d. Employees who work with hazardous chemical be trained and be provided with information regarding them.

3. HUD IMPLEMENTATION.

A. Work Sites.

1. Since operations are for the most part conducted in an office setting, relatively few HUD employees handle hazardous chemicals as part of their jobs. Some employees, however, do handle such materials.
 - a. **Headquarters Implementation.** Hazardous chemicals are used in the Printing Plant, Visual Arts and the Photo Lab. Supervisors are responsible for assuring that such chemicals are properly labeled and that employees are trained in the use of these chemicals. MSDS for the chemicals used in copy machines should be made available to employees who service such machines. The Safety and Health

Officer maintains a list of all hazardous chemicals used at Headquarters and an MSDS for each. The supervisor shall assure that proper training is provided, if and when, a new hazardous substance is introduced.

- b. **Field Implementation.** In Field Offices, employees who visit work sites may be exposed to hazardous chemicals. It is the responsibility of the contractor(s) at the site to insure that the requirements of the Hazard Communication Program are observed. Safety representatives in HUD field offices should assure that HUD employees who visit sites are familiar with the Hazard Communication Program and know how to read hazard information on labels and MSDS's. Further information about the Hazard Communication Program may be obtained by contacting the Departmental Safety and Health Officer.