

**Forest Service Manual
National Headquarters – Washington Office
Washington, DC**

**Forest Service Manual 6700 – Safety and Health Program
Chapter 6710 – Safety and Occupational Health Program Administration**

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Responsible Staff:

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Digest: Following is an explanation of the changes throughout the directive by section.

6710: Revises the chapter in its entirety and adds applicable direction previously in FSH 6709.12, chapter 10.

Changes chapter title from “Safety and Health Program Administration” to “Safety and Occupational Health Program Administration.”

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6711 – Culture

Highly effective work environments are built upon a system of safety that adheres to established safe work practices and fosters organizational climates committed to learning. Learning cultures are critical in order to identify opportunities to improve work and reduce hazards at multiple levels.

Successful organizational safety management systems require leadership commitment towards providing employees and volunteers with a safe and healthy work environment and safe recreational experiences for the visiting public. Leadership shall take responsibility for managing the systems and creating an environment where workers can be successful. Deploying effective safety management systems is a collaborative effort among all employees. As such, the Forest Service is committed to the following:

1. Safety and health considerations are integrated into all operational phases of work, to include planning, design, implementation, and review;
2. Employees at all levels of the organization take active ownership for their role in the Agency Safety and Health Program and hold each other accountable;
3. Employees are encouraged, empowered, and rewarded for putting voice to their local Safety, Health, and Wellness Programs without fear of reprisal;
4. Lessons learned must be shared throughout the organization; and
5. Employees are aware of their rights and responsibilities under the Occupational Safety and Health Act.

6712 – Standards

6712.1 – Adoption of Standards

Forest Service employees shall use the Department of Labor's Occupational Safety and Health Standards (29 CFR 1910 and 1926) where standards apply to Forest Service operations. The Health and Safety Code Handbook (FSH 6709.11) is the source of standards for field operations.

6713 – Program Management

The Forest Service Safety Management System is comprised of seven critical elements: Program Management; Safety Training and Education; Safety and Occupational Health Promotion; Recordkeeping and Accident Investigation; Inspections; Program Analysis and Evaluation; and Occupational Health Program. Safety and Health program management for each unit must include the following:

1. Safety and Occupational Health Policy Statement. This statement contains leadership's commitment towards ensuring a safe and healthful work environment for employees. The policy must be a written, unit-specific safety mission statement that clearly identifies goals, outcomes, and Line Officer responsibilities. The Policy Statement must be shared with all unit employees.

2. Safety and Occupational Health Action Plan. A Forest Service unit shall develop and update its Safety and Occupational Health Action Plan annually. The plan must be documented on form FS-6700-51, Safety and Occupational Health Action Plan, or reasonable facsimile; signed by the unit Line Officer; and submitted to the Region/Station Safety Manager. Action Plans must include the following:

- a. The organizational unit's Safety and Occupational Health (SOH) program goals and objectives.
- b. Timelines for estimated date(s) of implementation and/or correction.
- c. A point of contact for each item listed.

3. Management and Leadership Accountability. Each unit shall have a process that ensures safety-related accountability for Senior Executives, Line Officers, Managers, and Supervisors. Accountability must be addressed through Performance Appraisals. In accordance with 29 CFR 1960.11, Managers and Supervisors shall have safety included as a performance review element.

4. Resources. Forest Service units shall dedicate adequate resources on the “front-end” of projects, tasks, and processes, such as equipment, funds, medical surveillance, monitoring, and program promotion to better facilitate successful outcomes. Specific resource considerations are as follows:

- a. Funding must be allocated for hazard reduction or abatement and implementation of Safety and Health priorities.
- b. If there is insufficient funding for requisite Safety and Health safeguards of a project, task, or process, units shall evaluate reduced cost options that do not compromise employee safety and health or the project must not be initiated.
- c. Full-time qualified Safety and Health Managers shall be assigned at Forest, Regional, and Station organizational levels.

5. Employee Involvement. Employees shall be encouraged to participate in their local SOH programs. Safety committees, safety councils, all-employee meetings, tailgate sessions, unit Hazard Reporting programs, risk assessments, and development of Job Hazard Analyses (JHAs) are some examples of methods to encourage employee participation.

6. Contractor, Permittee, Concessionaire, and Cooperator Operations and Activities. Any Forest Service organization establishing contracts, leases, or land-use permits must include safety as a component of the contracting process. The unit shall accomplish the following:

- a. Assign a Contracting Officer Representative (COR)/Permit Administrator (PA) for all contracted projects and permits in the unit.
- b. Provide and document safety training for COR/PA for potential and specific job-related hazards. Training is available through the Missoula Technology Development Center (MTDC), which local Safety and Health personnel can augment.

- c. Conduct a pre-work conference with the contractor to discuss health and safety requirements applicable to the scope of work expected to be performed.

6714 – Safety Training and Education

Each Federal agency is required to ensure its employees are provided Safety and Health training in order to safely perform their duties as well as to recognize the hazards of their work and work environments (29 CFR 1960.59(a)). Line Officers are responsible to ensure this training is accomplished and documented within their units. Below are the minimum expectations that must be met:

1. All Forest Service Employees. Employees will be provided unit-specific safety training to include emergency evacuation procedures, procedures to report injuries and hazards, and specialized job Safety and Health training appropriate to the work performed. Supervisors shall ensure employees are provided:

The necessary training to recognize the hazards of the work they are expected to perform as well as the hazards associated with their work environment; and the skills and authority necessary to mitigate the risks of potential hazards. Such training must also inform employees of their rights and responsibilities in relation to Safety and Health.

2. Union Representatives (29 CFR 1960.59(b)). Representatives will be provided specialized job Safety and Health training that enables them to help Line Officers in providing safe and healthful working conditions and practices and effectively help in conducting workplace Safety and Health inspections.

3. Supervisors (29 CFR 1960.55). Training must include supervisory responsibilities to provide and maintain safe and healthful working conditions; familiarization with agency Safety and Health policies and programs; procedures for reporting and abating hazards; reporting and investigating accidents; and procedures to investigate allegations of reprisal. Training must enable Supervisors to recognize and eliminate or reduce Safety and Health hazards.

4. Management (29 CFR 1960.54). Senior agency officials (Chief, Associate Chief, Deputy Chiefs, Associate Deputy Chiefs, Staff Directors, Station Directors, Regional Foresters, and Deputy Regional Foresters) will be provided training that will enable them to effectively manage agency Safety and Health programs. Such training must include orientation to Section 19 of the Occupational Safety and Health Act, Executive Order 12196, and orientation to agency Safety and Health policies.

5. Collateral Safety and Health Personnel/Safety Inspector's/Safety Committee Members (29 CFR 1960.57 and 58). Personnel and members shall be provided specialized training, such as inspection techniques; agency Safety and Occupational Health program procedures such as reporting, evaluation, and abatement of hazards; agency procedures for reporting and investigating allegations of reprisal; the recognition of hazardous conditions and environments; identification and use of Occupational Safety and Health standards; and other appropriate rules and regulations. See section 6719.8, exhibit 01 (Minimum Training for Full Time Safety Managers (within 2 years of appointment)) for training requirements.

6. Safety Directors, Managers, and Specialists (29 CFR 1960.56). Training must include courses, experiences, field study, and other formal learning experiences to prepare them to understand and conduct technical monitoring, consulting, testing, inspecting, designing, and other tasks related to program development and implementation. Training must also address hazard recognition, evaluation, and control; equipment and facility design; standards; analysis of accident, injury, and illness data; and other related tasks. These safety professionals will also be provided career development programs to enable them to meet present and future agency Safety and Health program requirements. See section 6719.8, exhibit 01 for training requirements.

6715 – Safety and Occupational Health Promotion

Organizational units shall use a variety of methods, such as publications, posters, safety presentations, individual and group awards, or other means commensurate with their mission areas to promote awareness and understanding of the Safety and Occupational Health program.

The Occupational Safety and Health Administration (OSHA) poster must be posted in a conspicuous location at each administrative unit. The poster can be downloaded from the OSHA Web site at <http://www.osha.gov/Publications/fedposter.html> and must contain the names of the Designated Agency Safety and Health Official and the Safety and Health designee, including the workplace location and telephone number.

Safety Award programs are authorized under FSH 6109.13 and must be available at the following organizational levels:

1. Unit Safety and Occupational Health Award. Units shall develop formal safety award programs to recognize significant safety achievements. Clearly established criteria for qualification must be communicated to employees and shall recognize performance and achievements that go above and beyond normal duty requirements. Participating or leading safety training; submitting suggestions; developing new safety initiatives; and reporting hazards are examples of safety performance worthy of unit Safety and Occupational Health awards. Units shall avoid using accident rates as an award measure, as these types of award criteria can result in the under-reporting of employee accidents.
2. Region/Station/Area/IITF Safety and Health Award. Every Region and Station shall develop a formal annual safety award program with clearly established criteria for recognition of individual, group, and team safety achievements. Clearly established criteria for qualification must be communicated to employees and must recognize performance and achievements that go above and beyond normal duty requirements.
3. Deputy Chief's Safety and Occupational Health Award. The Deputy Chief may present this award to any unit, individual, or group to recognize significant achievement in safety or health.

6716 – Recordkeeping and Accident Investigations

(See FSM 6730).

6717 – Inspections

6717.1 – Facility Safety Inspections

Each unit's Safety and Occupational Health program must include procedures to identify and eliminate unsafe acts and conditions in order to provide safe and healthful workplaces for employees and to prevent accidents, injuries, or damage to equipment and property. These inspections also aid in the identification and mitigation of hazardous conditions to members of the public who visit agency facilities and recreation sites. Each unit shall act as follows:

1. Inspect all occupied and frequently utilized facilities, such as work centers, administrative office spaces, industrial shops, fuel and hazardous storage facilities, living quarters, bunkhouses, and storage facilities for Safety and Occupational Health hazards at least annually (29 CFR 1960.25(c)). Facility inspections must be prioritized to ensure highly utilized and high-risk facilities are inspected at least annually, if not more frequently, and facilities that are rarely utilized are inspected less frequently, such as once every two to three years.
2. Include the following types of inspections in the facility safety inspection process:
 - a. Facility Safety and Occupational Health Inspections. These inspections focus on facility safety hazards, such as housekeeping, life safety code requirements (such as egress, portable fire extinguishers, Occupant Emergency Plans, and so forth), electrical safety hazards, machine guarding, hazardous material storage, and other hazards within the facility and operations.
 - b. Workplace Operations Safety and Occupational Health Assessments. These assessments address procedural and ergonomic aspects of employee safety and health. Assessments include such activities as ergonomic work station reviews, field observations related to hazard identification and mitigation, and employee-machine interactions.
3. Document results of hazards identified during safety inspections on form FS-6700-4, Notice of Unsafe or Unhealthful Working Conditions, or a reasonable facsimile.
4. Retain facility inspection records for a minimum of three years.
5. Where clarity and value are enhanced, assign a hazard classification or Risk Assessment Code (RAC) on form FS-6700-4 to help Managers prioritize the allocation of resources to mitigate hazards based on the degree of danger the hazard presents. Hazards must be classified as imminent danger, serious, and non-serious based on the following criteria:
 - a. Imminent danger hazards (Extremely High Hazards – RAC 1) would likely cause death, severe injury, or high property losses immediately or before the hazard can be eliminated through normal procedures. Immediate employee protection and abatement is required.

- b. Serious hazards (High Hazards – RAC 2) are those in which there is high probability that serious injury, illness, or extensive property damage would result unless corrective action is taken.
 - c. Non-serious hazards (Medium – RAC 3 and Low – RAC 4) are those that could cause injury, illness, or property damage.
6. Inspect high-risk operations, activities, and associated locations on a more frequent basis as needed. High-risk activities may include, but are not limited to, hazardous chemical storage facilities, warehouses, industrial shops, vehicle maintenance facilities, lookout towers, bunkhouses, and so on.
7. Facility Safety Inspection close-out. At the conclusion of facility safety inspections, personnel conducting the inspection shall ensure the following:
- a. The local Line Officer is provided a summary of each hazard identified.
 - b. The Risk Assessment Code of each hazard is identified, where added.
 - c. Time allotted to abate hazards is identified.
 - d. Positive observations, practices, and behaviors are noted during the inspection.
8. Abatement Plans. If correction of the noted deficiency cannot be accomplished within 30 days of the inspection, the local Line Officer shall ensure a written abatement is completed to document how each hazard will be abated; how employees will be insulated from the hazard or deficiency; and the projected hazard abatement date. The Written Hazard Abatement Plan must be posted in close proximity to the hazard in order to warn employees.
9. Contractors, cooperators, and permittees are covered under Federal OSHA and State safety requirements. If these personnel operate in violation of applicable safety requirements, units shall notify the appropriate agency for enforcement action.

6717.2 – Other Agency Safety Inspections

Forest Service employees shall cooperate with Federal OSHA safety inspections of Forest Service facilities or operations, regardless of whether these inspections are scheduled in advance. In the event of a Federal OSHA inspection, the unit shall coordinate with the Washington Office OSOH prior to seeking an OSHA informal conference in regard to notices of violations received.

6718 – Risk Management

6718.1 – Principles

The intent behind making risk-based decisions is to identify, mitigate, and control risk at the lowest possible levels within the organization. Some risk decisions are best made at a strategic level by senior organizational leaders; some at the operational level by local Managers; and some

at the field or tactical level by employees. This formal process provides employees and Managers with a systematic and consistent method for identifying and managing risks associated with any operation. Four foundational principles associated with risk management that must be continuously employed throughout all operations are as follows:

1. Integrate risk management into decision-making, planning, preparation, and execution of agency activities during the earliest stages possible.
2. Make risk decisions at the appropriate level within the organization.
3. Accept no unnecessary risk. Unnecessary risk contributes no benefits to the safe accomplishment of a task or operation. Balance risks against operational expectations and accept only those risks where the benefits outweigh the potential costs or losses, such as serious injuries or property damage.
4. Accept risk only if the benefit outweighs the potential cost as determined by deliberate dialogue around the benefits of pursuing an operation or task versus the potential costs or consequences that operation or task may cause.

6718.2 – Program Requirements

1. Risk management must be incorporated into policy decisions, project planning, and field operations. The five-step risk management process, which directly correlates with the Agency's "Five Practices," is as follows (see sec. 6719.8, ex. 02):
 - a. Identify potential hazards. Employees and Supervisors shall work collaboratively to break down the operation or task into essential steps and identify hazards associated with each.
 - b. Assess the risks. Employees and Supervisors shall analyze each hazard and assess the risk using the Risk Assessment Code Matrix (see sec. 6719.8, ex. 03).
 - c. Develop control measures and make risk-based decision. Employees and Supervisors shall develop mitigating measures that eliminate or reduce hazards and associated risk. As mitigating measures are developed, employees and Supervisors shall reevaluate hazards until all risks are reduced to a manageable level where the outcome of the operation or task is not projected to result in serious injuries. The level of risk remaining after controls have been identified and selected is the residual risk.
 - d. Implement control measures. Supervisors shall see that mitigating measures (defenses) are in place that eliminate the hazards or reduce their risks to a manageable level.
 - e. Supervise and evaluate. Supervisors shall enforce use of selected controls and then evaluate the effectiveness of these controls and adjust or update, as necessary.
2. When risk levels cannot be reduced, employees and Managers shall then make informed, risk-based decisions as to whether the work truly needs to be accomplished.

6718.3 – Risk Management Tools

Risk management tools provide methods for identifying hazards, assessing risk, developing and implementing control measures, enforcing use of selected controls, and evaluating their effectiveness. When used effectively, risk management tools should help reduce the knowledge gap between employees and Supervisors when designing work procedures.

Risk Assessment Code (RAC) Matrix. The RAC Matrix is a tool that can be used to assess potential hazards in terms of probability and severity. Each hazard is first assessed in relation to the potential severity that might occur during the project or task (see sec. 6719.8, ex. 04). Severity is expressed in terms of degree of injury or illness, loss of or damage to equipment or property, or environmental damage. The next step is to assess the probability that such an outcome might occur, Probability Definitions (see sec. 6719.8, ex. 05). For example, in most cases when operating a motor vehicle, the potential worst-case outcome that could occur is death. Whether caused by another motorist, losing control of a vehicle, or striking wildlife, the potential outcome in terms of worst-case scenarios is death. However, the probability of such an outcome occurring varies from employee to employee and is dependent upon a variety of factors, such as the operator's driving experience, training, use of vehicle restraints, environmental conditions, road type, and so on.

6719 – Job Hazard Analysis (JHA)

6719.02 – Objective

A Job Hazard Analysis identifies hazards associated with work projects and worksites; documents Personal Protective Equipment (PPE) required; and identifies work procedures necessary to perform the task safely. JHAs are merely one acceptable risk assessment tool, such as a Green-Amber-Red (GAR) assessment tool. JHAs or other forms of risk assessment tools must accompany work tasks that potentially expose employees to serious injuries, illnesses, or significant property damage if established procedures are not followed. JHAs lose their value when developed for low-risk tasks and operations such as walking across a parking lot, using a paper shredder, and so on.

6719.04 – Responsibility

Line Officers shall ensure JHAs or other risk assessment tools are completed for project work plans and/or research study work plans using form FS-6700-7, Job Hazard Analysis. JHAs or other risk assessment tools must be reviewed annually by employees who perform the work being prescribed; by Supervisors who oversee the work; and by Line Officers who approve the work. The local Line Officer shall approve these risk assessment tools, such as JHAs, GARs, or other products, on an annual basis.

Work Supervisors shall review JHAs with crew members prior to beginning new projects or changing work sites. Supervisors and crew members shall collectively identify any hazards not noted on the JHA and discuss ways to reduce these hazards, including the use of Personal Protective Equipment.

6719.1 – Process

1. Supervisors who will manage the work to be accomplished and employees who will perform the work shall jointly complete the JHA.
2. Supervisors and crew members shall identify the main tasks to be accomplished that create the potential for serious injuries, illnesses, or property damage if outlined procedures are not followed. JHAs must not be utilized to document every step in a project or task.
3. JHAs must identify Personal Protective Equipment necessary to perform the job safely.
4. JHAs must be reviewed periodically, at least annually, to determine their effectiveness and currency and must be revised to incorporate employee learning and experiences.

6719.2 – Tailgate Safety Sessions

Tailgate Safety Sessions. Tailgate sessions must be used at the beginning of each shift prior to beginning field work. A written tailgate safety session summary or reviewing the JHA or other risk assessment tool is not required when work conditions remain consistent throughout the project. When new hazards become apparent or changing environmental conditions potentially increase the risk of the work, Supervisors and employees shall discuss and address these situations on the Work Supervisor Tailgate Meeting Report (see sec. 6719.8, ex. 06).

6719.3 – Employee Hazard Reporting Program

Employees who believe that an unsafe or unhealthful working condition exists shall report the condition to their Supervisor (Reference: 29 CFR 1960.28).

6719.31 – Procedures

1. Employees may request an inspection of their workplace by giving verbal or written notice of the alleged unsafe or unhealthful working condition to the immediate Supervisor, the unit Safety Manager, or the local Line Officer.
2. The Hazard Report must state the grounds for the alleged complaint and must either be signed by the employee or submitted anonymously. Hazard Reports may be initiated using the Agency eSafety program or reasonable facsimile.
3. Each report of an existing or potential unsafe or unhealthful working condition must be recorded on the unit Hazard Report Log using form FS-6700-38, a reasonable facsimile, or recorded in eSafety.
4. As a minimum, each reported hazard shall record the date, time, hazard location, brief description, classification (imminent danger, serious hazard or other), and the date and nature of corrective action taken to abate the hazard.

5. Unit inspections of employee hazard complaints shall be conducted within 24 hours for imminent danger conditions; within three working days for potentially serious conditions; and within 20 working days for other than serious Safety and Health conditions.
6. Inspections are not required when the hazardous condition(s) are abated immediately.
7. Employees shall be notified in writing within 15 days if the official receiving the report determines reasonable grounds to believe such a hazard exists are absent, and the official does not plan to make an inspection based on such a report.
8. The Agency inspection or investigation report, if any, must be made available to the employee making the report within 15 days after completion of the inspection for safety violations or within 30 days for health violations.
9. The local unit shall retain employee hazard reports and relevant documentation for a period of three years.
10. If an employee is dissatisfied with the final disposition by the Forest Service, the employee may forward the complaint in writing to the Director, Office of Finance and Management, U.S. Department of Agriculture, Washington, D.C. If the disposition still is unsatisfactory, the employee may write the Office of Federal Agency Safety and Health Programs, Occupational Safety and Health Administration, U.S. Department of Labor, Washington, D.C.

6719.4 – Program Analysis and Evaluation

Units are required to conduct an annual review of their Safety and Occupational Health program. Each unit shall proceed as follows:

1. Conduct the Safety Program Evaluation Checklist (SPEC) using evaluation form FS-6700-50.
2. Assess each item on the Safety Program Evaluation Checklist (form FS-6700-50) by utilizing the rating criteria established.
3. The Washington Office of Safety and Occupational Health (OSOH) will complete the annual Safety and Occupational Health Report to the Secretary of Labor and forward to the US Department of Agriculture Safety Office for review and forwarding to Department of Labor.

6719.41 – Washington Office, Regions, Stations, Areas, and IITF Safety and Occupational Health Reviews

External Safety Program Evaluations conducted by the Washington Office, Regions, Stations, Area, and IITF Offices of Safety and Occupational Health must occur once every three years.

1. Union representatives are to receive prior notification of Safety Program Evaluations and shall be invited to participate.
2. Where appropriate, inspectors shall conduct an opening conference with unit management representatives to explain the evaluation process and to provide an opportunity for the local unit to identify concerns or issues.
3. Where appropriate, inspectors shall conduct a closing conference with unit management to review observations noted during the evaluation.
4. Inspectors shall produce a written report that includes the following:
 - a. A program narrative that highlights strengths and weaknesses of each program element and includes recommendations for corrective actions.
 - b. A Program Evaluation Rating Checklist (form FS-6700-50).
5. Inspectors shall forward a copy of the report to the Line Officer in charge of the local field unit evaluated.
6. The unit shall incorporate improvement actions noted into its local Safety and Health Action Plan (form FS-6700-51).

6719.5 – Safety and Health Committees

Each unit shall analyze its operations to determine if a Safety and Health committee would be effective. Where established, safety committees shall report directly to the local Line Officer. Safety committees can be a valuable resource towards enhancing the local unit safety management system when provided effective leadership support and resources.

6719.51 – Process Guidance

1. Safety and Health committees shall be comprised of equal representation of management and non-management employees.
2. The committee members shall elect the committee chairperson.
3. Management and non-management members shall alternate as committee chairperson.
4. Committees shall meet at least quarterly.
5. Written minutes of each meeting shall be maintained.
6. Safety committees may perform a variety of functions, including the following:
 - a. Helping with local safety plan development.
 - b. Organizing employee Safety and Health training.

- c. Helping with annual facility safety inspections.
- d. Reviewing accidents and near misses for learning opportunities and trends.
- e. Identifying program areas that require additional emphasis.
- f. Helping develop local Safety and Health policies.

6719.6 – Special Emphasis Programs

Units at any level within the Agency may periodically establish Special Emphasis programs to highlight needs for various aspects of unit or agency operations to reduce risk to employees, contractors, and the public. These special programs may be of short duration, last several years, or be permanent. Special Emphasis programs may address a current accident trend or specific tasks, such as scientific diving, tree climbing, or chainsaw use.

6719.7 – Employee Health Services

Line Officers shall sponsor local Wellness Programs to increase employee awareness around proper nutrition, good health practices, and physical fitness.

6719.8 – Exhibits

Exhibit 01 – Minimum Training for Full Time Safety Managers (within 2 years of appointments)

Exhibit 02 – Risk Management Five-Step Process and Comparison with the Five Practices

Exhibit 03 – Risk Assessment Code (RAC) Matrix

Exhibit 04 – Severity Definitions

Exhibit 05 – Probability Definitions

Exhibit 06 – Work Supervisor Tailgate Meeting Report

Forest Service Manual 6700 – Safety and Health Program
Chapter 6710 – Safety and Occupational Health Program Administration
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6719.8 – Exhibit 01

Minimum Training for Full Time Safety Managers (within 2 years of appointment)

Required Courses (or comparable courses)
OSHA 6010 – Occupational Safety and Health Course for Other Federal Agencies
OSHA 511 – Occupational Safety and Health Standards for General Industry
Attendance of Forest Service Regional /Station /Area Safety Meetings and Conferences

Additional Training Recommendations – Full Time Safety personnel shall attend at least two individual developmental courses, seminars, or related activities per year in order to develop, enhance, and retain their skills – The following courses and programs are recommended.

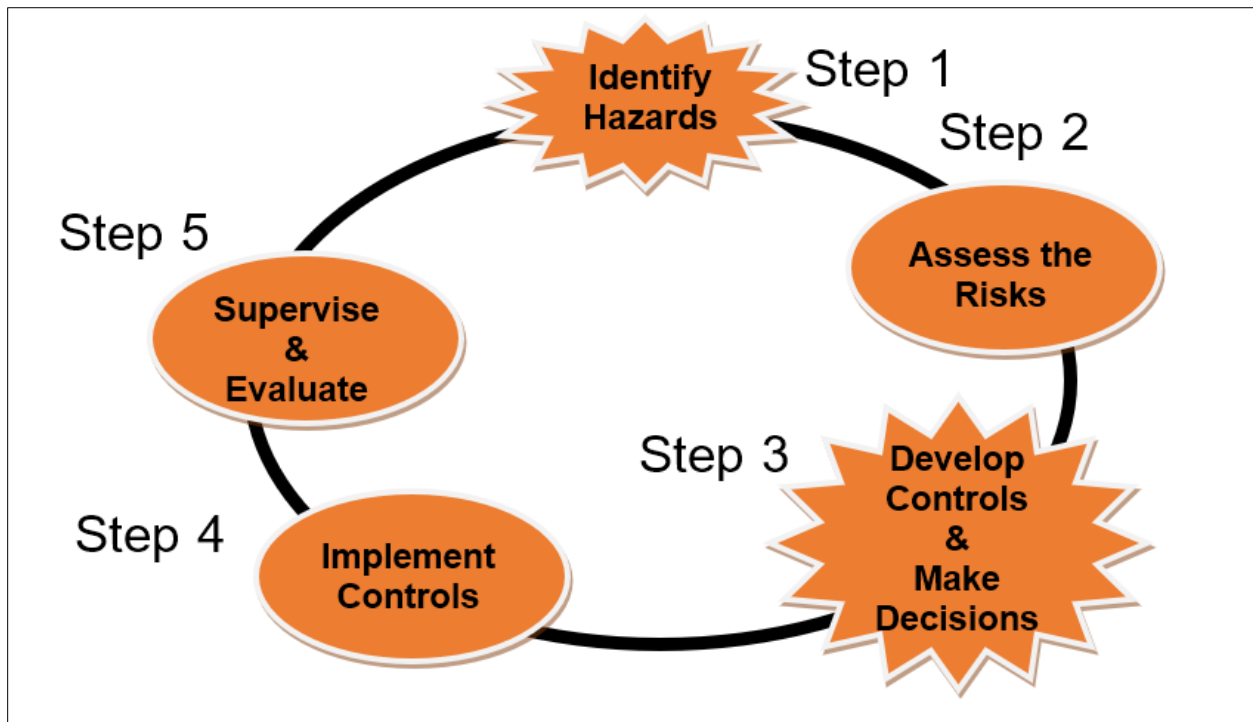
OSHA Courses
OSHA 521 – OSHA Guide to Industrial Hygiene
OSHA 2015 – Hazardous Materials
OSHA 2045 – Machine Guarding Standards or OSHA 7100 – Intro to Machine Safeguarding
OSHA 2225 – Respiratory Protection
OSHA 2255 – Principles of Ergonomics
OSHA 2264 – Permit-Required Confined Space Entry
OSHA 3115 – Fall Arrest Systems
OSHA 3095 – Electrical Standards
NFPA 101 – Life Safety Code
Safety Certification programs offered by the American Society of Safety Engineers (ASSE), such as: Safety Management I, Safety Management II, Corporate Safety Management
Attendance at Annual Safety Conferences sponsored by the American Society of Safety Engineers (ASSE) or National Safety Council (NSC) Congress and Exposition
Professional certifications such as Certified Safety Professional (CSP), Certified Safety Management Practitioner (CSMP), Certified Safety and Health Manager (CSHM), Certified Hazard Control Manager (CHCM), just to name a few
Variety of AgLearn safety courses
Facilitated Learning Analysis Course

Minimum Training for Collateral Duty Safety Officers and Safety Committee Members (within 1 year of appointment)

Required Courses (or comparable courses)
OSHA 6000 – Collateral Duty Course for Other Federal Agencies or reasonable agency facsimile
Attendance of annual regional/station/area safety workshops/training

6719.8 – Exhibit 02

Risk Management Five-Step Process and Comparison with the Five Practices



The Five Practices	Risk Management Process				
	Identify Hazards	Assess Risks	Identify Defenses	Implement Controls	Supervise & Evaluate
Strategic Risk	●	●	●		
Preparation	●	●	●	●	
Awareness	●	●	●	●	
Learning				●	●
Agreements			●	●	

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6719.8 – Exhibit 03

Risk Assessment Code (RAC) Matrix

HAZARD PROBABILITY							
		Frequent	Likely	Occasional	Seldom	Unlikely	
		A	B	C	D	E	
SEVERITY	Catastrophic	I	Extremely High (RAC1)		High (RAC 2)		Medium (RAC3)
	Critical	II	Extremely High (RAC)1	High (RAC 2)		Medium (RAC 3)	Low (RAC 4)
	Marginal	III	High (RAC 2)	Medium (RAC 3)		Low (RAC 4)	
	Negligible	IV	Low (RAC 4)				

6719.8 – Exhibit 04

Severity Definitions

Severity		Effect
Catastrophic	I	Death or permanent disability, system loss, major property damage
Critical	II	Permanent partial disability, temporary total disability in excess of three months, major system damage, significant property damage
Marginal	III	Minor injury, lost workday mishap, compensable injury/illness, minor system damage, minor property damage
Negligible	IV	First aid or minor medical treatment, minor system impairment

6719.8 – Exhibit 05

Probability Definitions

Probability	Definition
A. Frequent	The event occurs often, frequently, or with regularity in one's career or the life cycle of equipment items
B. Likely	The event occurs periodically with some regularity but not frequently enough to be predictable
C. Occasional	The event occurs sporadically but not with consistent regularity or predictability in ones career of the life cycle of equipment
D. Seldom	Possible to occur but the chances of the event occurring are remote
E. Unlikely	In this case, it is unlikely the event will ever occur

6719.8 – Exhibit 06

WORK LEADER OR SUPERVISOR TAILGATE MEETING REPORT

Instructions

To be completed by first-line supervisor or work leader at the worksite prior to beginning job and when hazards change due to a change in worksite location or other condition. Add any hazards that do not appear on the 6700-7. Reference Health and Safety Code Handbook (FSH 6709.11) to help identify recommended work procedures and protective equipment.

Study/Project/Job _____ Work Leader/Supervisor _____

Work Description _____

Hazards and Hazard-Reducing Work Procedures Discussed with _____

Protective Equipment Required by JHA _____

Additional Protective Equipment Needed _____

Project Start Date _____ Date Discussed with Crew _____

To be filed at end of project with other project documents.

Work Supervisor Signature _____

Date _____