

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

**Forest Service Manual 6700 – Safety and Health Program  
Zero Code**

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

**6704.2:** Changes caption from “Deputy Chiefs, Regional Foresters, Station Directors, Area Director, Institute Director, Job Corps National Director, Washington Office Directors, District Rangers, Job Corps Center Directors, Special Agents in Charge, and other Line Officers” to “Deputy Chiefs, Regional Foresters, Station Directors, Area Director, Institute Director, Job Corps National Director, Washington Office Directors, Forest and Grasslands Supervisors, National Technology & Development Program Director and Geospatial Technology & Applications Center Director, District Rangers, Job Corps Center Directors, Special Agents in Charge, and other Line Officers.”

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## 6701 - Authority

1. Public Law 91-596, the Occupational Safety and Health Act of 1970 (OSH Act), mandates Occupational Safety and Health Administration (OSHA) requirements to ensure safe and healthy working conditions for all employees and authorizes enforcement of the Act's standards. Section 19 of the Occupational Safety and Health Act places responsibility on each Federal agency head to establish and maintain an effective and comprehensive Occupational Safety and Health Program.
2. Executive Order 12196, Occupational Safety and Health Program for Federal Employees, issued February 27, 1980. This order mandates additional Safety and Occupational Health requirements and responsibilities for the heads of Federal agencies, the Secretary of Labor, and the General Services Administrator. Executive Order 12196 directs the Secretary of Labor to issue basic program guidance for the heads of Federal agencies in administering Occupational Safety and Health Programs. Executive Order 12196 and these basic program elements apply to all Federal employees and to all Federal employees' working conditions, except those involving unique military equipment, systems, and operations.
3. Chapter XVII of Title 29 of the Code of Federal Regulations, Occupational Safety and Health Administration, U.S. Department of Labor, issued September 4, 1971. This regulation mandates standards and program administration requirements for implementing Occupational Safety and Health Programs.
4. U.S. Department of Agriculture, Departmental Regulation 4410-004, Safety Management Program. This regulation establishes requirements for developing and implementing Safety and Occupational Health standards and program elements within the Department of Agriculture.
5. Qualification System for Trades and Labor Occupations, 0018. Establishes the U.S. Office of Personnel Management requirements for the Safety and Occupational Health Management Series.

## 6702 - Objectives

Forest Service Safety and Occupational Health Program objectives are as follows:

1. To protect people against accidental injury, death, or occupational exposure to health hazards and to protect property from damage or loss due to Forest Service operations.
2. To increase Forest Service operational efficiency and effectiveness by providing a safe and healthy work environment, and by reducing personal injuries, equipment damage, and tort claims.

## **6703 - Policy**

1. All Forest Service activities and operations must emphasize the Safety and Occupational Health of Forest Service employees, volunteers, cooperators, contractors, and the public.
2. All Forest Service employees shall identify, communicate, and mitigate hazards and follow Safety and Occupational Health procedures.
3. All unit Safety and Occupational Health Programs must accomplish the following:
  - a. Include the seven key program elements listed in FSM 6706, Seven Safety Management Program Elements.
  - b. Assign responsibilities and require procedures designed to protect Forest Service personnel and the public from serious injuries or illnesses.
  - c. Assign responsibilities and require procedures designed to protect Forest Service property against accidental loss.
  - d. Apply to all Forest Service employees, cooperators, and volunteers.
  - e. Be integrated into all policies and procedures.
  - f. Provide uniformity throughout the Agency.
  - g. Allow sufficient flexibility to accommodate diverse missions.
4. Line Officers should consider using Safety and Health Committees, teams, or all-employee meetings to advise on and help in developing unit Safety and Health Programs and policy. These venues provide employees and their representatives opportunities to participate.
5. Implement a written Check-In/Check-Out Program to account for the location and safety of employees and volunteers working in remote field locations so as to confirm their safe return at the end of each workday.

## **6704 - Responsibility**

Every unit at all agency levels must have a process for reporting, reviewing, analyzing, and recording accidents and incidents (refer to FSM 6730, Accident Reporting and Investigation).

### **6704.1 - Washington Office**

#### **6704.11 - Chief**

The Chief is responsible for the following:

1. Ensuring the safety, health, and wellbeing of Forest Service employees, volunteers, and cooperators.
2. Ensuring a Forest Service Safety and Occupational Health (SOH) Program is developed and implemented.
3. Allocating adequate staff and budget for effective SOH Program implementation and management.
4. Requiring accountability from Senior Executive Service, Line Officers, Directors, Program Managers, and other supervisory personnel for the following:
  - a. Meeting SOH Program requirements.
  - b. Complying with all Federal, Departmental, and Agency Safety and Occupational Health statutory requirements.

#### **6704.12 - Deputy Chief for Business Operations**

The Deputy Chief for Business Operations shall serve as the Designated Agency Safety and Health Official (DASHO). The DASHO is responsible for Forest Service Safety and Occupational Health (SOH) Program oversight and administration, including the following:

1. Approving or disapproving policy, directives, and guidance for SOH Program conduct.
2. Allocating sufficient resources (funds and staff) to effectively administer the SOH Program.
3. Advocating SOH Program initiatives.
4. Reporting accomplishments and challenges to the Forest Service Chief and the U.S. Department of Agriculture.

#### **6704.13 - Director, Office of Safety and Occupational Health**

The Director, Office of Safety and Occupational Health (OSOH) shall attend to the following:

1. Ensure Forest Service Safety and Occupational Health (SOH) Program and policy development, administration, oversight, and evaluation.
2. Serve as the primary technical advisor for all SOH aspects.
3. Advise and support Forest Service personnel in accomplishing SOH Program objectives.
4. Document SOH Program needs and budget priorities, propose new initiatives, and manage funding and staffing levels.

5. Ensure safety training program development, implementation, and management.
6. Work directly with the Forest Service Chief and DASHO to organize agency fatality reviews.

**6704.2 - Deputy Chiefs, Regional Foresters, Station Directors, Area Director, Institute Director, Job Corps National Director, Washington Office Directors, Forest and Grasslands Supervisors, National Technology & Development Program Director and Geospatial Technology & Applications Center Director, District Rangers, Job Corps Center Directors, Special Agents in Charge, and other Line Officers**

The Deputy Chiefs, Regional Foresters, Station Directors, the Area Director, the Institute Director, the Job Corps National Director, Washington Office Directors, Forest Supervisors, National Technology & Development Program Director and Geospatial Technology & Applications Center Director, District Rangers, Job Corps Center Directors, and Special Agents in Charge (SAC), shall carry out the following responsibilities, within their respective areas of jurisdiction:

1. Direct, provide resources for, and evaluate the Safety and Occupational Health Program.
2. Ensure that Safety and Occupational Health requirements are integrated into projects, programs, directives, training instruments, and guides.
3. Ensure that Safety and Occupational Health criteria are incorporated into critical performance standards and are evaluated within performance reviews for all Supervisors, Managers, and Senior Executive Service personnel.
4. Integrate Safety and Occupational Health requirements into functional activities.
5. Ensure Supervisors inform employees of safety and health hazards associated with their jobs or workplaces.
6. Ensure employees, including all those in non-traditional positions, are included in all aspects of the local Safety and Occupational Health Program.
7. Appoint qualified and trained individuals to manage unit Safety and Occupational Health Programs consistent with Federal Occupational Safety and Health Administration, Section 1960.25(a) of Title 29 of the Code of Federal Regulations requirements.
8. Approve the use of prescription medication (refer to FSM 6723, Prescription Medications) required for emergency response, field first-aid, and other requirements not associated with an individual employee's personal use medication. For example, prescription Epinephrine may be authorized when purchased for field first-aid kits, consistent with State law, but may not be purchased for specific employees with known allergies who have been prescribed personal-use Epinephrine.

9. Appoint teams to investigate and review accidents and near misses. Examine and facilitate any lessons learned and share results to minimize similar mishaps.
10. Direct responses to emergency situations or other unintended events occurring on the local unit.
11. Ensure a Check-In/Check-Out Program with clear protocols is established and implemented in compliance with National direction.

### **6704.3 - Project Leaders, Supervisors, and Managers**

All Project Leaders, Supervisors, and Managers shall carry out the following responsibilities:

1. Direct, train, motivate, and equip employees and volunteers so they can safely perform their tasks.
2. Inform employees of safety and health hazards associated with their jobs or workplaces.
3. Monitor and inspect operations at work sites for unsafe acts and conditions and promptly correct deficiencies and mitigate exposure to hazards.
4. Promptly report all accidents or incidents that result in or have the potential to cause fatalities, injuries, illnesses, and property damage.
5. Ensure that all accidents and incidents required to be recorded in eSafety (refer to FSM 6732.3, eSafety) are properly entered into the system.
6. Recognize and/or reward those who demonstrate exemplary Safety and Occupational Health practices and leadership.
7. Encourage employee participation in the Safety and Occupational Health Program. Allow employees official time to participate in their local Safety and Occupational Health Programs.
8. Provide employees a safe and healthy work environment and encourage them to report safety concerns without interference, reprisal, or coercion.
9. Ensure that employees, including those in non-traditional positions, are included in all aspects of the local Safety and Occupational Health Program.
10. Account for all employees in the performance of their duties, including non-traditional employees. Establish locally required Check-in/Check-out procedures in compliance with National direction.

#### **6704.4 - Safety and Occupational Health Professionals and Collateral Duty Safety Officers**

##### **6704.41 - Fulltime Safety and Occupational Health (SOH) Professionals**

All fulltime Safety and Occupational Health professionals, within their respective areas of jurisdiction, shall carry out the following responsibilities:

1. Serve as the principal staff advisor, technical consultant, and coordinator in planning, organizing, directing, and evaluating Safety and Occupational Health efforts.
2. Advise Line Officers and Program Managers so they may ensure safe practices and procedures to mitigate hazard exposures are integrated into local regulations, policies, directives, operating procedures, plans, and other appropriate documents.
3. Document annual Safety and Occupational Health Program needs for the budget process, so Line Officers and Program Managers may assure the effective accomplishment of Safety and Occupational Health Program requirements at the local level.
4. In collaboration with local Line Officers and leadership teams, annually develop local unit Safety Action Plans.
5. Conduct facility safety inspections annually as defined in Federal Occupational Safety and Health Administration, Section 1960.25(c) of Title 29 of the Code of Federal Regulations (CFR 1960.25(c)).
6. Serve as the Safety and Occupational Health Advisor to local leadership teams.
7. Serve as the Safety and Occupational Health subject-matter expert for local accident investigations, Near Miss Reviews, After Action Reviews, Facilitated Learning Analysis teams, and other review processes.

##### **6704.42 - Collateral Duty Safety Personnel**

Collateral Duty Safety Personnel, within their respective areas of jurisdiction, shall carry out the following responsibilities:

1. Serve as a coordinator in planning, organizing, and evaluating Safety and Occupational Health efforts.
2. Report directly to the Line Officer on matters concerning Safety and Occupational Health.
3. Help develop safe work practices and risk management procedures to eliminate or minimize exposures to hazards.
4. Develop the unit's Safety Action Plan annually.



5. Help Region, Station, Area, Institute, and Job Corps Safety Managers complete annual facility safety inspections as required by CFR 1960.25(c).

#### **6704.6 - Employees**

Employees shall comply with all Safety and Occupational Health Program requirements:

1. Adhere to safety policies, standards, and risk management procedures.
2. Use and maintain safety devices and the personal protective clothing and equipment provided or directed to be used.
3. Immediately report the following to Supervisors:
  - a. All unsafe or unhealthy working conditions.
  - b. Any job-related accident or incident that results in or has the potential to harm people, property, or the environment.
  - c. Any personal conditions that could adversely affect safe or healthy job performance.
4. Non-traditional employees shall follow and participate in the host unit's Safety and Occupational Health Programs, including participation in safety meetings and other relevant training.

#### **6705 - Definitions**

Accident. An unplanned and unintended event that results in injury or property damage as follows:

1. Injury to Forest Service personnel.
2. Injury to personnel involved in Forest Service training.
3. Injury to other government personnel assigned to a Forest Service organization/unit.
4. Injury to non-Forest Service personnel, including public and private citizens, with the Forest Service at fault.
5. Damage to Forest Service property/equipment. Does not include willful acts.
- 6.. Damage to Forest Service-owned, contractor-leased property/equipment.
7. Damage to property leased or loaned to the Forest Service where the Forest Service assumes liability.
8. Damage to non-Forest Service property, including public and private property, with the Forest Service at fault.

9. Damage to new production equipment prior to delivery where the Forest Service has assumed liability.

Forest Service Property. Lands and resources managed by the Forest Service. Privately owned or commercially leased/rented motor vehicles, watercraft, aircraft, specialized equipment, or any other motorized/non-motorized vehicles used for Forest Service business.

Incident. An unplanned or undesired event that adversely affects completion of a task. See accident and near miss.

Near Miss. An event in which there is no injury or no equipment/property damage or minor equipment/property damage (less than \$1,000), but where, given a slight shift in time or position, injury and/or damage easily could have occurred.

Non-Traditional Employee. Detached unit employee, hosted employee in a virtual position from another unit, visiting employee, or an employee in an alternative worksite.

Risk Management. The identification and assessment of hazards and selection of hazard controls or mitigations to enable decision making. Risk management incorporates the deliberate assessment, planning, and organizing of controls to prevent or mitigate the likelihood and consequences of a hazard.

Special Emphasis Programs. National, Regional, or local initiatives that focus on specific Forest Service safety issues identified as a priority on a short-term or one-time basis only. The programs may address a current accident trend or specific tasks.

Virtual/Co-located/Detached Employee. Occupations held by Forest Service employees who are physically located outside or away from their program's home unit.

## **6706 - Seven Safety Management Program Elements**

The seven safety management program elements are as follows:

Element 1: Program Management. Each unit must have a program management process that guides and motivates groups/individuals to accomplish the organization's purpose. Safety and Occupational Health Program management involves providing a vision, clarifying issues, setting priorities, establishing goals/objectives, providing resources, and making effective decisions for the provision of a safe work environment. Safety and Occupational Health Program management includes manager and employee accountability and a risk assessment program, which incorporates hazard analysis tools, such as the Job Hazard Analyses (JHAs) for high-risk tasks, processes, and projects.

Element 2: Safety Training and Education. Each unit must have a safety training and education process that provides personnel at organizational levels with the knowledge and skills required to lead a Safety and Occupational Health Program and/or to perform their duties in a safe manner. Specialized safety personnel are well educated in technical

and leadership aspects of the safety management profession. An effective safety training program is routinely evaluated to ensure that it is timely, understood, and effective.

Element 3: Safety and Occupational Health Promotion. Each unit must have a Safety and Occupational Health promotion process that communicates the importance of achieving Safety and Occupational Health goals and objectives, encouraging participation in related safety endeavors, and recognizing positive contributions toward the Safety and Occupational Health Program and/or safe work behavior. Excellent Safety and Occupational Health promotion systems emphasize the importance of proactive, problem-solving safety activities and reward behavior that exceeds normal expectations.

Element 4: Recordkeeping and Accident Investigation. Each unit must comply with OSHA-stipulated recordkeeping requirements to record, track, and analyze workplace injuries. Each unit must have an accident investigation process that establishes causes and contributing factors of accidents, near misses, and other incidents involving unplanned exposures to hazards that endanger employees and recommends corrective actions.

Element 5: Inspections. Each unit must have an inspection process in place that evaluates worksite conditions and personnel performance at all organizational levels against applicable policies and standards. Effective safety inspection programs have a documented hazard-reporting program in place that identifies hazards, provides prompt abatement, and ensures items are tracked to closure/correction. Ongoing/daily safety inspections are the most effective means to identify and correct hazards before an accident occurs.

Element 6: Program Analysis and Evaluation. Each unit must have a program analysis/evaluation process that evaluates Safety and Occupational Health Program effectiveness as defined in FSH 6709.11, chapter 10. Information derived from evaluations is used to develop action plans, augment special emphasis programs, provide Safety and Occupational Health Program status to identify common trends and/or problem areas, and highlight success stories about initiatives that have helped reduce workplace injuries.

Element 7: Occupational Health Program. The Forest Service Occupational Health Program is the process of designing, implementing, and evaluating comprehensive unit Safety and Occupational Health Programs that maintain and enhance employee health and improve safe mission accomplishment in local workplaces.

## **6707 - Contractor Safety**

Each unit acquiring services through contracting agreements must implement a process to ensure that contractors conducting or performing activities on Forest Service lands are aware of their safety responsibilities.

Each unit must conduct a contract safety pre-work discussion with company representatives for every contract as defined in FSH 6309.11, Contract Administration Handbook.

Each unit must document the pre-work safety discussion, as required by FSM 6711, Culture.

### **6708 - Integrated Workers' Compensation and Safety and Occupational Health System (eSafety)**

The Integrated Workers' Compensation and Safety and Occupational Health System (eSafety) is an enterprise application and database system used to report, record, and manage Forest Service employee injuries, illnesses, safety hazards, near-misses, and safety stories. eSafety is also used to report, record, and manage motorized vehicle accidents and aviation mishaps.

All occurrences of employee workplace injuries and illnesses must be reported and recorded via eSafety within 72 hours.

All occurrences of damage to government-owned or –leased motor vehicle or motorized equipment, regardless of the repair cost or damage cause, must be reported and recorded via eSafety.

All occurrences of aviation incidents and accidents, as defined in FSM 5720.5, to include fixed and rotary winged aircraft, must be reported and recorded via eSafety.

Managers and Supervisors have the responsibility to assure employees receive eSafety training, support and have access to computer equipment to enable timely reporting and recording of incidents.

Use of this system is mandatory.

### **6709 - Handbooks**

#### **6709.1 - Internal Service-wide Handbooks**

##### **6709.11 - Safety and Occupational Health Code Handbook**

This handbook is the primary source of Safety and Occupational Health operating standards for all Forest Service employees. It contains detailed instructions, information, and guidance on Forest Service Safety and Occupational Health Program administration and management.