



USDA Forest Service
Occupational Safety & Health Training — for Supervisors and Managers









Occupational Safety & Health Training for Supervisors and Managers



Chuck Whitlock, Project Leader
Mary Trankel, Webmaster


December, 2003
Version 3




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Occupational Safety & Health Training — for Supervisors and Managers



Occupational Safety & Health Training for Supervisors and Managers









Chuck Whitlock, Project Leader
Mary Trankel, Layout and Design of Presentation

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Acknowledgments

The Technology and Development Centers are grateful to the many Forest Service employees who shared their ideas.



In addition, we would like to provide special recognition to the following people who participated in the development of this project: **James Reim**, Pacific Northwest Region, for submitting this project proposal; **Gary Hoshide**, **Ann Baker**, and **George Solverson** for presenting ideas; and everyone who reviewed and provided comments on this project.







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Overview

The following presentation partially satisfies the minimum safety and health training requirements for **supervisors (and managers) in the Forest Service**, as prescribed in the law (29 CFR 1960.55).






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USDA Forest Service
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Overview

This presentation, accompanied by attendance in specialized courses, such as those sponsored by OSHA or agency-sponsored workshops will help satisfy the minimum training requirements, as prescribed in the law (**29 CFR 1960.55(b)**).







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Excerpt from Title 29, Code of Federal Regulations (CFR), Part 1960





1960.55—TRAINING OF SUPERVISORS

(a) Each agency shall provide occupational safety and health training for supervisory employees that includes: supervisory responsibility for providing and maintaining safe and healthful working conditions for employees, the agency occupational safety and health program, section 19 of the Act, Executive Order 12196, this part, occupational safety and health standards applicable to the assigned workplaces, agency procedures for reporting hazards, agency procedures for reporting and investigating allegations of reprisal, and agency procedures for the abatement of hazards, as well as other appropriate rules and regulations.

(b) This supervisory training should include introductory and specialized courses and materials which will enable supervisors to recognize and eliminate, or reduce, occupational safety and health hazards in their working units. Such training shall also include the development of requisite skills in managing the agency's safety and health program within the work unit, including the training and motivation of subordinates toward assuring safe and healthful work practices.







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Overview


For further technical information,
contact:


Chuck Whitlock





Phone: (406) 329-3924

Fax: (406) 329-3719

E-mail: cwhitlock@fs.fed.us






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Overview

This program can be used with a **facilitator** (a knowledgeable safety manager) or without.

If the training CD is used without a facilitator, the trainee will need someone they can contact to answer questions they have about the safety and health program.







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3. Agency Safety & Health Program

4. Section 19 — OSHA, Public Law 91-596, 1970

5. Executive Order (E.O.) 12196

6. Part 1960—29 Code of Federal Regulations (CFR)

7. Occupational Safety & Health Standards

8. Agency Procedures for the Reporting, Evaluation and Abatement of Hazards.

9. Agency Procedures for Reporting and Investigating Allegations of Reprisal.


10. Other Appropriate Rules and Regulations


Certificate of Training





Overview

We recommend that you view the topics in sequence, beginning with the **Introduction**. After you have viewed all the topics, fill out the **Certificate of Training** and give a copy to your unit training coordinator.

You can return to the main list of training topics at any time by clicking the yellow List button.





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9. Agency Procedures for Reporting and Investigating Allegations of Reprisal.
10. Other Appropriate Rules and Regulations
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Section 1: Introduction

Welcome to the basic safety and health training course for supervisory and managerial employees in the Forest Service.

You can see what topic you are currently viewing by looking at the bottom line of the slide footer.








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


USDA Forest Service
Occupational Safety & Health Training — for Supervisors and Managers



Goals & Objectives



- The objective of this course is to raise your awareness of your safety and occupational health program responsibilities.
- The goal is to help you know where you can find safety information. Learning how to access information will make it easier for you to share the information.





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Section 2:



**Supervisory
Responsibility for
Providing and
Maintaining Safe and
Healthful Working
Conditions for
Employees**




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Supervisory Responsibility


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Supervisory Responsibility

The agency's responsibility is the supervisor's responsibility.





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SECTION 2: Supervisory Responsibility for Safe Working Conditions

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Supervisory Responsibility

Set up procedures for responding to employee reports of unsafe and unhealthy working conditions.

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Supervisory Responsibility

Set up procedures for responding to employee reports of unsafe and unhealthy working conditions.

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Occupational Safety & Health Training — for Supervisors and Managers

Supervisory Responsibility

Set up procedures for responding to employee reports of unsafe and unhealthy working conditions.

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Supervisory Responsibility

Acquire, maintain, and require the use of approved personal protective clothing, equipment, and safety devices.

SECTION 2: Supervisory Responsibility for Safe Working Conditions

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Occupational Safety & Health Training — for Supervisors and Managers

Supervisory Responsibility


Conduct safety inspections and health surveys of all Forest Service-controlled Workplaces at least annually.

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
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USDA Forest Service

Occupational Safety & Health Training — for Supervisors and Managers





Occupational Safety & Health Protection

for USDA Forest Service Employees

AUTHORITIES

The Occupational Safety and Health Act of 1970, Executive Order 12196 and 24 CFR 2.200, implement the Forest Service's commitment to safety and health.

FOREST SERVICE RESPONSIBILITIES

Establish and maintain a safe and healthy working environment for all employees. Establish and maintain a safe and healthy working environment for all employees. Establish and maintain a safe and healthy working environment for all employees.

EMPLOYEE RESPONSIBILITIES


Follow all safety and health rules and regulations. Follow all safety and health rules and regulations. Follow all safety and health rules and regulations.

RIGHTS OF EMPLOYEES AND THEIR REPRESENTATIVES

Employees have the right to a safe and healthy working environment. Employees have the right to a safe and healthy working environment. Employees have the right to a safe and healthy working environment.

SAFETY AND HEALTH CONTACTS

For more information, contact your supervisor or the Forest Service Safety and Health Division. For more information, contact your supervisor or the Forest Service Safety and Health Division. For more information, contact your supervisor or the Forest Service Safety and Health Division.




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SECTION 2: Supervisory Responsibility for Safe Working Conditions


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Supervisory Responsibility


Conduct inspections and surveys by qualified personnel equipped with proper equipment and encourage employee participation.



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Occupational Safety & Health Training — for Supervisors and Managers





Occupational Safety & Health Protection

for USDA Forest Service Employees

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Supervisory Responsibility

Establish procedures to assure that no employee is subject to restraint, interference, coercion, discrimination, or reprisal for exercising his/her rights under the Forest Service Safety and Health Program.

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Supervisory Responsibility

Post notices of unsafe or unhealthful working conditions found during safety inspections, health surveys, or accident investigations.

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Supervisory Responsibility

Assure prompt abatement of conditions adversely affecting employee safety and health. Employees exposed to conditions shall be informed of the abatement plan. Imminent danger corrections must be made immediately.

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Supervisory Responsibility

Set up a management information system to keep records of occupational accidents, injuries, illnesses, and their causes; and post annual summaries of injuries and illnesses for a minimum of 30 days at each workplace.

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Supervisory Responsibility



Conduct occupational safety and health training programs for managers, supervisors, safety and health personnel, employees, and employee representatives.

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Certificate of Training

Section 3:

Agency Safety & Health Program







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Agency Safety & Health


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Forest Service Safety and Health Program

FOREST SERVICE SAFETY POLICY STATEMENT

Excellence in Safety Management

As a world-class leader in natural resource management, the Forest Service has a responsibility to protect its most valuable resource — our employees. I share a commitment with my National Leadership Team to provide for the safety and well-being of every employee and for the public we serve.

The success of the Forest Service's mission depends on how effectively we incorporate safety and health into our culture and our daily behavior. Including safety and health in the planning and execution of our daily business ensures our employees are provided with working environments that enhance their ability to accomplish the Forest Service mission. We must take a proactive, inclusive approach in designing work projects and activities, and in developing supporting policies and procedures to ensure that our employees are served in "harm's way."

In the Forest Service, safety is more than just a word. Safety is:

"The Relentless Pursuit of Employee Protection"


My support of the safety and health program is unconditional. Safety is both a personal and a Forest Service responsibility. Therefore, I expect every manager, supervisor, and employee to do everything possible to ensure zero tolerance for placing employees at risk and for providing the public a safe environment within the National Forest System lands.

"Caring for the Land and Serving People"


/s/ Dale N. Roworth
DALE N. ROWORTH
Chief

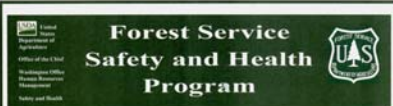
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Agency Safety & Health

"The relentless pursuit of employee protection."

Dale Bosworth
Chief of the Forest Service






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SECTION 3: Agency Safety & Health Program

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6703 – POLICY

1. Safety and health program requirements shall be integrated into functional activities:
 - (1) to ensure the objective in FSM 6702 is addressed in all activities of the Forest Service and
 - (2) to reduce managerial and work errors that lead to injuries, illnesses, excessive costs, production failures, property losses, and damage to the environment.
2. Safety and health of all involved individuals are the highest priorities on any job.
3. The Forest Service shall provide safe and healthful facilities for visitors.
4. Line officers should consider using safety and health committees or teams to advise on and assist in developing unit safety and health programs and policy. Give employees and representatives of employees an opportunity to participate.





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Agency Safety & Health



The policy direction for the Forest Service's Safety and Health Program is in the **Forest Service Manual**:

Series 6000, Management Services, Title 6700, abbreviated simply as **"FSM 6700."**



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Agency Safety & Health







Section **6709.12** of the Forest Service Handbook is officially designated as the **Safety and Health Program Handbook (FSH 6709.12)**.

This handbook contains information and guidance for those who manage safety and health programs.





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Agency Safety & Health



The Forest Service's **Health and Safety Code Handbook (FSH 6709.11)** is the primary source of safety and health operating standards for:

- First line supervisors and work leaders; and for
- Workplace and project inspections.






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Agency Safety & Health


- These are your sources for (policy) direction on the Agency's **Safety and Health Program**:




- **FSM 6700** — Safety and Health Program








- **FSH 6709.11** — Health and Safety Code Handbook



- **FSH 6709.12** — Safety and Health Program Handbook






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9. Agency Procedures for Reporting and Investigating Allegations of Reprisal.

10. Other Appropriate Rules and Regulations

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Section 4:


Section 19


Occupational Safety & Health Administration (OSHA)





Public Law 91-596

91st Congress

1970







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SECTION 4: Section 19, OSHA, Public Law 91-596, 1970


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Section 19

Occupational Safety & Health Administration


Public Law 91-596, 91st Congress, 1970

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19. Federal Agency Safety Programs and Responsibilities

(a) It shall be the responsibility of the head of each Federal agency (not including the United States Postal Service) to establish and maintain an effective and comprehensive occupational safety and health program which is consistent with the standards promulgated under section 6. The head of each agency shall (after consultation with representatives of the employees thereof) —

(1) provide safe and healthful places and conditions of employment, consistent with the standards set under section 6;

(2) acquire, maintain, and require the use of safety equipment, personal protective equipment, and devices reasonably necessary to protect employees;

(3) keep adequate records of all occupational accidents and illnesses for proper evaluation and necessary corrective action.


(4) consult with the Secretary with regard to the adequacy as to form and content of records kept pursuant to subsection (a)(3) of this section; and


(5) make an annual report to the Secretary with respect to occupational accidents and injuries and the agency's program under this section. Such report shall include any report submitted under





29 USC 686.

BE STAY THIS Recordkeeping.

Annual Report.







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SECTION 4: Section 19, OSHA, Public Law 91-596, 1970


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Section 19

Occupational Safety & Health Administration

Public Law 91-596, 91st Congress, 1970

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(3) keep adequate records of all occupational accidents and illnesses for proper evaluation and necessary corrective action;

(4) consult with the Secretary with regard to the adequacy as to form and content of records kept pursuant to subsection (b)(3) of this section; and

(5) make an annual report to the Secretary with respect to occupational accidents and injuries and the agency's program under this section. Such report shall include any report submitted under


29 USC 658.


84 STAT. 1815
Recordkeeping.





Annual Report.

This topic covers **Section 19** of the Occupational Safety and Health Act (**OSHA**) of 1970.

Section 19 quotes the law for Federal agency safety programs and responsibilities.







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SECTION 4: Section 19, OSHA, Public Law 91-596, 1970


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Section 19

Occupational Safety & Health Administration

Public Law 91-596, 91st Congress, 1970

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(3) keep adequate records of all occupational accidents and illnesses for proper evaluation and necessary corrective action;

(4) consult with the Secretary with regard to the adequacy as to form and content of records kept pursuant to subsection (b)(3) of this section; and


(5) make an annual report to the Secretary with respect to occupational accidents and injuries and the agency's program under this section. Such report shall include any report submitted under


29 USC 658.





84 STAT. 1815
Recordkeeping.

Annual Report.

Please read **Section 19** to help understand the law's direction.







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SECTION 4: Section 19, OSHA, Public Law 91-596, 1970


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USDA Forest Service
Occupational Safety & Health Training — for Supervisors and Managers



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5. Executive Order (E.O.) 12196

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7. Occupational Safety & Health Standards

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9. Agency Procedures for Reporting and Investigating Allegations of Reprisal.

10. Other Appropriate Rules and Regulations


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Section 5:





Executive Order

(E.O.)

12196







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SECTION 5: Executive Order (E.O.) 12196


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USDA Forest Service
Occupational Safety & Health Training — for Supervisors and Managers




Executive Order 12196

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Presidential Documents

Executive Order 12196 of February 26, 1980

Occupational Safety and Health Programs for Federal Employees

By the authority vested in me as President by the Constitution and statutes of the United States of America, including Section 705(c) of Title 5 of the United States Code and in accord with Section 19 of the Occupational Safety and Health Act of 1970, as amended (29 U.S.C. 956), it is ordered:

1-1. Scope of this Order.

1-101. This order applies to all agencies of the Executive Branch except military personnel and uniquely military equipment, systems, and operations.

1-102. For the purposes of this order, the term "agency" means an Executive department, as defined in U.S.C. 101, or any employing unit or authority of the Federal government, other than those of the judicial and legislative branches. Since section 16 of the Occupational Safety and Health Act (the Act) covers all Federal employees, however, the Secretary of Labor (the Secretary) shall cooperate and consult with the heads of agencies in the legislative and judicial branches of the government to help them accept safety and health programs.

1-2. Heads of Agencies.

1-201. The head of each agency shall:


(a) Permit his employees jobs and conditions of employment that are free from recognized hazards that are causing or are likely to cause death or serious physical harm.


(b) Operate an occupational safety and health program in accordance with the requirements of this order and issue program elements promulgated by the Secretary.





(c) Designate an agency official with sufficient authority to represent the interest and support of the agency head to be responsible for the management and administration of the agency occupational safety and health program.

(d) Comply with all standards issued under section 6 of the Act, except where the Secretary approves compliance with alternative standards. When an agency head determines it necessary to apply a different standard, the agency head shall, after consultation with appropriate occupational safety and health committees where established, notify the Secretary and provide justification that equivalent or greater protection will be assured by the alternate standard.

(e) Assure prompt abatement of unsafe or unhealthy working conditions. Whenever an agency cannot promptly abate such conditions, it shall:





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SECTION 5: Executive Order (E.O.) 12196

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USDA Forest Service
Occupational Safety & Health Training — for Supervisors and Managers



Executive Order 12196

Presidential Documents
Executive Order 12196 of February 26, 1980
Occupational Safety and Health Programs for Federal Employees

By the authority vested in me as President by the Constitution and statutes of the United States of America, including Section 705(c) of Title 5 of the United States Code and in accord with Section 19 of the Occupational Safety and Health Act of 1970, as amended (29 U.S.C. 660), I do hereby:

1-1. Scope of this Order.

1-101. This order applies to all agencies of the Executive Branch except military personnel and uniquely military equipment, systems, and operations.

1-102. For the purposes of this order, the term "agency" means an Executive department, as defined in 5 U.S.C. 101, or any employing unit or authority of the Federal government, other than those of the judicial and legislative branches. Since section 19 of the Occupational Safety and Health Act (the Act) covers all Federal employees, however, the Secretary of Labor (the Secretary) shall cooperate and consult with the heads of agencies in the legislative and judicial branches of the government to help them adopt safety and health programs.

1-2. Heads of Agencies.

1-201. The head of each agency shall:

(a) Furnish to employees places and conditions of employment that are free from recognized hazards that are causing or are likely to cause death or serious physical harm.


(b) Operate an occupational safety and health program in accordance with the requirements of this order and such program elements promulgated by the Secretary.


(c) Designate an agency official with sufficient authority to represent the interest and support of the agency head to be responsible for the management and administration of the agency occupational safety and health program.

(d) Comply with all standards issued under section 6 of the Act, except where the Secretary approves compliance with alternative standards. When an agency head determines it necessary to apply a different standard, that agency head shall, after consultation with appropriate occupational safety and health committees where established, notify the Secretary and provide justification that equivalent or greater protection will be assured by the alternate standard.

(e) Assure prompt abatement of unsafe or unhealthy working condition. Whenever an agency cannot promptly abate such conditions, it shall

This topic covers
Executive Order (E.O.) 12196, issued by the President to executive branches of government.







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USDA Forest Service
Occupational Safety & Health Training — for Supervisors and Managers



Executive Order 12196

- E.O. 12196 basically directs federal agencies to comply with OSHA Act of 1970:
 - All agencies will:
 - Incorporate General Duty Clause
 - Furnish employees employment and a place of employment free from recognized hazards that are causing, or are likely to cause, death or serious physical harm.







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SECTION 5: Executive Order (E.O.) 12196


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USDA Forest Service
 Occupational Safety & Health Training — for Supervisors and Managers



Executive Order 12196

- E.O. 12196 also promulgated the direction of Title 29, Code of Federal Regulations, Part 1960, in 1980:
 - All agencies will:
 - Assure inspections, including employee representation, and abatement.
 - Establish procedures to prevent reprisal.
 - Respond to employee complaints.
 - Provide safety and health training.
 - Agencies may have a Safety & Health Committee.








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Section 6:

Part 1960

29 Code of Federal Regulations (CFR)








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Part 1960

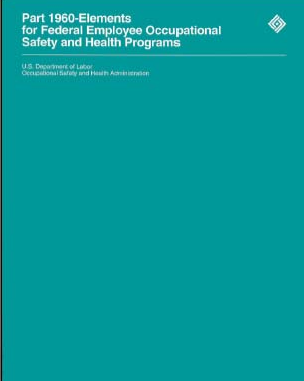
29 Code of Federal Regulations (CFR)


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


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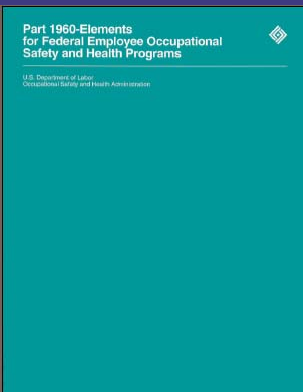



USDA Forest Service
Occupational Safety & Health Training — for Supervisors and Managers




Part 1960






29 Code of Federal Regulations (CFR)



This topic, **Part 1960**, refers to Title 29, Code of Federal Regulations, Part 1960.

Part 1960 contains the basic program elements for federal employee occupational safety and health programs.






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Part 1960





29 Code of Federal Regulations (CFR)

Part 1960 includes 11 Subparts

Subpart A	General
Subpart B	Administration
Subpart C	Standards
Subpart D	Inspection and Abatement
Subpart E	General Services Administration and Other Federal Agencies
Subpart F	Occupational Safety & Health Committees
Subpart G	Allegations of Reprisal
Subpart H	Training
Subpart I	Recordkeeping and Reporting Requirements
Subpart J	Evaluation of Federal Occupational Safety and Health Programs
Subpart K	Field Federal Safety and Health Councils







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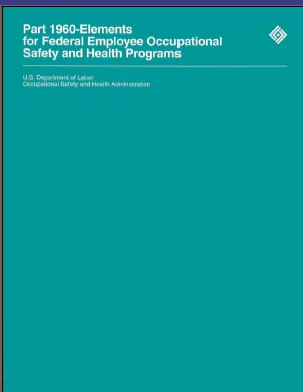



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Part 1960

29 Code of Federal Regulations (CFR)





Part 1960-Elements
 for Federal Employee Occupational
 Safety and Health Programs





U.S. Department of Labor
 Occupational Safety and Health Administration

Please take the time to read this document.

It pertains to you!





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USDA Forest Service
Occupational Safety & Health Training — for Supervisors and Managers

Occupational Safety & Health Standards

The following is an excerpt from the **Forest Service Manual (FSM) 6700**:

6713 - STANDARDS

6713.1 - Adoption of Standards

Use the Department of Labor's occupational safety and health standards (29 CFR 1910 and 1926) where they apply to Forest Service operations. The Health and Safety Code Handbook (FSH 6709.11) is the source of standards for safety and health workplace and project inspections and safe work procedures.

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USDA Forest Service
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Occupational Safety & Health Standards (OSHA)


- The OSHA standards are grouped into four major categories:
 - General Industry (29 CFR 1910)
 - Construction (29 CFS 1926)
 - Maritime [shipyards, marine terminals, longshoring] (29 CFR 1915-19)
 - Agriculture (29 CFR 1926)

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USDA Forest Service
Occupational Safety & Health Training — for Supervisors and Managers



Occupational Safety & Health Standards (OSHA)


- The first two categories of OSHA standards, abbreviated as Part 1910 and Part 1926, are most applicable to the types of activities in the agency.
 - **General Industry** (29 CFR 1910), abbreviated as Part 1910
 - **Construction** (29 CFR 1926), abbreviated as Part 1926





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USDA Forest Service
Occupational Safety & Health Training — for Supervisors and Managers



Occupational Safety & Health Standards (OSHA)



- Some Federal OSHA standards apply to just one category, but others apply across several categories.
- Among the standards with similar requirements for all categories are those that address:
 - Access to medical and exposure records
 - Personal protective equipment
 - Hazard communication





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




Occupational Safety & Health Standards

- Access to Medical and Exposure Records**



This regulation requires the employer to grant the employee access to any medical records the employer maintains with respect to that employee, including any records about the employee's exposure to toxic substances.





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USDA Forest Service
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Occupational Safety & Health Standards

- Personal Protective Equipment**

This standard, which is defined separately for each segment of industry except agriculture, requires employers to provide employees with personal equipment designed to protect them from certain hazards. This equipment can range from protective helmets to prevent head injuries, to eye protection, hearing protection, hard-toed shoes, special goggles for welders, and gauntlets for iron workers.




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USDA Forest Service
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Occupational Safety & Health Standards

- Hazard Communication**


This standard requires manufacturers and importers of hazardous materials to conduct hazard evaluations of their products. If a product is found to be hazardous under the terms of the standard, the manufacturer or importer must indicate so on containers of the material. The first shipment of the material to a new customer must include a material safety data sheet (MSDS). Employers must use these sheets to train their employees to recognize and avoid the hazards presented by the materials.






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Occupational Safety & Health Standards

- Recordkeeping**



Every employer covered by OSHA who has more than 10 employees (except for employers in certain low-hazard industries in the retail, finance, insurance, real estate, and service sectors) must maintain three types of OSHA-specified records of job-related injuries and illnesses.






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Occupational Safety & Health Standards



- Reporting**
 Each employer, regardless of industry category or the number of employees, must advise the nearest OSHA office of any accident that results in one or more fatalities or the hospitalization of three or more employees. The employer must notify OSHA within 8 hours of the occurrence of the accident. OSHA often investigates such accidents to determine whether violations of standards contributed to the accident.





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OSHA

Part 1910 covers General Industry standards that are divided into Subparts A through Z.



Subpart A	General
Subpart B	Adoption and Extension of Established Federal Standards Air Contaminants
Subpart C	(Removed and Reserved)
Subpart D	Walking – Working Surfaces
Subpart E	Means of Egress
Subpart F	Powered Platforms, Man-Lifts, and Vehicle-Mounted Work Platforms
Subpart G	Occupational Health and Environmental Control
Subpart H	Hazardous Materials
Subpart I	Personal Protective Equipment
Subpart J	General Environmental Controls
Subpart K	Medical and First Aid
Subpart L	Fire Protection
Subpart M	Compressed Gas and Compressed Air Equipment
Subpart N	Materials Handling and Storage
Subpart O	Machinery and Machine Guarding
Subpart P	Hand and Portable Powered Tools and Other Hand-Held Equipment
Subpart Q	Welding, Cutting, and Brazing
Subpart R	Special Industries
Subpart S	Electrical
Subpart T	Commercial Diving Operations
Subpart U-Y	(Reserved)
Subpart Z	Toxic and Hazardous Substances





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OSHA

Part 1926 covers Construction Industry standards that are divided into Subparts A through Z.

Subpart A	General
Subpart B	General Interpretations
Subpart C	General Safety and Health Provisions
Subpart D	Occupational Health and Environmental Controls
Subpart E	Personal Protective and Life Saving Equipment
Subpart F	Fire Protection and Prevention
Subpart G	Signs, Signals, and Barricades
Subpart H	Materials Handling, Storage, Use, and Disposal
Subpart I	Tools – Hand and Power
Subpart J	Welding and Cutting
Subpart K	Electrical
Subpart L	Scaffolds
Subpart M	Fall Protection
Subpart N	Cranes, Derricks, Hoists, Elevators, and Conveyors
Subpart O	Motor Vehicles, mechanized Equipment, and Marine Operations
Subpart P	Excavations
Subpart Q	Concrete and Masonry Construction
Subpart R	Steel Erection
Subpart S	Tunnels and Shafts, Caissons, Cofferdams, and Compressed Air
Subpart T	Demolition
Subpart U	Blasting and Use of Explosives
Subpart V	Power Transmission and Distribution
Subpart W	Rollover Protective Structures; Overhead Protection
Subpart X	Stairways and Ladders
Subpart Y	Commercial Diving Operations
Subpart Z	Toxic and Hazardous Substances






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Section 8:

Agency Procedures for the Reporting, Evaluation, and Abatement of Hazards






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Agency Procedures for the Reporting, Evaluation, and Abatement of Hazards

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Source: FSM 6700

6714 - INSPECTIONS

There are two formal types of inspections carried out under the Forest Service safety and health program: facility inspections made by Engineering Staff in accordance with FSH 7309.11 and workplace project inspections made by personnel trained and qualified to recognize and evaluate hazards of the work environment and to suggest general abatement procedures. Workplace and project inspectors shall apply the standards contained in the Health and Safety Code Handbook (FSH 6709.11).

A team approach, using engineering facility inspectors and workplace inspectors, is recommended.

As a third type of inspection, employees may request an inspection of their workplace if they believe an unsafe or unsanitary condition exists (see FSM 6714.2).

6714.03 - Policy

Qualified safety and health specialists shall perform workplace and project inspections where there is an increased risk of accident, injury, or illness due to the nature of the work performed. FSH 6709.12, section 11.04, describes a qualified inspector.


6714.1 - Frequency


At least annually inspect:

1. Regularly used Forest Service-owned and -leased facilities.
2. Workplace and project locations.



See FSH 7309.11 and FSH 6709.12, section 41 (29 CFR 1960). Inspect more frequently when there is an increased risk of accident, injury, or illness due to the nature of the work performed.

Inspect bureau resource program locations and significant seasonal activities during the first two weeks of operation.





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Agency Procedures for the Reporting, Evaluation, and Abatement of Hazards

- There are three types of inspections:
 - Facilities
 - Workplace project
 - Employee requested
- The following excerpt is from the Forest Service Manual (FSM) 6700 section on Inspections:





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Agency Procedures for the Reporting, Evaluation, and Abatement of Hazards






6714 - INSPECTIONS

There are two formal types of inspections carried out under the Forest Service safety and health program: facility inspections made by Engineering Staff in accordance with FSH 7309.11, and workplace/project inspections made by personnel trained and qualified to recognize and evaluate hazards of the work environment and to suggest general abatement procedures. Workplace and project inspectors shall apply the standards contained in the Health and Safety Code Handbook (FSH 6709.11).

A team approach, using engineering facility inspectors and workplace inspectors, is recommended.

As a third type of inspection, employees may request an inspection of their workplace if they believe an unsafe or unhealthful condition exists (see FSM 6714.2).






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SECTION 8: Agency Procedures for Abatement of Hazards

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Agency Procedures for the Reporting, Evaluation, and Abatement of Hazards

- High risk workplace and project inspections shall be performed by qualified safety and health specialists.

6714.03 - Policy

Qualified safety and health specialists shall perform workplace and project inspections where there is an increased risk of accident, injury, or illness due to the work performed. FSH 6709.12, section 11.04, describes a qualified inspector.






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SECTION 8: Agency Procedures for Abatement of Hazards


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USDA Forest Service

Occupational Safety & Health Training — for Supervisors and Managers




- Inspections on facilities and workplace/project locations shall be performed annually.


6714.1 – Frequency

At least annually inspect:

1. Regularly used Forest Service-owned and -leased facilities.
2. Workplace and project locations.

See FSH 7309.11 and FSH 6709.12, section 41 (29 CFR 1960). Inspect more frequently when there is an increased risk of accident, injury, or illness due to the nature of the work performed. Inspect human resource program locations and significant seasonal activities during the first two weeks of operation.







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SECTION 8: Agency Procedures for Abatement of Hazards

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Occupational Safety & Health Training — for Supervisors and Managers





- Section 6714.2 provides policy for employee-requested inspections.

6714.2 - Inspection of Unsafe or Unhealthful Working Conditions

Employees who believe that an unsafe or unhealthful working condition exists in any workplace shall report the condition to their supervisor. See 29 CFR 1960.28 in the appendix to FSH 6709.12.

Employees may request an inspection of their workplace (1) by giving verbal or written notice of the alleged unsafe or unhealthful working condition to the immediate supervisor, or (2) if no action results, by submitting a written report to the next higher organizational level. In imminent danger situations, employees shall make reports first by telephone. Confirm telephone reports in writing as soon as practicable thereafter. This does not preclude employees from exercising their rights under FSH 6709.12, section 41, 29 CFR 1960.28.





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


- Policy directions are issued in the Safety and Health Program Handbook, **FSH 6709.12**.

Excerpt from **FSH 6709.12 - SAFETY AND HEALTH PROGRAM HANDBOOK . . .**

14.04 - Responsibility. The person responsible for preparing project work plans and/or research study work plans shall complete Form FS-6700-7, Job Hazard Analysis. A line officer shall approve the job hazard analysis.

Work supervisors shall discuss the job hazards with crew members prior to beginning new projects or changing work sites. Identify any hazards not noted on the job hazard analysis. Discuss ways to reduce these hazards, including the use of protective equipment. Document these meetings. File documentation with other project work documents when the project is completed. . . .






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- Additional policy direction is given in the Forest Service Health and Safety Code Handbook, **FSH 6709.11**.

Excerpt from **CHAPTER 20 - WORK PROJECTS AND ACTIVITIES . . .**

21.1 - Job Hazard Analysis. The JHA is developed to ensure safety and health by clearly assigning responsibility and accountability to employees, first-line supervisors, and line officers. Prepare a JHA for all work projects and activities. In the JHA, identify the worksite, name(s) of the employee(s) writing the JHA and the name of the approving line officer, and the date the JHA was developed. The supervisor shall document in the JHA that employees have read and understand the contents, have received the required training, and are qualified to perform the job (sec. 71).






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Excerpt from **FSH 6709.11 - ZERO CODE . . .**






04 - RESPONSIBILITY.

04.1 - Line Officers. It is the responsibility of line officers to provide for the health, safety, and training of employees. Line officers provide professional leadership and guidance to employees. **All job hazard analyses (JHAs) (sec. 05) shall be approved by the appropriate line officer and reviewed at least annually.**

04.2 - First-Line Supervisors. It is the responsibility of first-line supervisors to identify Job-related hazards and to eliminate potential causes of accidents, injuries, and illnesses at worksites to the best of their ability by:

1. Considering an employee's identified personal, physical, and mental condition when assigning duties.
2. Knowing the type of equipment being used and its limitations.
3. **Preparing a JHA with involved employees for each work project or activity (FSM 6713, Form FS-6700-7 or equivalent).** Employees may request review of a JHA with their supervisor at any time.






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




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Section 9:

Agency Procedures for Reporting and Investigating Allegations of Reprisal






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SECTION 9: Agency Procedures for Allegations of Reprisal


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Agency Procedures for Reporting and Investigating Allegations of Reprisal



Establish procedures to assure that no employee is subject to restraint, interference, coercion, discrimination, or reprisal for exercising his/her rights under the Forest Service Safety and Health Program.







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Agency Procedures for Reporting and Investigating Allegations of Reprisal



Agency procedures for reporting and investigating allegations of reprisal against employees who report hazards are outlined in the **Rights of Employees and Their Representatives**, Poster P61-24.






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Agency Procedures for Reporting and Investigating Allegations of Reprisal







Specifically, "...if it appears that your right to report these conditions is being infringed, you and your representative may seek resolution through ..."








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Agency Procedures for Reporting and Investigating Allegations of Reprisal

- You and your representative have a right to seek resolution through:
 - Your Local Safety and Health Manager
 - Your National Safety and Health Official
 - Your Designated Agency Safety and Health Official (DASHO).
 - The Occupational Safety and Health Administration
U.S. Department of Labor
Washington, DC 20210.
- Anonymity is assured.







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




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Section 10:

Other Appropriate Rules and Regulations




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Other Appropriate Rules and Regulations

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US Environmental Protection Agency <http://www.epa.gov/>


US Department of Transportation <http://www.dot.gov/>


US Department of Labor, OSHA <http://www.osha.gov/>


US Department of Homeland Security <http://www.dhs.gov/dhspublic/>


Forest Service (FSH 6709.11) Health & Safety Code Handbook
http://www.fs.fed.us/cgi-bin/Directives/get_dirs/fsh?6709.11!..


Forest Service (FSH 6709.12) Safety & Health Program Handbook
http://www.fs.fed.us/cgi-bin/Directives/get_dirs/fsh?6709.12!..




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Certificate

Certificate of Training

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