

## INTRODUCTION

### 1. PURPOSE

This Manual establishes the APHIS Safety, Health, and Wellness Program; states policy, gives responsibilities, and provides guidance.

### 2. INSTRUCTIONS

Reference should be made to the Manual when safety, health, wellness, industrial hygiene, hazardous waste, and related issues are a concern.

### 3. AUTHORITIES

- A. Public Law 91-596, Occupational Safety and Health Act of 1970.
- B. Executive Order 12196, Occupational Safety and Health Programs for Federal Employees.
- C. 29 CFR Part 1960, Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters.
- D. 5 U.S.C. Section 7901, Services to Employees.
- E. 5 CFR Part 792, Federal Employees' Health and Counseling Programs.
- F. 41 CFR Part 101-5, Physical Fitness Facilities.
- G. APHIS Directive 1060.1, Controlling Environmental Pollution at Federal Facilities.

### 4. POLICY

It is APHIS policy to:

- A. Establish a Safety, Health, and Wellness Program which ensures continuing positive efforts at all levels of the organization.
- B. Provide places and conditions of employment free from or protected against recognized hazards that cause or are likely to cause death or serious physical harm.
- C. Ensure that accident and illness prevention is viewed as a line responsibility to be carried out as part of the normal routine.
- D. Ensure the availability of a wellness program that will enhance an employee's ability to lead a satisfying and productive life. Reduce APHIS costs through increased productivity, morale, and a reduction of illness and injury.

- E. Ensure that APHIS managers and supervisors view safety, health, and wellness responsibilities and production equally in terms of priority.
- F. Ensure that employees comply with all APHIS policies and procedures relating to the APHIS Safety, Health, and Wellness Program.
- G. Provide or extend these services to any agency or group designated by the Administrator.

5. SCOPE OF THE PROGRAM

The management of the APHIS Safety, Health, and Wellness Program will be accomplished by establishing:

- A. Assignment of responsibilities.
- B. Standard operating procedures.
- C. Safety and health inspections, evaluations, and a system that allows employees to report unsafe or unhealthy working conditions.
- D. A safety, health, and wellness management information system.
- E. Safety and health council activities.
- F. Safety, health, and wellness training.
- G. Safety, health, and wellness promotional activities.
- H. An occupational health program.
- I. An occupational injury and illness compensation program.
- J. An employee assistance program.

6. RESPONSIBILITIES

- A. The Administrator has the overall responsibility for the establishment and maintenance of an effective safety, health, and wellness program.
- B. Deputy Administrators/Directors are responsible for ensuring compliance with, and implementing all facets of, the APHIS Safety, Health, and Wellness Program as it relates to employees within their respective units by:
  - 1. Developing budget submissions that include adequate funding to effectively implement the program.
  - 2. Providing sufficient personnel to implement and administer the program at all levels, including administrative costs for training and travel.

3. Providing safety, health, and wellness promotional activities, training, and safety and health council activities, including associated travel and per diem costs.
  4. Providing personal protective equipment required to comply with APHIS' standard operating procedures and Occupational Safety and Health Administration (OSHA) standards (see Section 7).
  5. Providing for safety and health inspections and the abatement of unsafe or unhealthy working conditions.
  6. Providing preventive health services, health monitoring, and wellness programs, not limited to work-related exposures.
- C. APHIS Regional, Laboratory, and Program Directors, Heads of Facilities and Activities will assist their respective organizational heads in fulfilling the requirements of the APHIS Safety, Health, and Wellness Program as it relates to employees within their jurisdiction by:
1. Providing program analysis and emphasis; e.g., motor vehicle accident reduction, and wellness program development.
  2. Developing specific safety, health, and wellness budgeting requirements; e.g., personal protective equipment, cholinesterase testing, physical training equipment, and hazardous waste material removal.
  3. Providing safety, health, and wellness training; e.g., defensive driving, laboratory safety, stress management, cardiopulmonary resuscitation, and first aid.
  4. Providing for inspections by stating what will be inspected, who will conduct the inspections, and when they are to be performed.
  5. Developing promotional programs; e.g., information on the wellness program and physical fitness for all employees.
  6. Ensuring the development of an annual plan including, but not limited to, all of the above.
- D. Collateral Duty Safety and Health Officer, appointed by Deputy Administrators/ Directors, and Regional, Laboratory, and Program Directors, will assist their respective organizational heads in ensuring compliance with requirements of the APHIS Safety, Health, and Wellness Program, particularly in the management and audit of the program.
- E. The Chief of Staff will serve as the Designated Agency Safety and Health Official (DASHO) and will:
1. Represent the interest and support of the Administrator in the management and administration of the APHIS Safety, Health, and Wellness Program.

2. Establish an organization with adequate budgets and staff to implement the Occupational Safety and Health Act of 1970, Executive Order 12196, and 29 CFR Part 1960.
  3. Establish procedures that ensure effective implementation of APHIS Safety, Health, and Wellness Program policies.
- F. The Safety, Health, and Environmental Staff (SHES) is responsible for assisting the DASHO in developing, establishing, reviewing, and implementing:
1. APHIS policies and programs that ensure effective management and oversight of the occupational safety, health, wellness, work-family-life, radiation, and environmental programs.
  2. Program level Collateral Duty Safety and Health Officers, Safety and Health Councils and Committees, and Work-Family-Life Coordinators with adequate resources to implement the occupational health and safety program at all levels.
  3. APHIS-wide goals and objectives for reducing and eliminating accidents, injuries, and illnesses.
  4. Provision of technical review, assistance, and consultative services to all levels of the Agency including, but not limited to issues involving:
    - a. Investigation of catastrophic or serious accidents.
    - b. Employee reports of reprisal due to involvement in safety and health activities.
    - c. Complex industrial hygiene matters.
    - d. Safety and health policies, procedures, and alternative or supplemental standards or program elements proposed by the programs.
    - e. Preparation and coordination of comments on occupational safety and health standards proposed by other authorities including the review and approval of any policy position a program intends to take in correspondence with or appearances before regulatory authorities, committees or other groups.
    - f. Department or APHIS emergency occupational safety and health standards.