

June 27, 2018

Memorandum

To: All U.S. Geological Survey Employees

From: Jim Reilly (*signed*)
Director

Subject: Bureau Safety and Health Policy

Statement

Over the past 139 years, the U.S. Geological Survey (USGS) has evolved into the Nation's largest water, Earth, and biological science and civilian mapping agency. The USGS serves the Nation by providing reliable scientific information to describe and understand the Earth; minimize loss of life and property from natural disasters; manage water, biological, energy, and mineral resources; and enhance and protect our quality of life. With such a rich history, I am confident the USGS will continue to lead the way through scientific excellence and responsiveness to society's needs, and it is imperative we do so safely.

Ensuring a safe work environment for every USGS employee is one of my top priorities as Director. I take my responsibility to provide a workplace free from occupational safety and health hazards seriously and expect supervisors and employees to assess risks and work in a manner that results in a safe outcome. Safety is not an optional program, but one that should be embedded in the day-to-day activities and operations of the bureau and its employees. I was very pleased to learn that the USGS has a robust safety program and culture.

Please partner with me to continue to protect our personnel and property and reduce our bureau's accident footprint. Take a moment to review the attached "Occupational Safety and Health Protection for Employees of the U.S. Geological Survey" poster to become familiar with your rights and responsibilities. Our joint and proactive efforts to carry out these responsibilities will ensure our success in achieving our science mission and your returning home "safe and sound" every day.

This [policy](#) and the attached poster should be posted in all offices to communicate the importance of occupational safety and health within the USGS. For additional information and safety policies, please visit the [USGS Occupational Safety and Health Management Branch \(OSHMB\) Internal Website](#).

Thank you for your support.

Attachment

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Attachments area



Occupational Safety and Health Protection For Employees of the U.S. Geological Survey

The Occupational Safety and Health Act of 1970, Executive Order 12196 and 29 CFR 1960 require the heads of Federal agencies to furnish to employees places and conditions of employment that are free from job safety and health hazards.

Responsibilities of Your Agency

1. General Requirements

The Director will furnish USGS employees places and conditions of employment that are free from on-the-job safety and health hazards.

2. OSHA Regulations

The USGS will comply with applicable regulations of the Occupational Safety and Health Administration (OSHA).

3. Reporting Hazards

The USGS will respond to employee reports of hazards in the workplace.

4. Workplace Inspections

The USGS will ensure that each workplace is inspected annually for hazardous conditions. The USGS will post Notices of Unsafe or Unhealthful Working Conditions found during the inspections for a minimum of three working days, or until the hazard is corrected, whichever is later.

5. Correction of Unsafe Conditions

The USGS will take prompt action to ensure that hazardous conditions are eliminated. Imminent danger conditions will be corrected immediately.

6. Safety and Protective Equipment

The USGS will acquire, maintain and require use of appropriate protective and safety equipment.

7. Safety and Health Training

The USGS will provide occupational safety and health training for employees.

8. Reporting Accidents, Injuries and Occupational Illnesses

Supervisors must submit a supervisor's report of accidental injury/illness for all work-related accidents, injuries or occupational illnesses experienced by employees under their supervision.

9. Safety and Health Committees

The USGS will support any safety and health committees that are formed from management and employee representatives.

Employee Responsibilities

1. Compliance with Standards

Employees shall comply with all OSHA, DOI, and USGS occupational safety and health standards, policies and directives.

2. Safety and Protective Equipment

Employees shall use appropriate protective and safety equipment provided by the USGS.

Rights of Employees and Their Representatives

1. Participation in Safety and Health Program

Employees and their representatives shall have the right to participate in the USGS Safety and Health Program. Employees shall be authorized official time for these activities.

2. Access to Records and Documents

Employees and their representatives shall have access to copies of applicable OSHA and other recognized standards and regulations; DOI and USGS safety and health policies and directives; accident, injury and illness statistics of the USGS.

3. Reporting Hazards

Employees and their representatives shall have the right to report unsafe or unhealthful working conditions to appropriate officials and to request an inspection of the workplace. The name of the employee making the report will be kept confidential if requested.

4. Freedom from Fear of Reprisal

Employees and their representatives are protected from restraint, interference, coercion, discrimination, or reprisal for exercising any of their rights under the USGS Safety and Health Program.

Responsible Officials

The Designated Agency Safety and Health Official (DASHO) for USGS is the Associate Director for Administration.

The Bureau Safety Manager for USGS is the Chief, Occupational Safety and Health Management Branch, Office of Management Services, Office of Administration.

The Safety and Health Designee or Collateral Duty Safety Program Coordinator for this workplace is:

and may be contacted at

(Telephone and location)

Further Information

This notice highlights the USGS employee job safety and health program. More information about the USGS program or its standards and procedures may be obtained from the workplace Safety and Health Designee.

Jim Reilly
Director
U.S. Geological Survey