

***NATIONAL MARINE FISHERIES SERVICE INSTRUCTION 35-102-01
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***Workplace Safety
NOAA Fisheries Workplace Safety Policy***

NOAA FISHERIES SAFETY ACTION PLAN

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NOAA's National Marine Fisheries Service
Safety and Environmental Compliance Action Plan – FY 2007

The objective of our safety and health program is to provide our personnel with a workplace free of all safety, occupational health, and environmental hazards. NOAA's National Marine Fisheries Service (NMFS) accepts its responsibility to actively pursue objectives that will maintain the health and safety of our employees and the quality of our environment so our staff may continue to provide high-quality products and services.

In light of our responsibilities and in accordance with the NOAA Safety Policy, each fiscal year NMFS develops safety performance goals and objectives. This plan presents the FY 2007 goals and metrics, which are established and monitored to foster a safer working environment throughout NMFS.

ORGANIZATIONAL GOALS

To achieve our objectives, we will align our efforts with the NOAA goals. We will work to prevent all injuries in the workplace; expand the flow of environmental health and safety (EHS) communication; and be an environmental health and safety leader in the government and in our communities. To prevent all injuries in the workplace and to comply with the President's Safety Health and Return-to Employment (SHARE) initiative, NMFS will:

A. Ensure all NMFS personnel are properly trained

1. Ensure that new senior managers and supervisors, and those not already trained, attend supervisory safety training as required:
 - Two-day "Managing Safety: Systems that Work for Senior Leaders" (DuPont) for all SES, GS-15, and ZA/ZP-05 supervisors who manage or supervise 10 or more employees.
 - Four-hour NOAA "Stop Taking Avoidable Risks (STAR)" training for all other supervisors.
2. Ensure that all NMFS employees have completed NOAA's required employee safety training."
3. Ensure that Safety Council members attend one professional development course each fiscal year.
4. Provide Operational Risk Management (ORM) Training for program managers, principal investigators, supervisors, and Safety and Environmental Compliance Officers (SECOs).

B. Ensure hazards are identified

1. Continue to encourage employees to report unsafe conditions with confidence their observations are recognized and acted on.
2. Develop an implementation plan to require ORM in initial or planning stages of NMFS projects.
3. Identify at least two areas/operations or activities as candidates for a Risk Management Evaluation and identify members for the risk evaluation teams, including experts from appropriate NMFS programs.

C. Ensure personnel are engaged in safety practices

1. Ensure all supervisors are engaged in the completion of routine inspections.

2. Ensure NMFS remains in compliance with the NOAA Small Boat Safety Program.
3. Ensure each Region, Center, and Headquarters Office submits a report by the 15th of each month to the NMAO Small Boat Coordinator and the NMFS LECO detailing changes in inventory, training, and compliance status in the small boat program.
4. Ensure NMFS remains in compliance with the NOAA Aviation Safety Program.
5. Ensure NMFS operations motor vehicles are safe through active inspection systems, driver certification, and driver training.
6. Ensure development of protocols governing the inspection and maintenance of Automated External Defibrillators (AEDs).
7. Ensure employees are aware of and in compliance with the requirements of the foreign travel briefing, and mail handling procedures.

D. Expand the flow of EHS communication

1. Develop a standardized reporting system to enhance the interface between Headquarters and the Regional Offices and Science Centers.
2. Update the NMFS Safety Policy and develop procedural directives for the identified EHS programs.
3. Develop an improved, user-friendly access system for the NMFS safety web page.
4. Ensure all incidents continue to be reported via the appropriate incident reporting system.

E. Be an environmental health and safety leader in the government and in our communities.

1. Assess NMFS statistics and provide quarterly updates to concerned parties.
2. Ensure each facility reviews their emergency action plans and their responsibilities under the Continuity of Operations Plan (COOP), and prepares a “pandemic disease” procedure to ensure continuation of essential operations in the event of a flu pandemic.
3. Ensure each facility completes one annual emergency evacuation drill deemed successful by the authority having jurisdiction as specified by the National Fire Protection Association, or by delegated authority as specified by Federal Preparedness Circular 65.
4. Ensure compliance with NOAA’s Environmental Compliance and Safety Assessment System (NECSAS) requirements.
5. Ensure that Regional Offices and Science Centers submit, implement, and report on their local FY 07 Safety Action Plans, in accordance with the NMFS Plan Format.

PROGRAM GOALS

Just like NOAA, NMFS is composed of multiple programs and offices. Through the actions of these offices, NMFS will reach beyond simple safety and environmental compliance into the realm of “Best in Class” programs. We will put best management practices into place. Our commitment to a safe and healthful working environment will be evident through the leadership excellence demonstrated by our managers and employees.

AUTHORITY

As directed by NOAA Administrative Order 209-1, NOAA Safety Policy, at the beginning of each fiscal year the Assistant Administrator for Fisheries shall submit this safety action plan to the NOAA Safety Council for review and approval.



John Oliver, Deputy Assistant Administrator for Operations