

NATIONAL MARINE FISHERIES SERVICE POLICY DIRECTIVE 35-102

Department of Commerce • National Oceanic & Atmospheric Administration • National Marine Fisheries Service

***NATIONAL MARINE FISHERIES SERVICE POLICY DIRECTIVE 35-102***

***September 2010***

***Workplace Safety***

***NMFS SAFETY, AND OCCUPATIONAL HEALTH POLICY***

**NOTICE:** This publication is available at: <http://www.nmfs.noaa.gov/directives/>.

**OPR:** F/MB6- C.Ciufolo

**Certified by:** F/MB-G.Reisner, CFO

**Type of Issuance:** Revision

**SUMMARY OF REVISIONS:** This directive replaces NMFS Policy Directive 35-102, dated April 23, 2004.

**A. Introduction:** This policy directive defines the NOAA National Marine Fisheries Service (NMFS) Occupational Safety and Health (OSH) program.

**B. Objective:** The NOAA National Marine Fisheries Service (NMFS) will promote a safe work environment for all NMFS employees as well as other non-NMFS occupants and on-site contractors. NMFS will operate its facilities and manage its activities to be in compliance with all applicable federal, state, and local safety and occupational health requirements; minimize any adverse impact on human health and the environment; and adhere to the best techniques and methods available for the prevention, control, and abatement of safety and occupational health hazards.

**C. Authority:** 5 U.S.C. 7902 “Safety Programs”; Public Law 91-596, Sections 6, 19 and 24 of the Occupational Safety and Health Act of 1970; 29 U.S.C. 651 et. SEQ., 29 CFR 1960; Executive Order 12196 (Occupational Safety and Health Programs for Federal Employees); Department of Commerce Administrative Order 209-4; and NOAA Administrative Order 209-1.

**D. Program Requirements.**

(1) **Action Plans.** An annual Safety Action Plan will be developed by the NMFS Safety Council and presented to the Deputy Assistant Administrator by October 1 of each Fiscal Year.

(2) **Reports.** Quarterly status reports of safety and health action plan implementation will be submitted by Science Center, Region and Office Deputy Directors to the Line Office Environmental Compliance Officer (LECO).

(3) **Safety and Health Training.** Safety training will be provided to all employees, contractors, and long-term visitors. The safety training will emphasize risks that are present and controls that are in place. All employees shall participate in the training programs that are required for their job category. An employee who feels that more instruction is needed shall inform his/her supervisor and their FMC Safety Council Representative.

(4) **Hazard Analysis.** Operational Risk Management (ORM) will be an integral part of all National Marine Fisheries Service operations and activities. Hazards must be identified, risks assessed, and controls developed and implemented during the earliest possible planning stages. Managers, supervisors and group leaders must continuously monitor operations for effectiveness of controls and situational changes.

(5) **Job Hazard Assessment.** A written Job Hazard Assessment Certification will be completed for high risk operations prior to commencement of activities.

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- (6) Incident Reporting. Supervisors will ensure that incidents and “Near Miss” events are reported in a timely manner and investigated as required by NOAA Administrative Orders and directives.
- (7) Unique NOAA Safety Programs. Employees, contractors and visitors will comply with all requirements of the NOAA Small Boat, Aviation, Diving and Radiation Safety programs.
- (8) Emergency Action Plans. Designated Responsible Officials (DRO) will ensure that an Emergency Action Plan, including Shelter in Place as appropriate, is in effect for each NMFS facility and that drills are conducted at least annually.
- (9) Safety and Health Inspections. Supervisors will ensure that inspections of all NMFS facilities and operations are conducted in accordance with NOAA Administrative Orders and directives.
- (10) Safety and Health Meetings. The NMFS Safety Council will meet at least once each year to address safety and health issues concerning employees, facilities, and operations.
- (11) Program Accountability. A system of program measurement and accountability for safety and health will be developed by the NMFS LECO to periodically assess program performance.

**E. Responsibilities:** This directive establishes the following authorities and responsibilities.

- a. The NMFS Assistant Administrator (AA) has overall responsibility for promoting the goals and implementing the requirements of the NOAA Safety Program within the organization. Working through the Deputy AA for Operations, and Director of the Office of Management and Budget, the AA is responsible for the safety of all employees and operations and must ensure safety policies, procedures, and training programs are established, implemented, and maintained within the organization as an integral part of business operations and facilities, and require Safety Program responsibilities to be incorporated into FMC management performance criteria.
- b. The Chief, Facilities, Safety and Logistics Division is responsible for the development, implementation and administration of the OSH program; providing leadership and support to the safety program within NMFS; ensuring that safety program requirements are integrated within their program planning and budgeting; and reporting on progress in implementing NOAA safety program requirements.
- c. The Line Office Environmental Compliance and Safety Officer (LECO) is responsible for the NMFS-wide occupational health and safety, and environmental compliance programs. The LECO establishes NMFS-wide guidelines and procedures to implement Federal, state, and local statutes and regulations; develops NMFS-wide policies and working procedures promoting safety and environmental compliance; develops program goals and objectives; provides technical guidelines; develops training programs, evaluates the implementation of programs; monitors compliance progress; and advances best practices within NMFS for this programs.
- d. NMFS Science Directors, Regional Administrators and Office Directors are responsible for providing the leadership and support to ensure the implementation of an effective safety and health program within their area of responsibility; adhering to the NMFS Safety and Occupational Health Program Requirements outlined in Section D.2; designating a NMFS Safety Council representative (Science Centers and Regional Offices only); and periodically assessing the performance of managers and supervisors in implementation of the safety and health program
- e. NMFS Managers and Supervisors are responsible for implementing an effective safety and health program within their area of responsibility; ensuring staff, facilities and operations comply with NMFS safety and health procedures, NOAA directives and applicable Federal, state, and local requirements;

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adhering to NMFS Safety and Occupational Health Program requirements outlined in Section D.2; conducting hazard analysis and exposure determinations; providing safety and health training; reporting and investigating all accidents/incidents immediately; and correcting identified unsafe or unhealthful conditions in their facilities or operations that are reasonably within their authority to address.

f. NMFS Safety Council members will lead and support the NMFS Safety and Occupational Health program in the field offices; develop and disseminate directives and guidelines as necessary; plan and coordinate training of personnel; provide technical advice and assistance and/or identify technical resources and facilitate their use ; support and coordinate safety incident investigations; and maintain and distribute DOC, NOAA, and NMFS safety and health policies, procedures, and directives. Safety Council members will have a statement included in their personal performance plans addressing these responsibilities.

g. NMFS Safety Focal Points will assist with day-to-day implementation of the NMFS Safety and Occupational Health program; assist with development, implementation and maintenance of safety and health procedures; plan and coordinate the safety and health training of site personnel; and promote safety and health awareness among site personnel. Safety Focal Points with assigned safety and health responsibilities will have a statement included in their personal performance plans addressing these responsibilities.

h. NMFS employees are responsible for observing established regulations, standards, codes, directives, and management initiated procedures for assigned operations and activities; practicing safe work habits; promptly correcting unsafe conditions, procedures, and acts; or reporting to their supervisor those beyond their control; and promptly reporting incidents and accidents, including near misses, to their supervisor

Measuring Effectiveness. To measure the effectiveness of this policy directive, quarterly status reports of the annual Safety and Environmental Compliance Action Plan and statistical program data will be analyzed against the stated program objectives.

Procedural directives will be issued to implement this policy as needed.

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Eric Schwaab  
Assistant Administrator  
for NOAA Fisheries

September 30, 2010  
Date