

U.S. Department of Energy

Your
Occupational
Safety and Health
Program

**Labor and Management
Working Together for a
Safer, Healthier Workplace**



Ellis H. Maupin
President, Chapter 213
National Treasury
Employees Union



Clinton Bastin
President, Chapter 228
National Treasury
Employees Union



Tara O'Toole, M.D., M.P.H.
Assistant Secretary for
Environment Safety and Health

Why an Employee Occupational Safety and Health Program?

ASK YOURSELF:

- **Do I know the hazards** associated with my job?
- **What equipment** must I use to protect myself?
- **What procedures** should I follow?
- **What do I do** and whom do I call in case of any emergency?

You have the right and responsibility to know the answers to these and other important questions. It could save your life or a fellow employee's.

Take charge of your personal safety by being aware and participating in the Department of Energy (DOE) Employee Occupational Safety and Health Program. The Program provides you—and thousands of DOE employees—with the most up-to-date information and guidance available to answer these questions quickly and confidently. Through this program, DOE ensures that all employees work under safe and healthful conditions, free of hazards.

Workplace hazards are real. In 1994, approximately 170,000 Federal employees suffered injuries or contracted illnesses, up from 163,000 in 1993. This translates into one employee being affected every 45 seconds of every workday.

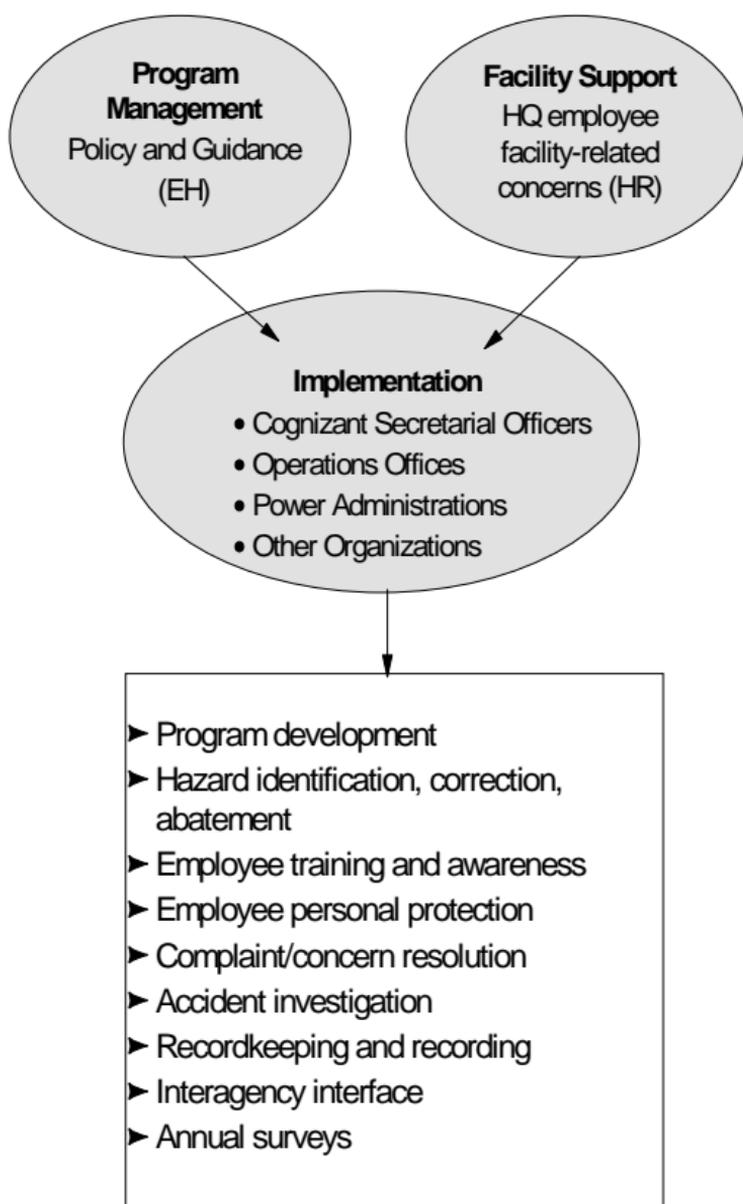
Employees sustain injuries and illnesses ranging from twists and sprains, eye fatigue, and upper respiratory irritations to carpal tunnel syndrome, electric shocks, and amputations. The costs are staggering. Federal employee compensation chargeback payments cost the government more than \$1.8 billion in 1994.

Work smart. Be safe. Find out how the Employee Occupational Safety and Health Program can help you recognize and avert the hazards that cause injury and illness by teaming with your organization and DOE.

How Does the Program Work?

BY LAW, each Federal agency must establish an occupational safety and health program for its own employees. DOE's Assistant Secretary for Environment, Safety and Health (EH) is responsible for managing, and developing and interpreting policy for the DOE-wide Program. DOE's Office of Human Resources and Administration (HR) resolves facilities-related issues reported by Headquarters employees. Individual DOE organization managers are responsible for the protection and welfare of their employees.

Employees and their representatives work with these Program staffs and their organizations' staffs to develop and implement worker protection measures. The responsibilities of each group within this partnership are illustrated below.



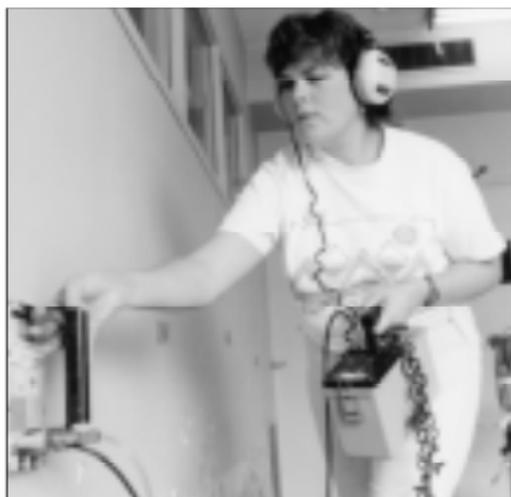
Your Rights and Responsibilities

REGARDLESS OF WHERE YOU WORK, your rights and responsibilities as an employee or manager remain the same. You can find them spelled out in several Federal standards: the Occupational Safety and Health Act of 1970, Executive Order 12196, 29 CFR Part 1960, and applicable DOE Orders.

If you are an employee—

You have the *right* to . . .

- Participate in your organization's safety and health program without fear of reprisal or discrimination.
- Access DOE standards, injury and illness statistics, and safety and health program procedures.
- Present comments on proposed DOE alternate standards.
- Report unsafe or unhealthful working conditions through established DOE procedures, or report and request inspections of hazards to appropriate Federal agency officials, with full anonymity.



You are *responsible* for:

- Adhering to applicable OSHA and DOE requirements.
- Using personal protective and safety equipment provided by DOE.

If you are a manager—

You are *responsible* for . . .

- Adhering to applicable OSHA and DOE requirements.
- Establishing procedures for responding to employee concerns.
- Requiring the use,, provision, and maintenance of approved personal protective and safety equipment.
- Ensuring that employees trained in hazard recognition conduct workplace inspections at least annually and employee representatives are permitted to participate.



- Establishing procedures to ensure that no employee is subject to reprisal for exercising his/her rights under the DOE safety and health program.
- Posting notices of unsafe and unhealthful working conditions found during inspections.
- Ensuring prompt correction (or abatement) of hazardous conditions, informing exposed employees of an abatement plan, and immediately correcting conditions posing an immediate danger.
- Conducting training for top managers, supervisors, safety and health personnel, committee members, employee representatives, and all other employees.

Resolving Employee Concerns

YOU CAN HELP

protect yourself by keeping your eyes and ears open for unsafe or unhealthful work conditions. If you suspect a hazard or violation of Departmental policies or procedures, follow the steps of the employee concerns process below.



- ① Report it to your immediate supervisor.
- ② Another option is to alert your organization's Employee Occupational Safety and Health Program contact. The name and phone number of all current DOE Program contacts are listed on the back of this brochure.
- ③ You may also alert your employee representative, or your organization's safety and health committee or employee concerns group.
- ④ If positive action has not been taken, you and your authorized employee representative may notify top managers at your facility or the organization's manager.
- ⑤ If you are still dissatisfied with the results or fear reprisal, contact the DOE Employee Safety and Health Manager for assistance.

For More Information

Employee Occupational Safety and Health

Program—If you have questions about the Program, contact your supervisor, your organization’s Program contact, or the DOE Program Office at (301) 903-3638.

DOE Policy and Standards

Interpretations—If you need clarification of DOE Orders, policy, or other safety and health requirements, call the DOE Occupational Safety and Health Standards Interpretations Response Line at (800) 292-8061. Experienced personnel staff the toll-free helpline from 8:00 a.m. to 4:30 p.m. Eastern Time. Or you can contact the DOE Program Office.



Program Assistance—The DOE Program staff provides services to those who manage or implement their organization’s Program.

- **Technical Assist Visits:** Help evaluate your organization’s worksite conditions and recommend corrective actions.
- **Policy and Guidance Development:** Provide comprehensive employee protection policies and companion guidance materials that can be tailored to your organization’s unique work tasks and conditions.
- **Program Outreach:** Keep employees informed of policy changes, Program successes, and lessons learned through workplace posters, phone directories, newsletters, training, and annual meetings.