

INDIAN AFFAIRS MANUAL

1.1 Purpose. This chapter establishes Indian Affairs' (IA) policy for the Occupational Safety and Health Program (OSHP), which includes Occupational Safety, Occupational Health, the Safety Awards and Recognition Program, and the Inspections and Abatement Program. The IA OSHP strives to provide a safe and healthful workplace; eliminate unsafe conditions and work-related illnesses through safety education, training, and recognition; stimulate interest of all employees in occupational safety and health (OSH) activities and accident prevention; recognize and reward safe working environments for employees; protect federal property from damage and loss; and integrate safety into every task.

1.2 Scope. This policy applies to all offices under the authority of the Assistant Secretary - Indian Affairs (AS-IA), including offices reporting to the AS-IA, the Bureau of Indian Affairs (BIA), and the Bureau of Indian Education (BIE).

1.3 Policy. It is the policy of IA to comply with all applicable federal laws and regulations, and Department of the Interior (DOI) policies and procedures on safety and occupational health, and to ensure that resources are available to facilitate compliance.

1.4 Authority.

A. Statutes and Regulations.

- 1) 25 U.S.C. § 2005, Facilities construction
- 2) 29 U.S.C. 15, Occupational Safety and Health
- 3) 42 U.S.C. Part B, Public Water Systems
- 4) 29 CFR 1910, Occupational Safety and Health Standards
- 5) 29 CFR 1925, Safety and Health Standards for Federal Service Contracts
- 6) 29 CFR 1926, Safety and Health Regulations for Construction
- 7) 29 CFR 1960, Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters
- 8) 29 CFR 1977, Discrimination Against Employees Exercising Rights Under the Williams-Steiger Occupational Safety and Health Act of 1970
- 9) 36 CFR 1191, Americans with Disabilities Act (ADA) Accessibility Guidelines for Buildings and Facilities; Architectural Barriers Act (ABA) Accessibility Guidelines (ADAABAG)

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- 10) 40 CFR, Protection of Environment
- 11) Section 504 of the Rehabilitation Act of 1973, as amended in 1978

B. Guidance.

- 1) Executive Order (EO) 12196, Occupational Safety and Health Programs for Federal Employees, 1980
- 2) 370 Departmental Manual (DM) 451: Awards and Recognition Program - General
- 3) 485 DM: Safety and Occupational Health Program
- 4) American National Standards Institute (ANSI) standards
- 5) American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) standards
- 6) American Society of Mechanical Engineers (ASME) Boiler and Pressure Vessel Code, Section I: Rules for Construction of Power Boilers
- 7) ASME Boiler and Pressure Vessel Code, Section IV: Rules for Construction of Heating Boilers
- 8) ASME Boiler and Pressure Vessel Code, Section VIII: Rules for Construction of Pressure Vessels
- 9) ASME Safety Code for Elevators and Escalators (ASME A17.1/CSA B44 Handbook)
- 10) ASME Safety Standard for Platform Lifts and Stairway Chairlifts (ASME A18.1)
- 11) American Society for Testing and Materials (ASTM) standards
- 12) Guidelines for Public Access Defibrillation Programs in Federal Facilities, Department of Health & Human Services (HHS) and General Services Administration (GSA) Federal Register Notice 74 FR 41133, August 2009
- 13) IA Occupational Safety and Health Training Plan

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- 14) International Organization of Standardization (IOS) 45001 Standard family (Occupational Health and Safety)
- 15) National Board Inspection Code
- 16) National Fire Protection Association (NFPA) Codes and Standards, Numbers 1 through 8506
- 17) IA-adopted Safety and Health Codes and Mandatory Standards
- 18) IA Code Compliance Guidelines
- 19) IA Job Hazard Analysis (JHA) Guidelines
- 20) Safety and Condition Assessment Portal (S&CAP) Safety Inspector Training Manual
- 21) Uniform Mechanical Code (UMC)
- 22) Uniform Plumbing Code (UPC)
- 23) U.S. Department of Labor's (DOL) Occupational Safety and Health Standards
- 24) U.S. Food and Drug Administration (FDA) Food Code

C. Handbooks.

- 1) 25 IAM 3-H, Volume 1: Indian Affairs Occupational Safety Handbook
- 2) 25 IAM 3-H, Volume 2: Indian Affairs Occupational Health Handbook
- 3) 25 IAM 3-H, Volume 3: Indian Affairs Safety Awards and Recognition Handbook
- 4) 25 IAM 3-H, Volume 4: Indian Affairs Inspections and Abatement Handbook

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1.5 Responsibilities.

- A. **Assistant Secretary-Indian Affairs (AS-IA)** is responsible for encouraging every organization within IA to participate fully in the OSHP. The AS-IA also participates in Program award ceremonies recognizing the achievements of organizations, groups, and individuals.
- B. **Deputy Assistant Secretary –Management (DAS-M)** oversees the Office of Facilities, Property, and Safety Management (OFPSM) and ensures the IA OSHP complies with all applicable laws, regulations, policies, and procedures.
- C. **Director, IA Office of Human Capital Management (OHCM)** is responsible for the technical compliance review and coordination of award recommendations that must be endorsed or approved by the AS-IA.
- D. **Director, OFPSM** reports to the DAS-M and is responsible for oversight, policy, and procedures governing IA facilities management and construction, property, safety, and risk management, including the administration and management of the OSHP.
- E. **Chief, Division of Safety and Risk Management (DSRM), OFPSM** is designated as the IA Safety and Health Manager. In addition to the responsibilities outlined in 485 DM 2, 2.4 F., the Chief is also responsible for:
 - 1) serving as the designated IA Fire Marshal, including providing technical assistance to AS-IA, BIA, and BIE offices;
 - 2) serving as the designated IA Authority Having Jurisdiction (AHJ) for the enforcement of IA-adopted safety and health codes, policy, and mandatory standards;
 - 3) dissemination of periodic safety and health newsletters, safety and health bulletins, and special safety and health alerts;
 - 4) preparing and submitting the annual safety and occupational health reports to the DOI's Office of Occupational Safety and Health;
 - 5) administering a system to recognize and promote safety and health that will stimulate active participation in the OSHP, and promote the desire for employees to work safely in a manner consistent with IA's and the Department's interests and policies;
 - 6) developing, implementing, and maintaining a web-based Safety Management System consistent with the IOS 45001 Standard (Occupational Safety and Health Management) for AS-IA, BIA, and BIE;

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- 7) participating in the DOI Safety and Health Council, safety and health working groups, and, when possible, in the Federal Safety and Health Council;
- 8) working with the bureau Awards Program Coordinators to initiate and oversee the Safety Awards and Recognition Program (SARP);
- 9) working with the bureaus to nominate employees for DOI level safety awards and other recognitions available to them;
- 10) forwarding candidates for DOI level awards to the DOI Honor Awards Coordinator and the DOI Occupational Safety and Health Council;
- 11) establishing the criteria and timelines for submitting award nominations;
- 12) reviewing nominations from the bureaus for both IA awards and awards bestowed at the DOI level;
- 13) announcing award recipients; and
- 14) arranging ceremonies for the awarding of the IA level awards.

F. Directors, BIA and BIE are responsible for:

- 1) ensuring that managers, supervisors, and employees comply with the requirements of the OSHP; and
- 2) ensuring implementation of the SARP by their respective bureaus, and support for the Program.

G. RD is responsible for:

- 1) implementing and administrating the OSHP within his/her region;
- 2) ensuring implementation of the SARP within his/her region, support for the Program; and
- 3) implementing a watercraft safety program within his/her region.

H. BIA Regional Safety Manager (RSM) is responsible for:

- 1) providing technical assistance for, and implementation of, OSHP within his/her region;
- 2) promoting the SARP;
- 3) establishing a region-wide incentive and recognition program for outstanding OSH achievements by individuals, groups, or organizations;
- 4) working with managers and supervisors to ensure that employees who meet standards required for safety honors are considered for the awards;

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- 5) reviewing OSH award write-ups for accuracy and providing suggested changes back to the author;
- 6) ensuring that OSH award nominations are reviewed by management prior to forwarding;
- 7) forwarding information for award plaques and commendation letters for presentation during award forums; and
- 8) assisting the Chief, DSRM with awards ceremonies within their respective region.

I. Associate Deputy Director (ADD), BIE is responsible for:

- 1) implementing and administrating the OSHP within his/her school facilities and site operations;
- 2) ensuring implementation of the SARP within his/her school facilities and site operations, support for the Program;
- 3) ensuring implementation of a well-rounded student safety program that includes all areas of student activity within his/her school facilities and site operations; and
- 4) ensuring a Student Safety Council for grades 4–12 is established, and a representative of the Student Safety Council participates in the School Safety Committee meetings within his/her school facilities and site operations.

J. Deputy Bureau Director (DBD), School Operations Division, BIE is responsible for implementing and administrating the OSHP for BIE.

K. Supervisory Facilities Manager, School Operations Division, BIE is responsible for the OSHP at school facilities/sites operations, and for providing management support to the OSHP.

L. BIE Safety Program Manager (SMP) is responsible for:

- 1) providing technical assistance for, and implementation of, the OSHP to BIE Collateral Duty Safety Officers (CDSOs), Education Program Administrators, and Safety Specialists from the School Operations Division;
- 2) promoting the SARP;
- 3) establishing BIE-wide incentive and recognition program for outstanding OSH achievements by individuals, groups, or organizations;
- 4) working with managers and supervisors to ensure that employees who meet standards required for safety honors are considered for the awards;
- 5) reviewing OSH award write-ups for accuracy and providing suggested changes back to the author;

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- 6) ensuring that OSH award nominations are reviewed by management prior to forwarding;
- 7) forwarding information for award plaques and commendation letters for presentation during award forums; and
- 8) assisting the Chief, DSRM with awards ceremonies within school facilities and site operations.

M. CDSO is responsible for:

- 1) being familiar with Occupational Safety and Health Administration (OSHA), DOI, and IA OSH standards, regulations, and policies;
- 2) having the skills to implement the basic elements of the IA OSH program on management's behalf;
- 3) advising management on the development and implementation of an effective OSH program within their site, school, or justice center;
- 4) assisting in the development and maintenance of a facility's emergency action, fire, and safety plans;
- 5) participating in scheduled and unannounced inspections;
- 6) assisting managers and supervisors with corrections to deficiencies based on inspection findings;
- 7) assisting supervisors in assuring that all non-serious accidents and incidents are investigated;
- 8) serving as a liaison between employees and management on OSH related issues;
- 9) serving as an advisor (not an actual member) within their site, school, or justice center safety committee;
- 10) communicating with BIA RSMs or the BIE SPM when issues are too complex for local resolution;
- 11) conducting and/or coordinating OSH training for their site, school, or justice center;
- 12) completing safety and health management and technical training as necessary to remain proficient in assigned CDSO responsibilities; and
- 13) distributing safety materials such as posters, safety bulletins, and publications.

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N. **Managers/Supervisors** are responsible for:

- 1) ensuring that employees understand and incorporate safety in the planning and performing of job tasks;
- 2) recognizing exemplary performance in OSH;
- 3) providing for employee participation in the OSHP without fear of restraint, interference, coercion, discrimination, or reprisal;
- 4) analyzing accidents to determine what workplace changes are required to improve OSH;
- 5) responding to employee reports of unsafe or unhealthful working conditions;
- 6) providing new employees with OSH orientation;
- 7) allowing employees to participate in safety and health activities;
- 8) conducting assessments for workplace hazards as a routine part of the workday, and addressing identified deficiencies as soon as practicable;
- 9) investigating all job-related accidents, including taking appropriate corrective action(s) to prevent recurrence of similar accidents;
- 10) completing an accident/incident report through the DOI Safety Management Information System (SMIS) within seven calendar days in accordance with 485 DM 7, for all job-related accidents and incidents for employees they supervise;
- 11) providing information on SARP to their employees;
- 12) recognizing OSH achievements of individuals, groups, or organizations within their respective areas of responsibility;
- 13) ensuring that employees within their organizations are nominated for safety awards, and that the nominations are properly reviewed and submitted to the Chief, DSRM through the BIA RSM or the BIE SPM; and
- 14) formulating and implementing their own internal safety incentive and accident prevention awards and recognition program.

1.6 Standards, Requirements, and Procedures.

The DOL's Occupational Safety and Health Standards are the DOI's standards – and therefore IA's standards – to the extent that they are applicable to Departmental operations.

IA adopts and issues safety standards consistent with public safety laws and regulations of state and municipal governments when they do not conflict with DOI or IA policy, particularly as applied to construction; boiler and pressure vessel operations; installation and inspection of wiring; elevator safety codes; motorized equipment safety; OSH

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regulations; and sanitation codes. In addition, IA has adopted safety standards that may apply to IA operations that are issued by nationally recognized professional organizations, such as the ANSI, the ASME, and the NFPA, among others.

IA has documented the specific standards, requirements, and procedures for its OSHP in corresponding handbooks. Normally one handbook documents the procedures required to implement a policy. However, given the complex nature of the Program, four handbook 'volumes' were created to cover each key area. As noted above in section 1.4 C., these handbook volumes are: Occupational Safety (Volume 1), Occupational Health (Volume 2), the Safety Awards and Recognition Program (Volume 3), and the Inspections and Abatement Program (Volume 4). These handbooks are located online here: <https://www.bia.gov/policy-forms/handbooks>.

Approval

JASON
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Jason Freihage
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