

# INDIAN AFFAIRS MANUAL

**2.1 Purpose.** This chapter identifies the primary responsibilities of managers, supervisors, and employees in the implementation of the BIA Safety and Health Program. Additional program responsibilities are defined in the **BIA Safety and Health Handbook**. The **BIA Safety and Health Handbook** may be obtained from the Division of Safety and Risk Management in Albuquerque, New Mexico.

## **2.2 Responsibilities.**

### **A. Assistant Secretary - Indian Affairs:**

- (1) Requires compliance with statutory, regulatory, and program criteria.
- (2) Demonstrates personal commitment for the safety and health of employees, students, contractors, volunteers and the public.

### **B. Director, Bureau of Indian Affairs:**

- (1) Responsible line officer for the BIA Safety and Health Program.
- (2) Provides management direction and support necessary for the bureau to effectively fulfill its policy commitment.
- (3) Appoints a Bureau "Designated Agency Safety and Health Official (DASHO) with sufficient authority to effectively represent the interest and support of the Director, Bureau of Indian Affairs, in the management and administration of the program.
- (4) Provides adequate resources (staff and budget) to effectively implement and administer the program.
- (5) Holds each Regional Director accountable for effectively fulfilling program responsibilities.

### **C. Bureau Designated Agency Safety and Health Official (Bureau DASHO):**

- (1) Exercises the authority of the Director, Bureau of Indian Affairs, for effectively developing and managing the program within the bureau.
- (2) Provides pertinent information concerning the BIA Safety and Health Program to the DOI DASHO or his or her designate upon request.
- (3) Submits, to the DOI DASHO, an annual Safety and Health Action Plan (Plan), interim and annual program reports on the implementation of its plan.
- (4) Recommends organizations establish safety and health committees to provide for employee involvement and to enhance employee-management communications.

**D. Chief, Division of Safety and Risk Management** is the designated Bureau Safety and Health Manager required by 485 DM 2.8, and:

- (1) Advises and supports the Bureau DASHO in performing program responsibilities.
- (2) Develops and implements policy, plans, programs, directives, and rules to perform the mission of the BIA Safety and Health Program.

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- (3) Develops and recommends safety and health standards, guidelines, and procedures consistent with standards in 29 CFR 1910, 1918, 1925, 1926, 1928, 1960, and 1977.
- (4) Is assigned the responsibility for and is authorized to perform the duties of the Bureau Tort Claims Officer.
- (5) Administers the Employee Injury Compensation Program.
- (6) Is the designated Bureau Fire Marshal with the responsibility of furnishing technical assistance to bureau offices, Indian tribes, tribal groups, and tribal contractors in ensuring their compliance with applicable fire codes.
- (7) Is designated the Motor Vehicle Operator Program Officer, Governor's Representative for Highway Safety, and Indian Highway Safety Program Administrator.
- (8) Performs research and safety engineering services for all elements of the BIA Safety and Health Program.
- (9) Maintains records of all reportable accidents; analyzes all accidents to ascertain causes, and introduces accident prevention programs.
- (10) Formulates and implements safety incentives and awards programs for accident prevention.
- (11) Recommends budget levels and staffing for regions.
- (12) Establishes, measures, and appraises systems, methods, and programs to identify and correct problems with management systems that result in accidents or incidents.
- (13) Investigates all accidents resulting in fatalities; the hospitalization of three or more employees; and structural fires or property damage in excess of \$250,000. Reports of these accidents are submitted to the bureau DASHO.
- (14) Conducts annual evaluations of Regional Safety and Health Programs.
- (15) Provides periodic updates on the BIA Safety and Health Program to the Bureau DASHO and the Office of Managing Risk and Public Safety (DOI).

## **E. Regional Directors:**

- (1) Are responsible for the Regional Safety and Health Program.
- (2) Select full-time Regional Safety Managers, through the OPM process, meeting the OPM qualification requirements of the Safety and Occupational Health Series GS-018/803/690.
- (3) Provide adequate resources (staff and budget) to effectively implement and administer the program.

## **F. Education Line Officers:**

- (1) Are responsible for the Safety and Health Program for all schools and education employees.

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(2) Provide adequate resources (staff and budget) to effectively implement and administer the program under their jurisdiction.

**G. Regional Safety Managers:**

- (1) Are responsible for implementing the Regional Safety and Health Program.
- (2) Perform inspections within their Region.
- (3) Provide technical assistance to the Agency Safety Officers/Collateral Duty Safety Officers.

**H. Agency Superintendents:**

- (1) Are responsible for the Safety and Health Program at the Agency Offices.
- (2) Provide adequate resources (staff and budget) to effectively implement and administer the Program.
- (3) Appoint Collateral Duty Safety Officers and comply with the requirements of 29 CFR 1960.58. Collateral Duty Safety responsibilities will be included in employee's position description.
- (4) Appoint responsible employees for Safety Committee duties.

**I. Collateral Duty Safety Officers (CDSO):**

- (1) Are responsible for assisting safety managers (regional/agency) in implementing the Safety and Health Program at Agency locations.
- (2) Are the point of contact for all safety and health related issues (i.e., hazards, workers' comp, torts, safety committees, etc.) at schools and Agency locations.

**J. Officers-in-Charge** are responsible for abatement (removal) of identified hazards.

**K. BIA Managers, Supervisors:**

- (1) Ensure recognized safety and health precautions are continually observed by all employees under their supervision.
- (2) Investigate and report all accidents/incidents occurring under their supervision.
- (3) Assist employees with on-the-job injuries, such as arranging for first aid, medical treatment, transportation to treatment facilities, and initiating, completing, and submitting required Office of Workers' Compensation forms and reports.
- (4) Initiate accident/incident reports as required.
- (5) Ensure safety inspections are performed in all areas under their supervision, and recommend necessary action to remove identified hazards.
- (6) Ensure employees are provided necessary personal protective equipment (PPE) to safely perform his or her job.

**L. Employees:**

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- (1) Observe and follow all prescribed safety rules and regulations.
- (2) Report all accidents/incidents immediately to their supervisor.
- (3) Utilize Bureau furnished personal protective equipment (PPE) as instructed.
- (4) Could be subjected to adverse personnel action upon failure to use Bureau furnished PPE as directed.

## **M. Employee Representatives.**

- (1) Participate in annual safety and health inspections.
- (2) Assist in the identification of unsafe or unhealthful conditions.
- (3) Participate in safety committee meetings as a member.
- (4) Conduct a review of proposed safety and health work rules and regulations.