

MEMORANDUM FOR: Chief, Physical Security Division

SUBJECT : Safety Branch Functions and Activities

In accordance with our discussion, listed below are the functions and activities of the Safety Branch.

MISSION

To assist the Director of Security in administering an occupational safety and health program meeting the requirements of Section 19 of the Occupational Safety and Health Act.

I. FUNCTION

Provide guidance and support to Agency components in the implementation of the Safety and Health Provisions for Federal Employees.

A. ACTIVITIES

1. Review plans and specifications for new construction and major renovations.
2. Conduct tests for toxic and flammable vapors, mists, gases, and dusts.
3. Conduct sound level readings to establish protective measures against occupational hearing loss.
4. Review employee suggestions pertaining to safety and health.

5. Inspect and open alleged letter bombs and suspect packages.

25X1A

6. Review plans and specifications for Agency peculiar [REDACTED] devices to insure appropriate classification for storage and shipment.

25X1A

8. Continuous review of Federal Register and Code of Federal Regulations to keep abreast of changes to the Safety and Health Provisions for Federal Employees.

9. Organize Agency participation in special safety programs sponsored by the Department of Labor.

10. Conduct technical inspections of special use areas such as chemical and electronic laboratories, electronic data processing centers, record storage areas, etc.

II. FUNCTION

Investigate accidents and analyze and record accident data to determine causative factors, provide management with information and comply with the recording and reporting requirements of the Occupational Safety and Health Act.

B. ACTIVITIES

1. Investigate occupational accidents, injuries, and illnesses involving Agency personnel, property, and equipment.

2. Collect, compile, analyze, and record occupational safety and health statistics.
3. Submit the CIA's Annual Report on Accident Analyses to the DDA to brief the DCI.
4. Submit to the Secretary of Labor, a quarterly and annual summary of occupational injuries and illnesses.
5. Submit to the Secretary of Labor, a quarterly and annual summary of occupational accidents.
6. Submit to the Secretary of Labor, an annual comprehensive report on the status of the Occupational Safety and Health Program.
7. Prepare special reports on injury experience for component safety officers.

III. FUNCTION

Provide Agency with a sound and effective fire protection and fire prevention program.

C. ACTIVITIES

1. Review plans and specifications to determine requirements for installation of protection, detection, and manual fire alarm systems.
2. Conduct acceptance tests of fire alarm systems to insure proper operation, zoning, and coding.
3. Brief and prepare instructions for the Security Duty Officers and the Federal Protective Service to assist them in identifying and responding to protected areas. Conduct unannounced after-hours drills of the SDO's and FPO's to test the effectiveness of such response.
4. Maintain on a current basis the Rolodex system which identifies all areas in the Headquarters and Printing

Services Buildings which are protected by special alarm systems.

5. Conduct periodic tests of all sprinkler, ionization, and heat detection systems in Headquarters and Printing Services Buildings to validate functional capability.

6. Review Headquarters Building evacuation plan to insure the orderly and expeditious exiting of personnel in case of emergency. Render technical guidance in the preparation of evacuation plans for other buildings in the Washington area.

7. Maintain, through the Senior Emergency Evacuation Officers, a current list of corridor, stairway, and exit wardens for each main corridor in the Headquarters Building and brief such personnel at least annually. ~~Maintain current rosters of and provide briefings for other Agency personnel engaged in supporting the Warden Organization AT OTHER BUILDINGS IN THE WASHINGTON METROPOLITAN AREA.~~

8. Coordinate the Agency's evacuation plans with other agencies of the Federal Government and local governments as appropriate.

9. Conduct annual fire drills in the Headquarters Building and other buildings in the Washington area.

10. Conduct periodic briefings and tours for the four fire companies responsible for responding to the Headquarters compound.

11. In compliance with Executive Order 11654, submit an annual report to the Federal Fire Council on the Agency's fire loss experience.

IV. FUNCTION

25X1A

Conduct comprehensive surveys of Headquarters and [REDACTED] facilities to eliminate unsafe and unhealthful working conditions.

D. ACTIVITIES

1. Coordinate with Support and Security Officers in the planning and scheduling of survey trips.
2. Brief appropriate officials at Headquarters on their responsibility for field facilities in light of the Occupational Safety and Health Act.
3. Conduct a complete physical inspection of the facility, review the facility safety program, and brief responsible officials in the field of the DCI's responsibilities as outlined in Executive Order 11807.
4. Exit interview with chief of facility to advise of findings and recommendations.
5. Preparation of formal report and submission through official channels to chief of Headquarters component.

V. FUNCTION

Educate and train employees on occupational safety and health through formal training courses and the dissemination of promotional and informational safety literature.

E. ACTIVITIES

1. Continuous review of commercial safety literature to select topical material which would be applicable to both on- and off-the-job hazards.

2. Maintain a library of safety literature on a variety of topics for distribution upon request.

3. Distribute safety literature on a monthly basis to 48 holders located in 13 buildings in the Washington, D. C. area and to two domestic installations.

4. Forward safety literature on a quarterly basis to safety officers of various components of the DDO, DDS&T, and DDA for distribution ~~via transmittal manifest~~ to their overseas facilities.

5. Coordinate with CRS on the procurement of special material for selective distribution.

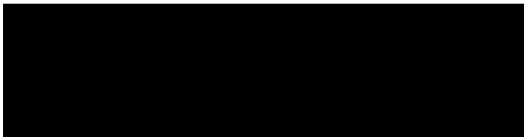
6. Attend meetings of the Federal Safety and Fire Councils; Potomac Chapter, Field Federal Safety Council, and National Fire Protection Association.

7. Conduct five-day training course for Office of Security careerists and other Agency personnel on operation and extinguishment of Molotov cocktails; commercial and military tear gas material; tear gas masks and oxygen breathing equipment; fire fighting, and other generalized safety subjects.

8. Provide briefings to component safety officers on the Occupational Safety and Health Act including changes to the OSHA standards.

9. Publish special Agency notices on specific safety problems and also to inform Agency personnel on safety legislation.

25X1A


CIA Safety Officer