

SAFETY DIVISION
OFFICE OF MEDICAL SERVICES

CIA OCCUPATIONAL SAFETY AND HEALTH PROGRAM

Goals

1. Strive continually to strengthen the Agency's Occupational Safety and Health Program in efforts to bring it in full compliance with Federal Statutes, concentrating on the areas considered the weakest.
2. Get maximum proficiency out of present personnel. Cross train industrial hygienists in fire protection and Life Safety Codes and train fire protection engineers and safety specialists in industrial hygiene. This will enable these individuals to conduct full range of safety and health surveys and inspections.
3. Recruit best qualified applicants, also using the Co-Op trainee program.

Objectives

1. Increase surveys and inspections of facilities and training for employees.
2. Maintain current roster of component safety officers in headquarters area, brief each on respective duties, provide

dates of Basic Safety and Health Courses, and encourage their attendance.

3. Assign Safety Management officer to safety established position in SCS.

4. Hire qualified personnel to fill positions as they are approved in the Safety Division.

5. Utilize the Student Trainee Program within the Agency to hire several qualified individuals for each of the three Branches in the Safety Division, with their schedules arranged so that only one is on duty in each Branch at one time.

6. Establish a Radiation Safety Program for implementation by personnel of the Occupational Health Branch.

7. Establish specifications for fire protection systems in future design projects for Agency buildings.

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Milestones

FY 85 - 1st Quarter

1. One trip overseas conducting safety and health inspections.

One trip overseas was scheduled but cancelled due to motor vehicle accident of the employee scheduled for the survey. However, 4 overseas facilities were inspected during a trip originating in September. In addition 2 surveys [redacted] were conducted [redacted]

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2. Conduct two 5-day Basic Safety and Health Courses.

a. Training of Agency employees included two 5-day Basic Safety and Health Courses, two 1-day safety courses, one 3-hour course on back injuries, two 1-hour courses on women's safety and one 1-hour course on fire detection.

b. To improve proficiency of Safety personnel, following courses were attended by various personnel in the Safety Division:

Introduction to CIA

3-day Principles and Design of Fire Alarm Systems

5-day Basic Safety and Health Course

5-day Federal Safety and Health Conference

5-day Course on Investigation & Prevention of
Electrical Fires

1-day DDS&T orientation

5-day Explosive Ordnance Review Course

Monthly meetings of Society of Fire Protection
Engineers and Federal Safety Council

3. Update roster of component safety officers in Headquarters area, brief each one and enroll in Basic Safety and Health Course.

The roster is maintained on a current basis. There were six changes during the quarter and each has been briefed. There are 96 at present, 38 of which have not attended the safety course.

4. Employ a fire protection engineer.

Two fire protection engineers, graduates from University of Maryland in December 1984 are in process and have had medical and polygraph. A Co-Op trainee is also in process for Fire Protection Branch.

5. Begin implementation of the [redacted] Safety and Health Regulations [redacted] Radiation Safety.

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a. Implementation of [redacted] Regulations [redacted] on Radiation safety has begun. Quarterly inspections of microwave ovens are conducted and a

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computerized accounting of ionizing and nonionizing radiation producing equipment is being established.

b. Representatives of the Occupational Health Branch and Technical Security Branch/OS have met regarding the personal radiation monitoring program. A feasibility study has been undertaken for consolidation of all Agency radiation badge programs under auspices of Occupational Health Branch.

c. Inspection and monitoring of radiation producing equipment at OC base stations, worldwide will be joint effort of Health Physicist in Safety Division and OC Safety Officer.

6. Formalize criteria for Radiation, Industrial Hygiene, and Environmental Health Programs.

a. Criteria for the Radiation, Industrial Hygiene and Environmental Health Programs have been formalized and are part of the CIA Occupational Safety and Health Program.

b. Contacts have been established with representatives of the Regional Occupational Safety and Health Administration, the Virginia Air Pollution Control Board and Environmental Protection Agency regarding the Headquarters Building and Compound. Two visits have already been made by these individuals.

7. Update present position descriptions and develop position descriptions for new positions in the Safety Division.

Position descriptions of all positions occupied in the Safety Division have been re-written as responsibilities and duties have changed considerably since the last evaluation. A memo has been forwarded to C/Registrar & Support Division/OMS requesting that the positions be re-evaluated by OP/PMCD officials.

8. Criteria for basic fire protection and specifications for fire protection systems are being prepared as scheduled.