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- FEDERAL REGULATIONS/EXECUTIVE ORDER 12196
AND [] ESTABLISH AGENCY SAFETY AND
HEALTH PROGRAM.

- SAFETY COMMITTEE - MANAGEMENT AND NONMANAGEMENT
MEMBER FROM EACH COMPONENT - RECOMMEND POLICY
TO SAFETY OFFICER, MR. FITZWATER.

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- COMPONENT SAFETY OFFICERS (85)
[]

- MINIMUM TRAINING IS THIS THREE-DAY BASIC COURSE.
UNTIL THIS TIME:

DCI 13 of 15; NFAC 6 of 14; DDA 10 of 25

- DDO 14 of 17, DDS&T 5 of 14 HAVE NOT HAD ANY
TRAINING. HERE YOU WILL FIND YOUR DUTIES AND
SKILLS TO PERFORM.

- PROBLEMS
MANAGEMENT NOT INTERESTED?
TAKES TOO MUCH TIME?
LACK OF INTEREST - NOT IMPORTANT?

- EFFECTIVE SAFETY AND HEALTH PROGRAM CAN ONLY
WORK THROUGH INTEREST AND PARTICIPATION OF ALL
EMPLOYEES.

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- HOW CAN WE IMPROVE - LET ME OR []
KNOW. TALK TO YOUR SAFETY COMMITTEE MEMBER.

MEMORANDUM FOR:

SAFETY

AGENDA

for

AUGUST 26 - 28

Date

ADU
26 Aug 1315
Rm 6A 13

COLLATERAL DUTY

SAFETY AND HEALTH COURSE

August 26 - 28, 1981

WEDNESDAY

1300 - 1315 Check-in and Registration

1315 - 1345 Opening Remarks Chairman, Safety Comm.

STAT 1345 - 1430 Introduction to the Safety & Health Program

1430 - 1600 Office Safety

1600 - 1700 Familiarization with Safety & Health Test Equipment

THURSDAY

0830 - 1000 Hazard Recognition

1000 - 1200 Accident Investigation

1200 - 1300 Lunch

1300 - 1400 Personal Protective Equipment

1400 - 1500 Industrial Safety

1500 - 1600 Electrical Safety

1600 - 1700 Occupational Health

FRIDAY

0830 - 1030 Introduction to Fire Safety

1030 - 1100 Selection & Application of Portable Fire Extinguishers

1100 - 1200 Limited Safety Checklist Survey

1200 - 1300 Lunch

1300 - 1500 Life Safety Code

A ten minute break will be taken approximately every hour throughout the course.

Topics and thoughts for Mr. Hart's discussion
with Component Safety Officers.

PURPOSE: Here today to discuss the Agency's
Safety and Health Program and the role of
the Component Safety Officers in the
implementation of the Program.

BACKGROUND: Mention [REDACTED]
[REDACTED] the Occupational Safety
and Health Act, Executive Order 12196 and
Title 29, Code of Federal Regulations, Part
1960 which require and provide guidelines
for the establishment and maintenance of an
occupational safety and health program.
(These are covered in their initial briefing
by [REDACTED] the Safety Group).

Reference also that the Agency's [REDACTED]
[REDACTED] establishes the
Agency's Safety and Health Program, sets forth
policy, authorities and responsibilities
regarding the Program.

DETAILS: [REDACTED] requires that safety officers be
designated and outlines their responsibilities.

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Let's review several of the more important ones:

1. Conduct an annual safety and health inspection of your workplace. (Federal Guidelines require that every workplace, including office areas, be inspected at least annually.)

ONLY 16 inspection reports by Component Safety Officers were received during CY 1980. *(Total of approx. 85 Safety Officers)*

2. Investigat^E~~ed~~ occupational injuries, illnesses, accidents and fires involving Agency personnel, property and equipment. Submit Accident Report Form 2652a to the CIA Safety Officer.

Last year 85% of the injuries/ illnesses were reported properly, compared to 73% in 1978. This is certainly an improvement but should be 100%. In many instances they were not reported because the safety officer was not aware of the incident. Contact your Personnel and Logistics Officers, get a notice out in your components, let the employees and supervisors know who their safety

officers are as well as responsibilities
of both employees and safety officers.

Federal Guidelines (29 CFR 1960) require that
each safety officer be given training commensurate with
the scope of assigned safety and health responsibilities.
The 3-day Basic Safety and Health Course conducted by
the Safety Group is considered the minimum training
required.

During 1980 the Safety Group conducted four
5-day and one 3-day courses - yet there are still 48
safety officers who have not taken one of the training
courses. (DCI - 13 of 15; NFAC - 6 of 14; DDA - 10 of
25; DDO - 14 of 17; DDS&T - 5 of 14)

PROBLEMS: What are the problems - let's discuss

1. DO YOU FEEL MANAGEMENT IS NOT INTERESTED?

Let me assure that top officials are very interested
in a safety and health program that meets all legal
requirements. - GIVE ME SOME THOUGHTS ON HOW THE
INTEREST CAN BE BETTER EXPRESSED TO YOU.

2. IS IT THE TIME REQUIRED?

How much time are we talking about?
Inspections, 4 hours, 8 hours, 2 days???

Investigations and reports?

Training?

3. LACK OF YOUR INTEREST?

Do you feel it is not part of your work?

An effective safety and health program can only work
through the interest and participation of all
employees. This is emphasized

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