



# WEST VIRGINIA WATER SCIENCE CENTER (WVWSC) SAFETY PLAN

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## A. INTRODUCTION

*The purpose of the Water Science Center Safety Plan is to identify and address safety issues specific to the work that the Center undertakes, provide the resources and information needed for employees and management to make sound decisions commensurate with safety and health policy and regulations, and raise the level of risk awareness and assessment through better information dissemination.*

*The Water Science Center Safety Plan is designed to guide Center responses to a variety of safety elements that, in total, summarizes the Center's safety program. Italicized sections present references and information that support each element of the Plan and are a part of the Plan that generally remains unchanged. Within the italicized sections, underlining denotes an electronic link to a page on the World Wide Web that provides additional information. Paragraphs in regular text*

*are to be modified by the Center to describe specific Center programs within each heading. Example descriptions are presented as a guide.*

*Our Centers are located in varying geographical areas; the work is performed by a large number of employees. The importance of occupational health and safety awareness for Center employees cannot be overemphasized. Our varied work environments-office, warehouse, laboratory, and field-can all present potentially hazardous situations that, in the event of an accident, could cause illness, injuries, or death. Fieldwork may be required during inclement weather and in remote locations. Some activities such as operation of motor vehicles and boats, wading streams, electrofishing, working on and around highway bridges and cableways, drilling and geophysical logging of wells, handling chemicals, and operation of various types of equipment and machinery, involve inherent risks that must be minimized.*

DATE OF LAST REVISION: 03/10/14

## **B. ORGANIZATIONAL STRUCTURE**

The Center has 20 employees and operates from one office. The Center operates a fleet of 17 vehicles. In FY13, there were 163 hydrologic-data stations in operation, of which many included stilling wells that are considered as confined spaces (although confined-space entry IS PROHIBITED to WWSC employees), 5 require operation of active cableways, and many utilize bridges requiring traffic control plans.

### **1. Organizational Unit**

Center Director is Mark Bennett, Richmond, Virginia. Supervisors for the West Virginia Water Science Center are: George Harlow and Shaun Wicklein, Richmond, Virginia. Jeremy White is the supervisor for the Charleston Field Office.

### **2. Safety Personnel**

Collateral Duty Safety Officer is Melvin Mathes.  
Chemical Hygiene Officer is Douglas Chambers.  
Hazardous Waste Coordinator is Mark Kozar  
Medical Surveillance Officer – N/A  
Occupant Emergency Coordinator is Melvin Mathes  
Aviation Safety Coordinator – N/A

### **3. Safety Committee**

*As required by USGS Occupational Hazards and Safety Procedures Handbook (445-2-H), Chapter 1, WRD Districts with 35 or more*

*employees shall establish a district safety committee. It is recommended that the committee be established with cross-functional composition to represent as many safety needs as possible in all District sections and units as many geographic locations as possible. The committee provides advice and recommendations to the District Chief and other District managers concerning overall safety issues, priorities, and responses.*

No formal safety committee exists since the WVWSC only has 20 employees. Safety meetings are held quarterly during project reviews and attendance is suggested for all employees.

#### **4. Rights and Responsibilities**

##### *Management Responsibilities*

*The Center Director and Center management have the responsibility for establishing and maintaining a safe working environment for all personnel.*

*Safety Officer Responsibilities are shown under WRD Memorandum No. 96.26*

- *Administers and maintains the Center Safety Plan.*
- *Serves as the primary focal point for all safety issues.*
- *Coordinates and conducts safety inspections, training, program planning, and prepares related reports.*
- *Advises the Center Director and other Center management on safety issues.*
- *Coordinates the activities of safety meetings.*
- *Notifies management of hazardous conditions.*
- *Serves as liaison between management and the Regional Safety Officer.*

##### *Employee Responsibilities*

- *Reports all unsafe or unhealthful working conditions to the supervisor.*
- *Reports all work-related accidents, injuries, or illnesses to the supervisor.*
- *Follows all work safety procedures for the tasks assigned.*
- *Uses required personal protective equipment and other safety equipment.*

##### *Employee Rights*

*"The Occupational Safety and Health Act of 1970, Executive Order 12196, and 29 CFR 1960 Require the Heads of Federal Agencies to Furnish to Employees Places and Conditions of Employment That Are Free from Recognized Safety and Health Hazards."*

*"The U.S. Department of the Interior's Safety and Occupational Health Program Covers All Personnel While On Duty, and is Explained in Part 485 of the Departmental Manual and the Departmental Manual Safety and Health Handbook (DSHH)."*

- *All employees are encouraged to participate in the safety program. When appropriate, employees will be authorized official time to participate in committee meetings, safety training, or other officially sanctioned safety activities.*
- *No employee may be subject to restraint, interference, coercion, or reprisal for participating in officially sanctioned safety activities.*
- *All employees may examine any or all-appropriate safety and health standards applicable to their job.*
- *All employees may have access to all accident, injury, or illness statistics relating to the Geological Survey or the Department of the Interior.*
- *All employees may examine Geological Survey or Department of Interior safety and health program policy documents.*
- *Any employee may request and obtain an inspection of their work area by a qualified safety inspector.*

## **C. ADMINISTRATIVE PROGRAMS AND PLANS**

### **1. New-Employee Safety-Program Orientation**

*The initial orientation of all new employees concerning the WRD Safety and Health Program is required by the Department of the Interior Safety and Health Handbook (485 DM) and as a minimum consists of a briefing by the District Safety Officer during the first week of work. The briefing shall include, but not limited to, a discussion of the following documents:*

*USGS Occupational Hazards and Safety Procedures (445-2-H), Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters (29 CFR 1960), and Emergency Procedures Handbook.*

*WRD and District Policy Memos may included: (1) training requirements, (2) field call-in policy, (3) immunization programs, (4) watercraft safety, (5) chemical hygiene plan and hazard communication, (6) responsibilities for vehicle use, and (7) field safety/confrontation issues.*

### **2. Emergency Plans**

*The Occupant Emergency Plan (G.1.a) and the Emergency Procedures Handbook (G.1.b) are designed to help protect personnel and property in the event of an emergency such as, fire, storm, bomb threat, or release of hazardous material.*

### **3. Safety Budget**

*Memorandum OP96:08 (Subject: SAFETY-Funding Organizational Safety Programs) provides general guidelines for funding organizational safety programs. Providing a safe working environment for employees and complying with safety regulations generated both within and outside the Geological Survey requires careful planning and dedicated funding.*

### **4. Recordkeeping**

*Documentation in varying forms provides a record of training, inspections, accidents, and other required activities. Records of formal and informal training and accident reports on injury and illness are maintained in office personnel files and/or in files of the supervisor. Records that include the employee's social security number are required under the Privacy Act to be filed in a locked area. The following forms may be used in the recordkeeping process and are located on the WRD Home Page for Safety under Forms Available: Safety Training Log, Safety Inspection Forms, Injury and Illness Log, and Accident Report Form Requirements*

In the WVVSC, a safety-training spreadsheet is maintained by the safety officer, and all safety training records are filed and maintained by the safety officer. Planned and completed training is coordinated with the person assigned to the office personnel records (Admin Section) and with the Center Training Officer. Accident reports are filed with the personnel records. Records of inspections and Injury and Illness Log (OSHA Form-200) are filed with the safety officer with copies of the vehicle inspections to the person assigned to the report on vehicle use (Admin Section). The Injury and Illness Log (OSHA 300A) is posted on the safety bulletin board, as required.

### **5. Reports and Reporting**

*Several incomings and outgoing reports are generated throughout the year that collectively describe and account for major elements within the Center safety program. A list of semi-annual and annual reports and the 'due dates' are shown under WRD District Safety Reporting Requirements on the WRD Home Page for Safety.*

#### **a. Accident Reports and Reporting**

*The employee is responsible for reporting all work-related accident and incidents that have or may have resulted in an accident (including illness) to their supervisor. Any accident that involves injury, illness, or damage to property must be reported to the supervisor and the necessary information entered into the DOI Safety Management Information System (SMIS) and transmitted to the Regional Safety Officer within 5 working days. Accident Report Form Requirements are available in the WRD Home Page for Safety to assist in identifying the type and routing of forms required in the event of an accident.*

*Accident trend analyses are available on the Bureau safety website. Analyses include motor vehicle and injury/illness accident rates for each Division, Region, and District. Rates are calculated from a prescribed formula based on work-exposure hours and number of miles driven on the job.*

**b. Annual Safety Program Self-Evaluation**

*The Safety Program Self-Evaluation is an internal safety audit completed annually by the collateral duty safety officer, except for years in which an external safety audit is conducted by the Regional Safety Officer.*

**c. Annual Cableway Inspection Report**

*As stipulated in WRD Memorandum No. 91.42 (Subject: Plan for Insuring the Safety of Cableways) the District Chief will report annually in writing to the Regional Hydrologist that all district cableways were inspected during the preceding water year, and confirm that either the deficiencies were corrected or use of the affected cableways has been suspended.*

In the WVWSC, an annual report is prepared in SIMS and submitted to the Regional Safety Officer. The Center operates 9 cableway stations: four are not used (two of these are scheduled to be removed).

**d. Annual Hazard Elimination Log**

*Annual inspections are required each year for all office facilities, including vehicles, shops, warehouses, laboratories, and gaging stations. Hazards cited in an inspection are noted on the Hazard Elimination Log. The Log lists the hazard, the estimated date for the hazard to be corrected, and the date corrected. The Log is a*

*continual-use document for listing hazards as they are found or reported.*

In the WVWSC, a log is maintained throughout the year. The report is sent to the Regional Safety Officer as required.

**e. Annual Inventory of Hazardous Materials**

*USGS Occupational Hazards and Safety Procedures Handbook (445-2-H), Chapter 7 states that an inventory of hazardous materials will be conducted at all facilities where employees may be exposed. Materials include lab chemicals, cleaning agents, batteries, and materials used in the process of film development. The Chemical Hygiene Officer will ensure that an inventory is conducted annually and sent to the Regional Safety Officer, as required.*

In the WVWSC, the inventories of materials are divided into four locations: laboratory, lab-prep area, garage, and warehouse.. A supervisor is assigned the responsibility of materials stored in each area. Material Safety Data Sheets (MSDSs) are made readily available to all employees for each area.

**f. Annual Hazardous Waste Disposal Report**

*USGS Occupational Hazards and Safety Procedures Handbook (445-2-H), Chapter 8 requires all offices to furnish a report on the type and amount of hazardous waste disposed during the fiscal year. Documentation of the disposal of waste includes a manifest provided by a licensed transporter, a record of waste sent to the county landfill (as, spent ampoules, some type of batteries) following written approval from the local solid-waste management agency. All manifests, certificates of disposition, and reports to local authorities shall be retained in Permanent District office files.*

*OP Information Memorandum, dated 4-01-98 (Subject: SAFETY-Hazardous Waste Coordinator Appointment and Training) defines the duties of the Hazardous Waste Coordinator (HWC). The Hazardous Waste Disposal Report shall include the description of the waste and quantities of each material disposed, and the total cost of the disposal.*

**g. Semi-Annual Bridge Traffic Control Plan Status Report**



*Working from bridges and highways is one of most hazardous of our frequently performed activities. In 1995, WRD Memorandum No. 95.17 (Subject: SAFETY-Traffic Control Plan for Field Operations from Bridges and Along Roadways) was issued from the Assistant Chief Hydrologist for Operations to all Districts requiring the development of a Traffic Control Plan (TCP). The Mississippi District TCP, which meets the minimum Federal standard by U.S. DOT, is available on the WRD Home Page for Safety.*

*In order to monitor progress toward completion of TCPs and their implementation, each Center is required to submit a semiannual status report on the traffic control plans of their district to the Regional Safety Officer..*

## **2. Inspections and Reviews**

### **a. Annual Inspection by office personnel**

*USGS Occupational Hazards and Safety Procedures Handbook (445-2-H), Chapter 1. establishes that an inspection of the employee's workplace will be conducted annually. Inspections will be made by qualified personnel. Areas of inspection include office facilities, warehouses, shops, laboratories, vehicles, and gaging stations. Hazards found during the inspections are listed on the Hazardous Elimination Log (C.5.e).*

In the WV District, inspections are generally made by the safety officer.

### **b. Center Safety Review by Regional Safety Officer**

*WRD Memorandum No. 96.27 (Subject: SAFETY-Water Resources Division Safety and Health Reviews) outlines the district safety and health review process and cites involvement by key personnel during the time of a review. Ideally, the division of time for conducting a review within a district consists of evaluating the administrative, promotional, and operational program and plans (50%), conducting safety inspections (30%), and assisting the safety officer on ways to improve the district safety program (20%).,p> A Center safety review is conducted about every 3 years; the last review was conducted March, 2014.*

## **3. Job Hazard Analysis**

*A Job Hazard Analysis (JHA) is an important accident prevention tool that looks at the basic job steps of a given assignment and identifies potential hazards and associated safety procedures. JHAs are required by the USGS Occupational Hazards and Safety Procedures Handbook (445-2-H), Chapter 2, to be conducted prior to performing any hazardous activity. A repository of JHAs can be found in the WRD Home Page for Safety and are designed to be revised to meet District needs for specific tasks.*

The Center has developed written JHAs specific to Center operations.

## **B. PROMOTIONAL PROGRAMS**

*Safety promotional programs appear in different forms and serve as a reminder to the employees that safety is a very important activity and that the Department of Interior's slogan, "Safety First, Ever Job, Every Time," is real. Some examples of promoting safety within a District are:*

### **1. Posters/Pamphlets/Literature**

*These type of information generally target specific areas of safety. The materials are readily available through a variety of distributors. Pamphlets and literature, that include magazine and newspaper articles, can be routed to all or selected personnel; posters should be displayed for a short period (1-2 weeks, or for the duration of the promotional period). Displaying a safety bulletin board and promotional safety posters, particularly in high-traffic office areas, is encouraged.*

### **2. National/Local Safety Councils**

*These councils can provide a means for enhancing or promoting new ideas for an office safety program.*

### **3. Regional/District Safety Newsletter**

*Types of information that can be provided in newsletter form: calendar of upcoming events, such as office training, safety inspections, chemical inventory; compilation of recent safety alerts; seasonal safety issues; highlighted safety committee issues; recipients of safety awards. Suggested frequency of information provided: quarterly. This form of information can be provided by hardcopy distribution or routing, or through electronic communication.*

### **4. National Promotional Programs**

*National safety programs can be promoted on a District level-such as, Safe Boating Week (May); National Fire Prevention Month (Oct); National Drug and Drunk Driving Month (Dec).*

#### **5. Awards**

*Safety award programs encourage safe practices: The Bureau Safe Driving Award promotes recognition to employees who have driven 100,000 miles without a preventable accident. On-the-Spot and time-off-from-work awards can be used as promotional incentives.*

#### **6. Safety Week**

*Some Districts schedule week-long training of all employees, where emphasis is on safety training. Safety Week promotes safety and demonstrates management's support for ensuring that all employees are properly trained and are aware of the hazards within their assigned tasks.*

In the WWSC, a Safety bulletin board, located near the lunch room, displays a variety of information: information on a National promotional program, seasonal safety issues (hazards of summer and winter conditions); available local safety training courses; safety alerts provided by the Regional Safety Officer. All employees are being encouraged to submit safety and health promotional materials to the Collateral Duty Safety Officer.

### **C. HEALTH PROGRAMS AND ISSUES**

*The following health programs listed below have been developed to support District operations. Additional information can be found in the WRD Home Page for Safety in WRD Safety Policy, Guidance, and Information Memoranda, and generic district health plans can be found for some programs in Safety Plans - Generic.*

#### **1. Medical Surveillance Program**

*Medical surveillance shall be provided for employees working with hazardous material or exposed to conditions that impose a hazard as outlined, but not limited to, the following chapters of USGS Occupational Hazards and Safety Procedures Handbook (445-2-H):*

Chapter 5. Respiratory Hazard Protection Plan

Chapter 6. Chemical Hygiene Plan

Chapter 9. Hazardous Waste Sites

Chapter	11.	Confined Space
Chapter	12.	Diving Operations
Chapter	15.	Hearing Conservation Program
Chapter	20.	Occupational Exposure to Bloodborne Pathogens

*More specifically, WRD policy memoranda that address medical surveillance are: No. 98.17, (WRD Respiratory Protection Program Requirement) and No. 99.03, (WRD) Hazardous Waste Site Operations-Revised Safety Policy and Guidance.*

*NOTE: Districts should ensure that all medical records resulting from physical exams are sent directly to their regional personnel office (Administrative Division) and a copy to the employee. District personnel, other than the employee, may not have access to medical records or retain medical records in a District office file.*

No medical surveillance program is active in the WVWSC. The Center operates a small laboratory (CESQG) where minimum exposure to hazardous chemicals occurs. Data-collection activities for hazardous waste site projects are contracted.

## **2. Respiratory Protection Program**

*WRD Memorandum No. 98.17 (Subject: WRD Respiratory Protection Program Requirements) presents the Division's policy on respiratory protection and provides generic guidelines to assist Districts in development of a respiratory protection plan for employees who work in an environment with potential exposure to respiratory hazards. Potential physiological damage may be caused by the work environment during welding, cutting, painting, handling chemicals, cleaning the interior of shelters at gaging stations to eliminate the risk of exposure to hantavirus or histoplasmosis, or working at or around hazardous waste sites.*

In the WVWSC there is no respirator use and thus no respiratory protection plan. The WVWSC does not currently visit any hazardous-waste sites.

## **3. Hearing Conservation Program**

*USGS Occupational Hazards and Safety Procedures Handbook (445-2-H), Chapter 15 defines the requirements for employees exposed to hazardous noise levels. Noise hazardous activities are those which expose employees to 85 dBA (decibels weighted on an "A" scale). The following activities typically exceed 85 dBA: airboats, snowmobiles, tractors,*

*aircraft, generators, weed eaters, chainsaws, electrofishing units, power tools, and other machinery.*

There is no Hearing Conservation Program in the WVWSC.

#### **4. Bloodborne Pathogens Program**

*USGS Occupational Hazards and Safety Procedures Handbook (445-2-H), Chapter 20 (draft), establishes procedures for implementation of an Occupational Exposure to Bloodborne Pathogens program. This program applies to all employees and volunteers whose duties require them to come into contact with blood or other potentially infectious materials. Each facility with exposed employees must develop an Exposure Control Plan. Chapter 20 provides a sample plan as a guide to assist facilities which have a nurse or a small first aid team and perform occasional limited medical procedures resulting in limited bloodborne exposures and associated waste products.*

The WVWSC has a Bloodborne Pathogens Program.

#### **5. Immunization Program**

*WRD Memorandum No. 98.06 (Subject: SAFETY-WRD Immunization Program) provides information on immunization programs for Hepatitis B, Tetanus, Typhoid, Rabies, and Hepatitis A. The purpose of these programs is to safeguard the health of field and laboratory employees whose work may subject them or others to significant health or safety risks due to occupational or environmental exposure or demands. The determination of a significant health or safety risk rests with the employee's supervisor and should be based on the guidance presented in the WRD Memo with assistance, as needed, from local health officials, the U.S. Public Health Service, and the Centers for Disease Control.*

#### **6. Lyme Disease**

*Branch of Operations Technical Memorandum OP89.05 (Subject: SAFETY-Lyme Disease Information) addresses Lyme Disease as the number-one tickborne disease in the U.S. and provides information on prevention, personal protection, early detection, and treatment. Information for implementation of a Lyme Disease Program is addressed in WRD 99.26 06/16/99 SAFETY--Water Resources Division Immunization Program for Lyme disease.*

All employees have been made aware of Memo OP 89.05 and the hazards associated with contracting Lyme disease.

## **7. Hantavirus**

*WRD information memorandum dated 10-28-97 (Subject: Preventing Hantavirus Disease) addresses the highly-fatal (44%, 1998) hantavirus disease, provides current information from the Centers for Disease Control and Prevention (CDC), and provides a generic district plan for prevention of hantavirus infection. For WRD employees, the most probable exposure to the virus would be while disturbing rodent excreta or saliva in gaging station shelters.*

## **8. Histoplasmosis**

*WRD Memorandum No. 95.06 reports on an incident in which four Iowa District employees were infected with Histoplasmosis caused by contact with dust produced during the demolition of a stream-gaging station in August 1994 and provides information on Histoplasmosis as well as measures to protect workers from infectious organisms.*

## **9. Pfiesteria**

*WRD Memorandum No. 98.35 (Subject: WRD Policy for Collecting, Shipping, and Analyzing Samples that may Contain Pfiesteria) provides guidelines on procedures for collecting, shipping, and analyzing water samples and bottom sediments that may contain Pfiesteria toxins. Pfiesteria are microscopic marine organisms which produce toxins that have caused fish kills and lesions on fish in coastal waters along the eastern United States. Human exposure to the toxins may cause disabling health effects. Additional information on the human health impacts of Pfiesteria can be found on the Bureau safety website under safety alerts.*

## **10. Ergonomics**

*Operational Support Memorandum No. OP97.02 (Subject: SAFETY-Computer Workplace Ergonomics) addresses potential safety and health problems associated with workplace ergonomics hazards. These potential problems include the occurrence of cumulative trauma disorders (repetitive motion disorders) such as, tendonitis, carpal tunnel syndrome, and back disorders. Presented in the memorandum are suggested Internet addresses that provide information on cumulative trauma disorders and, other references on ergonomics..*

## **11. Back Injury Prevention Program**

*Back injury is a relatively common occurrence among on-the-job accidents. In 1994, the USGS promoted the 'Back Care Program', which is comprised of six modules of video tapes/slides/audio tapes and manuals.*

*A copy was sent to each District. Operational Support Memorandum No. OP93.04 (Subject: SAFETY-Safety Back Belts) provides information on safety back belts as a preventive measure for back injuries. Since, back belts have not been proven to be as effective as originally claimed, as they added a false sense of security. However, when they are worn, they do serve as a reminder to lift properly.*

#### **D. TRAINING**

*In order to provide employees with awareness and protection from identified hazards, USGS employees involved in a hazardous activity shall receive on-the-job or classroom training or demonstrate proficiency through work experience or education as required by USGS Occupational Hazards and Safety Procedures Handbook (445-2-H). All training should be documented on the SF-182 and maintained in the employee's personnel file.*

##### **1. Responsibilities**

###### **a. Employees**

- (1) Attend safety training programs and provide feedback to supervisors on quality and content of the program.*
- (2) Assist supervisor in determining safety training requirements.*

###### **b. Supervisors**

- (1) Identify applicable employee safety training via the development of job hazard analyses or researching mandatory requirements.*
- (2) Prior to assigning employee duties, the supervisor shall ensure that the employee receives appropriate occupational safety training.*

##### **2. Center Training**

*The following are some of the common required training programs that are provided to our employees or contractors:*

###### **a. Motor Vehicle Drivers Training**

*Attendees: Operators of government owned or leased vehicles, government- contracted rental vehicles, and privately owned vehicles used for government use.*

*Training Requirements: Upon initial assignment.*

*Refresher Training: Every 3 years*

*Reference: WRD Memorandum No. 98.25, Motor Vehicle Driver Training; and USGS Occupational Hazards and Safety Procedures Handbook (445-2-H), Chapter 14.*

**b. Motorboat Operator Certification Course (MOCC)**

*Attendees: USGS motorboat operators that pilot a watercraft less than 26 feet.*

*Training Requirement: 24 hours; DOI MOCC training.*

*Refresher Training: Every 5 years - 8 hours classroom; DOI MOCC training.*

*Reference: WRD Memorandum No. 96.25, New Watercraft Safety Regulations;*

*DOI Manual, Safety and Health Handbook (485 DM), Chapter 22; and USGS Occupational Hazards and Safety Procedures Handbook (445-2-H), Chapter 16.*

**c. First Aid/CPR**

*Attendees: Employees who conduct work at locations remote from professional medical services.*

*Training Requirement: Upon initial assignment.*

*Refresher Training: First Aid: Every 3 years - 4 hours classroom.*

*CPR: Every 1 or 2 years, depending on type of certification.*

*Reference: USGS Occupational Hazards and Safety Procedures Handbook (445-2-H), Chapter 4.*

**d. Hazard Communication Training Program ("Employee's Right to Know")**

*Attendees: All employees who may have potential exposure to hazardous chemicals or materials.*

*Training Requirement: Upon initial assignment.*

*Refresher: Change in duties that influence changes in exposure to hazardous chemicals or materials.*



*Reference: USGS Occupational Hazards and Safety Procedures Handbook (445-2-H), Chapter 7.*

**e. Other Safety Training**

*A list of safety courses that may be required or suggested as part of routine or special tasks assigned is available in the WRD Annual Safety and Health Program Self-Evaluation. Suggestions to help fulfill safety training requirements are available in the WRD Home Page for Safety. Training videos can be ordered directly on the Internet from the Bureau's Interactive Video Request Library.*

**3. Training Summary Table**

*A training summary table has been prepared for District use and provides a suggested list of training needs, including the name of the course, employee or group type of employee, frequency of course, and course length. This modified table was provided by the Nevada District and is available on the WRD Home Page for Safety under Training Summary Table.*

*A training spreadsheet has been prepared by the WVVSC to identify training courses provided to its employees. Safety training records are maintained by the collateral duty safety officer.*

**E. OPERATIONAL PROGRAMS AND PLANS**

**1. Office Safety**

**a. Occupant Emergency Plan**

*The General Services Administration (GSA) is assigned the responsibility of assisting all Federal agencies in preparing for emergencies and disasters. Each Federal agency is required to prepare and maintain a current and comprehensive emergency response plan. GSA publication, "Occupant Emergency Program Guide" was prepared to assist agencies with developing their plan. The Occupant Emergency Plan (OEP) is designed to help protect personnel and property in the event of an emergency through planning, training, and drills. Annually, each Federal facility must furnish a copy of the updated OEP to the Office of Protective Service (GSA) to which the facility is assigned.*

**b. Emergency Procedures Handbook**

*Each USGS office is required to provide each employee with an updated version of an Emergency Procedures Handbook that describes emergency and evacuation procedures to be taken in the*

*event of a natural disaster, fire, release of hazardous material, or bomb threat. A generic copy of the Handbook, located on the WRD Home Page for Safety, is available to Districts for their use in developing a District-specific handbook.*

**c. Building Security**

*In accordance with the findings of the Department of Justice report entitled, "Vulnerability Assessment of Federal Facilities, dated June, 1995, and written guidelines developed by the Office of the Federal Protective Service (GSA), each USGS office is required to submit a security assessment of their facility. Employees should be informed of the type of security provided by GSA and also informed of other actions taken to further enhance security in and around their facility.*

**d. Fire Safety**

*The National Fire Protection Association (NFPA) Life Safety Code sets the minimum criteria for life safety features in occupied USGS facilities, unless a more stringent code is applicable. The Department of Interior, Safety and Health Handbook, DM 485, Chapter 19, requires the following: Provide training to employees in the basics of fire prevention and emergency responses. Conduct a fire drill at least annually; more frequent as conditions may warrant. Use emergency and evacuation procedures as presented in the Emergency Procedures Handbook (G.1.b) and in the evacuation diagram displayed at strategic locations within the facility. Ensure periodic testing, based on the facility requirement, is performed on the fire systems and equipment.*

In the WVVSC, a fire drill is conducted annually. The fire extinguishers and alarms are checked annually by companies contracted by the building manager.

**e. Violence in the Workplace**

*GSA is responsible for protecting workers and visitors in Federal offices. To do this, crime prevention, as well as law enforcement and security measures, are emphasized. The Federal Protection Service (GSA) helps Federal employees to help themselves. To augment crime prevention, the Federal Protection Service has issued the booklet, "Coping With Threats and Violence in the Federal Workplace."*

**2. Laboratory Safety**

*Minimum required laboratory safety guidelines, references, and standard operating procedures include: Prudent Practices in the Laboratory: Handling and Disposal of Chemicals; a Chemical Hygiene Plan, which includes the Hazard Communication Program; and Emergency Procedures Handbook.*

**a. Chemical Hygiene Plan**

The Chemical Hygiene Plan (CHP) is intended to prevent employee overexposure to hazardous chemicals in the laboratory, and describes standard operating procedures for all laboratory work. Employees will be given training on the CHP prior to receiving permission to work in the laboratory. It is the responsibility of employees that use the laboratory to be familiar with the material presented in the CHP. A generic copy of a CHP can be found on the WRD Home Page for Safety under Safety Plans - Generic. The CHP is required to be updated annually and a copy retained in the laboratory.

A Chemical Hygiene Plan has been prepared for the Center laboratory.

**b. Hazard Communication Program**

*The OSHA Hazard Communication Program outlined in USGS Occupational Hazards and Safety Procedures Handbook (445-2-H), Chapter 7 applies to all employees who may have a potential for exposure to hazardous chemicals or materials. Program elements include: (1) a hazardous material inventory, (2) Materials Safety Data Sheets (MSDS), (3) secondary container labeling requirements, and (4) hazard training.*

Hazard Communication Program duties are assigned to the Chemical Hygiene Officer in the WVVSC. Training is conducted annually and to new personnel and to personnel whose new or changed duties require training.

**3. Field Operations**

**a. Traffic Control Plan**

*WRD Memorandum 95.17 (Subject: SAFETY-Traffic Control Plan for Field Operations from Bridges and along Roadways) provides instructions on the preparation of traffic control plans for field operations conducted on bridges and along roadways. Working from bridges and roadways often disturbs traffic flow and poses a serious safety hazard to WRD field personnel and to the public.*

To help insure safe working conditions, the WVVWSC has identified sites that require traffic control and has prepared site-specific traffic control plans that are stored in SIMS. Field vehicles are equipped with the required safety equipment for traffic control at bridges and along roadways.

**b. Confined-Space Stilling Well Plan**

*WRD Memorandum 97.32 (Subject: Water Resources Division Gaging Station Stilling Wells-updated interim safety guidelines for safe entry and work in WRD gaging station stilling wells) provides interim guidelines for safe entry and work in stilling wells until final guidelines are issued. In 1995, districts were requested to identify stilling wells that meet the definition of a confined space. In addition, comprehensive physical inventories and atmospheric testing of stilling wells were required to be conducted.*

In the WVVWSC, all confined spaces are labeled with warning signs. EMPLOYEES ARE PROHIBITED FROM ENTERING ANY CONFINED SPACES.

**c. Motorboat Operator Certification Plan**

*WRD Memorandum 96.25 (Subject: SAFETY-New Watercraft Safety Requirements) transmits Chapter 22, Watercraft Safety, from the DOI Departmental Manual-Safety and Health Handbook (485 DM). DOI policy requires that all motorboat operators be trained and certified in accordance with Chapter 22 prior to operating a USGS motorboat.*

The WVVWSC has one certified motorboat operator instructor, and four certified motorboat operators.

**d. Hazardous Waste Site Operations Plan**

*WRD Memorandum 99.03 (Subject: SAFETY-Water Resources Division Hazardous Waste Site Operations-revised Safety Policy and Guidance) provides guidance for safely conducting work at hazardous waste sites. It is critical that personnel be adequately trained in hazardous waste site operations and participate in an appropriate medical monitoring program.*

The WVVWSC does not currently visit hazardous waste sites.

(NAME OF SITE)

(DATE HASP APPROVED)

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e. **Confined Space Entry Plan**

*USGS Occupational Hazards and Safety Procedures Handbook (445-2-H), Chapter 11 provides guidance for entering or working in confined spaces. WRD Memorandum 92.54 (Subject: SAFETY-Water Resources Division National Pollutant Discharge Elimination System Safety Policy and Guidance) addresses training requirements and safety procedures to be followed when working at NPDES sites designated as confined spaces. Section "G.3.b" of this safety plan addresses confined space as it applies to stilling wells.*

There are no personnel trained to work in confined spaces in the WWSC.

All sites identified as confined spaces as labeled with the appropriate warning signs and EMPLOYEES ARE NOT ALLOWED TO ENTER ANY CONFINED SPACES.

(NAME OF SITE)  
(DATE ENTRY PLAN APPROVED)

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f. **Lockout/Tagout**

*Lockout/tagout procedures are required for any activity or operation where servicing operations on energized systems are performed. USGS Occupational Hazards and Safety Procedures Handbook (445-2-H), Chapter 10 supplements those requirements established by OSHA, 29 CFR 1910.147.*

The WWSC does not perform activities that require a lockout/tagout program. None of our power tools are "hard wired."

g. **Cableway Safety**

*WRD Memorandum 91.42 (Subject: Plan for Insuring the Safety of Cableways) describes WRD policy for implementing cableway safety. A thorough inspection of cableways will be conducted annually of each cableway. Deficiencies will be corrected prior to use of cableways. In October, the District Chief reports in writing*

*to the Regional Hydrologist (by way of the Regional Safety Officer) that all cableways were inspected, and deficiencies were corrected or that the cableway was removed from service.*

There are 9 cableways (5 in current use) in the WVWSC.

**h. Drilling Safety**

*WRD Memorandum 99.XX (Subject: SAFETY-Water Resources Division Drilling Safety Plan) establishes specific safety standards and safe work practices for earth and rock drilling operations. The plan is a modified version of the Bureau of Reclamation's drilling safety plan.*

The WVWSC does not have a drilling safety program.

**i. Aircraft Safety**

*WRD Memorandum 90.18 (Subject: SAFETY-Aviation Activities) and USGS Occupational Hazards and Safety Procedures Handbook (445-2-H), Chapter 13, describes safety requirements for USGS aviation activities. These requirements apply to all USGS personnel involved in aviation activities and aircraft owned, leased, contracted, or rented by the USGS.*

Aviation activities are not conducted in the WVWSC.

**j. Radiation Safety**

*WRD Memorandum 97.18 (Subject: SAFETY-Responsibilities for Users of Licensed Radioactive Materials) and USGS Occupational Hazards and Safety Procedures Handbook (445-2-H), Chapter 18 (draft), identifies safety responsibilities for users of radioactive materials. All users of radioactive materials must be covered by and must be in compliance with an appropriated Nuclear Regulatory Commission (NRC) license.*

The WVWSC does not work with materials that produce ionizing radiation.

**k. Firearms Safety**

*WRD Memorandum 98.27 (Subject: SAFETY-An Update to the Policy on Carrying and Use of Firearms while on Official Duty) revises the requirements for the use of firearms. The policy permits*

*the use of government furnished and/or personally owned firearms with proper approval for protection against dangerous animals.*

In the WVWSC, NO personnel have a certificate of need nor are approved to carry a firearm for protection against wild animals.

#### **1. Blasting Safety**

*USGS Occupational Hazards and Safety Procedures Handbook (445-2-H), Chapter 17, addresses all USGS employees who use, transport, or store explosives or blasting materials as recognized by the Bureau of Alcohol, Tobacco, and Firearms or the Department of Transportation. Training and a site-specific blasting plan are required prior to obtaining, handling, or using explosives.*

The WVWSC does not have need for a blasting safety program.

(NAME OF SITE)

(DATE, BLASTING PLAN APPROVED)

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#### **F. ENVIRONMENTAL COMPLIANCE**

*USGS Occupational Hazards and Safety Procedures Handbook (445-2-H), Chapter 8, requires responsible management and disposal of hazardous waste. To accomplish this task, each WRD District shall appoint a Hazardous Waste Coordinator. WRD Information Memorandum, dated April 1, 1998, (Subject: SAFETY-Hazardous Waste Coordinator Appointment and Training) provides resources and training information for hazardous waste coordinators. The "USGS Environmental Compliance Guide "(dated December 1994), provides environmental compliance guidance on Federal requirements; State and local requirements may be more stringent and should be reviewed for applicability.*

#### **G. WRD SAFETY HOME PAGE**

*Water Resources Division, Internal Home Page for Safety is designed and is supported by the WRD Safety Committee to provide information to assist the WRD community in supporting the safety program. The Home Page for Safety contains links to a broad spectrum of safety information such as a calendar of safety related events, WRD safety memoranda, Material Safety Data Sheets, the Guide to Safe Field Operations, and access to the Bureau (USGS) safety website. The WRD Home Page for Safety also contains the Committee's agenda and past (beginning August 1996) summaries and minutes. The Bureau safety website is*

*another excellent source of information. It reports on the safety activities at the Bureau level and provides Internet links to safety information from government, academia, publications, and professional organizations.*

The WVWSC does not maintain its own safety homepage. Safety plans, documentation, etc. are stored in the "all users have access" directory on the Center computer.

## **H. SAFETY AND HEALTH MEMORANDA**

*Branch of Operational Support and Water Resources Division (WRD) memoranda, Office of Quality Water memoranda and Office of Surface Water memoranda that contain information on safety policies, guidelines, and standard operating procedures for the Water Resources Division's Safety Program can be accessed from the WRD Home Page for Safety in "WRD Safety Policy, Guidance, and Information Memoranda."*

## **I. FILE SYSTEM**

*A suggested generic index for District safety files may be found on the WRD Home Page for Safety under safety file index.*

## **J. REFERENCES**

*The following references were cited in this Plan and are suggested materials for a District Safety Library:*

*Department of the Interior Safety and Health Handbook (485 DM)  
USGS Occupational Hazards and Safety Procedures Handbook (445-2-H)  
USGS Environmental Compliance Guide  
Prudent Practices in the Laboratory: Handling and Disposing of Chemicals  
Occupational Safety and Health Guidance Manual for Hazardous Waste Site Activities*

PLAN APPROVED BY: Maureen R. Bennett, Director  
DATE: 4/17/14