



To enhance mission performance, TSA is committed to promoting a culture founded on its values of Integrity, Innovation and Team Spirit.

REVISION: This revised directive supersedes TSA MD 2400.1, *Occupational Safety and Health Program*, dated October 10, 2003, and cancels the following directives:

- TSA MD 2400.2, *Occupational Safety and Health Program – Organization*, dated October 10, 2003;
- TSA MD 2400.3, *Procedures for Handling OSHA Notifications of Receipt of Complaint*, dated January 29, 2004;
- TSA MD 2400.4, *Employee Reports of Unsafe/Unhealthful Working Conditions*, dated March 14, 2005;
- TSA MD 2400.5, *Mishap Investigations, Reporting, and Recordkeeping*, dated March 14, 2005;
- TSA MD 2400.6, *Serious Mishap/Incident Investigation*, dated March 14, 2005; and
- TSA MD 2400.7, *Inspections and Abatement*, dated June 29, 2006.

SUMMARY OF CHANGES: TSA Occupational Safety and Health (OSH) Program policies in the canceled directives referenced above are incorporated into this directive, while most of the implementation procedures are incorporated into the [TSA Occupational Safety and Health Manual](#); and Section 4, Definitions, introduces the term, “TSA Designated Safety and Health Official (TSA DSHO),” which replaces the previous “Designated Agency Safety and Health Official (DASHO).”

1. **PURPOSE:** This directive provides TSA policy and procedure for establishing and implementing a TSA-wide occupational safety and health program.
2. **SCOPE:** This directive applies to all TSA elements.
3. **AUTHORITIES:**
 - A. 29 U.S.C. § Section 668, *Programs of Federal Agencies*
 - B. 29 C.F.R. § 1960, *Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters*
 - C. Executive Order 12196, “Occupational Safety and Health Programs for Federal Employees”
 - D. Department of Homeland Security (DHS) Directive 066-01, *Safety and Health Programs*
4. **DEFINITIONS:**
 - A. Collateral Duty Safety Officer (CDSO): TSA employee with the safety and health training and experience necessary to identify safety and health hazards, as well as perform informal workplace inspections. CDSOs are appointed in accordance with guidance in Chapter 1 of the *TSA Occupational Safety and Health Manual*.
 - B. Compliance: Meeting the requirements of applicable executive orders, statutes, regulations, the Occupational Safety and Health Administration (OSHA) standards, and DHS and TSA occupational safety and health policies and procedures for all TSA workplaces, operations, and activities.

- C. Covered Contract Employees: For purposes of this directive, individuals who are not TSA employees, but whose work is performed in TSA workspaces and are directly supervised by a TSA employee on a day-to-day basis.

NOTE: Very few contract employees fall into this category because contracts where TSA supervisors oversee the day-to-day activities of contract employees are “personal services contracts,” and are strictly controlled. Supervisors and managers shall coordinate with the appropriate acquisitions office and the contractor to verify proper reporting of occupational safety and health incidents in accordance with 29 C.F.R. § 1904.31(b).

- D. Designated Occupational Safety and Health Official (DOSH): A senior management official with sufficient authority to plan and budget for necessary staff, equipment, materials, and training necessary to implement an effective occupational safety and health program for the organization.
- E. Establishment: A single physical location where TSA operations and activities are conducted. Examples include: a field unit or activity, a hub or stand alone airport, a spoke airport, the *Freedom Center*, TSA Headquarters, or any other facility under the control of and/or use by TSA. Where TSA employees do not work full-time at a single physical location, but rather are deployed to other locations from a home office or airport, the establishment is represented by the main or branch offices from which employees carry out their activities.

NOTE: An establishment’s OSH program may be governed wholly or in part through an administratively-higher establishment’s OSH program; for example, a hub airport’s OSH program may incorporate its spokes in order to ensure coverage for all TSA employees at the hub and spokes combined.

- F. Incident: An unexpected or unplanned event which causes or has the potential to cause death, injury, or illness to a TSA employee, or loss or damage of property.
- G. Inspections: A comprehensive survey of all or part of a workplace in order to detect occupational safety and health hazards. Inspections may be formal (e.g., an annual inspection required by OSHA that is usually conducted by a safety professional) or informal (e.g., an inspection conducted by a CDSO to assess a possible safety hazard in response to a request by an employee, a Safety Action Team (SAT) member, or the DOSHO).
- H. Life-cycle Management: The act of following the progress of a machine, equipment, or system through its inception, design, manufacture, installation, use, and disposal.
- I. OSH Professionals: Safety and Occupational Health Managers/Specialists, Safety Engineers, Industrial Hygienists, Occupational Health Nurses, and other equally qualified agency personnel who meet the basic qualifications provided in the Office of Personnel Management (OPM) standards or non-Governmental contractors who meet the OPM basic qualifications and which are included as part of the contract. OSH professionals located throughout the agency are designated as follows:
- (1) TSA OSH managers/specialists and occupational health nurses: Individuals assigned to assist the DASHO and the Director of OSHE.
 - (2) Mission Support Center (MSC) OSH Specialists: Individuals under contract to OSHE.

- (3) Locally hired OSH professionals: Individuals approved by OSHE and assigned to certain TSA establishments.
- J. OSH Program: A multi-faceted loss prevention and awareness program designed to prevent and/or reduce accidental loss of material resources and protect employees from injury, illness, or death resulting from exposure to occupational safety and/or health hazards. This includes, but is not limited to, injury and illness recordkeeping and trend analysis, epidemiology, occupational medicine, industrial hygiene, and radiation protection.
- K. Occupational Safety and Health Administration (OSHA) Forms:
- (1) Form 300, *Log of Work-Related Injuries and Illnesses* – OSHA form used to classify work-related injuries and illnesses and to note the extent and severity of each case. This form also counts the number of lost, restricted duty, or job transfer days for each work-related injury or illness, up to 180 cumulative days. Entering investigation data into the Safety Information System (SIS) allows TSA to electronically produce the Form 300 of OSHA recordable injuries and illnesses for each TSA establishment or facility.
 - (2) Form 300A, *Summary of Work-Related Injuries and Illnesses* – OSHA form showing the total of each classification of work-related injuries and illnesses, along with the average number of employees and total work hours for TSA establishment or facility. Entering investigation data into SIS allows TSA to electronically produce the Form 300A for each TSA establishment or facility.
- L. Reprisal: Any act of restraint, interference, coercion, or discrimination against an employee for exercising rights under E.O. 12196 and 29 C.F.R. § 1960, or for participating in the TSA OSH Program.
- M. Safety Information System (SIS): A total risk-based management and analysis system capable of recording and tracking injuries and illnesses in compliance with OSHA recordkeeping requirements, generating risk assessments, tracking safety inspections, and monitoring corrective actions resulting from incident reports and inspections. This is the system of record for all injury, illness, and workers' compensation data for TSA employees.
- N. Serious Incident: An incident involving one or more of the following:
- (1) One or more job-related fatalities or imminently fatal injuries or illnesses to employees, covered contract employees, contractors, or members of the public.
 - (2) In-patient hospitalization of three or more employees, covered contract employees, contractors, or members of the public, overnight for other than observation.
 - (3) Damage to property, equipment, or facilities, including site mitigation or cleanup, and/or operating loss of \$100,000 or more.
 - (4) Any consequence that the DSHO or DOSHO believe warrants further investigation using the serious incident procedures prescribed in Chapter 8 of the *TSA Occupational Safety and Health Manual*.

- O. Standards: Guidelines within which the Agency shall be in compliance. These include:
- (1) OSHA Standards: Standards applicable to TSA, which are adopted by the TSA as minimum acceptable safety criteria for all workplaces.
 - (2) Consensus Standards: Consensus standards may be adopted by TSA in accordance with 29 C.F.R. § 1960.16 to supplant less stringent OSHA standards. Consensus standards are published by established, peer-recognized agencies and organizations, using current safety and/or scientific information.
 - (3) Alternate Standards: Alternate standards may be developed by TSA in accordance with 29 C.F.R. § 1960.17 when OSHA standards do not adequately apply to unique working conditions or when the intent of the OSHA standards cannot be met by TSA. Alternate standards will provide equivalent or greater protection for the affected employees.
- P. TSA Designated Safety and Health Official (TSA DSHO)¹: An individual responsible for the management and administration of TSA's safety and health program, as designated or appointed by the head of the agency. The TSA DSHO is the Chief Administrative Officer (CAO) within the Office of Finance and Administration (OFA) at TSA Headquarters.
- Q. TSA Occupational Safety and Health Manual: A manual developed by OSHE containing procedures for implementing and maintaining an OSH program at an establishment.

5. RESPONSIBILITIES:

- A. The Assistant Secretary and Deputy Assistant Secretary are responsible for:
- (1) Providing commitment and visible support to the TSA OSH Program in accordance with this directive.
 - (2) Updating the TSA OSH Program Policy Statement annually.
- B. The Assistant Administrator for Finance and Administration/Chief Financial Officer is responsible for:
- (1) Establishing policy, delegating authority, and assigning responsibility, as necessary, to implement the TSA OSH Program agency-wide.
 - (2) Providing oversight and advocacy for the TSA OSH Program.
 - (3) Resolving occupational safety and health issues and disputes between the TSA organizations, or individuals, that cannot otherwise be resolved.
- C. The Assistant Administrator for Human Capital/Chief Human Capital Officer is responsible for:

¹ This position is also known as the Component Designated Safety and Health Official (DSHO) per DHS Directive 066-01, *Safety and Health Programs*.

- (1) Developing, executing, and tracking centralized occupational safety and health training across TSA to include the Online Learning Center (OLC).
 - (2) Ensuring that funds are requested to meet occupational safety and health training requirements.
 - (3) Ensuring that the Office of Workers' Compensation Programs coordinates with OSHE as appropriate.
 - (4) Coordinating with OSHE to ensure that all TSA occupational safety and health policies, procedures, and training are compatible with established human resources management laws, policies, and procedures.
 - (5) Ensuring that all TSA occupational safety and health policies are consistent with agency affirmative employment programs.
 - (6) Ensuring that position descriptions and employment standards accurately reflect the use of personal protective equipment, safety training requirements, participation in medical monitoring and surveillance programs, and an ability to safely perform those duties that could affect employee health and well-being when indicated by a job hazard analysis.
 - (7) Ensuring that management and supervisory position descriptions reflect occupational safety and health responsibilities and performance standards.
 - (8) Ensuring that management and supervisory performance agreements include occupational safety and health performance responsibilities and standards.
- D. The Assistant Administrator for Acquisition/Chief Procurement Officer is responsible for:
- (1) Ensuring compliance with applicable occupational safety and health standards in the acquisition of emerging and deployed systems, equipment, and real and personal property.
 - (2) Integrating occupational safety and health standards into requirements documents, requests for offer, acquisition management system documents, contracts, designs, and acceptance testing protocols.
- E. The Assistant Administrator for Office of Operational Security and Technology/Chief Technology Officer is responsible for:
- (1) Ensuring that new designs for operational equipment, devices, and/or machines are reviewed by TSA safety professionals to identify potential safety concerns, such as excessive exposure to occupational noise, ergonomic hazards, improper disposal of hazardous components/materials, and unsafe work or maintenance practices, before final approval is received on designs.
 - (2) Conducting site visits, based on the results of OSHE inspections, at the request of OSHE or field locations, or in accordance with Office of Operational Security and Technology (OST) strategic plans, to identify and resolve equipment or workplace layout issues that impact safety.

- (3) Ensuring that the necessary contract vehicles are available to obtain new or replacement ancillary equipment (e.g., extension rollers or anti-fatigue mats) as requested by the field airports and validated by either the OST Passenger Screening Program (PSP) Requirements Management Advisory Group (ReMAG) or the OST Electronic Baggage Screening Program (EBSP) ReMAG.
 - (4) Ensuring that sufficient funding and resources are available to address safety issues associated with past or future rollout of equipment and to prevent losses due to workplace injuries and illnesses.
- F. Assistant Administrators, Deputy Assistant Administrators, Area Directors, FSDs, and Staff Directors are responsible for:
- (1) Providing commitment and support to the TSA OSH Program.
 - (2) Designating DOSHOs with authority, staff, and funds to implement OSH programs at all operational levels.
 - (3) Providing adequate staff to assist the respective DOSHOs in implementing OSH programs, to include training, travel, and the purchase of personal protective equipment, if applicable.
 - (4) Providing representatives to the Executive Safety and Health Council (where appropriate).
 - (5) Ensuring that headquarters and field offices are made aware of TSA OSH Program requirements with which they must comply, and that these requirements are implemented.
 - (6) Ensuring that applicable directives, procedures, and guidance reflect TSA OSH Program policy and guidance.
 - (7) Ensuring that employees are aware of procedures to report discrimination, reprisal, or restraint as a result of their participation in the TSA OSH Program.
- G. The Office of Chief Counsel is responsible for:
- (1) Determining the legal sufficiency of TSA OSH Program contracts, procedures, and correspondence.
 - (2) Providing legal advice and guidance on OSH Program implementation and compliance issues.
- H. The CAO is responsible for:
- (1) Serving as the TSA DSHO to assist the Assistant Secretary in ensuring implementation of a comprehensive OSH Program for TSA employees.
 - (2) Overseeing the planning, programming, budgeting, and execution of the TSA OSH Program within available fiscal resources and overall TSA priorities.
 - (3) Monitoring occupational safety and health operations and activities to ensure efficient and effective use of resources.

- (4) Ensuring, either through a lease or other occupancy agreement, that owners of space occupied or controlled by TSA comply with applicable occupational safety and health laws and standards.
- (5) Serving as a member of the DHS Safety, Health, and Medical Council.

I. The Director of OSHE² is responsible for:

- (1) Providing TSA OSH Program advice to the DASHO, DOSHOs, and other management officials to assist them in carrying out their OSH responsibilities.
- (2) Developing and issuing OSH policies, the *TSA Occupational Safety and Health Manual*, and other guidance consistent with OSHA standards, adopted consensus standards, and approved alternate standards.
- (3) Establishing goals and objectives for reducing and eliminating incidents, injuries, and illnesses as well as measures for tracking program performance.
- (4) Providing technical assessments, reviews, and studies of TSA workplaces, operations, and activities, including job hazard analyses and industrial hygiene surveys.
- (5) Ensuring that annual formal inspections of TSA workplaces, operations, and activities are performed by OSH professionals and that identified deficiencies are corrected in a timely manner.
- (6) Establishing an Executive Safety and Health Council, serving as the Executive Secretary of the Council at TSA Headquarters and ensuring the establishment of SATs at the field level.
- (7) Providing budgetary guidance to TSA organizations as they establish and implement their local OSH programs.
- (8) Managing the SIS to document and track workplace incidents, including injuries and illnesses, and identify occupational safety and health trends to better target TSA resources.
- (9) Serving as TSA's focal point for occupational safety and health policy issues for internal and external organizations, and providing TSA OSH Program liaison services for the TSA.
- (10) Serving as the official point of contact for all Freedom of Information Act (FOIA) inquiries relating to occupational safety and health, and coordinating interactions with OSHA, National Institute for Occupational Safety and Health (NIOSH), and other regulatory or advisory agencies.
- (11) Identifying and prioritizing employee training required to comply with all applicable OSHA standards and providing a general definition of who should receive the training.

² This position is also known as the Component Safety and Health Manager, per DHS Directive 066-01, *Safety and Health Programs*.

- (12) Conducting TSA OSH Program management evaluations consisting of self-evaluation report audits; on-site program and/or other facility reviews; analysis of incident, injury, and illness data; and any other information as may be necessary to provide management with accurate data on program performance.
- (13) Providing technical assistance:
 - (a) To ensure that occupational safety and health considerations are included in life-cycle management processes.
 - (b) In the development of acquisition implementation procedures to ensure that occupational safety and health standards are integrated into requirements documents, contracts (including pre-contract awards), designs, and acceptance testing protocols.
 - (c) To TSA Headquarters and field staffs in matters relating to workplace occupational safety and health issues.
- (14) Establishing procedures to ensure that employees are not subject to restraint, interference, coercion, discrimination, reprisal for exercising their rights under E.O.12196, 29 C.F.R. § 1960, or for participating in the TSA OSH Program.

J. The Director of the Office of Real Estate Services (ORES) is responsible for:

- (1) Providing safe and healthful leased space for TSA employees by reviewing plans and designs to ensure that environmental and safety factors such as ventilation, thermal comfort, electrical systems, walking surfaces, fire protection, and emergency egress, are addressed in accordance with the guidelines and standards provided in the Federal Property Management Regulations and the TSA Program of Requirements (POR).
- (2) Coordinating the correction of potential safety hazards, such as replacing damaged furniture, torn carpeting, or water-damaged ceiling tiles, or coordinating the investigation of employee concerns such as indoor air quality, thermal discomfort, or excessive noise, in employee support spaces (not including checkpoint and checked baggage screening areas) as well as FSD staff and most other TSA headquarters and field operations administrative support areas.

K. OSH Professionals are responsible for:

- (1) Assisting the Director of OSHE in the implementation of the responsibilities prescribed in Section 5I.
- (2) Maintaining knowledge and skills necessary to ensure safe and healthful workplaces for all TSA employees.
- (3) Periodically assessing and evaluating TSA OSH Program performance and teaming with other organizations to build a world class culture of safety in TSA.
- (4) Providing OSH program implementation assistance to establishment staff.
- (5) Overseeing the implementation of their establishment's OSH programs in accordance with OSH policies and procedures.

L. DOSHOs are responsible for:

- (1) Planning, implementing, and evaluating a local OSH program for affected employees in accordance with OSHA standards, this directive, and procedures in the *TSA Occupational Safety and Health Manual*.
- (2) Coordinating with the appropriate Mission Support Center (MSC) OSH Specialist or OSHE at TSA Headquarters, as needed, on occupational safety and health matters affecting employees under their authority.
- (3) Ensuring that budget submissions include appropriate fiscal and other resources to effectively implement and administer the TSA OSH Program.
- (4) Appointing in writing a sufficient number of CDSOs to assist with implementing the local OSH program, including necessary funding for training and travel.
- (5) Ensuring that all occupational safety and health incidents are investigated to determine causal and contributing factors, and that appropriate corrective actions are identified and tracked until all abatement actions are completed.
- (6) Ensuring that unsafe and/or unhealthful working conditions reported by employees or arising from inspections of workplaces, operations, and activities are abated within required timeframes.
- (7) Designating a SIS user and ensuring that all investigations of occupational safety and health incident and employee notices of unsafe or unhealthful working conditions are documented in the SIS.
- (8) Ensuring that annual formal inspections of workplaces and work operations and activities are performed by OSH professionals and documented.
- (9) Ensuring that CDSOs and employees complete the required safety training, and that employees are informed about safe work practices and procedures, and how they can report unsafe and/or unhealthful working conditions.
- (10) Requesting technical assistance from the appropriate MSC OSH Specialist to ensure that local guidance and/or procedures are accurate and current.
- (11) Establishing procedures to ensure that OSHE is apprised immediately of OSHA visits and/or inspections, and that OSHE receives copies of all OSHA reports received by field units. This includes serious incidents and non-serious incidents with potential adverse media impact.
- (12) Participating in meetings and activities of SATs.
- (13) Providing periodic updates, upon request, to OSHE on TSA OSH Program performance, potential problems, and trends.

M. CDSOs are responsible for:

- (1) Assisting DOSHOs, supervisors, SAT members, and employees to ensure implementation of effective local OSH programs.
- (2) Ensuring that formal inspections are conducted annually by OSH professionals authorized to do so by OSHE.
- (3) Conducting informal inspections to identify safety hazards and having findings vetted by MSC OSH Specialists prior to entering them in SIS.
- (4) Assisting supervisors in investigations of incidents and employee reports of unsafe or unhealthful working conditions, including completion of appropriate recordkeeping forms.
- (5) Tracking corrective actions until hazards identified in inspections and incident investigations are abated.
- (6) Coaching and encouraging employees to follow safe work practices and procedures appropriate to their officially assigned tasks.

N. Managers and Supervisors are responsible for:

- (1) Implementing local OSH programs at workplaces and worksites in accordance with this directive and the *TSA Occupational Safety and Health Manual* consistent with their assigned responsibilities and authority.
- (2) Ensuring that resource requirements for the TSA OSH Program are identified and submitted to the DOSHO during the budget cycle.
- (3) Encouraging and rewarding outstanding employee performance that demonstrates positive safety and health behavior.
- (4) Utilizing the SAT and OSH professionals as resources.
- (5) Responding within required timeframes to notifications of workplace incidents and employee reports of unsafe and/or unhealthful working conditions.
- (6) Investigating incidents and employee reports of unsafe or unhealthful working conditions within required timeframes, including completion of appropriate recordkeeping forms.
- (7) Ensuring that the DOSHO and OSHE are notified promptly of any unannounced visit by OSHA.

O. Safety Information System users are responsible for:

- (1) Ensuring that all applicable incident investigation records are entered into the SIS upon review by a CDSO or OSH Professional, and within the prescribed timelines outlined in the *TSA Occupational Safety and Health Manual*.
- (2) Documenting in SIS any recommended corrective actions and implementation plans addressed in OSH reports, assessments, or surveys.

- (3) Maintaining and updating lost, restricted, or job transfer work days records so that the OSHA 300 log and OSHA 300A status and summary reports are as accurate as possible.
- (4) Generating and disseminating reports to supervisors, managers, CDSOs, and the DOSHO, upon request.

P. Employees and Covered Contract Employees are responsible for:

- (1) Complying with this directive and the *TSA Occupational Safety and Health Manual* to include observing all rules, signs, and instructions relating to personal safety in the workplace.
- (2) Performing work operations and activities in a safe and healthful manner, including the use of personal protective equipment when required, and encouraging others to do the same.
- (3) Reporting promptly any unsafe and/or unhealthful working condition, situation, work-related injury, illness, and other incident to their immediate supervisor or manager or the appropriate safety and health official, and cooperating fully with TSA's safety staff.
- (4) Wearing available safety/seat belt while operating a motor vehicle for official government business.
- (5) Evacuating the premises during a fire alarm drill, following official orders to vacate a work site, and otherwise abiding by the directions of a Floor Warden, safety, security, or management official.

6. POLICY:

A. TSA shall demonstrate occupational safety and health leadership within TSA workplaces, and while conducting operations and activities worldwide to enhance the national security mission by:

- (1) Providing and maintaining safe and healthful working conditions for all TSA employees.
- (2) Complying with applicable statutes, regulations, executive orders, OSHA standards, DHS and TSA occupational safety and health directives, adopted national consensus standards, and approved alternate standards.
- (3) Integrating occupational safety and health into all operations and activities, and in all levels of the decision-making process.
- (4) Reviewing periodically the performance of the TSA OSH Program to ensure that objectives are being met.
- (5) Establishing an Executive Safety and Health Council at TSA Headquarters to define national safety direction and priorities, and SATs at the field unit level to provide a network for discussing and resolving occupational safety and health issues relative to the implementation of the TSA OSH Program.
- (6) Ensuring that TSA employees working in spaces covered by a lease or other occupancy agreement receive protection required by the TSA OSH Program.

- (7) Prohibiting actions that would subject employees to restraint, interference, coercion, discrimination, or reprisal for filing a report of an alleged unsafe or unhealthful working condition, or otherwise participating in the TSA OSH Program.
 - (8) Ensuring the availability of adequate funding to enable effective implementation of the TSA OSH Program agency-wide.
- B. OSHE shall serve as the central location for the development and issuance of directives and procedures relating to the TSA OSH Program. OSH program initiatives not included in the *TSA Occupational Safety and Health Manual* are required to be coordinated with OSHE prior to implementation.
- C. The SIS shall serve as the TSA System of Record and should be the only electronic data repository for incident investigations, facility inspections, specialized safety and health surveys and hazard assessments, and abatement actions to correct unsafe or unhealthful working conditions.
- D. A local OSH program shall be instituted at each establishment in accordance with the *TSA Occupational Safety and Health Manual* with emphasis on the following key program areas:
- (1) Safety Program Management:
 - (a) Each establishment shall set up an administrative framework for implementing an effective OSH program, to include designating individuals to serve as the DOSHO and CDSO(s).
 - (b) Establishments shall initiate a SAT in accordance with Chapter 4 of the *TSA Occupational Safety and Health Manual* to ensure that safety practices and procedures become entrenched in the way an establishment conducts its business.
 - (2) Workplace Protection:
 - (a) Each establishment's local OSH program shall include practices and procedures designed to protect employees from accidental death, injury, or occupational illness due to exposure to recognized workplace hazards in excess of OSHA standards, adopted consensus standards, and alternate standards established by DHS or TSA.
 - (b) OSHA Form 300A must be signed by the DOSHO or Federal Security Director (FSD) and posted in a prominent location at each TSA establishment or facility no later than February 1 following the calendar year of reporting and must remain posted until April 30 of that year.

7. PROCEDURES:

- A. For specific procedural guidance on implementing this directive, reference the *TSA Occupational Safety and Health Manual* and related OSH guidance (i.e., safety bulletins; fact sheets; alerts; and technical notes; and SIS technical bulletins) located on the Intranet on the [Occupational Safety and Health Services](#) page.
- B. For assistance in implementing the procedures in the *TSA Occupational Safety and Health Manual*, contact the appropriate area MSC Specialist or send an email to OSHE at TSA-OSHE@dhs.gov.

8. **EFFECTIVE DATE AND IMPLEMENTATION:** This policy is effective immediately upon signature.

APPROVAL

Signed

6/11/2009

David R. Nicholson
Assistant Administrator and Chief Financial Officer
Office of Finance and Administration

Date

Distribution: Administrator, Deputy Administrator, Associate Administrator, Branch Chiefs, Area Directors, Federal Security Directors, Branch Chiefs, and all TSA Employees
Point Of Contact: Occupational Safety, Health, and Environment, (571) 227-2291,
TSA-OSHE@dhs.gov

Quick Reference for the TSA OSH Manual

Safety Program Management – Setting up an administrative framework for implementing an effective OSH program is discussed in the following chapters:

- Chapter 1:** Organization and Responsibilities. Designation of a senior level management official as the DOSHO to lead OSH programs in accordance with responsibilities prescribed in Section 5L of this directive.
- Appointment and training of CDSOs to assist the DOSHO, managers, and supervisors in carrying out their duties for a fully functional occupational safety and health program in accordance with responsibilities prescribed in Section 5ML of this directive.
- Chapter 2:** Multi-employer Worksites. Establishment of procedures for effectively resolving safety and health issues with principal stakeholders (e.g., Airport Authority and air carriers).
- Chapter 3:** Safety Promotion and Awards. Establishment of procedures for recognizing and rewarding outstanding employee safety performance and achievement.
- Chapter 4:** Safety Action Teams. Establishment of a Safety Action Team to include developing a charter, holding meetings at least quarterly, and maintaining comprehensive minutes.
- Chapter 5:** Employee Hazard Reports. Implementation of the required process for employees to report potential unsafe or unhealthful working conditions, and for supervisors to investigate and report them, as well as implementation of processes for handling allegations of reprisal.
- Chapter 6:** OSHA and Other Government Agencies. Establishment of procedures to follow when in receipt of OSHA correspondence or when OSHA makes an unannounced visit.
- Chapter 7:** Incident Investigations, Reporting, and Recordkeeping. Implementation of the required process for reporting and documenting the investigation of work-related injuries and illnesses and other workplace incidents in the SIS in accordance with 29 C.F.R. § 1904 and TSA procedures outlined in this chapter and other OSHE guidance.
- Chapter 8:** Serious Incident Investigation and Reporting. Establishment of Serious Incident Investigation Teams and procedures to investigate an incidents classified as serious in nature.
- Chapter 9:** OSH Inspections and Abatement Plans. Establishment of procedures for conducting formal and informal workplace inspections to identify and correct identified workplace hazards.
- Chapter 10:** Hazard Mitigation (Reserved). Will address coordination with OST to request safety reviews to identify and resolve equipment or workplace layout issues; or to submit requests for obtaining new or replacement ancillary equipment (e.g., extension rollers or anti-fatigue mats).
- Chapter 11:** Training and Awareness. Establishment of a process for ensuring that all employees complete safety training appropriate to their job classification and assigned tasks.

- Chapter 12:** OSH Program Evaluation. Conduction of annual self-evaluations of the local OSH program's performance at the end of each fiscal year, including development of the next fiscal year's goals and objectives that are added to the *TSA Occupational Safety and Health Manual's* Annual Letter prepared by management.
- Workplace Protection** – Each establishment's OSH program shall ensure that all employees are familiar with the following technical topics contained in the *TSA Occupational Safety and Health Manual* as appropriate to their job tasks. Assistance can be obtained from the MSC OSH Specialist or the OSHE Office on safety-related issues and concerns not already addressed in the manual.
- Chapter 13:** Medical and First Aid. Provides guidance for management and employees when first aid or medical treatment is required.
- Chapter 14:** Occupational Health and Industrial Hygiene. Provides procedures for responding to employee complaints of unsafe or unhealthful working conditions involving health stressors.
- Chapter 15:** Ergonomics and Human Factors. Describes the TSA Ergonomics Program.
- Chapter 16:** Hazardous Materials. Describes the methods used to implement the Hazard Communication Program and informs employees about risks associated with the use, handling, and storage of hazardous materials in the workplace.
- Chapter 17:** Personal Protective Equipment. Describes the TSA PPE program to include identification, acquisition, care, and use of approved protective equipment and clothing.
- Chapter 18:** Fire Protection, Prevention, and Emergency Response. Provides program requirements for the safety of life and prevention of property loss during fire and other emergencies.
- Chapter 19:** Transporting Materials. Communicates information about the hazards associated with materials handling.
- Chapter 20:** Hand Tools. Describes the hand tool OSH program to include commonly used hand tools and injury prevention strategies associated with the use of hand tools..
- Chapter 21:** Walking and Working Surfaces. Provides information about recognized hazards associated with walking-working surfaces.
- Chapter 22:** Electrical Safety. Describes electrical safety program requirements for TSA occupied spaces.
- Chapter 23:** Hazardous Energy Control. Establishes minimum guidelines to control all forms of energy to protect individuals from incidents during service and maintenance of equipment and machines located in TSA operating areas.
- Chapter 24:** Explosives Safety. (Reserved).
- Chapter 25:** Job Hazard Analysis. (Reserved).
- Chapter 26:** Motor Vehicle Safety. Provides guidance for establishing an effective TSA motor vehicle safety program.

Chapter 27: Radiation Safety. (Reserved).