



**Transportation
Security
Administration**

**OFFICE OF FINANCE AND ADMINISTRATION
CAO/Occupational Safety, Health, and Environment**

**TSA MANAGEMENT DIRECTIVE No. 2400.1
OCCUPATIONAL SAFETY AND HEALTH PROGRAM**

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 June 11, 2009.

SUMMARY OF CHANGES: Section 2, Scope, updated; Section 4, Definitions, revised; Section 5, Responsibilities, revised; Section 6, Policy, revised; and Section 7, Procedures, revised.

- 1. PURPOSE:** This directive provides TSA policy and procedures for establishing and implementing a TSA-wide occupational safety and health program.
- 2. SCOPE:** This directive and the TSA Occupational Safety and Health (OSH) Manual applies to all TSA elements.
- 3. AUTHORITIES:**
 - A. 29 U.S.C. § 668, Programs of Federal Agencies
 - B. 29 CFR 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. [DHS Directive 066-01, Safety and Health Programs](#)
- 4. DEFINITIONS:**
 - A. Collateral Duty Safety Officer (CDSO): A 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 OSH Manual.
 - B. Compliance: Meeting the requirements of applicable executive orders, statutes, regulations, 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. Contract Employees: For purposes of this directive, individuals who are not TSA employees, but perform work under contract to TSA in TSA facilities.

- D. Designated Safety and Health Official (DSHO)¹: The individual responsible for the management and administration of the TSA national OSH program as designated or appointed by the TSA Administrator. The TSA DSHO is the Chief Administrative Officer (CAO) within the Office of Finance and Administration (OFA) at TSA Headquarters.
- E. Designated Occupational Safety and Health Official (DOSHO): 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.
- F. 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.

- G. 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 TSA property, equipment, or facilities.
- H. Inspections: A comprehensive assessment of all or part of a workplace in order to identify 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 as part of the TSA OSHE centrally managed inspection cycle) or informal (e.g., an inspection conducted by an Organizational OSH Specialist or a CDSO to assess a potential safety hazard in response to a request by a Supervisor, Safety Action Team (SAT) member, or DOSHO).
- I. Life-cycle Management: The act of following the progress of a machine, equipment, or system through its inception, design, manufacture, installation, use, and disposal.
- J. OSH Professionals: Safety and Occupational Health Managers, Organizational OSH Specialists, Safety Engineers, Industrial Hygienists, Occupational Health Nurses, Health Physicists, 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, which are included as part of the contract. OSH professionals located throughout the agency are designated as follows:

- (1) OSH Program Managers: Individuals assigned to TSA Headquarters that assist the DSHO and the OSHE Director.

¹ This position is also known as the Designated Agency Safety and Health Official (DASHO) per 29 CFR 1960, *Basic Program Elements for Federal Employees*.

- (2) Health Physicists: Radiation safety professionals who maintain a comprehensive radiation protection program that manages and controls radiation exposure to TSA employees and the traveling public to levels as low as reasonably achievable (ALARA).
 - (3) Regional OSH Managers: Individuals assigned to TSA Headquarters, who support ongoing efforts at the field level in sustaining local OSH programs in alignment with OSHA regulations and provide oversight to contract Mission Support Center (MSC) OSH Specialists within their region.
 - (4) Mission Support Center OSH Specialists: Individuals under contract to TSA to provide safety support services to TSA OSHE.
 - (5) Organizational OSH Specialists: Individuals approved by TSA OSHE and assigned to TSA organizational elements who report directly to senior management officials.
 - (6) Occupational Health Nurses: Individuals assigned to TSA Headquarters who provide technical guidance and recommendations on a wide variety of occupational health topics.
- K. 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.
- L. 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.
- M. Reprisal: Any act of restraint, interference, coercion, or discrimination against an employee for exercising rights under E.O. 12196 and 29 CFR 1960, or for participating in the TSA OSH program.
- N. 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.

- O. 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, contract employees, or members of the public.
 - (2) In-patient hospitalization of three or more employees, contract employees, or members of the public, overnight for other than observation.
 - (3) Damage to TSA property, equipment, or facilities, including site mitigation or cleanup, and/or operating loss of \$100,000 or more.
 - (4) Any consequence that either the DSHO or DOSHO believes warrants further investigation using the serious incident procedures prescribed in Chapter 8 of the TSA OSH Manual.
- P. Standards: Guidelines within which the TSA shall be in compliance. These include:
- (1) OSHA Standards: Standards applicable to TSA, which are adopted by the TSA as minimum acceptable safety and health criteria for all workplaces.
 - (2) Consensus Standards: Consensus standards may be adopted by TSA in accordance with 29 CFR 1960.16 to supplant less stringent OSHA standards. Consensus standards are published by established, peer-recognized agencies and organizations using current safety and health and/or scientific information. Applicable consensus standards will be identified in the TSA OSH Manual or by OSHE policy letters.
 - (3) Alternate Standards: Alternate standards may be developed by TSA in accordance with 29 CFR 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. Applicable alternate standards will be identified in the TSA OSH Manual or by OSHE policy letters.
- Q. TSA Occupational Safety and Health Manual: A manual developed by TSA OSHE containing procedures for implementing and maintaining an OSH program at an establishment (see Appendix for a listing of chapters contained in the manual).

5. RESPONSIBILITIES:

- A. The Administrator and Deputy Administrator are responsible for:
- (1) Designating in writing the Chief Administrative Officer as TSA's senior OSH official with oversight responsibility for the TSA OSH program.
 - (2) Providing commitment and visible support to the TSA OSH program in accordance with this directive.
 - (3) Updating the TSA OSH program Policy Statement annually.

- B. The Assistant Administrator for the Office of 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 OSH issues and disputes between the TSA organizations or individuals that cannot otherwise be resolved.
- C. The Assistant Administrator for the Office of Human Capital/Chief Human Capital Officer is responsible for:
- (1) Ensuring that the Workers' Compensation Program Office coordinates with TSA OSHE as appropriate.
 - (2) Coordinating with TSA OSHE to ensure that all TSA OSH policies, procedures, and training are compatible with established human resources management laws, policies, and procedures.
 - (3) Ensuring that all TSA OSH policies are consistent with agency affirmative employment programs.
 - (4) Coordinating TSA OSHE participation to draft job Safety and Occupational Health Management Series 0018 Job Analysis Tool (JAT) or Standardized Job Description (SJD).
 - (5) 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.
 - (6) Ensuring that management and supervisory position descriptions reflect OSH responsibilities and performance standards.
 - (7) Ensuring that management and supervisory performance agreements include OSH performance responsibilities and standards.
- D. The Assistant Administrator for the Office of Training and Workforce Engagement/Chief Learning Officer is responsible for:
- (1) Developing, executing, and tracking centralized OSH training across TSA to include the Online Learning Center (OLC).
 - (2) Ensuring that funds are requested to meet OSH training requirements.

- E. The Assistant Administrator for the Office of Acquisition is responsible for:
- (1) Ensuring compliance with applicable OSH standards in the acquisition of emerging and deployed systems, equipment, and personal property.
 - (2) Ensuring that approved acquisition plans integrate OSH standards into requirements documents, requests for solicitation, acquisition management system documents, contracts, designs, and acceptance testing protocols.
- F. The Assistant Administrator for the Office of Security Capabilities (OSC) is responsible for:
- (1) Ensuring that new designs for operational equipment, devices, and machines are reviewed by TSA OSH professionals to identify potential safety and health concerns, such as excessive exposure to occupational noise, ergonomic hazards, improper disposal of hazardous components and materials, and unsafe work or maintenance practices before final approval is received on designs.
 - (2) Conducting site visits, based on the results of TSA OSHE inspections at the request of TSA OSHE or field locations or in accordance with OSC 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 TSA field units and validated by either the OSC Passenger Screening Program (PSP) Requirements Management Advisory Group (ReMAG) or the OSC Electronic Baggage Screening Program (EBSP) ReMAG.
 - (4) Ensuring that sufficient funding and resources are available to address OSH issues associated with past or future rollout of equipment and to prevent losses due to workplace injuries and illnesses.
- G. Assistant Administrators for the Office of Security Operations, Office of Law Enforcement/Federal Air Marshals, Office of Global Strategies, Office of Training and Workforce Engagement, and Office of Inspections; Deputy Assistant Administrators; Area Directors; FSDs; and Staff Directors are responsible for:
- (1) Providing commitment and support to the TSA OSH program.
 - (2) Ensuring that operational levels implement an effective OSH program consisting of the specific safety and health program elements set forth in the TSA OSH Manual.
 - (3) Designating DOSHOs with authority, staff, and funds to implement local OSH programs at all operational levels.
 - (4) Providing adequate staff to assist the respective DOSHOs in implementing local OSH programs, to include training, travel, and the purchase of personal protective equipment, if applicable.
 - (5) Providing representatives to the Executive Safety and Health Council (where appropriate).

- (6) Ensuring that TSA Headquarters and field units are made aware of TSA OSH program requirements with which they must comply and that these requirements are implemented.
- (7) Ensuring that employees in their organization performing an OSH function for a portion of their duty time complete required training.
- (8) Ensuring that applicable directives, procedures, and guidance reflect TSA OSH program policy and guidance.
- (9) Ensuring that employees are aware of procedures to report discrimination, reprisal, or restraint as a result of their participation in the TSA OSH program.

H. 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.

I. The Office of Finance and Administration Deputy Assistant Administrator (CAO) is responsible for:

- (1) Serving as the TSA DSHO in accordance with DHS Directive 066-01 and representing effectively the interest and support of the TSA Administrator in the management and implementation of the TSA OSH program.
- (2) Overseeing the planning, programming, budgeting, and execution of the TSA OSH program within available fiscal resources and overall TSA priorities.
- (3) Monitoring OSH 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 OSH laws and standards.
- (5) Serving as a member of the DHS Safety, Health, and Medical Council.

J. The Director of TSA OSHE² is responsible for:

- (1) Providing TSA OSH program advice to the DSHO, DOSHOs, and other management officials to assist them in carrying out their OSH responsibilities.
- (2) Developing and issuing OSH policies, the TSA OSH 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.

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

- (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 results are provided to management officials so 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 OSH trends to better target TSA resources.
- (9) Serving as TSA's focal point for OSH 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 OSH 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 complying with all applicable OSHA standards and providing a general definition of who should receive training.
- (12) Establishing and implementing career management policies and requirements for personnel in Safety and Occupational Health Management Series 0018.
- (13) Conducting TSA OSH program management evaluations consisting of self-evaluation report audits; on-site program and/or other facility reviews; analysis of incident data; and any other information as may be necessary to provide management with accurate data on program performance.
- (14) Providing technical assistance:
 - (a) To ensure that OSH considerations are included in life-cycle management processes.
 - (b) In the development of acquisition implementation procedures to ensure that OSH standards are integrated into requirements documents, contracts (including pre-contract awards), designs, and acceptance testing protocols.
 - (c) To TSA Headquarters divisions and field staffs in matters relating to workplace OSH issues.
- (15) Establishing procedures to ensure that employees are not subject to restraint, interference, coercion, discrimination, reprisal for exercising their rights under E.O.12196 and 29 CFR 1960, or for participating in the TSA OSH program.

K. The Director of Field Real Estate Services Division 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 standard and guidelines provided in the Federal Property Management Regulations and the TSA Program of Requirements (POR).
- (2) Coordinating the correction of potential safety and health 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 security checkpoints and checked baggage screening areas), as well as FSD staff and most other TSA Headquarters and field operations' administrative support areas.

L. Regional OSH Managers are responsible for:

- (1) Providing technical oversight of the safety support services contractor's technical support and quality control in developing, refining, administrating and implementing the TSA national OSH program to ensure that they are timely, effective, and delivering the results specified in the OSH support services contract or task order, and reporting findings to the Contracting Officer Representative (COR).
- (2) Assisting the Director of TSA OSHE in the implementation of the responsibilities prescribed in Section 5J.

M. Occupational Health Nurses are responsible for:

- (1) Assisting with analysis of injury/illness episodes and in identifying trends or unusual cases that require further investigation or review.
- (2) Assisting with the development and/or implementation of health intervention programs to support employee occupational health.
- (3) Serving as liaisons between TSA OSHE and the TSA Chief Medical Officer and the TSA Workers' Compensation Program Office.

N. Health Physicists are responsible for:

- (1) Implementing a comprehensive radiation safety and health program at TSA facilities nationwide.
- (2) Coordinating the development of policies and guidelines involving the safe use of radioactive source materials, ionizing radiation producing devices, as well as non-ionizing radiation devices.
- (3) Conducting investigations of radiation safety related system defects, damage, malfunctions, or violations of radiation safety procedures, as well as investigations of employee or passenger concerns, and performing radiation measurements studies to ensure compliance with applicable regulatory requirements and guidance.

O. DOSHOs are responsible for:

- (1) Planning, implementing, and evaluating their local OSH program for affected employees in accordance with OSHA standards, this directive, and procedures in the TSA OSH Manual.
- (2) Coordinating with the appropriate Regional OSH Manager, 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 OSH 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 OSH incidents 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 required safety training, are informed about safe and healthy work practices and procedures, and how to 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 TSA OSHE is apprised immediately of OSHA visits and/or inspections, either directly or through the Regional OSH Manager and that TSA OSHE is forwarded copies of all OSHA reports received by field units. This includes serious incidents and non-serious incidents.
- (12) Participating in meetings and activities of the Safety Action Team (SAT).
- (13) Providing periodic updates, upon request, to TSA OSHE on local OSH program performance, potential problems, and trends.

P. Organizational OSH Specialists are responsible for:

- (1) Conducting formal inspections when authorized by TSA OSHE as part of the national annual inspection program.
- (2) Conducting OSH training as prescribed and authorized by Regional OSH Managers.
- (3) Providing OSH assistance and oversight to all facilities within their organization/hub-spoke network.

Q. Organizational OSH Specialists and CDSOs are responsible for:

- (1) Assisting DOSHOs, supervisors, SAT members, and employees to ensure implementation of effective local OSH programs.
- (2) Conducting informal inspections to identify safety and health hazards.
- (3) Assisting supervisors in investigations of incidents and employee reports of unsafe or unhealthful working conditions, including completion of appropriate recordkeeping forms.
- (4) Tracking corrective actions until hazards identified in inspections and incident investigations are abated.
- (5) Coaching and encouraging employees to follow safe and healthy work practices and procedures appropriate to their officially assigned tasks.

R. Managers and Supervisors are responsible for:

- (1) Implementing local OSH programs at workplaces and worksites in accordance with this directive and the TSA OSH 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 SATs, CDSOs, 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 the Regional OSH Manager are notified promptly of any unannounced visit by OSHA.

S. Safety Information System Users are responsible for:

- (1) Ensuring that all applicable incident investigation and unsafe or unhealthful working condition records are entered into the SIS upon review by a CDSO or OSH Professional and within the prescribed timelines outlined in the TSA OSH Manual.
- (2) Documenting in the 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, Organizational OSH Specialists, and the DOSHO, upon request.

T. Employees and Contract Employees are responsible for:

- (1) Complying with this directive and the TSA OSH Manual, to include observing all rules, signs, and instructions relating to personal safety and health 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 and health staff.
- (4) Wearing available seatbelts 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 OSH 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 OSH directives, adopted national consensus standards, and approved alternate standards.
- (3) Integrating OSH 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.
 - (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. The SIS shall serve as the TSA System of Record and should be the only electronic data repository for incident investigations, facility inspections, specialized OSH surveys and hazard assessments, and abatement actions to correct unsafe or unhealthful working conditions.
- C. A local OSH program shall be instituted at each establishment in accordance with the TSA OSH 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 OSH 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) The TSA Form 2405, Occupational Safety and Health Protection for TSA Employees Poster, shall be posted conspicuously.
 - (c) OSHA Form 300A must be signed by the DOSHO or 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. TSA offices and individuals involved in implementing this directive will do so in accordance with TSA OSH Manual. They should also follow 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. Any TSA organizational element desiring a deviation or variation to any guidance found in the TSA OSH manual will coordinate with and have the alternate procedures approved by TSA OSHE before implementation.

8. **APPROVAL AND EFFECTIVE DATE:** This policy is approved and effective the date of signature unless otherwise specified.

APPROVAL

Signed

March 12, 2015

Pat A. Rose, Jr.
Assistant Administrator and Chief Financial Officer
Office of Finance and Administration

Date

EFFECTIVE

Date

Distribution: Administrator, Deputy Administrator, Associate Administrator, Regional Directors, Federal Security Directors, Branch Chiefs, and all TSA Employees
Point-of-Contact: Occupational Safety, Health, and Environment, TSA-OSHE@tsa.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 50 of this directive.
- Appointment of CDSOs and training of CDSOs and Organizational OSH Specialists 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 50 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:** Awards and Program Promotion. 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 CFR 1904 and TSA procedures outlined in this chapter and other TSA OSHE guidance.
- Chapter 8:** Serious Incident Investigation and Reporting. Establishment of Serious Incident Investigation Teams and procedures to investigate 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. Address coordination with OSC 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 Annual Letter on OSH goals and objectives that is prepared by management in accordance with Chapter 1 of the TSA OSH Manual.

Workplace Protection – Each establishment's OSH program shall ensure that all employees are familiar with the following technical topics contained in the TSA OSH Manual as appropriate to their job tasks. Assistance can be obtained from the CDSOs, Organizational OSH Specialists, MSC OSH Specialists or the TSA 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. Describes the TSA Ergonomics Program.

Chapter 16: Hazardous Chemicals. 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 and 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 and Power Tools. Describes the hand and power tool OSH program to include commonly used tools and injury prevention strategies associated with the use of 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. Establishes requirements to ensure the safety of TSA employees and contractors during the handling, storage, transportation, and use of explosive materials.

Chapter 25: Job Hazard Analysis. Provides information regarding the hazard analysis process required by OSHA to identify hazards that could lead to employee injury, illness, and/or losses to

systems, equipment, or property, and to establish guidelines for conducting or requesting a hazard analysis at TSA establishments.

- Chapter 26:** Motor Vehicle Safety. Provides guidance for establishing an effective TSA motor vehicle safety program.
- Chapter 27:** Radiation Safety. Outlines the procedures for complying with DHS and TSA policies and guidance to ensure passenger and employee safety from ionizing and non-ionizing radiation.