

OFFICE SAFETY

1. PURPOSE

This Directive establishes the Grain Inspection, Packers and Stockyards Administration (GIPSA) policy and procedures for maintaining a safe and healthy work environment in GIPSA offices.

2. REPLACEMENT HIGHLIGHTS

This Directive replaces FGIS Directive 4790.5, dated 10/18/00 and is being updated to reflect current organizational changes.

3. AUTHORITIES

This Directive is consistent with:

- a. Public Law 91-596, Occupational Safety and Health Act of 1970;
- b. Executive Order 12196, Occupational Safety and Health Programs for Federal Employees; and
- c. 29 Code of Federal Regulations, Part 1960, Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters.

4. POLICY

It is GIPSA policy to provide a safe and healthy work environment for all employees. All work performed in GIPSA offices and administrative areas must be conducted using safe work practices. Office and administrative areas must be maintained free of recognized hazards.

5. RESPONSIBILITIES

- a. Division/Regional Directors must ensure that their subordinate supervisors are provided with copies of, and comply with, this Directive.

b. Field Office Managers, Regional Office Managers, Sub Office Managers, Area Managers, and Shift Supervisors must ensure compliance with this Directive. At each office location, the supervisor in charge must:

- (1) Ensure that his/her employees are properly trained and instructed in safe office practices and aware of all hazards associated with their work.
- (2) Ensure that his/her employees are trained to identify and avoid hazardous conditions.
- (3) Ensure that his/her employees know how to report fires, accidents, or other emergencies, to use fire extinguishers, and how to use evacuation routes. And, at field locations, ensure that employees are currently trained in first aid and cardiopulmonary resuscitation.
- (4) Ensure that his/her employees know where to get medical attention.
- (5) Brief all assigned employees on their responsibilities and rights annually, as explained in 29 CFR 1960.10. (See Attachment 1).
- (6) Conduct periodic safety briefings for all assigned employees.
- (7) Conduct routine walk-through inspections of his/her specific areas of responsibility, identifying and correcting any hazardous conditions. If hazardous conditions are found, ensure timely correction; inform all employees of the identified hazard, of the plans needed to correct the problem, and of the timeframe for completion of the correction, including when the problem will be corrected; and, post this information on a Safety Bulletin Board and discuss at office safety meetings.
- (8) Ensure that emergency equipment (e.g., fire extinguishers and first aid kits) are readily available in case of an emergency.

c. GIPSA Employees must:

- (1) Follow GIPSA safety and health policies and procedures, and use proper work procedures.
- (2) Report to their immediate supervisor work practices/conditions that may be hazardous for investigation and correction.
- (3) Report any on-the-job accidents to their immediate supervisor.

- (4) Actively participate in the GIPSA Safety and Occupational Health Program.

6. HAZARD IDENTIFICATION AND ABATEMENT

When a hazardous condition is identified in the workplace, immediate action must be taken to correct it. If the hazard cannot be corrected immediately, action must be taken to ensure that all assigned employees know of the hazard and actions they need to take to avoid an accident.

A checklist is an excellent method for identifying and abating hazardous conditions and work practices. Attachment 2 is a basic safety and health checklist for office-type work environments. Supervisors are encouraged to modify the checklist to better reflect the local conditions.

Attachment 3 is a list of some do's and don'ts of office safety.

7. INQUIRIES

- a. Direct inquiries regarding this Directive to GIPSA, Management and Budget Service, Safety and Occupational Health Manager, at 202-720-0061.
- b. This Directive is available on the Internet at:
<http://www.aphis.usda.gov/library/gipsa/GIPSA.shtml>

/s/
Larry Mitchell
Administrator

3 Attachments