



FACILITY ENVIRONMENTAL, ENERGY, AND SAFETY PROGRAM, FAA

OCCUPATIONAL SAFETY, HEALTH, AND ENVIRONMENTAL COMPLIANCE COMMITTEE (OSHECCOM)

MINIMUM TRAINING FOR OSHECCOM MEMBERS

Prepared by Environmental, Energy and
Safety Division, ANS-500



Overview

- This training provides an overview of:
 - Occupational safety and health committees
 - Committee functions
 - Duties of committee members
 - FAA OSHECCOM charter
 - OSHECCOM program drivers
 - FAA OSH&E program roles and responsibilities
 - Reference materials



Michael Thomas, AEE-200

Committee Overview



Purpose of Occupational Safety and Health Committees (29 CFR 1960.36(a))

“ ...to monitor and assist an agency’s safety and health program. These committees assist agencies to maintain an **open channel of communications between employees and management** concerning safety and health matters in agency workplaces. The committee provides a method by which employees can utilize their knowledge of workplace operations to assist agency management to improve policies, conditions and practices.”



OSHECCOM Organization Levels

The OSHA regulations use the word “establishment”, which put in the context of the FAA means, other than at the National level.

Headquarters

National level

Regional

Establishment level

Field



National Committee Functions

29 CFR 1960.37(a) Committee Organization:

1960.37(a)(1)

“The principal function of the national level committee shall be to **consult** and provide policy **advice** on and **monitor** the performance of, the agency-wide safety and health program.”



Establishment (Regional/Field) Committee Functions

29 CFR 1960.37(a) Committee Organization:

29 CFR 1960.37(a)(2)

“Committees at other appropriate levels shall be established at agency establishments or groupings of establishments **consistent with the mission, size and organization** of the agency and its collective bargaining configuration. The agency shall form committees at the **lowest practicable level**. The principal function of the establishment (or local) committees is to **monitor and assist** in the execution of the agency’s safety and health policies and programs at the workplaces within their jurisdiction.”



National Committee Duties (29 CFR 1960.41)

- Monitor:
 - Performance of the agency program; make policy recommendations; assist in development and operation of establishment committees
 - Findings and reports of workplace inspections
- Review as appropriate:
 - Evaluation reports; inspection reports
 - Agency responses to reports of hazardous conditions; plans for abating hazards; safety and health program training; safety and health program deficiencies, and allegations of reprisal
- Recommend:
 - Changes to the operation of the program
 - Changes to the level of resources allocated and spent on the program
- Report:
 - To the Secretary of the Department of Labor if 1/2 of the committee members determine that there are unresolvable program deficiencies or dissatisfaction with agency's reports of reprisal investigations



Establishment (Regional/Field) Committee Duties (29 CFR 1960.40)

- Monitor:
 - Operations of the program which come under its jurisdiction and provide comments to assist management
 - Findings and reports of workplace inspections
- Review:
 - Evaluation reports
 - Agency responses to reports of hazardous conditions, safety and health program deficiencies, and allegations of reprisal
- Recommend:
 - Changes to the operation of the program
 - Changes to the level of resources allocated and spent on the program
- Report:
 - To the Secretary of the Department of Labor if 1/2 of the committee members determine that there are unresolvable program deficiencies or dissatisfaction with agency's reports of reprisal investigations



FAA OSHECCOM Charter Purpose

- Establishes the FAA Occupational Safety, Health, and Environmental Compliance Committee (OSHECCOM) at the national, regional, center, and field levels
- Defines the objectives, composition, and procedures for the OSHECCOM
- Signed by the Administrator on March 18, 1996



FAA OSHECCOM Charter Management Commitment

“In March 1996, the Occupational Safety, Health, and Environmental Compliance Committee (OSHECCOM) charter was promulgated as a major component of the FAA Occupational Safety, Health, and Environmental (OSH&E) program. The committee structure was established to improve intra-agency cooperation at national, regional, center, and field levels. OSHECCOM establishes communication across the lines of business, ensures uniformity in the OSH&E program, and eliminates duplication of effort.

It is important that each of you provide the necessary administrative resources to support your organization’s active involvement in this committee. **F&E funding for OSH&E renovation and improvement of FAA facilities will remain with Airway Facilities.**

Occupational safety, health, and environmental compliance must be fully integrated into our daily business. ***Funding for safety and health operational requirements must be included annually in our budgets.*** AAF, through ANS-500, is available to assist lines of business in developing OSH&E budget requirements.”



FAA OSHECCOM Charter Management Commitment (Cont.)

“I am committed to ensuring that the FAA has a comprehensive safety and health program to protect our people and facilities. The OSHECCOM structure can facilitate safety and health program implementation and serve as an effective conduit for exchanging information and improving communications within our agency. I ask each of you to support the FAA safety and health program and encourage active participation at all levels of the OSHECCOM.”

Jane Garvey
Administrator

June 22, 1998



FAA OSHECCOM Charter

Key Provisions

- Provides methods to **raise OSH&E concerns**, monitor OSH&E programs and eliminate duplication
- Defines **structure** of OSHECCOMs
- Defines committee **membership, officers**, and the **decision making** process
- Provides a **training** outline for committee members
- Defines duties and functions of **national** committee
- Defines duties and functions of **regional and field** committees
- Specifies **minimum number of meetings** to be held



Overview

Mary Wingard, ATX-500

Regulatory & Program Drivers



OSHE Program Drivers

- Executive Order 12196, Occupational Safety and Health Programs for Federal Employees
- Occupational Safety and Health Act of 1970
- 29 CFR 1960, Basic Program Elements for Federal Employees
- 29 CFR 1910, Occupational Safety and Health Standards
 - General Industry Regulations
- 29 CFR 1926, Safety and Health Regulations for Construction
 - Construction Industry Regulations



OSHE Program Drivers (Cont.)

- Administrator's Policy Statement for Employee Occupational Safety and Health and Environmental Compliance
- 40 CFR - Environmental Regulations (EPA)
- FAA Orders and Directives, e.g.
 - FAA Order 3900.19B, Occupational Safety and Health Program
 - FAA Order 1050.20, Airway Facilities Asbestos Control
 - FAA Order 3900.57, FAA Pre-Construction and Maintenance Project Safety and Health Checklist
 - LOB Specific



Executive Order 12196

Key Provisions

- Requires agencies to develop basic elements for safety and health programs
- Directs that agencies must conform to basic OSH program elements
- Permits flexibility in implementing agency programs consistent with their missions, sizes, and organizations
- Provides for various agency services: consultation, training, recordkeeping, inspections, and evaluations
- Provides for employee participation in safety and health programs
- Restates its application to all Federal employees except those involving uniquely military equipment, systems, and operations
- Requires submission to the Secretary of Labor an annual report on the agency occupational safety and health program



The OSH Act of 1970

Key Provisions

- Created the Occupational Safety and Health Administration (OSHA) and the National Institute for Occupational Safety and Health (NIOSH)
- Authorized development of Federal Occupational and Safety Standards



The OSH Act of 1970

Section 19

- “It shall be the responsibility of the head of each Federal agency to establish and maintain an effective and comprehensive occupational safety and health program (OSH) which is consistent with the standards promulgated under section 6. The head of each agency must:
 - (1) provide safe and healthful places and conditions of employment;
 - (2) acquire, maintain, and require the use of safety equipment, personal protective equipment, and devices reasonably necessary to protect employees;
 - (3) keep adequate records of all occupational accidents and illnesses for proper evaluation and necessary corrective action;
 - (4) consult with the Secretary of Labor regarding the adequacy, form and content of records required to be maintained; and
 - (5) make an annual report to the Secretary of Labor.”



Mandated Federal OSH Program Elements Per 29 CFR 1960

- Administration
- Standards
- Inspection and Abatement
- Occupational Safety and Health Committees
- Allegations of Reprisal
- Training
- Recordkeeping and Reporting Requirements
- Evaluation of Federal Occupational Safety and Health Programs



Overview

Lita Arnold, AEE-200

Policy Development & Oversight



EXCERPT FROM FAA ADMINISTRATOR'S POLICY STATEMENT FOR EMPLOYEE OCCUPATIONAL SAFETY AND HEALTH AND ENVIRONMENTAL COMPLIANCE

“....Adherence to the standards of the Occupational Safety and Health Administration and the Environmental Protection Agency is not only mandatory, it is also in everyone’s best interest. Each of us has a role in ensuring FAA employee safety and in protecting the environment while promoting the aviation safety mission of the agency. We can meet this significant multiple challenge by ensuring that safety, health and environment receive priority at every level of decisionmaking....”

David R. Hinson
Endorsed by Jane Garvey

Administrator
Current Administrator

January 27, 1995



AEE-200 Program Responsibilities

- Establish occupational safety and health (OSH) program policies
- Serve as FAA focal point for OSH policy issues as OSH liaison with outside agencies
- Review guidelines and directives produce by other FAA organizations to implement OSH policies
- Interpret Occupational Safety and Health Administration (OSHA) regulations
- Conduct OSH program oversight assessments throughout agency
- Identify training needs to comply with OSHA and define in general terms who would receive the training
- Sponsor and coordinate the national Occupational Safety, Health, and Environmental Compliance Committee (OSHECCOM)



AEE-200 Program Responsibilities (Cont.)

- Develop and administer the FAA Safety Management Information System (SMIS)
- Participate in other safety management activities



FAA Order 3900.19B, Occupational Safety and Health Program

- Prescribes procedures and assigns responsibility to assure FAA maintains an effective OSH program
- Provides safety and health standards applicable to FAA workplace and operations
- Establishes program activities and procedures to facilitate day-to-day management and operation of OSH program to reduce occupational injuries and illnesses and accident costs



Responsibilities of Selected Other Headquarters Organizations

- Office of the Chief Counsel (AGC) - provides legal support
- Associate Administrator for Research and Acquisitions (ARA) - ensures OSHA compliance in design and acquisition of new systems
- Office of Financial Services (ABA) - coordinates OSHE budgeting requests
- Office of Human Resource Management (AHR) - coordinates workers' compensation
- Office of Aviation Medicine (AAM) - provides medical services
- Spectrum Policy and Management (ASR) - coordinates radiation hazards



Responsibilities of Lines of Business

- Demonstrate LOB OSH **commitment** and support.
- Update & implement OSH **policy** requirements for the LOB.
- Provide OSH **awareness** for LOB managers and employees.
- Provide **ops funds** for LOB OSH training, travel, PPE, etc.
- Designate an OSH **point of contact** (POC) for the LOB to coordinate OSH issues and implement the program.
- Ensure that written procedures are in place to **protect** LOB **employees** from discrimination, reprisal, or restraint as a result of participation in the FAA OSH program.



Overview

Cheryl Anderson, ANS-500 Program Implementation & Technical Guidance



ANS-500 Program Responsibilities

- Provide technical support for implementation of FAA OSH program across lines of business/staff office boundaries
- Request, allocate, and budget for all prioritized F&E OSH requirements for program implementation and management
- Develop guidance and planning documents to implement the FAA OSH program
- Identify and prioritize requirements for all OSH training. Assist Resources Management Program (AFZ) in developing training
- Provide technical support to ensure that OSH considerations are included in the life cycle management process



ANS-500 Program Responsibilities (Cont.)

- Provide technical assistance to Airway Facilities (AF) organizations to ensure OSH guidance is included in AF technical and maintenance orders and related publications
- Provide technical support in development of Acquisition Management System (AMS) implementation procedures to incorporate all standards into requirements documents, contracts, designs, and acceptance testing protocols
- Provide technical support in the development of AMS requirements documents to address such items as minimizing employee exposures, hazardous component disposal, safe operations/maintenance, system safety, and human factors
- Provide periodic updates to national headquarters management on OSH program progress, potential problems, and trends



Alternate Standard for Fire Safety in Airport Traffic Control Towers, 29 CFR 1960.20

- Requirements
 - Two separate exit routes required for new ATCTs with total occupant load of 25 or more that begin construction after January 2001
 - Alternative A for existing ATCTs with an occupant load of less than 25
 - Alternative B for existing ATCTs with an occupant load of more than 25
 - Compliance program
 - Emergency action plan/fire prevention plan/fire drills
 - Requirements include written plans and training on all sections of 1960.20



29 CFR 1910, General Industry Regulations

- General (Subpart A)
 - Adoption and Extension of Established Federal Standards (Subpart B)
 - General Safety and Health Provisions (Subpart C)
 - Walking-Working Surfaces (Subpart D)
 - Means of Egress/Fire Prevention (Subparts E/L)
 - Powered Platforms/Manlifts (Subpart F)
 - Occupational Health and Environmental Control (Subpart G)
 - Hazardous Materials (Subpart H)
 - Personal Protective Equipment (Subpart I)
 - General Environmental Controls (Subpart J)
 - Medical and First Aid (Subpart K)
- Compressed Gas and Air Equipment (Subpart M)
 - Materials Handling and Storage (Subpart N)
 - Machinery and Machine Guarding (Subpart O)
 - Hand and Portable Powered Tools (Subpart P)
 - Welding, Cutting and Brazing (Subpart Q)
 - Special Industries (Subpart R)
 - Electrical (Subpart S)
 - Commercial Diving Operations (Subpart T)
 - Toxic and Hazardous Substances (Subpart Z)



29 CFR 1926, Construction Industry Regulations

- General (Subpart A)
- General Interpretations (Subpart B)
- General Safety and Health Provisions (Subpart C)
- Occupational Health and Environmental Controls (Subpart D)
- Personal Protective and Life Saving Equipment (Subpart E)
- Fire Protection and Prevention (Subpart F)
- Signs, Signals, and Barricades (Subpart G)
- Materials Handling, Storage, Use and Disposal (Subpart H)
- Tools - Hand and Power (Subpart I)
- Welding and Cutting (Subpart J)
- Electrical (Subpart K)
- Scaffolds (Subpart L)
- Fall Protection (Subpart M)
- Cranes, Derricks, Hoists, Elevators, and Conveyors (Subpart N)
- Motor Vehicles, Mechanized Equipment, and Marine Operations (Subpart O)
- Excavations (Subpart P)
- Concrete and Masonry Construction (Subpart Q)
- Steel Erection (Subpart R)
- Underground Construction, Caissons, Cofferdams, and Compressed Air (Subpart S)
- Demolition (Subpart T)
- Blasting and the Use of Explosives (Subpart U)
- Power Transmission and Distribution (Subpart V)
- Rollover Protective Structures; Overhead Protection (Subpart W)
- Ladders (Subpart X)
- Commercial Diving Operations (Subpart Y)
- Toxic and Hazardous Substances (Subpart Z)



OSH Compliance

Implement programs in the following areas:

- OSH program management systems
- Construction safety
- Hazard communication
- Confined space entry
- Equipment and tool safety
- Working conditions
- Radiation
- Hazardous energy
- Lead
- Asbestos
- Indoor air quality
- Climbing, walking & working surfaces
- Employee health exposure
- Vehicle safety
- Respiratory protection
- Personal protective equipment
- Hearing conservation
- Fire protection



FAA Order 1050.20, Airway Facilities Asbestos Control

- Establishes the Airway Facilities asbestos control program; delineates responsibilities, procedures and standards
- Requires establishment of an asbestos control program for all facilities maintained and/or occupied by Airway Facilities



FAA Order 1050.20, Airway Facilities Asbestos Control (Cont.)

- The asbestos control program shall address:
 - Survey
 - Asbestos response actions
 - Operations and maintenance (O&M) plan
 - Training
 - Respiratory protection/personal protective equipment
 - Medical surveillance
 - Recordkeeping
 - Transportation, storage, and disposal of asbestos waste



FAA Order 3900.57, FAA Pre-Construction and Maintenance Project Safety and Health Checklist

- Provides information on construction and maintenance project safety and health requirements
- Requires use of pre-construction and maintenance project and safety and health checklist
- Use of checklist is required during critical phases of construction and maintenance activities, e.g.:
 - Pre-construction meeting
 - 30-60 days prior to commencement of work
 - Weekly/daily construction meetings, etc.



Environmental Program Mandates

- The FAA Environmental Program is driven by the following mandates:
 - Environmental executive orders
 - Environmental laws
 - Environmental Protection Agency (EPA) regulations
 - CFR 40 (Protection of Environment)
 - Environmental transportation requirements
 - CFR 49 (Transportation)



Environmental Compliance

Implement programs in the following areas:

- Air Pollution Control Management
- Water Pollution control Management
- Drinking Water Management
- Hazardous Materials Management
- Hazardous Waste Management
- Nonhazardous Solid Waste Management
- Fuel Storage Tank Management
- PCB Management
- Pesticide Management
- Asbestos Management
- Lead Management
- Radon Management
- Natural Resources Management
- Cultural Resources Management
- Compliance Auditing
- EDDAs
- CERCLA
- NEPA
- Pollution Prevention



Overview

Tony Becker, AEA-470

Regional Perspective



Region/Field Responsibilities

- Regional Program Managers for Environment and Safety (RPMESs)
 - Provide OSHE program management and budget support
- Regional Occupational Safety and Health Managers (ROSHMs)
 - Provide OSH support to regions/System Management Offices
- Safety Environmental Compliance Managers (SECMs)
 - Provide technical support to the regions/System Management Offices
- Collateral duty OSH personnel
 - Provide technical support to regional and field supervisors



Reference Materials

- OSHECCOM Charter
- Summary of OSHA Regulations
- Summary of Environmental Regulations
- Matrix of FAA Occupational Safety and Health Directives
- Matrix of FAA Environmental Directives
- Additional Training Opportunities
- Listing of RPMESs
- Listing of ROSHMs