

INTRODUCTION

(Reviewed 9/16/2008)

The USGS Pacific Island Ecosystems Research Center has the obligation for providing a safe and healthy environment for all of its employees, interns, volunteers, visitors, and graduate students. First and foremost is our common humanitarian duty to protect our fellow employees from pain and suffering resulting from preventable accidents. We have no activity so important that we will knowingly expose any Center employee to an unacceptable degree of risk in the completion of a job assignment. In order to accomplish this, it is incumbent upon all employees, interns, volunteers, visitors, and graduate students to adhere to the regulations set forth in the PIERC Health & Safety Manual. Below are outline the responsibilities that each person has at PIERC in trying to maintain a safe workplace for all.

Duties & Responsibilities:

A. Safety Officer

1. The PIERC Safety and Health Program will be administered by the Safety Officer which will be one of the assigned duties to the Facilities and Safety Manager.
2. Within one month of appointment, the Safety Officer shall receive an orientation to the USGS safety program, reviewing basic duties and responsibilities, organization, available resources and USGS safety policies.
3. Within 6 months of appointment, the Safety Officer shall receive a minimum of 24 hours of training from one of the following sources:
 - a. OSHA Collateral Duty Officer Course #600, or equivalent.
 - b. DOI Annual Safety and Health Seminar
 - c. Division-sponsored safety officer training.
 - d. Any basic safety management course offered by an accredited college, university or Federal Agency.
4. After initial formal training, the Safety Officer shall receive a minimum of 16 hours per year of additional formal safety training.
5. The Safety Officer will:
 - a. Advise the Center Director on matters of safety.
 - b. With the concurrence of the Center Director, develop and administer Center Safety Programs consistent with guidelines of the USGS Safety [Handbook \(445-2-H\)](#) and OSHA's Occupational Safety and Health Standards for General Industry (29 CFR 1910).

- c. Conduct safety inspections.
- d. Maintain Center safety files.
- e. Provide liaison between the BRD Safety Office and the Center Director and staff.
- f. Assist staff in the identification of sources for required safety training.
- g. Provide first aid and CPR training for all of those employees who are required to have the training.
- h. Provide First Aid in event of a medical emergency.
- i. Arrange and keep appropriate records of first aid and CPR training.
- j. Arrange immunization programs as necessary to protect staff exposed to specified zoonotic diseases.
- k. Purchase, maintain and, as necessary, replace first aid supplies.

6. It is the responsibility of the Safety Officer to orient new and transferred employees, interns, and volunteers on Center safety procedures.

B. Safety Committee

1. The safety committee will be comprised of a Senior Management person, the KFS Safety Officer, at least one project leader, one field technician, one lab technician and one person from administration.
2. The safety committee will try to meet quarterly or as necessary to address specific safety issues.
3. The Safety Committee meetings when held must consist of at least 3 members of the safety Committee.

C. Supervisor Responsibility

1. It is the responsibility of the supervisor to identify training and/or personal protective equipment as needed.
2. Supervisors will employ appropriate activity hazard analysis or job hazard analysis as part of the orientation procedure for each new or reassigned employee. If a pre-existing analysis is not available for a task or job, the supervisor or safety officer will develop and appropriate analysis. A copy of each hazard analysis used in the orientation will be signed by the employee and retained by the supervisor.
3. It is the responsibility of the supervisor to ensure proper training for employees as follows:
 - a. Informal on-the-job safety and environmental health training for all employees shall be continuous. Supervisors must be cognizant of hazards

associated with employee assignments and ensure that the employees are made aware of the hazards and means to minimize or avoid risk injury.

b. Formal training must be provided for specific tasks and assignments. In most cases, this training must be completed before the employee begins to perform duties that require training.

c. Each field crew member shall be certified in First Aid/CPR. .

4. Supervisors are responsible for identifying, providing, and ensuring the use of appropriate personal protective equipment by their staff.

5. Additional supervisory responsibilities related to specific safety programs are listed within the individual programs.

D. Employee Responsibilities

1. Employees at all levels are responsible for performing their duties in accordance with health and safety policy, including use of all personal protective equipment identified for assigned duties.

2. Employees at all levels are to immediately correct unsafe or unhealthful conditions and procedures, if within their capabilities to do so. Conditions or procedures that the employee cannot immediately correct shall be reported to the employee's supervisor or Safety Officer.

3. Additional employee responsibilities related to specific safety programs are listed within the individual programs.