

## CHAPTER 2 - ROLES AND RESPONSIBILITIES

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## CHAPTER 2 - ROLES AND RESPONSIBILITIES

### A. INTRODUCTION

Development and implementation of an effective program for occupational safety, occupational health, fire protection and life safety, and environmental compliance requires the commitment and actions of all levels within the SI: from the Secretary's leadership and the unit's executive management support, to the pro-active involvement of first-line supervisors and employees. This Chapter details the roles and responsibilities of each member of the SI organization.

### B. **THE SECRETARY OF THE SMITHSONIAN** retains overall responsibility for providing each employee, volunteer, and visitor with an environment free from recognized hazards that may cause death or serious physical harm.

The Secretary shall:

1. Furnish each employee a place of employment free from recognized hazards.
2. Ensure compliance with applicable occupational safety and health, fire safety, and environmental management codes and regulations, and adopt supplementary codes and regulations as prescribed by law.
3. Develop, implement, and evaluate a federal employee occupational safety and health program (29 CFR 1960) in accordance with the requirements of section 19 of the OSHA Act, per Executive Order 12196 "Occupational Safety and Health Programs for Federal Employees" and include the basic program elements that make up the SI Safety Program presented in the SD 419 and this *Manual*.

### C. **THE UNDER SECRETARIES AND OTHER SECRETARIAL LEVEL OFFICIALS** are responsible for providing their units with adequate budgets and staff to implement the SI Safety Program at all operational levels. They are also responsible for ensuring that their units comply with the SD 419 and this *Manual*.

**D. THE DESIGNATED AGENCY SAFETY AND HEALTH OFFICIAL (DASHO)**, as defined in 29 CFR 1960, for the Smithsonian is directly responsible for the organization, administration, and implementation of the Smithsonian's Safety Program. The DASHO shall ensure the establishment (and sustainment) of:

1. An SI-wide Safety Program that complies with applicable occupational safety and health, fire safety, and environmental management codes and regulations, and adopts supplementary codes and regulations as prescribed by law.
2. An SI-wide federal employee occupational safety and health policy and program that carries out the provisions of 29 CFR 1960, section 19 of the OSHA Act, Executive Order 12196, and the SD 419.
3. An internal SI organization (i.e., the Office of Safety, Health, and Environmental Management) with adequate budget and staff to ensure compliance with the SI Safety Program at all operational levels.
4. Prioritized goals and objectives for reducing and eliminating occupational accidents, injuries and illnesses, and reducing their impact on personnel and resources.
5. A process for evaluating the Smithsonian's Safety Program effectiveness at all operational levels.

**E. DIRECTOR, OFFICE OF SAFETY, HEALTH, AND ENVIRONMENTAL MANAGEMENT (OSHEM)**, exercises executive leadership and managerial control over OSHEM operations, and has primary responsibility for the overall staff direction, operation, planning, promotion and technical supervision of the SI Safety Program, including issues concerning occupational safety, occupational health services, industrial hygiene, fire protection, fire safety and life safety, and environmental management. The Director of OSHEM is also the "Authority Having Jurisdiction" for the Smithsonian as defined and used in the National Fire Codes, and is the designated Smithsonian fire code official (Fire Marshal) as defined and used in the International Fire Code. The Director, OSHEM, is responsible for:

1. Establishing, developing, and prioritizing policies and procedures for the Smithsonian safety, health, fire protection, and environmental programs within the framework of laws, regulations, and standards.
2. Developing long-range plans to coordinate Safety Program considerations with management goals.
3. Establishing program priorities for elements of the SI Safety Program.
4. Developing and interpreting new program regulations and standards.
5. Serving as the official point of contact for Federal, State and Local regulators conducting official safety, health or environmental business.
6. Conducting independent audits, reviews, assessments, surveys, staff visits, and spot checks of SI facilities, in accordance with, but not limited to, applicable codes, regulations and standards, or as directed by the DASHO.
7. Evaluating and assessing compliance by Directors of SI museums, research centers and offices with SI Safety Program objectives, requirements and priorities.
8. Terminating a process, and/or notifying organization management, when a situation presenting an immediate and unacceptable risk to personnel, property or mission operations becomes apparent.
9. Conducting design reviews for exhibit, construction, renovation, or alteration projects, as well as occupancy changes, to ensure compliance with all aspects of life safety, fire protection, general safety and health, and environmental codes and regulations.
10. Granting, to the extent permitted by law, modifications to life safety, fire protection, general safety and health, and environmental codes and regulations, where the strict conformance with the regulation is not feasible, and the modification meets both the intent and purpose of the relevant regulations.
12. Ensuring that a process is in place for organizations to respond to and investigate accidents, injuries or illnesses, fires, chemical spills, environmental incidents, including suspected unsafe or unhealthful working conditions or practices.

13. Ensuring thorough investigation of accidents, injuries and illnesses in accordance with requirements of [Chapter 7, "Injury/Incident Reporting and Investigation"](#), of this *Manual*.
14. Conducting quarterly program information meetings for Smithsonian Safety Coordinators and supporting the program activities of the Safety Coordinators and safety committees.
15. Administering the Occupational Health Services programs to assess, monitor, and evaluate employee health as it relates to the workplace.
16. Conducting and overseeing the SI employee health risk exposure and medical monitoring programs, per [Chapter 39, "Exposure Assessment and Medical Surveillance"](#), of this *Manual*.
17. Providing technical direction and guidance for the Smithsonian safety, fire protection, and environmental management programs.
18. Witnessing the acceptance tests for newly-installed or modified fire-protection and life-safety systems.

**F. DIRECTORS OF SMITHSONIAN MUSEUMS, RESEARCH CENTERS, AND OFFICES** shall:

1. Establish, budget for, and implement, within their areas of responsibility, a Safety Program compliant and consistent with Federal regulations and Smithsonian policies, standards, and procedures, in accordance with SD 419 and this *Manual* (particularly the Program Elements in [Chapter 3](#)).
2. Within each museum, research center and office, the Director relies on a dedicated safety team to manage and execute the organization's full Safety Program. The Director's team will consist of the Safety Coordinator, safety committee, hazardous waste and radiation safety coordinators (if applicable), and the person designated as the responsible point of contact for environmental compliance programs.
3. For smaller offices, the Director's team will consist of representative(s) to the safety committee for the building, facility or complex in which the office resides.

4. Directors of museums and research centers, and the Directors of the Office of Protection Services, the Office of Facilities Management and Reliability, and Smithsonian Business Ventures must address the following basic responsibilities:
  - a. Appoint, in writing a Safety Coordinator, whose duties fulfill the responsibilities described in this Chapter and whose training and qualifications meet those established in [Chapter 6, "Training"](#), of this *Manual*. It is recommended that a full-time, professional Safety Coordinator position be fully funded to assist directors in administering their Safety Programs, particularly for organizations larger than 200 employees and/or with complex operations. When a unit consists of multiple facilities in different locations, Directors are encouraged to designate a full-time, professional Safety Coordinator with overall responsibilities for all facilities in a unit.
  - b. If required by their operations, appoint, in writing, a hazardous waste coordinator and a radiation safety coordinator, whose training and qualifications meet those established in [Chapter 6, "Training"](#), of this *Manual*, and whose duties will fulfill the requirements described in [Chapter 29, "Hazardous Waste Management"](#) and [Chapter 32, "Ionizing Radiation"](#), respectively.
  - c. If required by their operations, appoint, in writing, an individual or group of individuals who will serve as primary point(s) of contact for environmental compliance programs, as described in [Chapter 28, "Environmental Management Systems"](#), of this *Manual*.
  - d. Appoint, in writing, a safety committee that comprises a variety of participants (including staff, building management and tenants) to ensure effective implementation of the Smithsonian Safety Program at the organizational level, whose duties and functions will fulfill the requirements described in this Chapter. Committee size will be commensurate with the size and complexity of the facility or organization.
5. Establish goals and measurable objectives for the elements of their Safety Program, consistent with [Chapter 3, "Elements of a Comprehensive Safety, Health and Environmental Management program"](#), of this *Manual*, and with the size and complexity of their organization. Ensure that periodic management reviews are conducted of program effectiveness, and that the results are incorporated into program improvements. The OSHM management reviews will focus on the larger facilities and organizations.

6. Budget and appropriately identify sufficient funds to implement and operate the Safety Program.
7. Ensure Safety Coordinators and members of the safety team attain and maintain qualifications, certifications and training required of their appointment and in accordance with [Chapter 6, "Training"](#), of this *Manual*.
8. Ensure that there is a process in place to identify, fund and promptly eliminate or control hazards, and track corrective action measures to completion based on a risk assessment prioritization.
9. Ensure that there is a process in place to immediately stop an operation with an imminent hazard.
10. Ensure that employees have received the Safety Program training necessary for them to complete their job tasks safely, and to be involved with Safety Program development through means for reporting unsafe conditions and general suggestions for improving safety on the job.
11. Ensure that tenant organizations (i.e., other SI units or other federal agencies) comply with the safety requirements of the Director's organization, and that these organizations are represented on the Director's safety committee.
12. Ensure that construction, renovation, or exhibit installation projects, including area renovations resulting in occupancy changes, are reviewed to ensure compliance with all aspects of life safety, fire protection, general safety and health, and environmental codes and regulations.
13. Provide a safety bulletin board in a prominent location for use by the Safety Coordinator in posting Smithsonian accident and injury summary reports, the OSHA poster, safety inspection report and other safety information.
14. Ensure that a log is maintained of employee reports of unsafe or unhealthful conditions.
15. Ensure prompt and accurate reporting of all accidents, injuries and illnesses in accordance with [Chapter 7, "Injury/Incident Reporting and Investigation"](#), of this *Manual*.
16. Ensure there is a process in place to investigate and report mishaps and near misses per [Chapter 7, "Injury/Incident Reporting and Investigation"](#), of this *Manual*.

17. Ensure that there is a process in place to review mishaps within each unit, to identify problem areas or trends and establish measurable goals for the reduction of mishaps, to conduct quarterly management reviews of their goals.
18. Accommodate employee light/restricted duty functions as required to meet medical instructions.
19. Provide the Director of OSHEM with an annual report summarizing the year's Safety Program activities, as specified in [Chapter 8, "Program Reporting and Recordkeeping Procedures"](#), of this *Manual*.

**G. SAFETY COORDINATORS** shall have the authority, as delegated by their Director, for developing, implementing and ensuring the administration of the day-to-day Safety Program for their organization, as outlined in this *Manual*. They shall provide technical assistance on all organizational safety and health, fire protection and environmental issues and act as the primary point of contact with OSHEM and other SI organizations on these issues. The Safety Coordinators' duties and responsibilities shall include:

1. Advising management on safety and health matters and assisting in setting organizational priorities.
2. Organizing and monitoring safety committee activities.
3. Conducting a comprehensive self assessment, (safety and health inspection and Safety Program evaluation) of the organization per [Chapter 5, "Safety Assessments, Log of Deficiencies and Corrective Action Plan"](#), of this *Manual*, establishing measurable goals, developing metrics to assess the accomplishment of said goals and reporting the results to their director and OSHEM.
4. Assisting supervisors in (a) the identification of uncontrolled hazards or noncompliance situations per the requirements of this *Manual*, (b) the elimination or control of unsafe or unhealthful conditions, and (c) the training of staff.
5. Investigating accidents, incidents, or suspected unsafe or unhealthful conditions, within their areas of jurisdiction, and putting into effect corrective measures to prevent future occurrences. Ensuring that such



accidents and incidents are properly reported to OSHEM, per the 2120 reporting process or other process as defined in [Chapter 7, “Injury/Incident Reporting and Investigation”](#), of this *Manual*. If warranted, develop annual measurable goals to reduce mishaps.

6. Stopping an activity when there is imminent danger.
7. Managing a hazard and corrective action tracking system to ensure that hazards are promptly identified and controlled, with corrective action measures tracked to completion based on a risk assessment prioritization.
8. Ensuring that administrative and engineering controls in place to mitigate hazards are properly maintained.
9. Providing pertinent occupational safety and health information to all staff.
10. Maintaining essential documentation that records all organizational safety and health activities, including the OSHA 300 log and the facility log of unsafe/unhealthful conditions.
11. Maintaining the qualifications, certifications and training currency required of their appointment and position in accordance with [Chapter 6, “Training”](#), of this *Manual*.

**H. SUPERVISORS** are responsible for ensuring their operating units comply with the SD 419 safety policies and procedures, with this *Manual*, and with all policies and procedures issued by OSHEM with respect to the Smithsonian Safety Program. In doing so, supervisors will:

1. Identify the hazards and assess the risks in work operations under their jurisdiction, per the Risk Management 5-Step Process described in [Chapter 4, “Safety Risk Management Program”](#), of this *Manual*.
2. Furnish employees with working conditions and a place of employment free from recognized hazards that are causing or likely to cause illness, death or serious physical harm.
3. Provide, require and enforce the use of personal protective equipment, safety equipment, and other devices necessary to protect employees, which meet the requirements of this *Manual*.
4. Ensure that the personnel that they supervise are trained in safe work practices per this *Manual*.

5. Correct identified unsafe and unhealthful conditions.
6. Encourage SI staff to report hazardous conditions.
7. Prepare and submit the SI Injury and Illness Report (SI 2120) for all injuries to self or employees within the required timeframe.
8. Authorize official time for SI staff to participate in occupational safety and health program activities.
9. Review and evaluate any mishaps that occurred under their area of responsibility in accordance with [Chapter 7, "Injury/Incident Reporting and Investigation"](#), of this *Manual*.

**I. EMPLOYEES** have responsibilities to themselves and to the Institution for their safety and the safety of others. These include:

1. Complying with the safety standards, rules, regulations, and orders issued by the Smithsonian, and required by this *Manual*, that apply to their own actions and conduct.
2. Using safety equipment, personal protective equipment, and other devices and procedures, as directed.
3. Using all tools, machinery and equipment in a safe manner.
4. Reporting any accident, injury, or suspected unsafe or unhealthful working conditions to the supervisor.
5. Participating in all required safety training as well as applicable mandatory medical surveillance programs.

**J. SAFETY COMMITTEES** will be established with the clear objective of maintaining a high level of safety awareness among employees at all levels, and will be supported in this effort by management.

1. The safety committee will be comprised of the organization's Safety Coordinator, Building Management representative, Security Office representative, volunteer representatives of the workforce within the organization, and, where applicable, environmental programs point(s) of contact, hazardous waste coordinator, and radiation safety coordinator.

2. The number of committee members shall be based on the size, safety needs and diversity of operations performed by the organization. The committee shall be comprised of a mixture of staff and management.
3. Safety committees shall meet on a quarterly basis, as a minimum.
4. The safety committee shall select a chairperson annually who shall be responsible for the timely preparation of the minutes of each meeting and distribution of copies to safety committee members, the organization Director, and the Director of OSHEM.
5. Members shall serve for a minimum term of one year, in order to ensure continuity and competencies.
6. Members shall receive all appropriate training to perform duties, per [Chapter 6, "Training"](#), of this *Manual*, and may be assigned responsibility for safety matters of organizational operation(s) or area(s). The safety committee members shall:
  - a. Forward safety suggestions and reports of suspected unsafe or unhealthful working conditions to the Safety Coordinator for follow-up actions.
  - b. Promote safety education within the organization and communicate safety awareness information to staff in their areas of responsibility.
  - c. Conduct safety inspections independent of the Safety Coordinator in their areas of responsibility. Provide reports of findings and recommendations to the Safety Coordinator for follow-up actions.
  - d. Review all accident/incident reports and results of all self-assessments and annual METR reports for the purpose of assisting the Safety Coordinator in tracking corrective actions to completion.