

# Occupational Safety and Health Protection for Federal Employees

The Occupational Safety and Health Act of 1970, Executive Order 12196, and Title 29 Code of Federal Regulations part 1960 require the heads of federal agencies to establish programs to protect their employees from occupational safety and health hazards.

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The designated safety and health official for the National Institutes of Health is

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Director, Office of Research Services  
Building 31, Room 4B54

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## Responsibilities of management are as follows:

1. To comply with safety and health standards issued under Section 6 of the Occupational Safety and Health Act of 1970, or develop alternate standards.
2. To develop procedures for responding to employee reports of unsafe and unhealthful working conditions.
3. To furnish approved personal protective and other safety equipment and enforce compliance with requirements for its use.
4. To inspect all workplaces at least annually with employee representatives and supervisors responsible for the workplaces.
5. To establish and enforce procedures to assure that employees are not subjected to restraint, interference, coercion, discrimination, or reprisal for exercising their rights under the provisions of the Occupational Safety and Health Program of the Department of Health and Human Services and its suborganizations.
6. To ensure that notices of serious unsafe or unhealthful working conditions found during Inspections are posted near the locations where the conditions exist.
7. To establish procedures for the elimination of hazardous conditions, and to inform exposed employees of the plans for elimination the hazards. Imminent danger hazards will be corrected promptly.
8. To establish and maintain a management information system to record occupational accidents, injuries, illnesses, and their causes. The data contained in this system will be used to develop annual summaries of injuries, illnesses and useful preventive data. Summaries will be posted for a minimum of 30 days.
9. To establish and provide occupational safety and health training programs for employees as appropriate.
10. To establish occupational safety and health committees.

## Responsibilities of employees are as follows:

1. To comply with occupational safety and health standards, rules, regulations and orders issued by the Department of Health and Human Services and its suborganizations which are applicable to their actions and conduct.
2. To use personal protective and other safety equipment provided for their protection.
3. To report all work-related accidents and illnesses to their supervisors.

## Rights of employees and their representatives are as follows:

1. Employees shall be authorized and granted official time to participate in the Occupational Safety and Health Program.
2. Employees shall have access to safety manuals and records covering occupational safety and health standards and injury and illness statistics.
3. Employees shall be afforded the opportunity to comment on alternate occupational safety and health standards proposed by the Department of Health and Human Services and its suborganizations.
4. Employees shall have the right to report unsafe or unhealthful working conditions and to request to appropriate officials that safety and health Inspections be conducted.
5. Additional information pertaining to the Occupational Safety and Health Program, its standards and procedures, the Federal Law, and other information on safety and health shall be available for review by employees through the NIH Division of Occupational Health and Safety.

Division of Occupational Health and Safety..... (301) 496-2960  
Division of Emergency Preparedness... (301) 496-1985  
To report an emergency (on campus)..... 911  
Using a TTY.....(301) 496-0063  
To report an emergency (off campus).....9-911  
Division of Environmental Protection.....(301) 496-3537  
Division of Radiation Safety.....(301) 496-5774  
Occupational Medical Service.....(301) 496-4411

## To report unsafe acts or conditions notify:

- Your supervisor
- The NIH Division of Occupational Health and Safety (301-496-2960)
- NIH Occupational Safety and Health Committee Executive Secretary (301-496-3353)
- NIH BioSafety Committee Executive Secretary (301-496-3353)
- NIH Radiation Safety Committee Executive Secretary (301-496-5774)

## Discrimination

*Employees who exercise their rights under the provisions of the Occupational Safety and Health Program shall be protected from discrimination, restraint, interference, coercion or reprisal.*

**For additional information on Occupational Safety and Health at the NIH, please refer to Manual Issuance chapter #1340- Occupational Safety and Health Management.**