



DEFENSE INFORMATION SYSTEMS AGENCY

P. O. BOX 549
FORT MEADE, MARYLAND 20755-0549

DISA INSTRUCTION 220-15-3*

JUL 11 2014

ADMINISTRATION

Safety and Occupational Health

1. **Purpose.** This Instruction prescribes policy and assigns responsibility for safety and occupational health (SOH). It details guidance for an effective SOH program to reduce mishap and injuries and to establish Agency mishap reporting requirements.
2. **Applicability.** This Instruction applies to military and civilian employees at all DISA activities.
3. **Authority.** This Instruction is published in accordance with the authority contained in DoD Instruction 6055.1, DoD Safety and Occupational Health (SOH) Program, 19 August 1998.
4. **Definitions.**
 - 4.1 **DoD Mishap.** An unplanned event or series of events that results in damage to DoD property; occupational illness to DoD personnel; injury to on- or off-duty DoD military personnel; injury to on-duty DoD civilian personnel; damage to public or private property; or injury or illness to non-DoD personnel caused by DoD activities.
 - 4.2 **Imminent Risk.** Conditions or practices in any workplace or operational area that pose a danger that reasonably could be expected to cause death or permanent total disability, significant mission degradation, system loss, or major property damages before such danger could be eliminated through normal procedures.
 - 4.3 **Hazard.** Any real or potential condition that can cause injury, illness, death to personnel, or damage to or loss of property, mission degradation, or damage to the environment.
 - 4.4 **Environmental Health Hazard.** Hazard caused by a situation or state of events in the surrounding environment that may adversely affect a person's health.
 - 4.5 **Occupational Health Hazard.** Hazard to an employee that is directly related to a work task.
 - 4.6 **Abatement.** To eliminate or reduce a hazard.
5. **Policy.** Each employee shall be provided a place of employment free from recognized hazards that cause or are likely to cause death or serious physical harm.

6. Actions to Ensure Successful SOH. Successful SOH requires sustained management involvement with an emphasis on a consistent level of safety awareness by all employees. Management involvement must be centered on early mitigation of unsafe conditions before being forced to do so by injuries (i.e., initiate preventive measures versus reactive measures). The following actions will ensure successful SOH:

6.1 All work operations shall be analyzed to prevent injury or illness through a supervisory review.

6.2 Prompt investigation of workplace accidents shall be conducted.

6.3 Prior accidents shall be reviewed for evidence of trends to determine problem areas, draw conclusions, and make recommendations for the correction of faults revealed in the analysis.

6.4 Corrective actions shall be taken and a follow-up review conducted.

6.5 Employees shall be trained on all required safety procedures and those procedures enforced.

6.6 Employees shall be provided with incentives and desired behavior in all areas rewarded.

7. Responsibilities.

7.1 Director for Manpower, Personnel, and Security (MPS). The Director, MPS, is responsible for administration of the SOH program for the Agency and will:

7.1.1 Serve as the primary focal point for all Agency safety and health concerns.

7.1.2 Oversee the functions of the Chief, Quality of Work Life Office.

7.1.3 Implement program evaluations of all Agency facilities to verify local program effectiveness and ensure compliance with all required safety and health regulations.

7.1.4 Serve as the designated official for the DISA Headquarters Occupant Emergency Plan (OEP).

7.2 Principal Directors, Directors, Commanders, and Chiefs of Major Organizational Elements at DISA Headquarters. These individuals will:

7.2.1 Ensure Agency policy related to areas of safety and health is implemented and adhered to at all levels of their organization.

7.2.2 Appoint, in writing, a primary and alternate collateral duty Safety and Health Administrator (SHA) at the directorate level. (Appointment letter is to be provided to the Chief, Quality of Work Life Office, within 10 business days of appointment.)

7.3 Commanders and Chiefs of DISA Combatant Commands and Field Offices.

These individuals will:

7.3.1 Serve as the principal SOH officials locally and fully implement Agency policy related to areas of safety and health throughout all organizations under their authority.

7.3.2 Appoint, in writing, a primary and alternate collateral duty SHA for activities without a full-time SOH professional. (The appointment letter is to be provided to the Chief, Quality of Work Life Office, via the directorate SHA within 10 business days of appointment.)

7.3.3 Ensure appointed collateral duty SHAs attend a formal training course within 6 months after appointment.

7.3.4 Provide sufficient funds, as appropriate, for SOH, to include training for the appointed SHAs and procuring promotional materials.

7.3.5 Ensure the training and education of all personnel to safely perform their duties.

8. Duties.

8.1 Chief, Quality of Work Life Office (QWL). As the senior Agency SOH professional, the Chief, QWL, administers SOH program across the entire spectrum of Agency missions. The Chief, QWL, will:

8.1.1 Serve as technical expert for SOH matters throughout all Agency activities.

8.1.2 Develop and revise Agency SOH instructions and guidance.

8.1.3 Perform recurring program evaluation and safety assistance visits of DISA field activities.

8.1.4 Analyze accident reports and provide status and trend reports to the Director, DISA, and staff.

8.1.5 Maintain, manage, and track the records of employee workplace injuries and illnesses, along with events of government property damage throughout the Agency.

8.1.6 Implement the DISA Headquarters OEP.

8.1.7 Develop safety and health education, training, and promotion programs.

8.2 Directorate Safety and Health Administrator (SHA) at DISA Headquarters (HQ).

An SHA at a DISA HQ will:

8.2.1 Serve as the directorate SOH point of contact (POC) for all HQ and field-level activities.

8.2.2 Coordinate actions of all DISA field activity SHAs.

8.2.3 Respond to quarterly (and unscheduled) tasks regarding SOH implementation at all DISA field activities.

8.2.4 Request technical assistance regarding field activity SOH matters from the DISA HQ safety office, when required.

8.3 Safety and Health Administrator (SHA) at a DISA Field Activity. An SHA at a field activity is appointed to function as the local SOH POC when a full-time SOH professional is unavailable or requires assistance. The SHA position is not intended to be a full-time function, and all SHA actions will be directed by the DISA HQ safety office at Fort Meade, Maryland. These individuals will:

8.3.1 Review this Instruction as soon as possible after an initial appointment.

8.3.2 Complete a formal training course within 6 months of appointment to provide familiarization with workplace hazards, terminology, and safety program areas and, in advance of formal course attendance, complete the prescribed suite of computer-based training within 1 month of appointment.

8.3.3 Maintain copies of all DISA Forms 643: Employee's Report of Unsafe or Unhealthful Working Conditions, or other formal employee hazard reports provided by supervisors. (All formal employee hazard reports are to be entered on the DISA Employee Hazard Report Log and tracked to completion.)

8.3.4 Assist supervisors with employee mishap investigations and ensure the report is entered into the Agency Incident Reporting System (IRIS) within 7 days of the incident. (The information entered into IRIS will serve as the official incident report. [The SHA may choose to allow the supervisor to complete the report on the legacy DISA Form 73: Mishap Report, and transfer the report data to IRIS themselves.]

8.3.5 Document all calendar year recordable mishaps on the Occupational Safety and Health Administration (OSHA) Form 300: Log of Work-Related Injuries and Illnesses, and post the annual summary on the OSHA Form 300A: Summary of Work Related Injuries and Illnesses, each year from 1 February through 30 April in a place visible to all employees.

8.3.6 Coordinate and ensure the completion of a facility safety inspection once each year.

8.3.7 Maintain a written emergency evacuation plan and ensure a facility evacuation has been exercised or performed at least once each year. (In most cases, the local fire department will facilitate the completion of an annual evacuation drill.)

8.3.8 Maintain all safety program management data required in implementation of the local SOH. (Data may be maintained electronically or hard copy.)

8.3.9 Ensure required SOH information is posted in a conspicuous location viewable by all employees and updated, as appropriate. (This information includes the name and means to contact the SOH representative, applicable regulations, and employer and employee responsibilities. This requirement may be met by the use of Department of Defense (DD) Form 2272: Department of Defense Occupational Safety and Health Poster Personnel, or other approved means.)

8.3.10 Coordinate with the directorate SHA in response to quarterly (and unscheduled) taskings regarding local SOH implementation.

8.3.11 Request technical assistance regarding SOH matters from local host support and/or the DISA HQ safety office, when required.

8.3.12 Assist external teams during official inspections and evaluations of the local SOH program.

8.4 Supervisors and Managers. Supervisors and managers are responsible for the safety of civilian employees and military service members under their direct control. These individuals will:

8.4.1 Assure all employees are aware of, and comply with, the safety requirements of their duties. (To accomplish this, a step-by-step identification of the hazards associated with a particular task, known as a Job Hazard Analysis (JHA), is to be completed. Assistance may be obtained from knowledgeable employees assigned to perform the specific activity, when completing the JHA.)

8.4.2 Provide informal training for personnel in the safe performance of their duties and ensure personnel receive formal safety training, when required. (Initial and recurring safety and health training is to be documented on a DISA Form 227: Employee Safety and Health Record.

8.4.3 Conduct routine informal safety inspections of work areas in their area of responsibility.

8.4.4 Coordinate with the appointed collateral duty SHA or full-time SOH professional to conduct quarterly safety inspections of their work areas.

8.4.5 Conduct investigations of all instances of employee mishap and/or government property damage and document the results in the Agency IRIS within 7 days after incident. (The information entered into IRIS will serve as the official incident report.)

8.4.6 Promptly investigate all employee reports of unsafe and unhealthful working conditions and respond to the report within 10 days. (If the report is made in a formal letter or on a DISA Form 643: Employee's Report of Unsafe or Unhealthful Working Conditions, the response must be provided in writing. Copies of the DISA Form 643 or any formal employee hazard reports are to be immediately forwarded to the collateral duty SHA or full-time SOH professional.)

8.4.7 Initiate actions to abate all recognized hazardous conditions in their areas of responsibility.

8.5 Contracting Officer's Representatives (COR). A COR is responsible for ensuring contractors under their surveillance comply with all federal, state, and local safety and health regulations when working in government-owned facilities and government-controlled work sites. These individuals will:

8.5.1 Conduct investigations of all instances of contractor mishaps and/or government property damage and document the results in the Agency IRIS within 7 days after incident. (The information entered into IRIS will serve as the official incident report.)

8.5.2 Promptly investigate all contractor reports of unsafe and unhealthful conditions in government-owned and government-controlled work sites and respond to the report within 10 days. (If the report is made in a formal letter or on a DISA Form 643: Employee's Report of Unsafe or Unhealthful Working Conditions, the response must be provided in writing. Copies of the DISA Form 643 or any formal contractor hazard reports are to be immediately forwarded to the collateral duty SHA or full-time SOH professional.)

8.5.3 Initiate actions to abate all recognized hazardous conditions in government-owned facilities and government-controlled work sites where contractors are located.

8.6 Civilian Employees and Military Service Members. These individuals will:

8.6.1 Perform their duties in a safe manner and comply with all Agency safety and health policies.

8.6.2 Notify their immediate supervisor of all incidents of workplace mishaps or government property damage, as soon as practicably possible after the event.

8.6.3 Identify and formally or informally report unsafe conditions in the workplace to their immediate supervisor. (Formal hazard reports may be completed on a DISA Form 643: Employee's Report of Unsafe or Unhealthful Working Conditions.)

8.6.4 Request and receive all training necessary to safely perform their duties before starting the activity.

9. Personnel Rights and Protection Against Reprisal. DISA employees have the right to participate in an SOH program without threat of discrimination or reprisal. Employee rights include access to Agency SOH policies, instructions, and accident statistics. Employees also have the right, and are strongly encouraged, to decline duty, if that duty poses an imminent risk of death or serious physical harm (nonmilitary unique only). When there is a concern that an act of discrimination or reprisal has taken place, the use of the Service's Inspector General channels are appropriate for military complaints. Civilian employees covered by an exclusive representative (labor union) may use the Equal Employment Opportunity Office procedure or the negotiated grievance procedure. Civilians may also initiate complaints through applicable administrative grievance procedures.

10. Retention of Records. All records, logs, and other information relating to a workplace injury, illness, or event of government property damage will be retained by the SHA, full-time SOH professional, or DISA HQ safety office for at least 5 years following the end of the fiscal year in which the incident was recorded.

11. Program Evaluations. Program evaluations help determine the effective implementation of the local SOH program. The DISA HQ safety office will conduct on-site program evaluations at DISA field activities at least once every 2 years. Program evaluations will focus on management leadership, accident reporting and recordkeeping, hazard prevention and control, emergency preparedness, safety and health training, and facility safety inspections.

12. Workplace Inspections.

12.1 All DISA facilities will receive a formal facility inspection at least annually under the direction of a full-time SOH professional. Field activities will forward inspection reports to the DISA HQ safety office upon completion. All inspection reports are due by the first week of October at the end of the prior fiscal year.

12.2 The annual inspection may be conducted under a host and/or tenant agreement. Where no host support is available, the DISA HQ safety office will schedule an on-site visit or the field activity SHA will conduct the inspection with specific direction from the DISA HQ safety office.

12.3 Supervisors shall perform routine informal safety inspections of their assigned areas and ensure identified discrepancies are corrected as soon as possible to prevent workplace injury or illness.

13. Mishap Reporting and Recordkeeping.

13.1 All DoD mishaps involving injury or illness to employees and/or government property damage, regardless of the extent of injury or damage costs, will be reported and tracked. The official repository for all Agency mishaps is the Agency Incident Reporting System (IRIS). The IRIS Web site may be accessed at <https://cmis.disa.mil/hr/safety/iris/home.cfm>.

13.2 DoD mishaps that are deemed work-related and recordable under the criteria of the Occupational Safety and Health Administration Standard 29 Code of Federal Regulations (CFR) 1904 will also be tracked on the OSHA Form 300: Log of Work-Related Injuries and Illnesses.

13.3 DoD mishaps that meet the criteria of recordable include death, days away from work (excluding the day of mishap), restricted work or transfer to another job, medical treatment beyond first aid, loss of consciousness, or a significant injury or illness diagnosed by a physician or other licensed health care professional. (Specific injuries and illness are listed in 29 CFR 1904(b)(7).)

13.4 A supervisor or COR, where appropriate, will enter details of DoD mishaps into IRIS within 7 days of the incident. A COR will immediately notify the contracting officer of contractor mishaps. The contracting officer will notify the contractor's employer of any mishaps. An SHA at DISA field activities may allow supervisors and CORs to complete the legacy DISA Form 73: Mishap Report, and transfer the report data to IRIS themselves.

13.5 Upon receipt of newly created IRIS reports, the DISA HQ safety office will make the final determination as to which DoD mishaps are work-related and recordable. An SHA at a DISA field activity will annotate all recordable DoD mishaps on the locally maintained OSHA 300 log.

13.6 A DISA field activity SHA will compile the list of all calendar year recordable DoD mishaps on the OSHA 300 log and report the results on the OSHA Form 300A: Summary of Work Related Injuries and Illnesses. Upon completion, the OSHA Form 300A is to be posted each year from 1 February through 30 April in a conspicuous location accessible to all employees.

13.7 Immediately upon the occurrence of an employment accident or illness resulting in a fatality or the hospitalization of three or more DISA employees, the Director of the activity experiencing the loss shall notify the DISA HQ safety office at (301) 225-1499 (DSN 375) as soon as possible. When an incident has occurred in the continental United States, DISA shall notify the area director of the nearest (from location of incident) U.S. Department of Labor OSHA office, within 8 hours of such an occurrence. In the event of a fatality, the DISA field activity must ensure they speak directly with an OSHA employee; voicemails are not authorized.

14. Accident Investigations.

14.1 Accident investigations will be conducted in accordance with 29 CFR 1960, Subpart D, Inspection and Abatement; Part 1960.29, Accident Investigation; and DoD Instruction 6055.07, Mishap Notification, Investigation, Reporting, and Record Keeping. Accident investigations must focus on determining the "root" cause (i.e., what allowed the accident to occur).

14.2 The supervisor of the individual involved shall conduct the accident investigation, along with assistance from the designated SHA and the employee(s) involved.

14.3 When an accident results in a fatality or the hospitalization of three or more persons, such accidents will be investigated by local host safety office, the DISA HQ safety office, and/or the local area OSHA office. Field activities outside the continental United States will communicate with both the local host safety office and DISA HQ safety office to determine who shall investigate the occurrence.

15. Hazard Abatement and Tracking.

15.1 All DISA personnel have the right under the Occupational Safety and Health Act to report and request inspections of unsafe and/or unhealthful working conditions. Employees may elect

to formally report identified hazards on the DISA Form 643: Employee's Report of Unsafe or Unhealthy Working Conditions. Immediate supervisors will receive hazard reports (oral and written) and will coordinate such reports with the SHA.

15.2 If the hazard cannot be corrected within 30 days, a formal abatement plan must be developed. The abatement plan format shall be developed in accordance with DoD Instruction 6055.1 (authority document). A notice of hazard shall be posted in the immediate area of the hazard until it is corrected.

15.3 The SHA shall log all formal reports of unsafe and/or unhealthy hazards on the DISA Employee Hazard Report Log. The record will be maintained on a fiscal year basis.

16. **Training.** SOH training is required for DISA employees at all levels to meet the requirements of Executive Order 12196, 29 CFR Part 1960, and DoD Instruction 6055.1 (authority document). Training shall be accomplished using all available resources within and outside the federal sector. All formal training shall be documented.

16.1 Senior-level managers must be familiar with the SOH program, as required by the Occupational Safety and Health Act, Section 19; Executive Order 12196; 29 CFR Part 1960; and this Instruction. The Chief, Quality of Work Life Office, shall provide this training, when required.

16.2 Full-time SOH professionals receive annual training, as appropriate, to enable them to successfully perform assigned duties. Training includes formal courses, seminars, conferences, and correspondence courses.

16.3 A SHA will, within the first month of appointment, complete the On-Boarding Safety Tool and prescribed suite of computer-based training located at the Quality of Work Life site at <https://east.esps.disa.mil/disa/org/mp8/default.aspx>. Within 6 months of appointment, the SHA shall attend a formal safety course designed for collateral duty or entry level understanding of SOH program management. Collateral duty SHAs should also receive recurring annual safety training.

16.4 First-line supervisor training will include the aforementioned management items with the addition of a review of supervisory responsibility, hazard recognition and corrective action, accident investigation, and motivation of personnel to perform safely. (The DISA HQ safety office shall present this training.)

16.5 Nonsupervisory employees shall receive periodic, but not less than annual, training in areas that affect their safety and health as relates to their work environment. Newly assigned employees will receive a safety briefing from their supervisor before the initial performance of assigned duties. This briefing will fully describe all hazards and required safety procedures involved with the assigned tasks. Supervisors may direct employee completion of safety-related computer based training and/or formal course attendance to meet this requirement.

17. Occupant Emergency Plan. An occupant emergency plan (OEP) is required to facilitate and organize employer and employee actions during workplace emergencies. Effective plan development and employee training are known to reduce the number and severity of employee injuries and facility damage during emergencies. DISA facilities with more than 10 employees are required to have a written emergency action plan (also referred to as an occupant emergency plan). The plan must be kept in the workplace and made available for all employees to review. DISA facilities with 10 employees or less may communicate an emergency action plan to employees orally.

17.1 The minimum elements of the OEP will include procedures for reporting a fire or other emergency; emergency evacuation, including the type of evacuation and exit route assignments (to be followed by employees who may be required to operate critical operations before they evacuate) to account for all employees after evacuation (to be followed by employees designated to perform rescue or medical duties); and the name or job title of every employee who may be contacted in reference to the plan.

17.2 All employees must be briefed on the contents of the OEP when the employee is newly assigned, when an employee's responsibilities under the plan change, or when the plan is updated. An SHA at a DISA field activity must ensure new employees are briefed on the elements of the OEP either at new employee orientations, by the immediate supervisor, or through other locally developed procedures.

17.3 An evacuation event will be conducted at least once annually to exercise the effectiveness of the OEP. The event may be a scheduled drill or a real-world evacuation, provided that all required elements of the plan are implemented and a majority of building occupants are involved.

18. Occupational and Environmental Health Hazards. The Agency provides all employees with a healthful work environment free from unrecognized and uncontrolled occupational and environmental health (OEH) hazards; such as, chemical, physical, or biological hazards. OEH hazards are identified and controlled through the multifaceted risk management process.

18.1 Industrial hygiene (IH) is a core competency of OEH hazard assessment and is a specialized area that recognizes, evaluates, and controls chronic (longer-term) worker exposures to harmful physical or chemical agents and conditions. Full-time SOH professionals may perform "crossover" initial IH evaluations in the normal performance of their duties. However, only an industrial hygienist, as defined by DoD Instruction 6055.05, will conduct full evaluations of workplace OEH hazards for official purposes.

18.2 OEH hazard management contains the following elements:

18.2.1 Where hazardous activities warrant, IH evaluations conducted in DISA facilities to ensure personnel are not overexposed to recognized physical, chemical, or biological hazards. SOH professionals that have completed IH training may conduct initial evaluations of OEH hazards and make referrals to an industrial hygienist (when required).

18.2.2 Medical surveillance comprising those medical exams required by OSHA, DoD, Executive Order 12196, and Office of Personnel Management standards. These may include preemployment exams, periodic job-related exams, or administrative exams. DISA civilian and military employees that require medical monitoring, based on the hazards associated with their assigned duties, will receive any required medical examination through government-controlled facilities or government-procured medical services.

18.2.3 Immunizations administered, as appropriate, for the prevention of occupational disease.

18.2.4 DISA civilian and military employees afforded the opportunity to use local government-controlled medical facilities for the emergency treatment of injuries or illnesses sustained from workplace OEH hazards. While government health facilities will be the first option during emergencies, civilian employees may opt to seek private medical attention.

18.3 Medical Record Management. DISA personnel shall have access to their own medical records in accordance with 29 CFR, Part 1910, Subpart Z, Toxic and Hazardous Substances; Part 1910.20, Access to Employee Exposure and Medical Records; and DoD Instruction 6055, as a result of required medical surveillance.

19. Ergonomics. Ergonomics is the field of study that seeks to fit the job to the person, rather than the person to the job. It includes the evaluation and design of workplaces, environments, jobs, tasks, equipment, and processes in relationship to human capabilities and interactions in the workplace. DISA activities will minimize or eliminate, to the extent possible, recognized ergonomic hazards where job tasks involve repetitive and prolonged activity, forceful exertion, awkward postures, excessive vibration, and/or material handling.

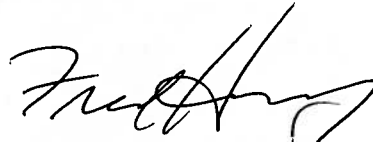
20. Telework Safety. Telework is a part of the Agency's Quality of Work Life program where approved DISA employees work from an alternate worksite; such as, a residence or authorized telework center. An alternate worksite must provide a safe and healthful work environment, similar to the regular worksite. An alternate worksite will be reviewed for safety considerations before employees are officially approved for telework through the following means:

20.1 Employees that request to use a private residence or office as the alternate worksite must complete a self-certification safety checklist before teleworking. The checklist will help to ensure the alternate worksite meets the basic safety requirements of the regular worksite.

20.2 Telework centers and other government-owned alternate worksites will be visited at least once annually by a local SHA or full-time SOH professional to ensure a safe work environment for DISA employees.

21. Occupational Safety and Health Committees. The national level safety and health committee is maintained at DISA HQ in accordance with 29 CFR 1960, Subpart F, Occupational Safety and Health Committees. All DISA field activities with at least 100 employees shall establish a field-level safety and health committee. Field activity safety and health committees function under the direction of the national-level committee. Field activities with less than

100 employees are recommended to maintain a regularly occurring safety meeting to address SOH issues. If established, this meeting shall occur at least semiannually and include an equal number of supervisory and nonsupervisory employees with at least one senior-level official.



FREDERICK A. HENRY
Brigadier General, USA
Chief of Staff

* This DISA Instruction must be reissued, canceled, or certified current within 5 years of its publication date. If not, it will expire 10 years from its publication date and be removed from the DISA issuances postings.

OPR: MPS - disa.meade.mps.mbx.safety@mail.mil

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