



U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

**ORDER  
JO 3900.1B**

Effective Date:  
01/17/2016

**SUBJ:** Flight Inspection Services (FIS) Occupational Safety & Health Program

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This order establishes the FIS Occupational Safety & Health Program and provides the framework and guidance to implement and support the FIS Occupational Safety & Health Management Policy according to:

- 29 CFR 1960, Basic Program Elements for Federal Employees (OSHA);
- FAA Order 3900.19B, FAA Occupational Safety and Health Program;
- ANSI Z10, American National Standard for Occupational Health and Management Systems; and
- BS OHSAS 18001, British Standard Occupational Health and Safety Assessment Series.

FIS is a worldwide leader in aviation; our mission is to ensure evaluation and certification of airspace systems, procedures, and equipment for customers worldwide. FIS also provides for FAA aircraft operations and maintenance at Ronald Reagan Washington National Airport in support of transportation and training requirements for agency and other government entities. The FIS Occupational Safety & Health Program is established to protect FIS employees while fulfilling our mission.

FIS takes the initiative to implement an Occupational Safety & Health Management System (OSHMS) to provide a model that adds value through continually improving Occupational Safety & Health performance, cost avoidance, and regulatory compliance. The OSHMS provides FIS a common framework, language, and values for better communication and response to changing internal and external factors in our work and global environment. The OSHMS uses customized methodologies to identify and replicate successful processes and Best Management Practices (BMP) throughout the FIS organization.

A handwritten signature in black ink that reads "Donald L. Hayden".

*pr* Edward W. Lucke  
Director  
Flight Inspection Services

## Chapter 1. General Information

**1. Purpose of This Order.** This order establishes the policy framework and assigns responsibility for an effective FIS-wide Occupational Safety & Health Program. This order establishes organization wide requirements for the implementation of an FIS Occupational Safety & Health Management System (OSHMS) in conformance with ANSI Z10.

**2. Audience.** Federal and non-Federal FIS employees.

**3. Where Can I Find This Order?** You can find this order on the MyFAA website [https://employees.faa.gov/tools\\_resources/orders\\_notices/](https://employees.faa.gov/tools_resources/orders_notices/) and the Flight Inspection Services KSN <https://ksn2.faa.gov/ajw/Home/avn/bpg/directives/default.aspx>.

**4. Cancellation.** This order cancels JO 3900.1A, Effective 12/21/2012, Flight Inspection Services (FIS) Occupational Safety & Health Program.

**5. Policy.** The employees of Flight Inspection Services are the greatest asset to the organization. The FIS Occupational Safety & Health Program is designed to protect employees from hazards arising from work operations and processes and enhance the FIS mission by integrating safety and health programs into all aspects of the organization. The FIS policy does not supersede or replace the agency's employee safety policy contained in FAA Order 3900.19 B which states:

*“The FAA is committed to providing for the occupational safety and health of employees, preventing accidental loss of material resources, avoiding facility interruptions due to accident or fire, and enforcing a system of formal accountability. The FAA OSH program shall have top management commitment and support. The program shall integrate activities at all levels into FAA day-to-day operations.”*

**a. Recognition.** Mechanisms are provided to identify hazards arising from work operations, processes, and changes in conditions.

**b. Evaluation.** Hazards are identified and risk is assessed.

**c. Control.** Risk of injury or illness is mitigated using a hierarchy of controls.

**d. Compliance.** Federal, state, local, and agency occupational safety & health requirements are identified and managed.

**e. Continual Improvement.** Occupational safety and health performance is monitored, measured, and improved on a continuous basis.

**f. Communication.** Employees are actively engaged in the development and implementation of program elements.

## Chapter 2. Roles and Responsibilities

**1. General.** FIS Management is fully committed to developing, implementing, and improving the FIS Occupational Safety & Health Program to include identifying, requesting, and providing the required resources. Management establishes accountability systems at all employee levels, throughout the organization, to ensure success.

**2. Roles and Responsibilities.** All FIS employees and managers must comply with this order and carry out responsibilities as follows:

**a. Director of FIS.**

(1) Establishes, implements, and maintains the Occupational Safety & Health Management System (OSHMS) and Policy.

(2) Conducts a baseline FIS OSHMS review and continues to conduct management reviews at planned intervals to ensure the suitability, adequacy, and effectiveness of the OSHMS.

(3) Allocates resources to establish, implement, maintain, and improve the OSHMS.

**b. Manager of Safety and Quality Assurance Group.**

(1) Administers the FIS Occupational Safety & Health Program.

(2) Represents the Director for all Occupational Safety & Health issues within FIS and is the point of contact for external regulators, contractors, and consultants.

(3) Delegates OSHMS coordination and management to the FIS Occupational Safety & Health Program Manager.

(4) Ensures that the Occupational Safety & Health Program Manager has the competence and resources to develop and maintain the FIS OSHMS.

**c. FIS Occupational Safety & Health Program Manager.**

(1) Maintains professional skills, proficiency, and certification according to regulations, consensus standards, best management practices, and certification standards.

(2) Provides guidance and professional assistance to FIS Groups on Occupational Safety & Health issues and the FIS OSHMS.

(3) Plans, conducts, and participates in Occupational Safety & Health audits, evaluations, and inspections of FIS offices facilities and property.

(4) Monitors new Occupational Safety & Health legislation and agency orders to ensure the development and implementation of operational controls are planned and executed.

**d. FIS Group Managers.**

(1) Develop Occupational Safety & Health Management Plan(s) and operational controls for Program support within their group.

(2) Ensure their employees have the appropriate level of experience, competence, and training necessary to perform specialized Occupational Safety & Health functions in their job duties.

(3) Report and coordinate contact with external Occupational Safety & Health regulators, federal, state, and local agencies with the FIS Occupational Safety & Health Program Manager.

(4) Contact the Occupational Safety & Health Program Manager immediately in the event of Occupational Safety & Health impacts requiring notification and communication with external parties.

**e. FIS First Line Supervisors.** Execute the requirements of the employee safety program including training and technical instruction.

**f. FIS Employees.** Participate and engage in the development and implementation of occupational safety and health programs.

**g. FIS Safety Committees and Employee Work Groups.** Advise management of safety issues and solutions associated with unsafe working conditions.

### Chapter 3. Program Description

- 1. General.** The overall goal of the FIS Occupational Safety & Health Program is to prevent job related employee injuries and illnesses. This is achieved through the implementation of an organization-wide Occupational Safety and Health Management system.
- 2. Management Leadership and Employee Participation.**
  - a. An OSHMS is established that conforms to a recognized standard.
  - b. An Occupational Safety and Health Policy is documented and disseminated.
  - c. Resources are allocated and accountable to effective implementation of the OSHMS.
  - d. Employees are effectively involved at all levels and phases of the OSHMS.
- 3. Planning.** A process to identify and prioritize issues is established and maintained:
  - a. A baseline and gap analysis of the initial OSHMS in accordance with a recognized standard is established.
  - b. Ongoing reviews of the OSHMS are conducted.
  - c. Methods and tools are established to identify and prioritize issues.
  - d. Occupational Safety and Health Management Plans (OSHMP) are developed and implemented to resolve issues and/or improve working conditions.
- 4. Implementation and Operation.** A means to pursue the objectives from the planning process is established:
  - a. Operational elements are integrated with production and other management systems.
  - b. A hierarchy of controls is utilized when assessing risk mitigation factors.
  - c. Change management processes effectively assess and control risk.
  - d. Processes to prevent, prepare for, and respond to emergencies are established.
  - e. Employee competencies are identified, assessed, and supported by effective training and education programs.
  - f. Communication processes for employee reporting of unsafe conditions and general OSHMS performance are provided.
  - g. OSHMS documentation and recordkeeping is established and controlled.
- 5. Evaluation and Corrective Action.** The OSHMS includes assessment and corrective action tools to improve performance and conformance:
  - a. An audit system is established that includes identification of non-conformance to subscribed standards and corrective action planning.
  - b. Mishaps are investigated to identify root causes and corrective action plans.
- 6. Management Review.** The OSHMS is reviewed and updated periodically.

## Chapter 4. Personnel Training and Qualification

- 1. General.** This section describes procedures for the identification of competency and training requirements to implement the FIS Occupational Safety & Health Program described in this order.
- 2. Full Time Occupational Safety & Health Representatives.** Full time Occupational Safety & Health Representatives that implement or oversee the FIS OSHMS seek and/or maintain competency as a Certified Safety Professional, Certified Industrial Hygienist, or equivalent.
- 3. Part-time and/or collateral duty safety representatives.** Part-time and/or collateral duty safety representatives, including members of safety committees and employee work groups, establish and maintain a fundamental knowledge of applicable OSHA regulations and subject matter.
- 4. Management.** Managers and supervisors:
  - a. Provide resources for employees' Occupational Safety & Health training.
  - b. Ensure training is identified in employee training plans.
  - c. Ensure supervisors and employees discuss training plans in the performance review process.
  - d. Verify that employee training is complete.
- 5. New Employees.**
  - a. Supervisors ensure that new employees are made aware of hazards on the job and how they are to protect themselves from mishap.
  - b. Supervisors do not task an employee until the employee is trained and qualified to perform the task.
- 6. All Employees.** Employees do not conduct operations, jobs, or tasks unless they are trained, qualified, authorized, and assigned by their supervisor.

## Chapter 5. Administrative Information

**1. Distribution.** This order is distributed to FIS managers and available to all FIS employees through email and the Knowledge Services Network (KSN).

**2. Authority to Change This Order.** The Director of FIS has the authority to change this order.

**3. Definitions.**

**a. Audit.** A systematic process for obtaining information and data and evaluating it objectively to determine the extent to which defined criteria are fulfilled.

**b. Employee.** A person who is employed by the organization or by a contractor to the organization when that person is under the day-to-day control of the organization.

**c. Exposure.** Contact with or proximity to a hazard, taking into account duration and intensity.

**d. Hazard.** Condition, set of circumstances, or inherent property that can cause injury, illness, or death.

**e. Hierarchy of Control.** Systematic approach to eliminate, reduce, or control the risks of different hazards. Each step is considered less effective than the one before it.

**f. Inspection.** Activity to identify and assess operating conditions in accordance with a set of prescribed standards.

**g. Issues.** Hazards, risks, management system deficiencies and opportunities for improvement.

**h. Mishap.** Event in which a work-related injury or illness or fatality occurred or could have occurred (regardless of severity).

**i. Occupational Safety and Health Management System.** Set of interrelated elements that establish and support occupational health and safety policy and objectives, and mechanisms to achieve those objectives in order to continually improve occupational health and safety.

**j. Occupational Safety and Health Program.** All-encompassing elements, program areas, and management systems designed to prevent employee injury and illness.

**k. Risk.** Estimate of the combination of the likelihood of an occurrence of a hazardous event or exposures, and the severity of injury or illness that may be caused by the event or exposures.