

CHAPTER 1. GENERAL

1. PURPOSE. This order establishes broad roles, responsibilities, and accountability for operating an Occupational Safety and Health (OSH) Program in the Federal Aviation Administration (FAA). This order assigns requirements of the Occupational Safety and Health Act, Public Law 91-596; Executive Order 12196, Occupational Safety and Health Programs for Federal Employees; and 29 Code of Federal Regulations Part 1960, Basic Program Elements for Federal Occupational Safety and Health Programs. This order implements DOT (Department of Transportation) 1000.17, Administrative Services Policy Functions.

2. DISTRIBUTION. This order is distributed to the director level in the Washington headquarters, regions, and centers; to the division level in the NAS Transition and Integration; to the division level in regional Air Traffic, Flight Standards, Human Resource Management, and Aviation Medical Divisions; to the branch level in the regional Airway Facilities Divisions; to the Environmental, Safety, and Emergency Management and Human Resource Management Divisions at the Aeronautical Center; and the Facilities Services and Engineering and Human Resource Management Divisions at the Technical Center; and a limited distribution to all field offices and facilities.

3. CANCELLATIONS.

a. Order 3900.6A, Occupational Safety Program for Airway Facilities Personnel, dated January 21, 1972.

b. Order 3900.14C, Safety Climbing Equipment at Existing NAS Facilities, dated February 23, 1972.

c. Order 3900.19A, Occupational Safety and Health, dated July 20, 1982.

d. Order 3900.23, Report of AF Occupational Safety Program, dated February 22, 1971.

e. Order 3900.24A, Accident and Fire Reporting, dated February 27, 1976.

f. Order 3900.49, Control of Hazardous Energy During Maintenance, Servicing, and Repair, dated July 17, 1992.

g. Order 3910.2A, Occupational Health Programs, dated January 5, 1973.

h. Order 3910.3A, Radiation Health Hazards and Protection, dated October 19, 1983.

i. Order 3910.5, Asbestos Control, dated February 19, 1986.

4. BACKGROUND. The occupational safety and health regulations of Federal, state, and local governments have become increasingly stringent over the past several years. Effective June 1993, the FAA Executive Board agreed to consolidate the occupational safety and health policy and implementation functions, with realignment of functions to the Office of Environment and Energy (AEE) and the NAS Transition and Integration (ANS).

5. EXPLANATION OF CHANGES. The order has been revised to include:

- a.** New roles and responsibilities to reflect the current FAA organizational structure and assignment of program responsibilities.
- b.** Updated chapters containing program elements necessary to the establishment and implementation of an agencywide occupational safety and health program in accordance with current standards and issuances of the Occupational Safety and Health Administration (OSHA). See paragraph 9, Standards.
- c.** Details on establishing and conducting an occupational safety and health committee have been removed and are now incorporated in a charter available through AEE. See paragraph 10a(2).
- d.** Authority for clearing changes or adding new chapters to this order. See paragraph 7.
- e.** Consolidation of previously separate occupational safety and health orders into this order. For example, FAA Order 3910.3A, Radiation Health Hazards and Protection, and FAA Order 3910.5, Asbestos Control, were canceled, the policies updated, and added to this order as chapters 14 and 15, respectively.

6. FORMS. FAA Form 3900-6, FAA Mishap Report, is included in Chapter 7, Accident Reporting and Investigation, as Figure 7-1.

7. AUTHORITY TO ISSUE CHANGES TO THIS ORDER. The Director of AEE has the authority to add new chapters or change existing chapters after appropriate coordination with stakeholder organizations. The Administrator reserves the authority to establish or change policy, delegate authority, or assign responsibility as necessary.

8. POLICY. This order sets the policy for the framework of the overall agency OSH program.

a. General. 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.

b. Program Management. An OSH program must include, at a minimum, the following elements: program/project planning, forecasting requirements, budgeting, general and specific training, inspections and followup, including abatement, and developing evaluation standards to measure progress.

9. STANDARDS.

a. Occupational Safety and Health Standards. DOT and FAA have adopted the OSHA standards published in 29 CFR Part 1910, "Occupational Safety and Health Standards for General Industry," and 29 CFR Part 1926, "Safety and Health Regulations for Construction." The standards apply to FAA workplaces. Variances from OSHA standards may be sought, as covered in Chapter 2, Workplace Inspections, Abatement Programs, and Variances.

b. Existing FAA OSH Orders. This FAA OSH program and related FAA orders shall be periodically reviewed for currency with OSHA standards and FAA organizational changes. The FAA OSH Program Manager for Policy (OSHMP/P), located in the Office of Environment and Energy (AEE), shall conduct the review. Orders not meeting OSHA standards shall be revised or revoked. For FAA orders found to be inconsistent due to changes in OSHA standards, the most current OSHA standard shall apply.

(1) The OSHPM/P shall attempt to resolve any conflicts with standards of another agency/jurisdiction involving FAA employee operations.

(2) The FAA OSHPM/P shall elevate unresolved conflicts to the FAA's Designated Agency Safety and Health Official (DASHO), and finally to the appropriate DOT office for resolution.

c. Consensus Standards. FAA will apply OSHA standards and other non-FAA regulatory or current industry/consensus standards to equipment, operations, or workplaces. Non-FAA regulatory or consensus standards include, but are not limited to, those published by the American National Standards Institute (ANSI), American Society for Testing and Materials (ASTM), DOT, Environmental Protection Agency (EPA), and National Fire Protection Association (NFPA).

10. OCCUPATIONAL SAFETY AND HEALTH PROGRAM REQUIREMENTS. The FAA OSH Program shall include the following:

a. Program Elements. The elements of an occupational safety and health program include:

(1) A safety and health organization encompassing a comprehensive headquarters, regional, and center program, consistent with this order and with OSHA regulations. (Chapter 3, Safety and Health Organization)

(2) Safety and health committees at the national, regional, and field level. Occupational Safety, Health, and Environmental Compliance Committees (OSHECCOM) were established by charter on March 17, 1996. These committees advise and assist management in implementing and monitoring safety and health programs and provide a forum for information exchange.

(3) Qualified safety and health professionals with equipment, competence, and training available to recognize and evaluate workplace hazards and to suggest means to abate those hazards. (Chapter 4, Professional Qualifications and Training of OSH Staff)

(4) A safety awards program aimed at promoting positive employee response and personal accountability in safety and health activities.

(5) Written policies, programs, and procedures that provide appropriate direction, guidance, and program requirements.

(6) Budgets and plans at each operating level, ensuring appropriate financial and other resources are requested for OSH program implementation and administration.

(7) A safety and health management information system to record and track accidents, injuries, and illnesses. (Chapter 5, Safety and Health Management Information System)

(8) A program to transmit information on pending safety and health legislation or new regulations to appropriate staff; e.g., use of intranet homepages.

b. Training. A comprehensive occupational safety and health training program shall be established to incorporate general and job-specific training based on an individual's duties and the workplace. (Chapter 6, Training and Awareness Programs)

c. Workplace inspection and abatement. Formal facility inspections and informal self-assessments will be conducted annually. Formal procedures for hazard abatement and accident investigations of injuries, incidents, and illnesses will be established. (Chapter 1, General; and Chapter 7, Accident Reporting and Investigation)

d. Measures of effectiveness. Measures to evaluate OSH program effectiveness will be established within the FAA. The OSH program will be audited and evaluated to track its success quantitatively and to identify areas requiring increased attention.

e. Dissemination of occupational safety and health program information. A copy of this order and related headquarters or region/center OSH orders and implementation guidelines shall be made available for inspection to each supervisor, OSHECCOM committee members, employee representatives, and employees. These shall also be made available to the Secretary of Labor or designee upon request.

11. DEFINITIONS.

a. Center refers to the Mike Monroney Aeronautical Center and the William J. Hughes Technical Center.

b. Designated Agency Safety and Health Official (DASHO) is the individual responsible for the management and administration of the safety and health program in the agency, as designated or appointed by the head of the agency. At the headquarters level, the DASHO is the Assistant Administrator for Policy, Planning, and International Aviation, API-1. In the regions and centers, the Regional Administrator or Center Director will appoint a Designated Region/Center Safety and Health Official (DR/CSHO) based on respective region/center needs and preferences.

c. Facility is a single physical location where agency business is conducted or where services or operations are performed. Where distinctly separate activities are performed at a single physical location, each activity shall be treated as a separate establishment. Typically, an "establishment" as used in this order refers to a field activity, regional office, center, installation, or site.

d. Management Representative is a supervisor or management official as defined in a labor management relations program.

e. Region/Center Occupational Safety and Health Manager (ROSHM/COSHM) is the technical person responsible for the employee safety and health program at the regional and center level. The ROSHM/COSHM serves as advisor to the RPMES and management on occupational safety and health issues and is a permanent voting member of the regional or center OSHECCOM.

f. Regional Program Manager for Environment and Safety (RPMES) serves as the regional and center associate program manager in performing the environmental compliance and occupational safety and health program implementation responsibilities and providing implementation guidance for compliance at regional division levels. The RPMES maintains copies of field OSHECCOM minutes and reports and is a permanent, voting member of the regional or center OSHECCOM.

g. Reprisal is any act of restraint, interference, coercion, or discrimination against an employee for exercising rights under E. O. 12196 and 29 CFR 1960 or for participating in the agency's safety and health program.

h. Technically Qualified Safety Personnel:

(1) **OSH Professionals:** safety specialists, safety managers, safety engineers, or industrial hygienists; or equally qualified agency, military, or non-Government personnel who meet the basic qualifications of the above classifications as defined by AHR standards and recommended by the region/center occupational safety and health manager.

(2) **Collateral Duty Safety and Health (CDSH) Personnel:** personnel having sufficient OSH training and experience to perform general workplace safety inspections.

12. RESPONSIBILITIES OF HEADQUARTERS OFFICES.

a. The Operations Center (ADA-30) in the Office of the Deputy Administrator shall notify the OSHPM/P within 4 hours of all incidents covered by OSHA reporting requirements. These incidents include fatalities and/or when three or more employees are involved in an accident and hospitalized on an in-patient basis.

b. The Assistant Administrator for Policy, Planning, and International Aviation (API) shall:

(1) Serve as the DASHO to assist the Administrator in ensuring a comprehensive OSH program for FAA employees.

(2) Develop agency OSH policies, issue directives, and make recommendations.

(3) Initiate programs and actions to ensure compliance with applicable standards, policies, and requirements.

(4) Serve as a member of the FAA National OSHECCOM as defined in the OSHECCOM Charter. Also, act for the Administrator in interdepartmental safety and health matters.

c. The Office of Environment and Energy (AEE) within API shall:

(1) Establish OSH program policies consistent with OSH regulations and standards.

(2) Review guidelines and directives produced by other FAA organizations to implement OSH policies.

(3) Serve as FAA's focal point for OSH policy issues for internal and external organizations, and provide OSH program liaison services for the FAA. Serve as the official point of contact for all OSH Freedom of Information Act (FOIA) inquiries. Provide these services for interactions with OSHA, National Institutes for Occupational Safety and Health (NIOSH), Environmental Protection Agency (EPA), the unions, and other regulatory or advisory agencies.

(4) Interpret OSHA regulations and industry/consensus standards.

(5) Conduct OSH program oversight assessments throughout the agency. (Chapter 8, Evaluation of the OSH Program.)

(6) Identify the training required to comply with all Federal Occupational Safety and Health and Environmental Compliance regulations, and provide a general definition of who should receive the training.

(7) Sponsor and oversee the FAA OSHECCOM as identified in the OSHECCOM Charter.

(8) Provide AEE budget needs to ANS and participate in budget discussions, as appropriate, to provide clarification of these needs for the national FAA Occupational Safety and Health Program.

(9) Develop and administer the FAA OSH Mishap Reporting and Safety Management Information System (SMIS), including trend analysis and data tracking.

(10) Track and initiate appropriate action for all employee allegations of discrimination, reprisal, or restraint as a result of his or her participation in the FAA Occupational Safety and Health Program.

d. The Office of the Chief Counsel (AGC) shall:

(1) Provide top management commitment and support of the OSH program per E.O. 12196.

(2) Determine the legal sufficiency of FAA occupational safety and health contracts, procedures, and correspondence.

(3) Provide legal advice and guidance on OSH implementation and compliance issues.

e. All Associate/Assistant Administrators shall:

(1) Provide top management commitment and support for the OSH program.

(2) Implement OSH policies within their respective organizations.

(3) Ensure that Washington headquarters and regional subordinate managers are aware of OSH requirements with which they must comply, and that they implement the agency OSH policies.

(4) Ensure adequate funds and resources are requested to comply with applicable OSH policies and regulations, such as training, travel, personal protective equipment (PPE), etc. These requests should be made according to the 2500 budget series orders.

(5) Ensure that their policies, procedures, and directives are updated as new occupational safety and health policies are issued.

(6) Designate an OSH person (as defined in paragraph 11h) for their respective line of business (LOB) who will serve as the point of contact to coordinate OSH issues with ANS and assist in the implementation of the agency OSH program.

(7) Ensure that OSH training needs are identified and addressed.

(8) Ensure that written procedures are in place to protect employees from discrimination, reprisal, or restraint as a result of their participation in the FAA Occupational Safety and Health Program.

f. The Assistant Administrator for Financial Services (ABA) shall ensure that the agency's budget request includes adequate funding for OSH program needs.

g. The Assistant Administrator for Human Resource Management (AHR) shall:

(1) Serve as the agency's focal point for the Office of Workers' Compensation Program (OWCP), including claims processing, case management, and reassigning workers on light duty assignments.

(2) Ensure that all FAA OSH policies, training, and procedures are compatible with established labor and employee practices and meet regulatory requirements.

(3) Ensure that all FAA OSH program policies are consistent with affirmative action employment programs for minorities, physically challenged, veterans, and other special emphasis groups.

(4) Ensure that OWCP information is coordinated with OSH program managers and the Federal Air Surgeon for the purpose of measuring program effectiveness for setting program priorities.

(5) Ensure that position descriptions and employment standards accurately and specifically reflect the use of PPE, training requirements, participation in medical monitoring programs, and an ability to perform safely those duties that could affect the employee's safety and health.

(6) Make hazardous duty pay and environmental differential pay determinations, in coordination with AEE, ANS, and AAM personnel, based on hazard assessment, AHR polices, OSHA standards, and OPM regulations (if applicable).

(7) Ensure that funds are requested to administer the Workers' Compensation Program.

(8) Ensure that management and supervisory position descriptions reflect safety responsibilities and that performance reviews measure performance in meeting occupational safety and health requirements in accordance with OSHA standards.

h. The Associate Administrator for Research and Acquisitions (ARA) shall:

(1) Ensure compliance with all standards, as identified in paragraph 9, in the design and acquisition of emerging and deployed systems/equipment and real property management.

(2) Develop procedures to incorporate the most current version of the standards referenced in paragraph 9 into the requirements documents, requests for offer, FAA acquisition management system documents, contracts, designs, and acceptance testing protocols. Integrated product teams (IPT) and product teams (PT) shall include ANS as an extended team member in their program plans.

(3) Ensure designs apply human factors, practices, and principles and reflect concerns such as, but not limited to, minimizing employee exposures, hazardous component disposal, and safe operations and maintenance by using a life cycle and systems safety approach.

(4) Establish agencywide procedures to include compliance with all standards as identified in paragraph 9 of this order.

(5) Identify and ensure correction of OSH issues and concerns for FAA's national headquarters [Federal Office Building (FOB 10A)] and coordinate with ANS as necessary.

(a) Appoint and train collateral duty safety personnel for FOB 10A to support the agency OSH program.

(b) Implement OSH policies within FOB 10A.

i. The Office of Aviation Medicine (AAM) shall:

(1) Provide medical evaluations, monitoring, and support as required by policy.

(2) Provide policy development technical support to the Office of Environment and Energy.

(3) Make recommendations on OWCP injury claims and light duty assignments.

(4) Develop procedures to maintain occupational safety and health medical surveillance records in accordance with OSHA regulations and FAA policy.

(5) Ensure that adequate funds are requested to administer the medical surveillance programs that are required by OSHA.

(6) Ensure that appropriate medical surveillance information is coordinated with OSH program managers.

j. The NAS Transition and Integration Program (ANS) within the Airway Facilities Service (AAF) shall:

(1) Manage, coordinate, and direct the implementation of the FAA OSH program across lines of business/staff office boundaries.

(2) Request, allocate, and budget for all prioritized Facilities and Equipment (F&E) OSH requirements necessary for program implementation and management. Include all areas appropriate for F&E funding across lines of business and staff offices in accordance with the 2500 budget series orders.

(3) Develop guidance and planning documents to implement the FAA OSH program.

(4) Identify and prioritize requirements for all FAA OSH training. Assist the Resources Management Program (AFZ) in developing training.

(5) Provide technical support to ensure that OSH considerations are included in the life cycle management process.

(6) Provide technical assistance as appropriate to appropriate AF organizations to ensure that OSH guidance is included in AF technical and maintenance orders and related publications.

(7) Provide technical support in the development of Acquisition Management System (AMS) implementation procedures to incorporate all standards into requirements documents, contracts (including pre-contract awards), designs, and acceptance testing protocols.

(8) Provide technical support in the development of AMS requirements documents that reflect concerns such as, but not limited to, minimizing employee exposures, hazardous component disposal, safe operations/maintenance, system safety, and human factors.

(9) Provide technical assistance as needed to all national headquarters, regional, and center organizations on OSH implementation issues.

(10) Provide periodic updates to national headquarters management on OSH program progress, potential problems, and trends.

(11) Provide technical assistance as needed to headquarters building management on matters dealing with the safety and health of headquarters personnel.

(12) Provide technical or programmatic advice and/or assistance to ARA for OSH issues related to FOB 10A as necessary.

k. The Spectrum Policy and Management Program (ASR) within AAF shall:

- (1) Serve as the agency focal point for information about ionizing and nonionizing radiation emission characteristics of all FAA-owned or -leased equipment.
- (2) Coordinate with ANS in evaluating potential health hazards associated with employee exposure to radiation emissions from FAA-owned or -leased equipment.
- (3) Assist AEE in developing and revising policy on employee exposure to radiation hazards related to FAA-owned or -leased equipment.
- (4) Incorporate radiation safety into frequency spectrum engineering practices and when developing telecommunications and network planning.
- (5) Ensure funds are requested to conduct surveys, training, and special studies.
- (6) Ensure Frequency Management Officers schedule periodic radiation surveys and coordinate the scheduled and special request surveys with the RPMES's and/or ROSHM's/COSHM's.

l. The Resources Management Program (AFZ) within AAF shall:

- (1) Serve as the agency's primary focal point for development, execution, and tracking of centralized OSH training across the lines of business in accordance with priorities set by ANS.
- (2) Ensure funds are requested for OSH training requirements.

13. RESPONSIBILITIES OF THE REGIONS AND CENTERS.

a. Regional Administrators, AXX-1; Director, Mike Monroney Aeronautical Center (AMC-1), and Director, William J. Hughes Technical Center (ACT-1) shall:

- (1) Provide top management commitment and support for the OSH program, to include the enforcement of safety regulations.
- (2) Ensure that the Centers' (AMC and ACT responsibility only) programs address OSH requirements in the planning, funding, and operation process.
- (3) Incorporate applicable OSH requirements into specifications as well as contracts for inspection, construction, maintenance, and replacement of airway systems, facilities, and equipment; and acquisition of goods and services.
- (4) Designate an executive level safety and health official as the DR/CSHO based on respective region/center needs and preferences.
- (5) Ensure adequate funds and resources are requested to comply with applicable OSH policies and regulations like training, travel, and PPE. These requests should be made through the appropriate line of business and according to the 2500 budget series orders.
- (6) Provide OWCP information to ROSHM's/COSHM's and regional flight surgeons for accident prevention purposes.

(7) Incorporate OSH requirements into existing and future technical training courses provided by the Aeronautical Center. (AMC responsibility only.)

b. Regional Airway Facilities Division Manager, AXX-400, Facility Management Program Director, AMP-1, and Facilities Services and Engineering Program Director, ACT-600 shall:

- (1) Provide top management commitment and support for the OSH program.
- (2) Manage and coordinate the implementation of the region/center OSH program across division/staff office boundaries to include planning and funding functions, as applicable.
- (3) Assist division/staff offices in implementing the OSH program in their organizations.
- (4) Ensure region/center resource requirements for OSH programs identified by all divisions are submitted to ANS.
- (5) Provide an adequate number of technically qualified staff to support the region/center OSH program.
- (6) Ensure procedures are in place to respond to employee reports of imminent danger or other immediate hazard concerns to protect employee safety. (Chapter 9, Reports by Employees on Hazardous Conditions)
- (7) Ensure that written guidance and procedures are in place to expedite the notification of safety-related accidents, fatalities, and incidents to the emergency operations center or facility.

c. Regional Flight Surgeons (AXX-300) shall:

- (1) Implement medical surveillance requirements in their region or center in accordance with this order and any written guidance provided by stakeholders; e.g., ANS.
- (2) Ensure that funding for occupational medical services, including periodic medical monitoring, is addressed in the budgetary review process or elevated to the National Occupational Medicine Surveillance Program Oversight Team (NOMSPOT) in accordance with paragraph 1206.
- (3) Ensure that occupational medical monitoring services are provided to all FAA employees who have been determined by AXX-400 as meeting regulatory requirements for inclusion in the region/center medical surveillance program. When there is a disagreement on the criteria or indications for examinations, the issue shall be resolved in accordance with the region/center OSH program and AAM guidance.
- (4) Review available industrial hygiene exposure monitoring and/or related job hazard analyses prior to providing medical services.
- (5) Coordinate changes to the region/center medical surveillance program with AAM and AXX-400.
- (6) Provide AXX-400 with the results of employee medical monitoring for use in determining procedures to take to eliminate employee exposure to toxic and hazardous materials.

d. All Regional and Center Division Managers shall:

- (1) Provide top management commitment and support for the agency OSH program.
- (2) Implement OSH policies within their respective organization.
- (3) Ensure that adequate funds and resources are requested in order to comply with applicable OSH policies and regulations like training, travel, and PPE. These requests should be made through the appropriate line of business and according to the 2500 budget series orders.
- (4) Ensure all divisional programs and projects address current OSH requirements.
- (5) Designate a representative as a contact point to work with the ROSHM/COSHM on OSH issues.
- (6) Require supervisors to identify employee OSH training needs and provide input during the annual budget formulation.
- (7) Provide appropriate representation and participation in the regional OSHECCOM.
- (8) Appoint and train collateral duty safety personnel to assist in OSH program responsibilities.

14. RESPONSIBILITIES OF ALL FAA SUPERVISORS AND EMPLOYEES.

a. All Supervisors shall:

- (1) Ensure that workplaces are inspected to identify and correct hazards and that completed job safety analyses (JSA) are available for appropriate work practices. Ensure that the results of the inspections and JSA's are documented and maintained in accordance with OSHA standards.
- (2) Ensure that all employees are trained in safety awareness and in safety precautions appropriate for their assigned tasks. Ensure the training records are documented and maintained in accordance with OSHA standards.
- (3) Enforce safety rules and regulations and require the use of PPE when its use is dictated by job requirements.
- (4) Ensure that accidents are investigated and that reports are completed to determine why they occurred. (Chapter 7, Accident Reporting and Investigation)
- (5) Utilize the safety committee, collateral duty, and other occupational safety and health personnel as a source of advice and assistance.
- (6) Ensure that all work-related injuries and illnesses are reported in accordance with prescribed procedures.
- (7) Ensure annual inspections are conducted and documented.
- (8) Provide commitment to the safety and health program.

b. All FAA Employees shall:

(1) Observe safe work practices, including the use of PPE, and comply with FAA and OSHA safety and health policies and standards.

(2) Promptly report unsafe and/or unhealthful working conditions, situations, work-related injuries, illnesses, and accidents to supervisors. (Chapter 9, Reports by Employees on Hazardous Conditions)

(3) Attend applicable OSH-related training sessions and committee meetings and comply with medical surveillance requirements.

(4) Provide commitment to the safety and health program.

15-199. RESERVED.

