

### CHAPTER 3. SAFETY AND HEALTH ORGANIZATION

**300. GENERAL ORGANIZATION.** An effective safety and health organization shall provide the roles, responsibilities, and authorities necessary to furnish each FAA worker with conditions of employment and a workplace free from recognized hazards. The organizational roles, responsibilities, and authorities shall be specified and implemented and periodically reviewed and revised as necessary.

**a. Communications.** Safety and health responsibilities must be defined in a formal statement and communicated so that managers, personnel, and safety and health staff understand their responsibilities.

**b. Formal Organization Systems.** Job descriptions of safety and health personnel shall clearly delineate responsibilities and reflect existing duties. Safety and health performance measures shall be job specific, and staff functional performance shall be evaluated during performance reviews.

**c. Staffing.** Full-time and collateral safety and health personnel shall be assigned to execute the safety and health program adequately. The operation unit's total safety and health mission, goals, and objectives must be considered in determining the required number of personnel.

**301. REGION/CENTER SAFETY AND HEALTH PROGRAM.** Each region/center organization's safety and health program will have standard safety and health program functions and tasks as part of the normal daily routine. The elements of a comprehensive safety and health program shall include:

**a.** Principal staff advisors, consultants, and coordinators for planning, organizing, directing, and evaluating region/center safety and health efforts.

**b.** Guidance for developing and implementing occupational safety and health plans and procedures according to OSHA regulations and FAA policy.

**c.** Policies and procedures to be used by regional and center managers and supervisors for unique activities.

**d.** Resources necessary to perform the OSH program.

**e.** Procedures to obtain professional assistance to eliminate unsafe or unhealthful conditions.

**f.** Procedures to assist supervisors in carrying out their safety and occupational health responsibilities.

**g.** Procedures for obtaining technical assistance in accident investigation and reporting according to FAA policy.

**h.** Accident data collection, analysis, and document preparation procedures.

**i.** A method to track completion of corrective measures or recommendations as appropriate to ensure a safe and healthful workplace.

**j.** Procedures to ensure safe practices and physical standards are incorporated into operating manuals, procedures, directives, and plans and that the documents are kept current.

**k.** Procedures for reviewing emergency plans.

**l.** Occupational safety and health training at all levels.

- m.** Close coordination with other FAA divisions and branches on safety-related issues.
- n.** Requirements for routine inspections and evaluations of safety programs and activities in accordance with chapter 1.
- o.** Procedures for performing planning and in-process engineering reviews for operations impacting worker OSH programs.
- p.** Liaison with counterparts in other Federal, state, or local agencies, ensuring cooperation on mutual interest issues.
- q.** Occupational safety and health reference material.
- r.** Requirements for membership on planning boards, ensuring existing and potential occupational safety and health issues are addressed.

### **302. POLICIES AND PROCEDURES.**

- a.** The FAA employee safety and health program shall include clear written policies and procedures that provide appropriate direction and guidance. FAA policies and procedures shall be accessible to all personnel. Copies of safety and health standard operating procedures shall be available at each workplace, or, at a minimum, a central location, on the Internet, or on E-mail.
- b.** Routine procedural reviews shall be conducted as needed for changes in internal procedures or as a result of changes in safety and health regulations or FAA directives.
- c.** The FAA encourages the full support and participation of each employee in the Occupational Safety and Health Program. No employee shall be subject to discrimination, reprisal, or restraint as a result of his or her participation in the FAA Occupational Safety and Health Program.

### **303. PLANNING AND DECISIONMAKING PROCESS.**

- a.** Each operating level shall systematically prepare budgets and financial plans to ensure appropriate financial and human resources are available to implement the OSH program.
- b.** Organizations shall conduct periodic safety and health reviews for all capital projects, research and development projects, and all major maintenance modifications.

### **304-399. RESERVED.**

