

General Manual
Title 360 - Personnel

Part 420 - Safety and Health Management Program
Subpart B - Responsibilities for Safety and Health
Program Implementation

KS420.10 General.

(a) The State Administrative Officer (SAO) will serve as safety and health officer for Kansas.

(b) Positions with safety and health responsibilities in a specific program are:

Construction Safety - Construction Engineer

Radiation-Emanating Equipment - State Radiation Protection Officer

Hazardous Communication - Plant Materials Center Manager

All Terrain Vehicle (ATV) - SAO

Space Accessibility - SAO

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KS420.12 Responsibilities of Natural Resources Conservation Service (NRCS) supervisors and employees.

(a) Supervisors will instruct all NRCS employees to urge contractors, where necessary, to eliminate safety hazards. On construction sites involving federal contracts or federally assisted, locally awarded contracts, contractors are required, as a contractual obligation, to comply with designated safety requirements. A record will be kept in the job diary or daily activity record of incidents involving safety.

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Part 420 - Safety and Health Management Program
Subpart D - Safety and Health Committee

KS420.31 Field safety and health committees.

(a) The state administrative officer is a permanent member and serves as chairperson of the Kansas Safety and Health Committee. The committee will consist of six members (other than the chairperson) appointed by the state conservationist. Members will serve three-year terms. The committee will meet at least once a year or as called.

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Part 420 - Safety and Health Management Program
Subpart E - Safety and Health Promotion

KS420.40 General.

(a) Safety will be included as part of regularly scheduled all employee meetings, Management Team meetings, and district conservationists' meetings. Employees who supervise activities that may be considered more than routinely hazardous may wish to establish more frequent safety meetings.

If minutes of staff meetings are maintained, they should contain information on safety activities. If a meeting is held that deals specifically with safety, it should be so documented.

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Part 420 - Safety and Health Management Program
Subpart F - Safety and Health Training

KS420.50 General.

- (a) Safety and health guidelines are provided in the following references:

General Manual

Title 110 - 402, Safety and Health Standards for Non-NRCS Employees

Title 120 - 405, Personal Property

Title 190 - 404, Pest Management

Title 360 - 420, Safety and Health Management Program

Title 360 - 421, Worker's Compensation

Handbooks and Manuals

National Engineering Manual - Part 503 - Safety

Subpart A - Engineering Activities Affecting Utilities

Subpart B - Public Safety Structure Sites

Radiation Safety Handbook

Web sites

Kansas NRCS Web site

<http://www.ks.nrcs.usda.gov/intranet/safety/index.html>

National Ag Safety Database

<http://www.cdc.gov/nasd/index.html>

National Safety Compliance

<http://www.osha-safety-training.net/HCM/hazcom.html>

Lab Safety

<http://www.labsafety.com/home.htm>

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Subpart F - Safety and Health Training

KS420.50 General (continued).

Material Safety Data Sheets

<http://www.msdssearch.com/> and <http://www.cdms.net/Home.aspx>

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Part 420 - Safety and Health Management Program
Subpart G - Safety and Health Inspections

KS420.62 Fire and safety inspection report.

(b) Government-owned fire extinguishers in Natural Resources Conservation Service (NRCS) service centers, offices, and vehicles will be subject to the following inspection criteria.

(1) "Quick check" inspection that an extinguisher is available, fully charged, and will operate.

(2) Annual maintenance - A thorough examination of the three basic elements of an extinguisher; mechanical parts, extinguishing agent, and expelling means.

(3) Six-year maintenance - Pressure extinguishers that require a 12-year hydrostatic test are emptied and subjected to maintenance procedures.

An inspection of fire extinguishers shall be performed monthly by persons working in the area where the fire extinguisher is stored. The date of the inspection and the initials of the person performing the inspection shall be recorded either in a separate file or on the fire extinguisher maintenance tag.

District conservationists (or equivalent) are responsible for assuring the proper inspection and maintenance is being completed for fire extinguishers in their location.

Annual and six-year maintenance is performed by personnel of a firm certified by the State Fire Marshall. Records documenting the annual and six-year maintenance of each fire extinguisher will be recorded on the fire extinguisher maintenance tag.

(c) Area and field offices will not be required to submit fire and safety inspection reports (Form SCS-PER-503) to the state office unless problems are identified during the inspections that cannot be resolved locally.

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Subpart O - Safety Requirements
for Incidental Motor
Vehicle Operators

KS420.147 Physical requirements.

(b) Supervisors will notify the Human Resource Staff (HRS) in the state office (SO) and their chain-of-command as soon as they learn a member of their staff is physically unable to drive or no longer possesses a valid driver's license.

(c) Should a health problem be identified, it should be referred to the HRS in the SO. Examples of health problems which must be referred are: diabetic and epilepsy cases. Any other questionable cases should also be referred.

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Subpart R - Hazard Communication Program

KS420.194 Responsibilities for Hazard Communication Program.

(a) The Plant Materials Center Manager is responsible for the Hazard Communication Program in Kansas.

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Part 420 - Safety and Health Management Program
Subpart S - Fitness/Wellness Program

KS420.221 Guidelines

(e) Supervisors may grant annual leave, leave without pay, or adjust employee work schedules to facilitate employee participation in fitness activities. Administrative leave will not be authorized.

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Part 420 - Safety and Health Management Program
Subpart W - Radiation Safety Program

KS420.266 Administration of Radiation-Emanating Equipment

(i) The following immediate actions are to be taken in the case of an accident where damage, possible damage, or theft involving a nuclear moisture probe or nuclear moisture density gauge occurs. Specific names of persons to contact, along with their phone numbers, will be issued biennially as an attachment to a Kansas bulletin and titled "Emergency Action Procedures." The bulletin attachment is to be kept with each instrument--along with other required transportation information.

1. In the event of an accident where the gauge is struck, crushed, or damaged, the user will immediately rope off an area within a 50-foot radius of the damaged gauge. Stop and isolate any equipment or vehicles involved in the accident.

2. In case of an auto accident involving a gauge, move the vehicle to the nearest safe parking area. Rope off the vehicle until a radiation survey is conducted. Mark the area of the collision.

3. In case of fire, do not move damaged containers but move undamaged containers out of the fire zone. Use dry chemical, CO₂, water spray, or regular foam to extinguish a small fire. Notify the fire department of the presence of radioactive material.

4. The following officials should be contacted in all of the above cases:

- (i) Responsible user
- (ii) State Radiation Protection Officer
- (iii) Section Chief, Radiation and Asbestos Control,
Kansas Department of Health and Environment
- (iv) U.S. Department of Agriculture (USDA) Radiological Safety Staff
- (v) If unable to contact any of the above individuals:
Troxler Electronic Lab 24-hour Number
- (vi) If accident occurs on a public highway:
Kansas Highway Patrol, Central Dispatch
or Local State Police Trooper
or Sheriff's Office
- (vii) After the above actions have been taken, the appropriate supervisor(s) will be contacted as soon as possible.

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Part 420 - Safety and Health Management Program
Subpart Z – Workplace Violence Policy

KS420.304 Responsibilities

(f)

- (1) The state administrative officer is the contact for Kansas.
- (4) The Emergency Response Plan for each office will be reviewed annually and updated as needed.