



## Occupational Safety and Health Protection For Employees of the *National Resources Conservation Services (NRCS)*

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The Occupational Safety and Health Act of 1970, Executive Order 12196 and 29 CFR 1960 require the heads of Federal agencies to furnish to employees places and conditions of employment that are free from job safety and health hazards.

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### Supervisor Responsibilities

#### 1. General Requirements

The Chief will furnish employees places and conditions of employment that are free from on-the-job safety and health hazards.

#### 2. OSHA Regulations

NRCS will comply with applicable regulations of the Occupational Safety and Health Administration.

#### 3. Reporting Hazards

NRCS will respond to employee reports of hazards in the workplace.

#### 4. Workplace Inspections

NRCS will insure that each workplace is inspected annually for hazardous conditions. NRCS will post Notices of Unsafe or Unhealthful Working Conditions found during the inspections for a minimum of three working days, or until the hazard is corrected, whichever is later.

#### 5. Correction of Unsafe Conditions

NRCS will take prompt action to assure that hazardous conditions are eliminated. Imminent danger conditions will be corrected immediately.

#### 6. Safety and Protective Equipment

NRCS will acquire, maintain and require use of appropriate protective and safety equipment.

#### 7. Safety and Health Training

NRCS will provide occupational safety and health training for employees.

#### 8. Reporting Accidents, Injuries and Occupational Illnesses

Supervisors must submit a supervisor's report of accidental injury/illness for all work-related accidents, injuries or occupational illnesses experienced by employees under their supervision.

#### 9. Safety and Health Committees

NRCS will support any safety and health committees that are formed from management and employee representatives.

### Employee Responsibilities

#### 1. Compliance with Standards

Employees shall comply with all OSHA and approved NRCS occupational safety and health standards, policies and directives.

#### 2. Safety and Protective Equipment

Employees shall use appropriate protective and safety equipment provided by NRCS

### Rights of Employees and Their Representatives

#### 1. Participation in Safety and Health Program

Employees and their representatives shall have the right to participate in the NRCS Safety and Health Program. Employees shall be authorized official time for these activities.

#### 2. Access to Records and Documents

Employees and their representatives shall have access to copies of applicable OSHA and other recognized standards and regulations; NRCS safety and health policies and directives; accident, injury and illness statistics of the NRCS

#### 3. Reporting Hazards

Employees and their representatives shall have the right to report unsafe or unhealthful working conditions to appropriate officials and to request an inspection of the workplace. The name of the employee making the report will be kept confidential if requested.

#### 4. Freedom from Fear of Reprisal

Employees and their representatives are protected from restraint, interference, coercion, discrimination, or reprisal for exercising any of their rights under the NRCS Safety and Health Program.

### Responsible Officials

Collateral Duty Safety Officer (CDSO)  
for Iowa is:

Chris Knudsen, Human Resources  
Officer, 515-284-4587

The National Safety Officer for the  
NRCS is:

Marshall Jean (Acting)

And may be contacted at

(202) 731-0779

(Telephone and location)

### Further Information

This notice highlights the NRCS employee job safety and health program. More information about the NRCS safety and health program or its standards and procedures may be obtained from the National Safety Officer.