

## “Safety for Supervisors” Glossary

**Abatement** – to eliminate or take measures to minimize a hazard.

**Authority** – Policies, laws, and references that are often part of the basis on which a Service policy is developed.

**CDSO** – Collateral Duty Safety Officer. See Service policy 240 FW 2.

**Controls** – Reduce the likelihood of exposure by altering the manner in which a task is performed (e.g., prohibiting recapping of needles by a two-handed technique).

**Duty Station** – The workplace including field stations, complexes, Regional Offices, Headquarters, and the National Conservation Training Center (NCTC).

**Form CA-2** – form for Occupational Disease report.

**FWS Form 3-2279** – Form used for a Job Hazard Assessment.

**Hazard** – Anything which may cause harm, injury, or ill health.

**Hazard Recognition** – Identifying a hazard and fixing it.

**Imminent Danger or Immediately Dangerous to Life and Health** – Any condition or practice that could reasonably be expected to cause death or serious physical harm before normal corrective action can be taken.

**Job Hazard Assessment (JHA)** – A Job Hazard Assessment is a documented process Project Leaders/Facility Managers/Supervisors use to identify existing or potential safety and occupational health hazards associated with operations or job tasks. It helps managers to develop methods to eliminate or control risks. The Job Hazard Assessment is written to address all aspects of the work activity including the work process, people, equipment, facilities, and the environment.

**Formal Employee Hazard Report** – Also known as a written report of unsafe or unhealthful working condition. The purpose of employee reports of unsafe or unhealthful working condition is to inform agencies of the existence of, or potential for, unsafe or unhealthful working conditions. See Service policy 240 FW 6.

**Line management** – The chain of command of a supervisor, including their safety office.

**Medical programs** – a medical program is essential to assess and monitor workers' health and fitness both prior to employment and during the course of work; to provide emergency and other

treatment as needed; and to keep accurate records for future reference. In addition, OSHA recommends a medical evaluation for employees required to wear a respirator (29 CFR Part 1910.134[b][10]), and certain OSHA standards include specific medical requirements (e.g., 29 CFR Part 1910.95 and 29 CFR Parts 1910.1001 through 1910.1045). Information from a site medical program may also be used to conduct future epidemiological studies; to adjudicate claims; to provide evidence in litigation; and to report workers' medical conditions to federal, state, and local agencies, as required by law.

**Medical surveillance program** – A program including medical questionnaires or exams, used to monitor employees' health if they must work in conditions where they are (or can be) exposed to biological, chemical, or physical hazards above the limits outline in the law

**Occupational exposure** – skin, eye, mucous membrane, or parenteral (other than by digesting) contact with blood, potentially infectious materials, or toxic materials that may result from the performance of an employee's duties.

**OSHA** – Occupational Health and Safety Administration.

**OWCP** – U.S. Department of Labor Office of Workers Compensation Program.

**Permissible exposure limits** – OSHA sets enforceable permissible exposure limits (PELs) to protect workers against the health effects of exposure to hazardous substances. PELs are regulatory limits on the amount or concentration of a substance in the air. They may also contain a skin designation. OSHA PELs are based on an 8-hour time weighted average (TWA) exposure.

**Pneumatic energy** – refers to tools or equipment operated by pressure or exhaustion of air, such as a pneumatic drill or pneumatic needle gun.

**PPE** – Personal Protective Equipment. PPE is specialized clothing or equipment worn by an employee for protection against a hazard. General work clothes (e.g., uniforms, pants, shirts or blouses) not intended to function as protection against a hazard is not considered to be personal protective equipment.

**Risk** – Risk is a measure of both the **probability** (likelihood) and the **severity** (consequences) of all hazards of an activity or condition.

**Risk Assessment Code (RAC)** – A hazard number ranking system from 1 (the highest level of risk) to 5 (the lowest level of risk).

**Risk Assessment System (RAS)** – A method provided by the Department of the Interior (DOI) to assist management in prioritizing safety and health deficiencies.

**Safety Committee** – A group of employees in your office who help you make sure you communicate safety information to all employees, keep your workplace free of hazards, and meet requirements for formal inspections.

**SMIS** – Department of the Interior’s Safety Management Information System (SMIS); on-line accident reporting system.

**Station Safety Plan** – Each duty station is required to develop and operate their own specific workplace safety and health program. The plan must include: **(1)** The station’s physical layout, activities, environmental factors, and emergency procedures; **(2)** Instructions for emergencies and precautionary measures concerning any hazards or situations unique to the station; and **(3)** Safe procedures and techniques for station activities, provisions for assisting the visiting public, and other appropriate matters.

**Station Safety Program** – An ongoing process that includes safety training, facility safety inspections, safety committees, sharing of safety information, and documentation that all of these items are being met.

**Supervisor** – a Service employee who oversees the work of other employees, also called Project Leader or Facility Manager.

**Threshold limit values** – The **threshold limit value (TLV)** of a chemical substance is a level to which it is believed a worker can be exposed day after day for a working lifetime without adverse health effects.

The TLV for chemical substances is defined as a concentration in air, typically for inhalation or skin exposure. Its units are in parts per million (ppm) for gases and in milligrams per cubic meter (mg/m<sup>3</sup>) for particulates such as dust, smoke and mist. The basic formula for converting between ppm and mg/m<sup>3</sup> for gases is  $\text{ppm} = (\text{mg}/\text{m}^3) * 24.45 / \text{molecular weight}$ . This formula is not applicable to airborne particles.

Three types of TLVs for chemical substances are defined:

1. Threshold limit value - Time weighted average (TLV-TWA): average exposure on the basis of a 8h/day, 40h/week work schedule
2. Threshold limit value - Short-term exposure limit (TLV-STEL): spot exposure for a duration of 15 minutes, that cannot be repeated more than 4 times per day with at least 60 minutes between exposure periods
3. Threshold limit value - Ceiling limit (TLV-C): absolute exposure limit that should not be exceeded at any time

There are TLVs for physical agents as well as chemical substances. TLVs for physical agents include those for noise exposure, vibration, ionizing and non-ionizing radiation exposure and heat and cold stress.

**Unsafe or Unhealthful Working Condition** – Any hazard or potential hazard that could cause injury or illness. These include hazards that are physical deficiencies as well as unsafe actions.