

# **SAFETY MANAGEMENT**

**guidelines  
requirements  
and  
responsibilities**



**National Park Service**



**United States Department of the Interior**

*JULY 1973*

*FORM 10-812*

## *SAFETY*

**“Safety comes from man’s mastery of his environment and of himself. It is won by individual effort and group cooperation. It can be achieved only by informed, alert, skillful people who respect themselves and have a regard for the welfare of others.”**

*Author unknown....*

# C O N T E N T S

CHAPTER 1	
Purpose and Scope . . . . .	1
CHAPTER 2	
Accident Investigation and Reporting . . . . .	3
CHAPTER 3	
Personal Protective Equipment . . . . .	13
CHAPTER 4	
Training . . . . .	19
CHAPTER 5	
Motor Vehicle and Equipment Operation . . . . .	23
CHAPTER 6	
Handtools and Portable Power Tools. . . . .	31
CHAPTER 7	
Structural Fire Prevention . . . . .	33
CHAPTER 8	
Blasting Operations . . . . .	37
CHAPTER 9	
Liquefied Petroleum Gases . . . . .	41
CHAPTER 10	
Hazard Detection Inspections . . . . .	43

CHAPTER 11	
Public Safety . . . . .	45
CHAPTER 12	
Concessioner/Permittee Operations . .	47
CHAPTER 13	
Construction Contractor Operations . . . . .	51
CHAPTER 14	
Health and Sanitation . . . . .	55
CHAPTER 15	
Job Corps Civilian Conservation Centers . . . . .	61
CHAPTER 16	
First Aid Facilities and Medical Care . . . . .	63

APPENDICES

APPENDIX A	
Safety Policy for the National Park Service . . . . .	65
APPENDIX B	
Safety Activity Standards . . . . .	67

CHAPTER 1  
PURPOSE AND SCOPE

1.1 SCOPE

This manual establishes health and safety programming responsibilities, requirements, and standards for all operations performed by the National Park Service, its contractors, sub-contractors, concessioners and permittees.

1.2 OTHER CODES AND STATUTES

In addition to the requirements and standards set forth herein, all applicable provisions of Title 29, Code of Federal Regulations, Parts 1910 - Occupational Safety and Health Standards and 1926 - Safety and Health Regulations for Construction, along with the applicable provisions of other Federal, State, and local safety, health, and sanitation statutes and codes, shall be complied with.

1.3 WAIVERS

In circumstances where literal application of an NPS requirement to a specific job has impractical aspects, the superintendent, or his authorized

representative, is authorized to approve an adaptation which meets the intent of the requirement. Such change or adaptation shall be made in writing and apply solely to the specific job situation or circumstance. This waiver authority does not apply to the requirements and standards set forth in Title 29, Code of Federal Regulations and other mandatory Federal safety and health requirements and standards.

#### 1.4 SATISFACTORY SAFETY PERFORMANCE

The Safety performance of a park-region-center shall be considered satisfactory when in conformance with the NPS Safety Standards (See Appendix B).

## CHAPTER 2

### ACCIDENT INVESTIGATION AND REPORTING

#### 2.1 DEFINITION OF AN ACCIDENT

An accident is any and each unplanned event that results in either injury to person(s) or damage to property or both.

#### 2.2 ACCIDENT INVESTIGATIONS

(1) On-the-job Fatal Accidents to Employees. The Director of a region or his principal assistant, shall head a "Board of Inquiry" to investigate any accident resulting in the death of an employee while on duty in his region. The number of members and the make up of the board shall be decided by the Director of the region.

The superintendent shall be responsible for keeping the scene of the fatal employee accident intact as much as is possible until the Board of Inquiry arrives on the scene. The Superintendent shall be responsible for the gathering of preliminary facts to turn over to the Director of the region upon his arrival at the park.

A report of the findings of the "Board of Inquiry" shall be sent to the Associate Director, Operations within 7 days of the adjournment of the Board.

THE SUPERINTENDENT SHALL REPORT ALL ON-THE-JOB EMPLOYEE FATALITIES IMMEDIATELY, BY TELEPHONE TO:

1. DIRECTOR OF THE REGION

2. ASSOCIATE DIRECTOR, OPERATIONS

(2) Fatal Accidents Other Than On-the-Job Employee Fatalities. The superintendent, or acting superintendent, shall head a "Board of Inquiry" to investigate any accident, other than on-the-job employee fatalities, resulting in death in a park. (Other than those cases which involve criminal acts, death from suicides, natural causes, aircraft and other accidents which are being investigated by other agencies.) The number of members and the make up of the board shall be decided by the superintendent.

A report of the findings of the "Board of Inquiry" shall be sent to the Associate Director, Operations, through the Director of the Region within 7 days of the adjournment of the board.

(3) Disabling Injuries to Employees. The superintendent shall investigate all on-duty, disabling injuries of employees under his supervision. An in depth investigation shall be carried out, using other qualified persons to assist him, when necessary.

THE SUPERINTENDENT SHALL REPORT ALL ON-THE-JOB DISABLING INJURIES WITHIN 48 HOURS, BY TELEPHONE, TO THE DIRECTOR OF THE REGION.

(4) Accidental Injuries or Property Damage Involving Concessioner Employees and Contractor Employees. Each concessioner and contractor shall be required to maintain an accurate record of, and shall report to the superintendent in the manner and on forms prescribed by the superintendent, all cases of death or serious disabling injury arising out of or in the course of employment.

(5) Visitor Accidents. Any accidental injury or property damage involving the public shall be investigated promptly and reported in accordance with requirements set forth in this chapter.

(6) Damage to Government Property. Damage to Government property, due to accident, negligence or wrongful act of private parties shall be investigated promptly and reported in accordance with the requirements set forth in this chapter.

## 2.3 TELEPHONIC REPORT OF SERIOUS INJURIES OR DEATH

All fatalities, except those due to natural causes, and serious disabling injuries in a park shall be reported immediately to the appropriate Regional

Office, Service Center, when applicable, and the Washington Office. A complete report, in triplicate, including form DI-134, Report of Accident/Incident, shall be submitted to the appropriate Regional Office as soon as a complete investigation can be made. The original and one copy of all reports shall be sent to the Associate Director, Operations. (Refer to "Reports Management Handbook," Part II, NPS (M)-11 for required telephonic report.)

## 2.4 REPORTING SYSTEMS

(1) There are two general systems for reporting accidents and injuries. One system, explained in Personnel Management Publication No. 14, "How to Help the Injured Employee," provides the Office of Employees' Compensation (OFEK) with the basis for employee benefits under the Federal Employees' Compensation Act. The other system, covered in this chapter, provides management with information for use in finding the basic causes of accidents and providing the basic facts for a comprehensive accident prevention program.

(2) Reportable Accident. An accident as defined in Section 2.1 above shall be reported through OFEK and/or the National Park Service systems as follows:

- a. All on-duty employee injuries (first aid, medical attention only, temporary disabling,

permanent partial disabling, permanent total disabling and fatal) and off-duty employee fatalities as a result of accident.

DI-134, Report of Accident/  
Incident  
OFEK Forms - when applicable

- b. All motor vehicle accidents involving Federally-owned or leased vehicles and employee-owned or rented vehicles while being used on official business, regardless of the amount of damages.

DI-134, Report of Accident/  
Incident  
10-413, Traffic Accident  
Report  
SF-91, Operator's Report of  
Motor Vehicle Accident  
SF-94, Statement of Witnesses  
(if applicable)  
OF-26, Data Bearing Upon Scope  
of Employment (Attached  
to SF-91)  
OFEK Forms - when applicable

NOTE: Accidents Involving GSA Motor Pool Vehicles. When a GSA motor pool vehicle is involved in an accident, additional supplemental reporting is required pursuant to Federal Property Management Regulations

(FPMR 101-39.802, FPMR 101-39.804.1, and FPMR 101-39-8).

- c. All fires involving National Park Service property, equipment or operations, regardless of the amount of loss, excluding forest, range, and tundra fires.

DI-134, Report of Accident/  
Incident

- d. All National Park Service property or equipment damages when the amount of loss exceeds \$100, excluding motor vehicle and fire accidents covered under items (b) and (c), which are items of property damage to be reported regardless of damage or cost involved.

DI-134, Report of Accident/  
Incident

- e. All boating accidents involving National Park Service owned boats, rented and employee-owned boats used on official business.

DI-134, Report of Accident/  
Incident  
10-413, Traffic Accident Report  
\*CG-3865, Boating Accident  
Report

\*Reported to U.S. Coast Guard  
OFEC Forms - when applicable

- f. All boating accidents, involving boats owned and/or being operated by concessioners, contractors and the public, resulting in loss of life, injury requiring medical treatment, or property damage.

10-413, Traffic Accident  
Report

\*DI-134, Report of Accident/  
Incident

\*Required only when a  
fatality or damage to  
government property is  
involved.

NOTE: The filing of CG-3865, Boating Accident Report, with the U.S. Coast Guard is the responsibility of the owner of the boat.

- g. All aircraft accidents, occurring in National Park Service areas, that result in death or injury to any person or damage to Government or private property in any amount, when the aircraft is being operated for/by the National Park Service, concessioner, and contractor employees.

DI-134, Report of Accident  
Incident

OFEC Forms - when applicable

NOTE: Accidents involving Government-owned or leased aircraft shall be reported to the National

Transportation Safety Board,  
Report NTSB 6120.1.

- h. All visitor/public motor vehicle accidents, occurring on roads under NPS jurisdiction, resulting in injury and/or property damage in excess of \$50.

10-413, Traffic Accident  
Report

\*DI-134, Report of Accident/  
Incident

\*Required only when a fatality or damage to government property is involved or when there is a reasonable possibility of a tort claim being filed against the United States.

- i. All visitor fatalities and injuries requiring medical treatment.

DI-134, Report of Accident/  
Incident

NOTE: Non-fatal visitor motor vehicle injuries and injuries resulting from boating accidents are reported on the 10-413, Traffic Accident Report, and need not be reported on the DI-134 unless a tort claim is expected.

- j. All fires, vandalism and other accident damages in excess of \$100 to property of visitors, concessioners, and their employees, and contractors and their employees.

DI-134, Report of Accident/  
Incident

- k. All other injuries or property damage, involving the public, regardless of the amount of loss, when there is a reasonable possibility of a tort claim being filed against the United States.

DI-134, Report of Accident/  
Incident

(3) Chargeable Accident. Accidents shall be chargeable under the National Park Service reporting system as follows:

- a. Work injuries in death, permanent total disability, permanent partial disability, or temporary total disability as defined in the USA Standard Method of Recording and Measuring Work Injury Experience, Z16.1 (Latest Revision).
- b. Motor Vehicle Accidents, regardless of amount of damage, involving General Services Administration motor pool vehicles under Department control, Interior-

owned vehicles, and those which are privately-owned or commercially leased and being driven on official business. The USA Standard Method of Recording and Measuring Motor Vehicle Fleet Accident Experience, D15.1 (latest revision) shall be used in determining the chargeability of these accidents.

## 2.5 TORT CLAIM REPORTS

Any accidental injury or property damage involving the public where there is a reasonable possibility of a tort claim being filed against the United States, should be promptly and thoroughly investigated and reported on the DI-134, Report of Accident/Incident in preparation for a potential claim.

The procedure for filing claims with the Department of the Interior is set forth in Part 22, Title 43 of the Code of Federal Regulations, 32 FR 6683 (May 2, 1967).

The Departmental Manual Part 451 sets forth the procedure for handling claims.

NOTE: Each park and office shall have a designated tort claims officer.

## CHAPTER 3 PERSONAL PROTECTIVE EQUIPMENT

### 3.1 GENERAL

Protective equipment, including personal protective equipment for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers, shall be provided, used, and maintained in a sanitary and reliable condition wherever it is necessary by reason of hazards of process or environment, chemical hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact.

The provision and use of personal protective equipment shall comply with all applicable requirements set forth in 29CFR 1910 (Subpart I) and 29CFR 1926 (Subpart E).

### 3.2 HEAD PROTECTION

Employees working in areas where there is a danger of head injury from impact, or from falling or flying objects, or from electrical shock and burns, shall be protected by protective

helmets.

Helmets provided for impact and/or penetration protection shall meet the specification contained in American National Standards Institute, Z89.1-1969, Safety Requirements for Industrial Head Protection.

Helmets provided for the head protection of employees exposed to high voltage electrical shock and burns shall meet the specifications contained in American National Standards Institute, Z89.2-1970.

### 3.3 EYE AND FACE PROTECTION

Eye and face protective devices shall be provided, and their use required, when there is a potential of flying particles, flying objects, heavy dust conditions, or the presence of gases, fumes, and hazardous liquids.

Prescription Safety Glasses may be issued to employees who must wear corrective glasses and who are engaged in duties where safety glasses would normally be provided. The prescription itself shall be furnished by the employee at his own expense, with the Government paying for the frames and lenses, including the necessary fitting. Cover-type protective goggles shall be

provided to employees who wear corrective glasses and are only occasionally exposed to eye hazardous conditions.

All eye and face protective devices shall be in accordance with American National Standard for Occupational and Educational Eye and Face Protection, Z87,1-1968.

### 3.4 RESPIRATORY PROTECTION

Respirators shall be provided, and their use required, when such equipment is necessary to protect the health of the employee. It is the responsibility of the Supervisor to see that the proper type of respirator is being provided to ensure that the respirator being used is applicable and suitable for the purpose intended.

All respiratory protective devices shall be approved by the U.S. Bureau of Mines or acceptable to the U.S. Department of Labor for the specific contaminant to which the employee is exposed.

Proper selection of respirators shall be made according to the guidance of American National Standard Practices for Respiratory Protection Z88.2-1969.

### 3.5 SKIN PROTECTION

Where irritants, toxic substances, or plants poisonous to the touch could come in contact with the skin or clothing, employees shall be adequately protected by one or more of the following:

- a. Necessary protective clothing and/or equipment.
- b. Approved type protective ointment for exposed skin areas.
- c. Medically approved first aid remedies for affected employees.
- d. An emergency-type water fountain for flushing the eyes.
- e. An emergency deluge-type shower.
- f. Immunization or desensitization of employees by means of locally injected or oral extracts. These preparations shall be taken only under the direction of a physician. Employees should NEVER attempt self medication with these extracts.

### 3.6 FOOT PROTECTION

Safety shoes should be worn where there are hazards from falling objects, sharp-edged tool cuts, or punctures by sharp objects.

Safety-toe footwear for employees shall meet the requirements and specifications in American National Standard for Men's Safety-toe Footwear, 241.1-1967.

### 3.7 HAND PROTECTION

Appropriate hand protection shall be provided by the Service and used by employees who are engaged in work requiring such protection.

### 3.8 HEARING PROTECTION

Wherever it is not feasible to reduce the noise levels or duration of exposures to those specified in Table D-2, Permissible Noise Exposures, in 29 CFR 1926.52, ear protective devices shall be provided and used.

Ear protective devices inserted in the ear shall be fitted or determined individually by competent persons.

### 3.9 REFLECTIVE/HIGHLY VISIBLE

#### PROTECTIVE APPAREL

Reflective shoulder straps, vests, jackets, or similar reflective apparel shall be worn by signalmen and others engaged in operations exposing them to critical traffic hazards during hours of darkness. During daylight hours, highly visible apparel shall be worn for such exposures.

### 3.10 SAFETY BELTS, LIFELINES, LANYARDS, NETS AND LIFE PRESERVERS

Safety belts, lifelines, lanyards and nets shall be provided and used to protect employees from unguarded surfaces above ground, over excavations, moving machinery, on steep slopes, or otherwise where individuals are subjected to falls hazardous to life and limb, in compliance with 29 CFR 1926.104 and 29 CFR 1926.105.

Employees working over or near water, where the danger of drowning exists, shall also be provided with U.S. Coast Guard-approved life jacket or buoyant work vests, in compliance with 29 CFR 1926.106.

## CHAPTER 4

### TRAINING

#### 4.1 ACCIDENT PREVENTION TRAINING

Training in safe work practices is an essential of good safety performance. Since the main cause of accidents is "unsafe acts" of people rather than "unsafe conditions," every effort should be made to develop safety consciousness in all employees. Safety education is an important part of all supervisory training and employee development. Orientation of new employees, permanent, temporary and seasonal, in safety attitudes and knowledge of the job is an important phase of the Accident Prevention Training Program.

The training should be systematic and thorough. In training an employee it is necessary that the supervisor:

- (1) Tell him.
- (2) Show him.
- (3) Have him do it.
- (4) Correct him until he has it.
- (5) Supervise him to see that he retains it.

## 4.2 SUPERVISORY SAFETY TRAINING

Supervisory personnel should be encouraged to participate in Supervisory Safety Management Courses when offered by the Service, U.S. Department of Labor, National Safety Council and other recognized safety training agencies.

## 4.3 FIRST AID TRAINING

Each area shall provide adequate facilities, equipment and qualified personnel to insure prompt and efficient first aid care of injured persons. In order to meet this requirement, selected personnel shall possess either a Bureau of Mines or American Red Cross Instructor first aid certificate and be fully qualified to train other members of the staff as time allows.

## 4.4 MOTOR VEHICLE DRIVER TRAINING

Every employee who operates a motor vehicle as a part of his job, both full-time and incidental drivers, shall complete the National Safety Council's Defensive Driver Training Course or an approved course of similar content.

## 4.5 EQUIPMENT OPERATOR TRAINING

Every employee who operates motorized equipment shall have been examined by a qualified person to determine his proficiency before being authorized to operate said equipment. Remedial or refresher training shall be provided by an experienced operator or supervisor to improve the performance of operators who have demonstrated specific weaknesses.

## 4.6 EXPLOSIVES TRAINING

All personnel who are to be qualified in the safe handling and use of explosives shall be certified only after the successful completion of a course in the safe transportation, handling and use of explosives offered by the U.S. Bureau of Mines or a qualified representative of an explosives manufacturer. For further guidance, refer to 29 CFR 1926.901 Blaster Qualifications.

## 4.7 LIVING HISTORY WEAPONS TRAINING

No park shall enter into a demonstration of firearms unless they have on their staff a graduate of the Military Arts Course of Mather Training Center or an equivalent course offered by a regional office.

All persons involved in the firing of weapons shall be fully trained and certified as being competent by the staff member who has successfully completed the Military Arts Course or equivalent.

## CHAPTER 5

### MOTOR VEHICLE AND EQUIPMENT OPERATION

#### 5.1 GENERAL REQUIREMENTS

All motor vehicle and equipment operations shall meet fully the requirements set forth in Title 29, Code of Federal Regulations, Part 1926, Subpart O-Motor Vehicles, Mechanized Equipment, and Marine Operations.

#### 5.2 U.S. GOVERNMENT MOTOR VEHICLE OPERATOR'S IDENTIFICATION CARD, STANDARD FORM 46

Only personnel who possess a valid Standard Form 46, U.S. Government Motor Vehicle Operator's Identification Card shall be authorized to operate a motor vehicle on official business. This includes privately owned vehicles being driven on official business as well as Service owned or leased vehicles.

An applicant must meet the following minimum requirements to qualify for SF 46:

- (1) Possess a valid State/Territory driver's license issued by the State/Territory wherein the installation is

located or the applicant is permanently domiciled.

(2) Must be eighteen (18) years of age or older.

(3) Must meet all physical requirements as established by the U.S. Civil Service Commission.

(4) Past driving experience must be satisfactory. Each applicant shall be checked through the National Driver Register of the National Highway Safety Administration, U.S. Department of Transportation, to determine if the applicant has had a license denied or withdrawn by any jurisdiction for any reason other than a denial or withdrawal of a license for less than six months, due to a series of non-moving violations.

(5) Must pass a road test using the type(s) of vehicle(s) he will be expected to operate. (This requirement may be waived for incidental operators of passenger cars only).

### 5.3 MOTOR VEHICLE OPERATION

(1) Defensive driving, so as to avoid accident situations created by the mistakes of others, or by weather and road conditions, shall be the policy of all drivers of Service vehicles.

(2) Any driver shall be grounded if he is habitually careless, repeatedly uses poor judgement at the wheel, or willfully violates driving regulations.

- a. Operators committing two violations in a 12-month period or involved in an accident where he(he) is determined to be at fault shall be grounded until given remedial training.
- b. Operators who have received remedial training but continue to violate laws and safe driving practices or continue to be involved in accidents he(he) shall be barred from driving assignments and may be subject to disciplinary action.

(3) Before driving any assigned vehicle, the driver shall thoroughly check for adequate brakes, steering, windshield wipers, lights, tires, tight exhaust system, and other defects.

(4) Every Service vehicle shall be equipped with seat belts for each passenger and these shall be worn at all times when vehicle is in motion.

(5) Every driver shall have knowledge and strictly observe all traffic rules and regulations applicable to area in which vehicle is being operated.

(6) Vehicle wheels shall be blocked where there is any danger of vehicle rolling, such as when jacked up or when parked on a hill without curbs or banks. Turn front wheel against curb or bank when available. The driver shall be responsible for the securing of his vehicle when he is stopped or parked.

(7) Vehicles parked or stopped in a traffic lane of a road shall be marked by flags, cones, or flares to warn motorists of presence of equipment.

(8) When a vehicle is used to transport personnel, it should be equipped to do so; including adequate fastened-down seating, ventilation, and a means of restraining passengers in a case of accident.

(9) When backing, the operator of the vehicle shall visually check to make certain that the area is clear prior to backing or maneuvering. When available, a passenger shall alight from the vehicle and assist in directing the operator in backing.

(10) Every vehicle shall be provided with an accident reporting kit.

(11) All maintenance vehicles shall be equipped with wheel chocks.

(12) Except in cases of extreme emergency, no Interior owned, leased, or rented vehicle shall be used for towing operations of visitor/public vehicles.

#### 5.4 MACHINERY AND MECHANIZED EQUIPMENT

(1) Safe Condition. Before any machinery or mechanized equipment is initially used on the job, it shall be inspected and tested by a qualified person and be determined to be in safe operating condition and appropriate for the intended use.

(2) Operators. Machinery and mechanized equipment shall be operated by authorized and qualified persons only.

(3) Warning Devices. A warning device and/or the services of a well-instructed signalman shall be provided where there is danger to persons or property from moving equipment, swinging loads, buckets, booms, etc.

An audible backup warning device which operates automatically with the start of and driving backward motion, shall be installed on all NPS trucks

(excluding pickups), buses, and other motor vehicles and motorized equipment with limited rearview visibility. It is further required that similar vehicles being operated by concessioners and contractors in National Park Service areas shall be equipped with an audible reverse signal alarm.

(4) Preventive Maintenance. An effective preventive maintenance program shall be provided for periodic inspection at such intervals as are necessary to insure safe operation and adequate maintenance.

(5) Farm-Type Tractors. All farm-type tractors shall be equipped with anti-roll bars designed and installed by the manufacturer of the tractor or as shown and described in National Safety Council Data Sheet 587, Tractor Operation and Anti-Roll Bars.

(6) Self-Propelled Crawler-Type Equipment (Crawler Tractors, Dozers, Crawler-Type Loaders, and Similar Equipment, Including Rubber-Tired Dozers).

Equipment of this type shall be equipped with a protective canopy. Protective canopies approved by the State of California, Department of Industrial Safety, or meeting the Corps of Engineers requirements, as contained in Manual EM-385-1-1 dated March 1967,

are acceptable.

(7) Seat Belts. Seat belts and anchorages meeting Federal and/or SAE specifications covering design and installation of seat belts shall be installed on all farm-type tractors and self-propelled crawler-type equipment. Such belts shall be equipped with a quick release metal-to-metal buckle. While the use of seat belts is optional on crawler-type equipment, their use is mandatory on farm-type tractors. A "buddy seat" arrangement, equipped with a seat belt, shall be provided and used during training sessions for the operation of tractors, etc., in order to provide the instructor a safe seat next to the trainee-operator.

(8) Shop Machinery. All machinery being used in Service shop operations shall be installed, operated, and maintained as is specified in the American National Standards Institute "Safety Code" applying to the specific piece of machinery.

## 5.5 SLOW MOVING VEHICLE EMBLEM

All vehicles regularly being operated on park roads and highways at speeds of 25 miles per hour or less shall be equipped with a Slow Moving Vehicle Emblem to identify it as a

slow moving vehicle. On slow moving vehicles capable of operating at speeds above 25 miles per hour, the Slow Moving Vehicle Emblem shall be removed when the vehicle is being operated faster than 25 miles per hour.

## CHAPTER 6

### HANDTOOLS AND PORTABLE POWER TOOLS

#### 6.1 GENERAL

All handtools shall be used and maintained in compliance with the requirements and standards set forth in 29 CFR 1910 (Subpart L) and 29 CFR 1926 (Subpart I).

#### 6.2 REPAIR AND USE

Handtools shall be kept in good repair and used only for the purpose for which designed.

#### 6.3 DEFECTIVE TOOLS

The use of tools with mushroomed heads, split or defective handles, worn parts, or other defects shall not be permitted. Tools that have become unsafe shall be reconditioned before reissue or shall be discarded.

#### 6.4 STORAGE

Tools shall not be left on scaffolds, ladders, or overhead working spaces when not in use. Containers shall be provided to hold tools and prevent them from falling. Unguarded sharp-edged

or pointed tools shall not be carried in employees' pockets.

## 6.5 EYE PROTECTION

Protective eyewear shall be worn when required in the use of handtools and portable power tools as prescribed in Chapter 3, Personal Protective Equipment.

## 6.6 GROUNDING

Electric-powered shop and handtools shall be of double-insulated shockproof type or be effectively grounded.

# CHAPTER 7

## STRUCTURAL FIRE PREVENTION AND PROTECTION

### 7.1 GENERAL

All structural fire prevention and protection shall be in accordance with the requirements and standards set forth in 29 CFR 1910 (Subpart L) and 29 CFR 1926 (Subpart F).

### 7.2 FIRE PREVENTION

(1) Ignition Sources and Posting. Smoking or other sources of ignition shall be prohibited in buildings or areas where there are extreme fire hazards, such as stored gasoline, oil, paint, service vehicles, and flammable liquid servicing stations. Such buildings, vehicles, and areas shall be appropriately posted and the regulations enforced.

(2) Instruction of Employees. Employees required to work in areas where fire hazards exist shall be instructed in the necessary precautions and in the use of appropriate fire extinguishing equipment.

(3) Electrical. To reduce the fire hazard in electric circuits and fixtures, materials and installation practices shall be in accordance with the National Electric Code.

(4) Heating Appliances. Stoves, salamanders, and furnaces shall be provided with sturdy smoke pipe, securely joined with rivets or sheet metal screws. Smoke pipes passing through walls, ceilings, or roofs shall be provided with ventilated collars and dampers. Adequate clearance or metal deflectors, or both, shall be provided between the heating equipment and the floor and unprotected combustible walls.

(5) LP-Gas Appliances. The installation and use of appliances fired with liquefied petroleum gases shall be installed and maintained in strict compliance with the standards set forth in Chapter 9, Liquefied Petroleum Gases and the requirements and standards set forth in 29 CFR 1926.153.

(6) Flammable Liquids. Flammable and combustible liquids shall be stored, handled and used in compliance with all applicable National Fire Protection Association codes, standards, and recommended practices and the requirements and standards set forth in 29 CFR 1926.152.

## 7.3 FIRE PROTECTION

(1) Fire Protection Plan. Each area shall have a documented Fire Protection Plan and an established procedure of what to do in case of a structural fire.

(2) Fire Fighting Equipment. Adequate fire fighting equipment shall be provided for all buildings.

(3) Fire Extinguishers. Fire extinguishers shall be provided, inspected, and maintained in accordance with the requirements and standards set forth in 29 CFR 1910.157.

## 7.4 INSPECTIONS

In addition to provision for adequate fire protection equipment, it shall be mandatory that good fire prevention practices be strictly adhered to. Regular fire prevention inspections (at least annually) shall be made to insure the adequacy and continuity of the fire prevention program. These inspections shall be documented in park files.

# CHAPTER 8

## BLASTING OPERATIONS

### 8.1 GENERAL

The transportation, handling, and storage of dynamite and other explosives, including blasting agents, shall be performed only by or under the supervision of authorized persons of proven experience and ability in blasting operations. All operations with explosives shall be conducted in accordance with the recommendations and standards set forth in 29 CFR 1926 (Subpart U - Blasting and the Use of Explosives).

### 8.2 STORAGE OF EXPLOSIVES

The storage of explosives and blasting agents shall be in accordance with the requirements and standards set forth in 29 CFR 1926.904.

In addition, the following NPS requirements shall be adhered to:

(a) Purchases of dynamite or other explosives shall, whenever possible, be restricted to that amount necessary to complete the project at hand.

(b) Explosives shall not be retained more than two (2) years from date of purchase.

(c) Blasting caps shall not be retained more than two (2) years from date of purchase.

### 8.3 TRANSPORTATION OF EXPLOSIVES

The transportation of explosives shall be in accordance with the requirements and standards set forth in 29 CFR 1926.902 Surface transportation of explosives and 29 CFR 1926.903 Underground transportation of explosives, as applicable.

### 8.4 DISPOSAL OF EXPLOSIVES

Unless trained personnel with experience in the disposition of explosives are available, one of the three following ways shall be used in disposing of explosives and related materials:

(a) Disposal by an agent of a law enforcement body;

(b) Disposal by the assigned representatives of the manufacturer of the product in question; or

(c) Disposal by the U. S. Army Ordnance Explosive Disposal Unit which may be contacted at the Headquarters of each U.S. Army area.

# CHAPTER 9

## LIQUEFIED PETROLEUM GASES

### 9.1 GENERAL

All new and modification of existing liquefied petroleum gas installations and appliances shall be made in compliance with the following standards as each may be applicable to the installation or facility involved:

- 1/ NFPA No. 37 Stationary  
Combustion Engines  
and Gas Turbines.
  
- NFPA No. 54 Installation of  
Gas Appliances and  
Gas Piping.
  
- NFPA No. 58 Storage and Handling  
Liquefied Petroleum  
Gases.
  
- NFPA No.501B Standard for  
Mobile Homes.

In addition, all requirements and standards set forth in 29 CFR 1926.153 shall be complied with.

- 1/ NFPA Standards are available from:  
National Fire Protection Association  
60 Batterymarch Street  
Boston, Massachusetts 02110.

# CHAPTER 10

## HAZARD DETECTION INSPECTIONS

### 10.1 GENERAL

Hazard detection inspections can be one of the most effective elements of a safety program. However, inspections are only as good as the planning and effort that is put into them.

### 10.2 QUALIFICATION AND RESPONSIBILITIES OF THE INSPECTOR

The inspector must have definite and thorough knowledge of the hazards that might be involved. Appreciation of the responsibility involved is vital and good judgement is necessary.

### 10.3 REPORT SIMPLICITY

Reports and records should be as simple as possible. The minimum in records necessary to enable the supervisor to keep account of the functioning of the inspection service will prove to be best.

## 10.4 CONTINUING INSPECTIONS

Everything deteriorates with wear and tear and the passage of time. Conditions change; procedures are modified or replaced by others. All these things bring or increase hazards. Therefore, every area should maintain a system of safety inspection suited to conditions.

## 10.5 ANNUAL HAZARD DETECTION INSPECTION

At least one hazard detection inspection of an area shall be conducted annually and a report documenting same, complete with findings and corrective actions taken, sent to the appropriate regional office, with a copy retained in the files of the area.

## 10.6 CORRECTIVE ACTION

Provisions for corrective action will be governed chiefly by the organizational set-up of the area. Prompt and adequate corrective action is the goal. Whatever means will best insure this shall be used.

## CHAPTER 11 PUBLIC SAFETY

### 11.1 GENERAL

The safety and well being of the public shall be a prime consideration in all planning and operations.

### 11.2 ACCIDENT INVESTIGATION AND REPORTING

Any accidental injury or property damage involving the public shall be investigated promptly and reported in accordance with the requirements set forth in Chapter 2, Accident Investigation and Reporting.

### 11.3 FIRST AID AND/OR MEDICAL ATTENTION

In the event of injury to the public, the administering of first aid and/or arrangement for medical treatment shall take precedence over all other actions. Each area shall provide adequate facilities and qualified personnel to insure prompt and efficient first aid care and transportation, where necessary, of injured persons.

## 11.4 PROVIDING A SAFE ENVIRONMENT

The objective of the NPS Public Safety Program shall be to provide a safe environment for the public and the prevention of accidents of all kinds.

## 11.5 SEARCH AND RESCUE

Search and rescue operations shall be pursued until recovery of the missing person, injured person or body is accomplished, or until all reasonable efforts have been expended for search or recovery is terminated by the Superintendent.

## CHAPTER 12 CONCESSIONER/PERMITTEE OPERATIONS

### 12.1 GENERAL

All NPS Concessioner and Permittee operations shall comply with applicable requirements of this Manual, the Occupational Safety and Health Act, and other Federal, State and Local codes. Precautions for the safety and health of employees and the public shall be exercised at all times.

### 12.2 POLICY STATEMENT

Every concessioner and permittee shall, in a written "Policy Statement," make clear to all levels of supervision and to all workers that top management is behind the safety program.

### 12.3 EMPLOYEE INDOCTRINATION AND INSTRUCTION

Every concessioner/permittee shall provide new employees with initial indoctrination and instruction in order to enable them to perform their work safely. In addition, the indoctrination shall include instructions relative to pertinent company safety regulations, reporting of accidents, availability of

first aid and medical facilities and any unusual hazards that might be encountered either during their working or off-duty hours.

## 12.4 CODES, STATUTES AND STANDARDS

Every concessioner/permittee shall protect the safety and health of his employees by complying with the Occupational Safety and Health Standards adopted under the Occupational Safety and Health Act of 1970.

The standards appear in Title 29, Chapter XVII, Part 1910 of the Code of Federal Regulations.

In addition, he shall comply with applicable provisions of other Federal, State and Local safety, health and sanitation codes, statutes and standards.

## 12.5 ACCIDENT INVESTIGATION AND REPORTING

Accidental injury or property damage involving concessioner/permittee operations shall be investigated and promptly reported in accordance with the requirements set forth in Chapter 2 of this Manual. The concessioner's/permittee's recording and reporting requirements under the Occupational Safety and Health Act are a concessioner/permittee responsibility.

## 12.6 FIRST AID AND MEDICAL ATTENTION

Every concessioner/permittee shall provide adequate facilities and qualified personnel to insure prompt and efficient first aid and medical care of injured employees as prescribed in Title 29, Chapter XVII, Part 1910, Section 1910.151 of the Code of Federal Regulations.

## CHAPTER 13

### CONSTRUCTION CONTRACTOR OPERATIONS

#### 13.1 GENERAL

Every construction contractor shall demonstrate he has facilities for conducting a safety program commensurate with the work under contract and shall at all times exercise precautions for the safety and health of his employees and the public.

#### 13.2 POLICY STATEMENT

Every construction contractor shall in a written "Policy Statement," make clear to all levels of supervision and to all workers that top management is behind the safety program.

#### 13.3 EMPLOYEE INDOCTRINATION AND INSTRUCTION

The contractor shall provide new employees with initial indoctrination and instruction in order to enable them to perform their work in a safe manner as prescribed in the Code of Federal Regulations, Title 29, Chapter XVII, Part 1926, Section 1926.21.

#### 13.4 CODES, STATUES AND STANDARDS

Every construction contractor shall protect the safety and health of his

employees by complying with the Construction Safety Standards adopted under the Contract Work Hours and Safety Standards Act (Construction Safety Act) which were incorporated by reference under the Occupational Safety and Health Act and are enforceable under both laws.

The standards appear in Title 29, Chapter XVII, Part 1926 of the Code of Federal Regulations.

In addition, he shall comply with applicable provisions of other Federal, State and Local, safety health and sanitation codes, statutes and standards.

### 13.5 ASSOCIATED GENERAL CONTRACTORS OF AMERICA

It is recommended that the Manual of Accident Prevention in Construction, published by the Associated General Contractors of America, be used as a guide in establishing safe practices for construction work.

### 13.6 ACCIDENT INVESTIGATION AND REPORTING

Accidental injury or property damage involving contractor operations shall be investigated and promptly reported in accordance with the requirements set forth in Chapter 2 of this Manual. The contractor's recording and reporting requirements under the Occupational Safety and Health Act and the Construc-

tion Safety Act are a contractor's responsibility.

### 13.7 FIRST AID AND MEDICAL ATTENTION

Every contractor shall provide adequate facilities and qualified personnel to insure prompt and efficient first aid and medical care of injured employees as prescribed in Title 29, Chapter XVII, Part 1926, Sections 1926.23 and 1926.50 of the Code of Federal Regulations.

# CHAPTER 14

## HEALTH AND SANITATION

### 14.1 GENERAL

The Federal employee health program is designed to provide for health service programs, but these shall be limited to on-the-job emergency medical and dental services, pre-employment and other examinations, referrals to private physicians and dentists, and preventive programs relating to health as set forth in Chapter 339 of the Federal Personnel Manual and Part 370 of the Departmental Manual.

Positions that involve the performance of hazardous or arduous duties should be held only by individuals who are physically qualified to perform such duties. Incumbents of hazardous and arduous positions shall have periodic physical examinations to assure that they are able to perform their work efficiently and safely.

### 14.2 DEFINITIONS

A. Hazardous Employment. Hazardous employment means dangerous and adverse environmental working conditions which frequently or constantly subject the employee to possible physical impairment.

Hazardous employment also exists where the health and safety of individuals or the safety of Government property may be endangered or placed in jeopardy.

B. Arduous Employment. Arduous employment is involved when an employee in carrying out his assigned duties must continually or frequently perform work requiring difficult and fatiguing physical effort, such as heavy lifting, climbing, crawling, continuous physical exertion, and other comparable physical activity.

### 14.3 MEDICAL EXAMINATIONS

A. All employees, especially those over 45 years old, should be encouraged to have annual medical examinations. Normally the cost of a medical examination is borne by the employee unless it can be demonstrated that it is primarily in the interest of the Government.

B. The pre-employment medical examination, to determine physical eligibility or fitness of an applicant for appointment to a Service position, is a personal expense to be borne by the applicant and may not be charged to the Government.

C. A fitness-for-duty examination, to provide a current official medical evaluation of an employee's ability to meet the demands of his position in performing his duties satisfactorily

without hazard to himself or others, may be conducted at Government expense when:

(1) There are indications that the employee's performance or adjustment in his position is being affected adversely by ill health or some physical deficiency. The degree of ill health or physical impairment must raise a substantial question as to the employee's physical, mental, or emotional capacity to meet the requirements of his position.

(2) Incumbents of hazardous and arduous positions are directed to have periodic physical examinations to assure that they are able to perform their work efficiently and safely.

(3) An employee is frequently exposed to toxic materials, such as paints, solvents, reactive organic chemicals, acid, alkalis, epoxies, and other toxic materials and/or fumes. (Medical examination should be required at least every 3 years.)

(4) When an employee will be exposed to noise levels exceeding 90 dBA, he/she shall be given audiometric tests before being assigned to work under such exposure. Follow-up tests, including an audiogram, shall be given at least annually.

(5) The employee is returning from military service.

#### 14.4 HEALTH SERVICES

A. An employee's health is a price-less personal asset to be safeguarded.

B. The National Park Service is interested in the health of its employees, not only as a matter of human welfare but also as a factor in effective management.

C. Employees should be urged to take advantage of community health services, such as chest X-Rays and glaucoma tests.

D. Employees should be urged to maintain an exercise and physical conditioning program.

#### 14.5 SANITATION

A. Drinking Facilities. All water supplies, particularly surface sources, shall be suspected of being contaminated until tested, even though they originate from uninhabited areas. Prior to use and as often as needed, each water source shall be tested for purity in conformance with State or local public health standards, or in their absence, U. S. Public Health Service standards, to insure a continuous safe water supply.

B. Eating Facilities. Food dispensing facilities shall comply with local, State, and Federal laws and sanitation codes.

C. Food Handlers. Persons preparing or handling food shall have a medical examination prior to employment, shall undergo regular medical examinations and possess a food handler's certificate issued by the Government authority having jurisdiction.

D. Toilet Facilities. Separate toilet facilities shall be provided for male and female and shall be maintained in a clean and sanitary condition.

E. Garbage Facilities. All garbage shall be kept in closed, fly-tight, metal containers and collected not less than twice a week. All garbage or refuse shall be disposed of in designated areas in a manner consistent with local, State and Federal, air, water and waste pollution standards. All garbage containers shall be cleaned periodically.

F. Poisonous Plants. In areas where employees are exposed to poison ivy, oak, sumac, or other poisonous plants, adequate protection measures shall be taken to reduce or prevent exposure. Immunization and desensitization of employees shall be done under the direction of a physician, since some persons are extremely sensitive to extracts, whether injected locally or

taken internally.

The use of protective creams, applied to the hands, arms, face and neck, or other exposed portions of the body, before the employee starts work for the day, has proven to be an effective preventitive measure and should be used in lieu of immunization and/or desensitization for those employees subject to incidental exposure.

G. Herbicides and Pesticides.  
Storage, handling, and use of herbicides and pesticides, where such use is authorized, shall be in accordance with the manufacturer's recommendation, and under the supervision of qualified employees. Only those herbicides and pesticides approved by the Department of the Interior shall be used.

## CHAPTER 15

### JOB CORPS CIVILIAN CONSERVATION CENTERS

#### 15.1 GENERAL

The Center Director shall be responsible for compliance with the requirements set forth in this Standard and NPS directives; 395 DM Safety Management; and for following prudent practices when not elsewhere set forth in these directives.

#### 15.2 CENTER SAFETY PLAN

The Center Director shall prescribe a Center Documented Safety Plan to be coordinated with and made a part of the park plan of the park in which the Center is located.

#### 15.3 ACCIDENT INVESTIGATION AND REPORTING

Accidental injury or property damage involving Job Corps operations, both staff and corpsmen, shall be investigated and promptly reported in accordance with the requirements set forth for employees in Chapter 2, Accident Investigation and Reporting.

# CHAPTER 16

## FIRST AID FACILITIES AND MEDICAL CARE

### 16.1 GENERAL

Adequate first aid facilities and equipment shall be provided at accessible point(s) in the park. A sufficient number of personnel shall be trained in first aid and available to care for injured parties as the emergency arises.

### 16.2 MEDICAL CARE

The superintendent shall make necessary arrangements for prompt and dependable communications, transportation, and medical care for injured persons.

### 16.3 FIRST AID RECORDS

The park shall maintain a record of all first aid treatments involving the public.

### 16.4 SIGNS AND DIRECTIONAL MARKERS

Adequate identification and directional markers shall be provided to readily denote location of all first aid stations and infirmaries.

## APPENDIX A

# SAFETY POLICY FOR THE NATIONAL PARK SERVICE

IT IS THE POLICY OF THE NATIONAL PARK SERVICE TO PROVIDE FOR THE SAFETY OF THE PUBLIC IT SERVES IN CONNECTION WITH ITS OPERATIONS AND WHEN USING ITS FACILITIES AND THOSE OF ITS CONCESSIONERS. IT IS ALSO THE POLICY OF THE SERVICE TO ENSURE A SAFE AND HEALTHFUL WORK ENVIRONMENT FOR ITS EMPLOYEES AND THE EMPLOYEES OF ITS CONCESSIONERS AND CONTRACTORS AND TO PROTECT ITS PROPERTY FROM DAMAGE, THROUGH A COMPREHENSIVE, VIABLE SAFETY MANAGEMENT PROGRAM. SUCH A PROGRAM WILL PROVIDE A MORE EFFICIENT UTILIZATION OF AVAILABLE RESOURCES IN SUPPORT OF THE SERVICE'S MISSION. THE SAFETY PROGRAM SHALL BE AN INTEGRAL PART OF ALL OPERATIONS AT ALL LEVELS WITHIN THE SERVICE. SUFFICIENT RESOURCES SHALL BE PROVIDED AT EACH ORGANIZATIONAL LEVEL WITHIN THE SERVICE TO EFFECTIVELY CARRY OUT THIS PROGRAM.

  
DIRECTOR

APPENDIX B

A C T I V I T Y   S T A N D A R D S

SAFETY

Park Safety

The Safety Program of a park shall be considered satisfactory when:

1. The Employee Injury Frequency Rate of the park is below 10.0 injuries requiring medical treatment and/or involving lost workdays per million employee-hours of exposure.
2. The Employee Disabling Injury Frequency Rate of the park is below 5.0 disabling injuries per million employee-hours of exposure.
3. There have been no work-connected park employee fatalities.
4. The Motor Vehicle Accident Frequency Rate of the park is below 5.0 chargeable motor vehicle accidents per million miles traveled.
5. No structural fire loss occurs from a cause which could have been prevented by timely and appropriate action.
6. The Visitor Injury Rate of the park is below 10.0 visitor injuries (medical treatment cases) per million visits.
7. There have been no resource-related<sup>1/</sup> visitor fatalities and the overall Visitor Fatality Rate of the park is below 0.5 visitor fatalities per million visits.
8. There have been no work-connected Concessioner/Permittee Employee Fatalities in the park.

1/ Resource-Related Fatality - Any fatality resulting directly from the use of the resource(s) of the park, attributable to design and/or maintenance, which could have been prevented by timely and appropriate action.

Revised  
April 18, 1972

9. There have been no work-connected Contractor Employee Fatalities in the park.

10. All applicable provisions of Federal, State, and local safety, health, and sanitation statutes and codes are complied with.

11. A Safety Committee, the chairman of which shall be the superintendent or his principal assistant, has been established and is active.

12. The Safety Program is understood by each employee in the park.

13. The Safety Program is implemented, as appropriate, by each employee in the park.

14. All tort claims are investigated and handled promptly as set forth in Part 451 of the Departmental Manual.

15. All Liquefied Petroleum Gas installations and appliances are in compliance with the following standards as each may be applicable to the installation or facility involved:

- 2/ NFPA No. 37 Stationary Combustion Engines and Gas Turbines.
- NFPA No. 54 Installation of Gas Appliances and Gas Piping.
- NFPA No. 58 Storage and Handling Liquefied Petroleum Gases.
- NFPA No. 501B Standard for Mobile Homes.

16. An up-to-date "Documented Safety Program" is on file in the park and region, which provides for:

- a. Top management's leadership and participation in the development and operation of the safety program.

---

2/ NFPA Standards are available from: National Fire Protection Association, 60 Batterymarch Street, Boston, Massachusetts 02110.

- b. The assignment of full responsibility for the safety activities to one responsible individual.
- c. A safety committee comprised of at least one member from each major park activity.
- d. Periodic hazard detection inspections, by qualified personnel, coupled with a provision for corrective action.
- e. The orientation and training of all employees (permanent, temporary, and seasonal) in safety attitudes, job skills, and their public safety responsibility.
- f. The safety and health of all park employees.
- g. The safety and well-being of concessioner/permittee employees (when applicable).
- h. The safety and well-being of contractor employees (when applicable).
- i. The safety and well-being of visitors.
- j. Safety messages, when appropriate, are included in all interpretive talks.
- k. All park literature and trail guides, including those sold by associations, contain appropriate safety messages.
- l. Prompt and efficient first aid and medical care of injured persons.
- m. A documented "Fire Prevention/Protection Plan" including a written procedure of what to do and who is to do it, in case of a building fire.

Revised  
January 10, 1972

Revised  
January 10, 1972

- n. The furnishing and required use of personal protective clothing and equipment, when its use is clearly necessary.
  - o. Prompt investigation and reporting of all personal injury and/or property damage accidents along with all fire losses, excluding forest, range and tundra fires, in accordance with the reporting requirements set forth in Part 395 of the Departmental Manual; Personnel Management Publication No. 14, "How to Help the Injured Employee"; the Federal Property Management Regulations (FPMR 101-39.8); and the NPS Reports Management Handbook.
  - p. Review and analysis of the park's accident experience and the implementation of appropriate preventive measures.
  - q. Compliance with all applicable provisions of Federal, State, and local safety, health, sanitation, and fire statutes, codes, and standards.
  - r. The availability of all applicable statutes, codes, standards, publications, and manuals referred to in this standard.
- 3. There have been no work-connected employee fatalities in the region.
  - 4. The Motor Vehicle Accident Frequency Rate of the region is below 5.0 chargeable motor vehicle accidents per million miles traveled.
  - 5. No structural fire loss occurs from a cause which could have been prevented by timely and appropriate action.
  - 6. The Visitor Injury Rate of the region is below 10.0 visitor injuries (medical treatment cases) per million visits.
  - 7. There have been no resource-related<sup>3/</sup> visitor fatalities and the overall Visitor Fatality Rate of the region is below 0.5 visitor fatalities per million visits.
  - 8. There have been no work-connected Concessioner/Permittee Employee Fatalities in the region.
  - 9. There have been no work-connected Contractor Employee Fatalities in the region.
  - 10. All applicable provisions of Federal, State, and local safety, health, and sanitation statutes and codes are complied with.
  - 11. A Safety Committee, the chairman of which shall be the regional director or his principal assistant, has been established and is active.
  - 12. The Safety Program is understood by each employee in the region.
  - 13. The Safety Program is implemented, as appropriate, by each employee in the region.

#### Region Safety

The Safety Program of a region shall be considered satisfactory when:

1. The Employee Injury Frequency Rate of the region is below 10.0 injuries requiring medical treatment and/or involving lost workdays per million employee-hours of exposure.
2. The Employee Disabling Injury Frequency Rate of the region is below 5.0 disabling injuries per million employee-hours of exposure.

Revised  
January 10, 1972

---

<sup>3/</sup> See footnote 1/, page 67

Revised  
January 10, 1972

14. All tort claims are investigated and handled promptly as set forth in Part 451 of the Departmental Manual.

15. All Liquefied Petroleum Gas installations and appliances are in compliance with the following standards as each may be applicable to the installation or facility involved:

- 4/ NFPA No. 37 Stationary Combustion Engines and Gas Turbines.  
NFPA No. 54 Installation of Gas Appliances and Gas Piping.  
NFPA No. 58 Storage and Handling Liquefied Petroleum Gases.  
NFPA No. 501B Standard for Mobile Homes.

16. An up-to-date "Documented Safety Program" is on file in the region which provides for:

- a. Top management's leadership and participation in the development and operation of the safety program.
- b. The assignment of full responsibility for the safety activities to one responsible individual.
- c. A safety committee comprised of at least one member from each major activity.
- d. Periodic hazard detection inspections, by qualified personnel, coupled with a provision for corrective action.
- e. The orientation and training of all employees (permanent, temporary, and seasonal) in safety attitudes and job skills.
- f. Prompt and efficient first aid and medical care of injured persons.

---

4/ See footnote 2/, page 68

Revised  
January 10, 1972

g. A documented "Fire Prevention/Protection Plan" including a written procedure of what to do and who is to do it, in case of a building fire.

h. A documented "Emergency Action Plan" to be implemented in the event of a bomb threat or other emergencies.

i. Prompt reporting of all personal injury and/or property damage accidents along with all fire losses, excluding forest, range and tundra fires, in accordance with the reporting requirements set forth in Part 395 of the Departmental Manual; Personnel Management Publication No. 14, "How to Help the Injured Employee"; the Federal Property Management Regulations (FPMR 101-39.8); and the NPS Reports Management Handbook.

j. Review and analysis of the region's accident experience and the implementation of appropriate preventive measures.

k. Compliance with all applicable provisions of Federal, State and local safety, health, sanitation, and fire statutes, codes, and standards.

l. The availability of all applicable statutes, codes, standards, publications, and manuals referred to in this standard.

#### Center Safety

The Safety Program of a Center shall be considered satisfactory when:

1. The Employee Injury Frequency Rate of the Center is below 10.0 injuries requiring medical treatment and/or involving lost workdays per million employee-hours of exposure.

Revised  
January 10, 1972

2. The Employee Disabling Injury Frequency Rate of the Center is below 5.0 disabling injuries per million employee-hours of exposure.

3. There have been no work-connected employee fatalities in the Center

4. The Motor Vehicle Accident Frequency Rate of the Center is below 5.0 chargeable motor vehicle accidents per million miles traveled.

5. No structural fire loss occurs from a cause which could have been prevented by timely and appropriate action.

6. All applicable provisions of Federal, State and local safety, health, and sanitation statutes and codes are complied with.

7. A Safety Committee, the chairman of which shall be the Center Director or his principal assistant, has been established and is active.

8. The Safety Program is understood by each employee in the Center.

9. The Safety Program is implemented, as appropriate, by each employee in the Center.

10. All tort claims are investigated and handled promptly as set forth in Part 451 of the Departmental Manual.

11. All Liquefied Petroleum Gas installations and appliances are in compliance with the following standards as each may be applicable to the installation or facility involved:

5/ NFPA No. 37 Stationary Combustion Engines and Gas Turbines.  
NFPA No. 54 Installation of Gas Appliances and Gas Piping.

5/ See footnote 2/, page 68

NFPA No. 58 Storage and Handling Liquefied Petroleum Gases.  
NFPA No. 501B Standard for Mobile Homes.

12. All construction, reconstruction and restoration plans and specifications are reviewed for conformance with applicable fire and safety requirements of nationally recognized codes and standards (Service Center responsibility).

13. An up-to-date "Documented Safety Program," is on file in the Center, which provides for:

- a. Top management's leadership and participation in the development and operation of the safety program.
- b. The assignment of full responsibility for the safety activities to one responsible individual.
- c. A Safety Committee comprised of at least one member from each major activity.
- d. Periodic hazard detection inspections, by qualified personnel, coupled with a provision for corrective action.
- e. The orientation and training of all employees (permanent, temporary, and seasonal) in safety attitudes, and job skills.
- f. The safety and health of all employees.
- g. Prompt and efficient first aid and medical care of injured persons.
- h. A documented "Fire Prevention/Protection Plan" including a written procedure of what to do, and who is to do it, in case of a building fire.

Revised  
January 10, 1972

Revised  
January 10, 1972

- i. A documented "Emergency Action Plan" to be implemented in the event of a bomb threat or other emergencies.
- j. The furnishing and required use of personal protective clothing and equipment, when its use is clearly necessary.
- k. Prompt investigation and reporting of all personal injury and/or property damage accidents along with all fire losses in accordance with the reporting requirements set forth in Part 395 of the Departmental Manual; Personnel Management Publication No. 14, "How to Help the Injured Employee"; the Federal Property Management Regulations (FPMR 101-39.8); and the NPS Reports Management Handbook.
- l. Review and analysis of the Center's accident experience and the implementation of appropriate preventive measures.
- m. Compliance with all applicable provisions of Federal, State and local safety, health, sanitation, and fire statutes, codes, and standards.
- n. The availability of all applicable statutes, codes, standards, publications, and manuals referred to in this standard.

Revised  
January 10, 1972

