

# BPA Policy 420-1

## Occupational Safety & Health Policy

### Safety

#### Table of Contents

420-1.1 Purpose & Background .....	2
420-1.2 Policy Owner .....	2
420-1.3 Applicability .....	3
420-1.4 Terms & Definitions .....	3
420-1.5 Policy.....	3
420-1.6 Policy Exceptions .....	4
420-1.7 Responsibilities .....	4
420-1.8 Standards & Procedure.....	6
420-1.9 Performance & Monitoring .....	6
420-1.10 Authorities & References .....	6
420-1.11 Review .....	7
420-1.12 Revision History .....	7



## 420-1.1 Purpose & Background

The Bonneville Power Administration (BPA) is committed to creating an open and safety-driven culture towards its employees in the workplace and at home, and with the general public. The historical focus of BPA's Safety Organization has been on electrical hazards and as such has expended a majority of its financial and physical resources on what were considered high risk populations in Transmission Services. However, in 2013 further learnings around human performance and safety by design changed BPA's perceptions specific to safety best practices and drove the creation of a new and improved safety and occupational health program to improve the safety culture and overall safety performance at BPA in accordance with its core values.

BPA's ultimate safety goal is to provide an environment where zero work-related injuries, illnesses, and regulatory violations is the norm. To achieve this goal, BPA has recognized safety as a core component of all work performed on its behalf of the agency. All of BPA must work together to proactively manage safety and keep individuals engaged with clear safety expectations and regular communications.

BPA's executive management team shall set the tone that safety failures are not solved by ignoring the issues but by addressing them head-on and informing individuals how to best protect themselves and their coworkers. Being open and forthright regarding both safety successes and failures will help to institutionalize the practices that keep BPA's employees safe and ensure that those practices that endanger individuals are not repeated.

Implementing this ideal is an important step toward fostering a safety culture in which people are rewarded for providing essential safety-related information, and are also clear about where the line must be drawn between acceptable and unacceptable behavior. The goal is to create a culture where individual employees are comfortable in their duties and accountable to their coworkers and empowered to keep one another safe. These actions will help to transform BPA into a learning organization that will enable BPA's mission to be accomplished safely and efficiently.

This policy covers all BPA employees and contractors performing work for BPA as provided by law and/or contract and as implemented by the appropriate Contracting Officer.

Bonneville Purchasing Instruction contract clauses define components of this policy that apply to contractors performing work for BPA and are managed and implemented by the appropriate Contracting Officer.

This policy cancels and supersedes BPA Manual Chapter 180: Safety and Health Program policy, dated 3-12-2001.

## 420-1.2 Policy Owner

The BPA Chief Administrative Officer, who is also the designated Safety and Health Official, has overall responsibility for the management and administration of the agency's Occupational Safety and Health Program.

<b>Organization</b> Safety	<b>Title/Subject</b> Occupational Safety & Health Policy		<b>Unique ID</b> 420-1	
<b>Author</b> A. Campbell, M. Dalton, B. Edwards	<b>Approved by</b> CAO, J. Hairston	<b>Date</b> 3/16/2016	<b>Version</b> 2.1	Page 2

### 420-1.3 Applicability

This policy applies to only BPA Federal employees.

### 420-1.4 Terms & Definitions

- A. **American National Standards Institute (ANSI) Z10:** The basic occupational safety and health management system adopted by BPA.
- B. **Human Performance:** A process that looks at tools for reducing individual human error, as well as identifying latent organizational weaknesses in procedures and processes with the goal of reducing unwanted events (including fatalities, major injuries, and reliability events) to zero.
- C. **Safety Management System:** Provides effective tools for continuous improvement to the programs, standards, procedures, documents, and controls that are in place for the Safety Organization.

### 420-1.5 Policy

It is BPA's policy that work be conducted safely, efficiently, and in a manner that ensures protection of its workers and the public, in an environment that is protected against recognized hazards that might cause physical harm, death, or property damage. To achieve this policy BPA shall develop, implement and maintain a Safety Management System that is compliant with the ANSI Z10-2012 Standard for the purpose of integrating safety and health into work practices at all levels in the planning and execution of work. The Safety Management System contains all of BPA's safety directions, standards, and procedures described in BPA's [Safety and Health Program Manual](#). BPA's safety and health program goals shall be described in the Accident Prevention Manual, the Occupational Safety and Health Programs, and the Occupational Safety and Health Procedures, and will include:

- A. Identifying, controlling, or eliminating unsafe and unhealthful conditions or practices;
- B. Developing and implementing safety requirements commensurate with the work being performed; and
- C. Responsiveness to the laws, rules, and regulations governing the field of occupational safety and health contained in the Federal Occupational Safety & Health Administration (OSHA) Part 1960, Basic Program Elements for Federal Employees Occupational Safety and Health Program related Matters and other applicable OSHA standards.

The Safety Management System shall also incorporate human performance principles when assessing safety issues, planning for solutions, and implementing improvements into work processes.

<b>Organization</b> Safety	<b>Title/Subject</b> Occupational Safety & Health Policy		<b>Unique ID</b> 420-1	
<b>Author</b> A. Campbell, M. Dalton, B. Edwards	<b>Approved by</b> CAO, J. Hairston	<b>Date</b> 3/16/2016	<b>Version</b> 2.1	Page 3

## 420-1.6 Policy Exceptions

BPA's Aircraft Services follows DOE Order 450.2, "Integrated Safety Management" for safety management standards.

## 420-1.7 Responsibilities

### A. Chief Safety Officer (CSO)

The Chief Administrative Officer has designated the responsibility to the CSO to:

1. Oversee implementation of BPA's Occupational Safety and Health Policy;
2. Assess, develop, implement and improve supporting requirements, programs, processes, and procedures under this policy;
3. Provide guidance and visible leadership for the implementation, operation and maintenance of BPA's Safety Management System; and
4. Ensure proper application of host employer responsibilities.

### B. Safety Organization

The Safety Organization is responsible to:

1. Implement BPA's Occupational Safety and Health Policy through BPA's Safety Management System Program or BPA's Safety & Health Program Manual and the APM;
2. Establish safety and health functions and clear lines of responsibilities and authorities for workforce safety;
3. Measure safety and health management performance, with special emphasis on work related to high consequence activities, by evaluating incident reports, job observations, workplace inspections, and using safety and health performance measures;
4. Enforce safety and health standards and regulations to ensure BPA meets or exceeds established industry and regulatory safety standards;
5. Record all occupational injuries and illnesses of BPA's workforce; and
6. Create a learning culture that systematically addresses human performance and latent organizational weaknesses.

### C. Employees

Employees have the responsibility to:

1. Comply with BPA's Occupational Safety & Health Policy and all related safety programs, procedures and standards;
2. Conform with BPA's Safety Management System requirements;

<b>Organization</b> Safety	<b>Title/Subject</b> Occupational Safety & Health Policy		<b>Unique ID</b> 420-1	
<b>Author</b> A. Campbell, M. Dalton, B. Edwards	<b>Approved by</b> CAO, J. Hairston	<b>Date</b> 3/16/2016	<b>Version</b> 2.1	Page 4

3. Complete required safety and health training; and
4. Report the following to his/her supervisor without fear of reprimand, retaliation or duress:
  - a. Illness that is reasonably related to an occupational hazard and/or that impacts the ability to perform work safely.
  - b. Injury
  - c. Near Hit/Close Call
  - d. Unsafe tools and equipment
  - e. Hazardous procedures or conditions
  - f. An employee may submit a confidential report on safety and health issues in writing using BPA F5480.17 form or verbally to BPA's Safety Organization. The employee does not have to wait for an outcome from a supervisory or safety committee before filing a written or verbal report with OSHA.

**D. BPA Supervisors and Managers**

BPA supervisors and managers have the responsibility to:

1. Incorporate tools and processes into work planning and execution that are designed to reduce the consequences of human error and identify and mitigate latent organizational weaknesses.
2. Provide safety orientations for new employees regarding occupational safety and health for their work environment.
3. Evaluate work performance to assure that their employees develop safe work habits and observe safety and health policies, practices and regulations.
4. Require the use of personal protective equipment.
5. Enforce BPA's safety and health policies, rules, and regulations in accordance with established procedures and in a timely manner.
6. Promptly respond to a safety and health concerns by:
  - a. Investigating and/or inspecting perceived violations and workplace hazards;
  - b. Notifying and seeking assistance from safety and health personnel as necessary;
  - c. Utilizing adequate interim safeguards to protect personnel and property; and
  - d. Making necessary corrections where such action is possible.

**E. Contracting Officer**

The contracting officer has the responsibility to:

<b>Organization</b> Safety	<b>Title/Subject</b> Occupational Safety & Health Policy		<b>Unique ID</b> 420-1	
<b>Author</b> A. Campbell, M. Dalton, B. Edwards	<b>Approved by</b> CAO, J. Hairston	<b>Date</b> 3/16/2016	<b>Version</b> 2.1	Page 5

1. Include contract language requiring compliance with Federal, state, and local safety, health, and reporting requirements;
2. Ensure contractor compliance with BPA safety requirements for work performed on behalf of BPA; and
3. Report promptly to BPA's safety manager when a serious injury or fatality occurs to a contractor or its employee.

**420-1.8 Standards & Procedures**

- A. ANSI Z10-2012 Occupational Health and Safety Management System Standard
- B. ISO 31000 Risk Management Standard
- C. BPA's recordkeeping and reporting requirements pursuant to:
  1. 29 CFR Part 1904, subparts C, D, E, G and 29 CFR §1960.66 and 1960.70; and
  2. 5 U.S.C. 8101 et seq.

**420-1.9 Performance & Monitoring**

BPA's Safety Organization will establish key metrics that will demonstrate improvement over time. The effectiveness of this policy will be measured through the use of BPA's Safety Management System Program requirements and metrics.

**420-1.10 Authorities & References**

- A. 29 CFR Part 1904 - Recording and Reporting Occupational Injuries and Illness
- B. 29 CFR Part 1910 - Occupational Safety & Health Standards
- C. 29 CFR Part 1926 - Safety and Health Regulations for Construction
- D. 29 CFR Part 1960 - Basic Program Elements for Federal Employees Occupational Safety and Health Programs and Related Matters
- E. 40 CFR Part 302 – Designation, Reportable Quantities and Notification
- F. 41 CFR Part 109 - Department of Energy Property Management Regulations
- G. ANSI Z10-2012 Occupational Health and Safety Management System Standard
- H. Executive Order 12196 - Occupational Safety & Health Programs for Federal Employees (1980)
- I. ISO 31000 Risk Management Standard and Guidelines
- J. BPA's Safety Management System Program
- K. DOE Standard Human Performance Improvement Handbook, Volumes 1 & 2. U.S. Department of Energy, 2009, Washington, D.C.

<b>Organization</b> Safety	<b>Title/Subject</b> Occupational Safety & Health Policy		<b>Unique ID</b> 420-1	
<b>Author</b> A. Campbell, M. Dalton, B. Edwards	<b>Approved by</b> CAO, J. Hairston	<b>Date</b> 3/16/2016	<b>Version</b> 2.1	Page 6

## 420-1.11 Review

This policy shall be reviewed and revised as needed, or on a minimum of every 5 years by the CSO.

## 420-1.12 Revision History

This chart contains a history of the revisions and reviews made to this document.

<b>Version Number</b>	<b>Issue Date</b>	<b>Brief Description of Change/Review</b>
1	March 12, 2001	
2	March 16, 2016	Replaced BPAM Chapter 180: Safety and Health Program policy in its entirety.
2.1	August 1, 2016	Updated title of <i>Safety and Health Program Handbook</i> to <i>Safety and Health Program Manual</i> , and updated link to new page. Minor revision not subject to review.

<b>Organization</b> Safety	<b>Title/Subject</b> Occupational Safety & Health Policy	<b>Unique ID</b> 420-1		
<b>Author</b> A. Campbell, M. Dalton, B. Edwards	<b>Approved by</b> CAO, J: Hairston	<b>Date</b> 3/16/2016	<b>Version</b> 2.1	Page 7