



## SMITHSONIAN INSTITUTION SAFETY, HEALTH AND ENVIRONMENTAL PROGRAM

1. Purpose	1
2. Scope	1
3. Policy	1
4. Administrative Control	2
5. Responsibilities	2
6. Safety Policies	5

### 1. PURPOSE

This directive sets forth the policy of the Smithsonian Institution (SI) to commit to safety, health and environmental protection for its programs and activities. The policy is consistent and compliant with applicable federal, state and local laws, regulations, and guidance related to workplace safety, health, and the protection of the environment. Further guidance on applicable regulations is provided in the SI [Safety Manual](#).

### 2. SCOPE

The provisions of this directive apply to all Smithsonian staff and affiliated persons (as defined in Section 1.4 of the [Smithsonian Directives Handbook](#)), collections, as well as its owned, leased and operated facilities.

### 3. POLICY

It is the policy of the Smithsonian Institution to:

- avoid fatal and non-fatal injury or illness to Smithsonian staff and affiliated persons in the course of duty, as well as to our visitors;
  - ensure mechanisms are in place that encourage Smithsonian personnel to report workplace hazards and to ensure that no employee is subject to restraint, interference,
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### 3. POLICY (continued)

coercion, discrimination, or reprisal for exercising his or her rights to report unsafe or unhealthful conditions in the Smithsonian workplace;

- prevent causing environmental harm to our properties and surrounding communities;
- prevent property loss or damage and avoid impact to the continuity of operations;
- comply with all applicable federal, state and local laws and regulations;
- comply with applicable building and fire codes, SI design requirements, as well as professional and industry standards, such as those published by the American National Standards Institute (ANSI), National Fire Protection Association (NFPA), and the International Code Council (ICC);
- meet the more protective or stringent requirements in the event of conflicting standards or regulations;
- bring existing structures into compliance with current codes and standards; and
- require all contractors (construction and services) to comply with applicable Smithsonian, federal, state and local regulations while performing work on Smithsonian-owned, -leased, and -operated facilities.

### 4. ADMINISTRATIVE CONTROL

The Office of Safety, Health and Environmental Management (OSHEM) has primary staff responsibility for the direction, planning, and technical supervision of the SI occupational safety, health, and environmental program.

### 5. RESPONSIBILITIES

**The Secretary of the Smithsonian** maintains overall responsibility to provide each employee, affiliated person, and visitor with an environment free from recognized hazards that may cause death, illness, or serious physical harm.

## 5. RESPONSIBILITIES (continued)

**The Provost/Under Secretary for Museums and Research, and the Under Secretary for Finance and Administration//Chief Financial Officer (USF&A/CFO)** are responsible for overall leadership and providing their units with adequate budgets and staff to effectively implement the safety, health, and environmental program at all operational levels. They are also responsible for ensuring their units comply with the policies and associated implementing documents addressed or referenced in this directive.

**The USF&A/CFO serves as the Designated Agency Safety and Health Official (DASHO)** for the Smithsonian. The DASHO is the senior SI official appointed by the Secretary, and charged with sufficient authority and responsibility to effectively represent the Secretary in the execution, management, and administration of the Smithsonian Institution's occupational safety, health, and environmental program. The DASHO should be of the rank of Under Secretary, or equivalent senior-level rank with direct access to the Under Secretary, and shall have sufficient headquarters staff with the necessary training and experience. As the Smithsonian Institution's safety, health and environmental program headquarters staff, OSHEM should report directly, or have sufficient access, to the DASHO, to enable it to carry out the responsibilities of the Smithsonian's safety, health and environmental program.

The DASHO shall assist the Secretary in maintaining:

- an occupational safety and health policy and program to carry out the provisions of Section 19 of the Occupational Safety and Health (OSH) Act, Executive Order 12196, and 29 *Code of Federal Regulations* (CFR) 1960.
- an organization, including provision for the designation of safety and health officials at appropriate levels, with adequate budgets and staffs to implement the occupational safety, fire protection, health and environmental program at all operational levels.

**The Director, Smithsonian Facilities**, provides management direction and resources to fully support OSHEM, the Smithsonian Institution's safety, health and environmental program headquarters.

**The Director, OSHEM**, has primary responsibility for the direction, operation, planning, and technical supervision of the SI safety, health and environmental program. The OSHEM Director is the designated official to enforce and render interpretations of Smithsonian building codes, standards and guidelines for all matters relating to fire protection, life safety, environmental management and general safety. ([SD 410](#) outlines the responsibilities for interpreting and enforcing codes, standards and guidelines related to all other matters.) As such, the Director, OSHEM, is responsible for:

## 5. RESPONSIBILITIES (continued)

- establishing and maintaining policies, programs and processes that integrate risk management strategies to ensure safe and healthy work practices by Smithsonian staff and affiliated persons;
- providing OSHEM Associate Directors, who are responsible for administering SI safety and health programs, with sufficient financial and personnel resources to meet mission requirements;
- terminating an operation in the event it is determined to present an unacceptable safety, health, or environmental risk;
- providing oversight of the programs, policies and training contained in the Smithsonian [Safety Manual](#);
- assessing all SI plans, systems, programs, facilities, equipment, processes, permitting, and activities on a regular basis to assure fire protection, safety, environmental, and health objectives are achieved; and
- ensuring incidents are properly investigated to identify root causes and eliminate or mitigate hazards.

**Directors, Division Heads and Supervisors of Museums, Research Centers, and Offices** are responsible to establish, budget for, and execute an effective safety, health and environmental program within their buildings, facilities, or offices, and ensure those programs are consistent with applicable federal regulations and Smithsonian policies, standards, and procedures. Specific responsibilities are outlined in the SI [Safety Manual](#), an electronic copy of which is available through the [OSHEM webpage on Prism](#), the public SF website, or contact with OSHEM directly.

([http://www.sifacilities.si.edu/safety\\_health/Safety\\_manual/safety\\_manual\\_toc.asp](http://www.sifacilities.si.edu/safety_health/Safety_manual/safety_manual_toc.asp))

These responsibilities include:

- appointing, in writing, a senior staff member to serve as safety coordinator for his or her unit;
- establishing a safety committee to ensure the effective implementation of the SI safety program at museums and research centers, and offices with 75 or more employees. Offices with less than 75 employees may instead opt to participate in the safety committee of their host facility; and

## 5. RESPONSIBILITIES (continued)

- ensuring tenant organizations abide by SI safety policies and procedures.

Directors, Division Heads and Supervisors are also responsible to ensure the necessary funding and personnel, sufficiently trained and qualified in accordance with the SI [Safety Manual](#), to assist them in administering their safety programs. For units with personnel strengths in excess of 200 employees, units with highly complex operations and moderate to high hazards, and/or units with injury rates greater than the Smithsonian-wide injury rate, it is strongly recommended that resources include a full-time safety coordinator. Where a full-time safety coordinator is not provided under the above conditions, the unit and OSHM shall conduct a risk assessment to identify whether mitigation measures are needed. Otherwise, units shall assign an individual as collateral duty safety coordinator, sufficiently trained and qualified in accordance with the SI [Safety Manual](#).

For Directors, Division Heads, and Supervisors having units within their facility that are not under their direct control, the parent organization of those units is responsible for providing required personnel, fiscal support, and training.

**Safety Coordinators** shall be delegated authority for administering the day-to-day SI occupational safety, health and environmental program for their buildings, facilities, and offices as outlined in the [Safety Manual](#), and for coordinating these activities with OSHM. To prepare for these responsibilities, Safety Coordinators shall receive the minimum training and meet the qualifications as described in the SI [Safety Manual](#).

**Supervisors** will ensure employee compliance with the SI occupational safety, health, and environmental standards, policies, and procedures set forth in this directive, the associated [Safety Manual](#), and guidance issued by OSHM with respect to the SI occupational safety, health and environmental program.

**Employees and Affiliated Persons** have a responsibility to themselves and to the Institution for their safety and the safety of others. SI employees and affiliated persons must comply with the Smithsonian [Safety Manual](#) and other Smithsonian occupational safety, health, and environmental standards, rules, regulations, and guidance that apply to their own actions and conduct.

## 6. SAFETY POLICIES

The Smithsonian [Safety Manual](#) defines standards and provides guidance to implement and supplement the occupational safety, health, and environmental standards and requirements contained in regulations.

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**SUPERSEDES:** SD 419, October 30, 2006.

**INQUIRIES:** Office of Safety, Health and Environmental Management (OSHEM) — Smithsonian  
Facilities (SF).

**RETENTION:** Indefinite. Subject to review for currency 36 months from date of issue.

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