



U.S. Department  
of Transportation  
Maritime  
Administration

## MANUAL OF ORDERS

### MARITIME ADMINISTRATIVE ORDER

REVOKES

See Section 11

NO.

270-1

EFFECTIVE DATE

January 16, 1984

SUBJECT

### OCCUPATIONAL SAFETY AND HEALTH PROGRAM

#### Section 1. Purpose:

This order establishes the Maritime Administration Occupational Safety and Health Program and assigns responsibilities for the program as required by Department of Transportation (DOT) Order 3902.7, Occupational Safety and Health Management Program.

#### Section 2. Related Directives and Regulations:

DOT Order 3902.7, Occupational Safety and Health Management Program.

DOT Order 3902.6B, Occupational Safety and Health Management Information System.

Executive Order 12196, Occupational Safety and Health Program for Federal Employees.

Occupational Safety and Health Act (OSHA), 1970, as amended, Title 29, U.S. Code, Section 668, Programs of Federal Agencies.

29 CFR Part 1960, Basic Program Elements for Federal Employee Occupational Safety and Health Programs.

#### Section 3. Policy:

3.01 It is the policy of the Maritime Administration to:

- 1 Establish and implement a comprehensive, continuing and effective occupational safety and health program to protect all personnel and material resources.
- 2 Provide safe and healthful workplaces for employees and a safe environment for visitors to Maritime Administration facilities, and assure that an organized and systematic approach is utilized to identify and correct safety and health hazards.
- 3 Require that every official and employee assumes his or her legal and moral responsibility for safety and the prevention of accidents, and instill an awareness of safety principles in all employees.

- 4 Require that safety, as an integral part of efficient management, be considered in the planning, development and operation of every program and activity.
- 5 Cooperate with other agencies, both public and private, for the advancement of accident prevention in Federal service.

3.02 The Maritime Administration hereby adopts in whole the occupational safety and health standards promulgated by the Secretary of Labor pursuant to section 6 of the Occupational Safety and Health Act, including any provisions of such standards that may be made after the date of this order. The following standards are contained in Title 29 of the Code of Federal Regulations:

- 1 29 CFR 1910, Occupational Safety and Health Standards
- 2 29 CFR 1915, Occupational Safety and Health Standards for Shipyard Employment
- 3 29 CFR 1918, Safety and Health Regulations for Longshoring
- 4 29 CFR 1926, Safety and Health Regulations for Construction

Section 4. Objectives:

- 4.01 The objectives of the Maritime Administration Occupational Safety and Health Program are to:
- 1 Assure a safe and healthful work environment for all Maritime Administration employees.
  - 2 Maintain, direct, and administer an effective accident prevention and loss control program.
  - 3 Minimize accidental losses of staff resources and property by curtailing unsafe acts, and eliminating or controlling unsafe mechanical or physical conditions and occupational health hazards.
  - 4 Reduce injury frequency and severity rates to the lowest level practicable.
  - 5 Establish and maintain an effective accident investigation and reporting system and provide for the recordkeeping and periodic dissemination of accident experience data.

- 6 Establish and maintain a periodic inspection of workplaces to insure compliance with applicable safety and health standards and the abatement of unsafe conditions.
- 7 Insure that all levels of supervision are properly charged with, and informed of, their safety responsibilities.

Section 5. Definitions:

- 5.01 For the purpose of this order, the following definitions shall apply:
- 1 Occupational Injury: An injury (such as a cut, fracture, sprain, amputation, etc.) which results from an occupational accident or from a single incident exposure in the Maritime Administration's work environment. NOTE: Conditions resulting from animal bites, such as insect or snake bites or from one time exposure to chemicals, are considered injuries.
  - 2 Occupational Illness: Any abnormal condition or disorder, other than one resulting from an occupational injury, caused or aggravated by exposure to environmental factors associated with Maritime Administration employment. This category includes acute and chronic illnesses or disease which may be caused by noise, radiation, inhalation, absorption, ingestion, or direct contact.

Section 6. Responsibilities:

- 6.01 The Director, Office of Ship Operations, shall be responsible for the overall planning, formulation, direction, and administration of the internal Maritime Administration Occupational Safety and Health Program. The Maritime Administration Safety Officer, located in the Office of Ship Operations, shall be responsible for managing the Maritime Administration's Occupational Safety and Health Program in accordance with this order and the requirements of OSHA, DOT Order 3902.7 and applicable Maritime Administrative Orders.
- 6.02 The Maritime Administration Safety Officer (Safety Officer) shall:
- 1 Serve as liaison with DOT's Occupational Safety and Health Branch.

- 2 Exercise functional management authority and responsibility over all Maritime Administration safety and health activities. This includes providing policy and technical guidance; developing and issuing standards and procedures to implement approved policies; reviewing and evaluating activities for conformance with prescribed policies, standards, and procedures; and recommending necessary action to obtain conformance with them.
- 3 Provide support and assistance required by managers at all operating levels in discharging their responsibilities for safety.
- 4 Keep management officials informed of significant actions, problems or other matters of substance related to the implementation of, and the compliance with, program requirements.
- 5 Administer the Maritime Administration Safety Awards Program described in section 10 of this order.
- 6 Participate in the Departmental Safety Council, and in accordance with guidance criteria provided by the Council, conduct inspections of workplaces.
- 7 Conduct an annual evaluation of the internal Occupational Safety and Health Program as required by DOT Order 3902.7, paragraph 19.
- 8 Ensure that the "Occupational Safety and Health Protection for Federal Employees" poster, which informs employees of their rights and responsibilities, is posted in the Washington Headquarters, Region Offices, Reserve Fleet sites, and the U.S. Merchant Marine Academy. Each notice shall include the name of the local safety official for the location where the notice is posted and where employees may obtain information about Executive Order 12196, internal occupational safety and health policy, safety and health committees, and copies of applicable safety and health standards adopted by the Maritime Administration.
- 9 Review all Department of Labor Federal Employees' Compensation Chargeback billing pertaining to Maritime Administration employees' occupational injuries and illnesses.

- 10 Establish and maintain a record or log of (1) occupational injuries or illnesses suffered on Maritime Administration facilities; and (2) oral or written employee reports of unsafe or unhealthy working conditions.
- 11 Assure that safety training is provided for management, managers, supervisors, employees, employee representatives, and safety employees assigned occupational safety responsibilities.
- 12 Provide for the development, issuance and maintenance of an employee safety handbook.
- 13 Manage the Maritime Administration medical surveillance program, including serving as liaison with medical facilities, as needed.
- 14 Establish and manage the Agency's occupational safety and health management information system for reporting accidents and other mishaps, in accordance with DOT Order 3902.6B.
- 15 Carry out other duties of Safety Officer as prescribed in DOT Order 3902.7.

6.03 Associate Administrators and independent Office Directors shall be responsible for the operation of the Maritime Administration Occupational Safety and Health Program within their organizations and shall designate a key member of their respective staffs as Safety Representative for their office, who shall be responsible for coordinating Occupational Safety and Health Program activities with the Safety Officer.

6.04 The Safety Representative shall be responsible for:

- 1 Furnishing technical assistance for the incorporation of adequate safe practices in technical procedures and manuals, directives, and other instructions; representing and advising the Associate Administrator or independent Office Director on matters pertaining to the prevention of accidents.
- 2 Assisting the Associate Administrator, independent Office Director, and/or the Safety Officer in conducting periodic safety inspections and appraising the effectiveness of the safety program.

- 3 Reviewing accident experience and accident and fire reports and maintaining such records as necessary to keep the Associate Administrator or independent Office Director informed on progress of the program and budgetary requirements.
- 4 Coordinating Occupational Safety and Health Program activities with the Safety Officer and participating in meetings and committees in fields related to safety, as requested.

6.05 Region Directors, Superintendent, United States Merchant Marine Academy (USMMA), and Reserve Fleet Superintendents, shall be responsible for the supervision and direction of the Occupational Safety and Health Program within their respective areas of responsibility. They shall:

- 1 Designate a local Safety Officer (Regions and USMMA), or a Safety Assistant (Reserve Fleets), as appropriate, responsible for coordinating a safety program in accordance with 29 CFR 1960, DOT Order 3902.7, and applicable Maritime Administrative Orders.
- 2 Encourage participation in Field Federal Safety and Health Council activities, where feasible.
- 3 Assure that safety training is provided for managers, supervisors, employees, employee representatives, Safety Officers, and Safety Assistants in occupational safety.
- 4 Establish Occupational Safety and Health Committees, in accordance with section 7 of this order.
- 5 Ensure that Occupational Safety and Health Program is evaluated periodically in accordance with procedures established by the Safety Officer.
- 6 Establish local standards for work tasks or activities and coordinate such standards with the Safety Officer.
- 7 Review Department of Labor Federal Employees' Compensation chargeback reports to verify that the employees included in the report are assigned to their respective organizations.

6.06 Supervisors and Managers shall:

- 1 Provide active and aggressive leadership to assure overall safety of operations within their activities.

- 2 Promote continuing awareness of the requirements of the Occupational Safety and Health Program.
- 3 Assure that all operations within their areas of responsibility provide optimum safeguards.
- 4 Assure the prompt investigation of employee reports of unsafe or unhealthful working conditions and practices, determine appropriate corrective action, and inform the employee of the decision and action taken.
- 5 Assure prompt investigation of all accidents and injuries and assure accuracy, completeness, and timely submission of individual accident reports in accordance with procedures set forth in section 8.04 of this order.

6.07 Employees shall be responsible for compliance with all occupational safety and health standards and all rules, regulations, and orders issued pursuant to the safety program which are applicable to their own actions and conduct. This responsibility includes:

- 1 Notifying their supervisors and/or safety official of their organization promptly of any occupational injury or accident in which they are involved; any occupational illnesses contracted; and all unsafe or unhealthful working conditions.
- 2 Conducting business or working in a safe and responsible manner, using prescribed safety procedures, techniques, and equipment.
- 3 Notifying the safety official for their organization of unsatisfactory corrective action, in accordance with the appeal procedures outlined in DOT Order 3902.7 and applicable Maritime Administration Orders.

Section 7. Occupational Safety and Health Committees:

7.01 Occupational Safety and Health Committees shall be established and maintained to assist management officials in discharging their responsibilities under the Occupational Safety and Health Program. Generally, committees need not be formed at any establishment where there are fewer than 25 employees, except where required by labor/management agreements. The Occupational Safety and Health Committees shall be established as follows:

1 Washington Headquarters

Committee members will include a representative of management and a representative of labor organizations which hold national consultation rights or national exclusive recognition, if applicable. In the absence of a recognized labor organization, a designated employee representative shall be chosen. Each Associate Administrator and independent Office Director shall designate one committee member from their respective area of responsibility. The committee may also include technical personnel for advice and assistance as needed. However, the size of the committee shall not exceed 15 members and only full-time employees may be members. Committee members will elect a chairperson from among its members by majority votes.

2 Region Offices, U.S. Merchant Marine Academy, and Reserve Fleet Sites

The Region Directors, Superintendent, U.S. Merchant Marine Academy, and Reserve Fleet Superintendents, shall establish Safety and Health Committees for their respective area of responsibility. Management representatives will be included on all committees as well as technical personnel to assure proper functioning of the committee. Employee representation will be designated on the basis indicated below:

- 1 Labor organizations holding region-wide exclusive recognition and/or Maritime Administration-wide exclusive recognition which encompasses the union are entitled to representation.
- 2 Labor unions holding local exclusive representation or Maritime Administration-wide exclusive recognition which encompasses a local unit are entitled to recognition.
- 3 Where substantial segments of the work force are not represented by a labor organization, as specified above, management shall designate employee representatives to serve on the committee.

- 7.02 Functions: Committees shall develop recommendations and exchange information on all areas of Occupational Safety and Health. These committees shall be used as a forum for discussing employees' concerns about unsafe or unhealthy working conditions or practices. Committees may monitor and comment upon inspection procedures and practices.
- 7.03 All Safety and Health Committees should meet, as a minimum, on a quarterly basis. An agenda shall be published for each meeting.
- 7.04 Written minutes of each committee meeting shall be maintained and distributed to each committee member and to the local safety official with a copy to the Safety Officer.

Section 8. Reporting Requirements:

- 8.01 The Safety Officer shall prepare an annual report on the status of the Maritime Administration's Occupational Safety and Health Program for transmittal to the Assistant Secretary for Administration, DOT.
- 8.02 Each Region Office, Reserve Fleet, and the U.S. Merchant Marine Academy Safety Official shall prepare a report, to be included in the annual report to DOT, on the achievements of their Safety and Health Program; unsafe and unhealthful conditions identified in the past year and the recommendations to eliminate such conditions; and the status of the abatement of these hazards. The report shall be submitted to the Safety Officer, Washington, by February 1st of each year.
- 8.03 Maritime Administration occupational injury and illness statistics shall be posted at the Washington Headquarters, Regional Offices, Reserve Fleet sites, and the U.S. Merchant Marine Academy. These statistics shall be posted no later than 45 days after the close of the calendar year, for a minimum of 30 consecutive days.
- 8.04 Occupational Safety and Health Management Information System (SHMIS):
- 1 All occupational accidents, injuries and illnesses which occur incident to Maritime Administration operations or activities shall be reported on Form MA-928, Loss Management Report, to the local safety official and the Safety Officer within six working days of the occurrence of the mishap.

- 2 As required by DOT Order 3902.7, all major accidents, as defined by DOT Order 3902.6B, shall be investigated. A report of the investigation shall be prepared by the supervisor with jurisdiction over the area where the mishap occurred. As required, Associate Administrators, Region Directors, the Superintendent, U.S. Merchant Marine Academy, or Fleet Superintendents may designate investigators to conduct the investigation and prepare the report.
- 3 The investigation report shall be prepared in accordance with the requirements set forth in DOT Order 3902.7, Paragraph 10.d, and be submitted to the local safety official within 30 working days of the occurrence of the mishap. The safety official shall transmit the report to the safety officer within 45 working days of the occurrence of the mishap.

Section 9. Program Funding:

The Director, Office of Ship Operations, Region Directors, Reserve Fleet Superintendents, and the Superintendent, U.S. Merchant Marine Academy, shall request funds for the Occupational Safety and Health Program in their budgets. Safety and health training, personnel needs and abatement of unsafe or unhealthful working conditions shall be identified and given adequate priority in developing annual budget submissions.

Section 10. Safety Awards Program:

10.01 There is hereby established the Maritime Administration Safety Awards Program which will provide special recognition for outstanding safety achievement at the U.S. Merchant Marine Academy and Reserve Fleet sites. Awards shall be presented at the Maritime Administration annual awards ceremony.

10.02 Eligibility for and Category of Awards:

The Merchant Marine Academy and the Reserve Fleet sites are eligible for awards under this program as follows:

- 1 The Safety Honor Award, in the form of a suitably inscribed plaque, will be issued to each eligible activity provided no disabling injuries have occurred in the activity's work force during the calendar year. For the purposes of this award, midshipmen are not defined as being within the Academy's work force.

- 2 The Safety Merit Award, in the form of a suitably inscribed certificate, will be issued to the Reserve Fleet site, having the lowest disabling injury frequency rate for the calendar year. A Reserve Fleet site qualifying for the Safety Honor Award shall not be eligible for the Safety Merit Award.
- 3 The Safety Merit Award, in the form of a suitably inscribed certificate, will be issued to the U.S. Merchant Marine Academy work force when a 5 percent or more reduction in the number of disabling injuries is achieved in comparison with the preceding year. The Academy shall not be eligible for the Safety Merit Award, if it has qualified for the Safety Honor Award.

A disabling injury is defined as any work-related fatality or any work-related injury causing the loss of one full work day or more beyond the day of injury.

10.03 Disqualification:

An activity shall not qualify for an award if, during the calendar year or years, as appropriate, it has experienced an employee work-related death, or fatal injury, exclusive of death due to industrial disease.

10.04 Procedures:

- 1 Within 30 days after the close of the calendar year, each Reserve Fleet Safety Assistant and the Academy Safety Officer shall submit to the Safety Officer, through the Region Director or Superintendent, U.S. Merchant Marine Academy, as appropriate, information pertaining to the qualifications of their respective organizations for an award.
- 2 The disabling injury frequency rate for each Reserve Fleet site and the U.S. Merchant Marine Academy shall be determined by dividing the number of disabling injuries experienced during the year by the total number of employee work-hours for the year as extracted from official time and attendance records.
- 3 The Safety Officer shall review the statistical data relating to injuries as reflected in the Maritime Administration accident report files and the information submitted by the field offices. Upon completion of this review, the Safety Officer shall submit appropriate recommendations to the Maritime Administrator for approval.

Section 11. Revocations:

This order revokes Maritime Administration Order (MAO) 270-1, Safety Program, dated March 7, 1980; MAO-270-2, Accident Reporting dated June 2, 1975; and MAO 270-3, Establishment and Maintenance of Employees' Safety Handbook, dated October 7, 1974.



H.E. SHEAR  
Maritime Administrator