U.S. DEPARTMENT OF ENERGY
THOMAS JEFFERSON SITE OFFICE

FEDERAL EMPLOYEE OCCUPATIONAL SAFETY AND HEALTH PROGRAM DESCRIPTION

Revision 0

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FEDERAL EMPLOYEE OCCUPATIONAL SAFETY AND HEALTH PROGRAM DESCRIPTION

1.0 OBJECTIVE

The purpose of this program description is to describe the Federal Employee Occupational Safety and Health (FEOSH) Program for Thomas Jefferson Site Office (TJSO) employees. This program description provides TJSO personnel with the information and references to additional information needed to understand how to provide a safe and healthful work environment.

TJSO is committed to providing safe and healthful working conditions for its employees. This commitment is implemented through an effective FEOSH Program, as described in this procedure, and is consistent the FEOSH program elements within the Office of Science Management System (SCMS). In accordance with Department of Energy (DOE) Policy 450.4, *Safety Management System Policy,* TJSO considers employee safety and health (S&H) to be a primary responsibility of every TJSO manager and employee. To support this priority, TJSO develops, implements, and continually improves practices that assure optimal protection of its employees.

The FEOSH Program for TJSO employees is intended to be owned and implemented by all TJSO managers, supervisors, and employees. The program's success depends in great measure upon open and honest communication between employees and management. This team approach facilitates the recognition of existing and emerging safety and health concerns, and the timely application of appropriate actions. It is critical that all TJSO personnel become involved in seeking and suggesting ways to improve the effectiveness of the TJSO FEOSH Program. Our shared goal in this program is for all of us to return home to our families at the end of each workday without work-related injuries or illnesses.

2.0 SCOPE

The policies and guidelines contained within this program description apply to all TJSO personnel. All federal employees and program support contractor employees should be familiar with their worker protection contained in this procedure.

3.0 REFERENCES

1. Section 19 of the *Occupational Safety and Health Act of 1970*
2. Public Law 91-596, 91st Congress, S.2193, December 29, 1970
3. Executive Order 12196, *Occupational Safety and Health Programs for Federal Employees*
4. Title 29 CFR Part 1960, *Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters*
5. Title 10 CFR Part 835, *Occupational Radiation Protection*
6. Title 10 CFR Part 850, *Chronic Beryllium Disease Prevention Program*
7. Title 29 CFR Part 1910, *Occupational Safety and Health Standards*
8. DOE Policy 450.4, *Safety Management Systems Policy*
9. DOE Order 341.1, *Federal Employee Health Services*

4.0 RESPONSIBILITIES

4.1 TJSO Management/Supervision

4.1.1 TJSO management is responsible for the overall integrity and implementation of the FEOSH Program for its employees.

4.1.2 TJSO managers must assure that appropriate financial and other resources are available to effectively implement the FEOSH Program. This includes ensuring service contracts or agreements are in place to cover mental and physical wellness services for Federal employees.

4.1.3 TJSO managers are also responsible for assuring that information on the FEOSH Program and its requirements are made available to employees and that the Occupational Safety and Health hazards and injury/illness records are accessible to all workers.

4.1.4 In order to implement an effective program, management supports FEOSH awareness activities, workplace inspections, investigation of safety and health concerns, hazard communication, abatement and control, employee training and other safety and health-related initiatives.

4.1.5 TJSO managers and supervisors are responsible for setting safety and health expectations for their employees in the conduct of their work activities, including when away from their assigned office or on official travel.

4.1.6 Supervisors have the authority to remove an employee from their work area and may Suspend Work or Stop Work activities if they perceive a real or potential threat to health or safety (refer to Appendix A for details).

4.1.7 TJSO managers have certain responsibilities related to recordkeeping practices. All records must be maintained in accordance with DOE Order 200.1, *Information Management Program*, dated September 30, 1996, and Federal confidentiality requirements.

4.1.8 Records reflecting hazard analyses, including workplace inspection records should be readily available to all Site Office staff.

4.1.9 TJSO managers are responsible for ensuring that the TJSO FEOSH Program Manager and Human Resources are aware of Federal employee injuries or illnesses. These aspects of the TJSO FEOSH Program will be carried out in compliance with 29 CFR 1904 requirements and DOE Order 231.1A, Change 1, *Environment, Safety and Health Reporting.*

4.1.10 TJSO management provides common PPE for Site Office employees including safety eyewear, head protection, and safety footwear. Additional PPE may be designated as situations merit.

4.2 TJSO Employees

4.2.1 The employee is entitled to have safety concerns addressed prior to continuing the task or activity or participating in the work.

4.2.2 All TJSO employees have rights as well as responsibilities in maintaining a safe and healthy workplace. Pursuant to 29 CFR 1960, employees have the right to:

- Have access to TJSO FEOSH Program information;
- Know what identified hazards exist and the corrective actions taken to eliminate or reduce their risk;
- Suspend Work, without fear of reprisal, if the employee believes there is a task or work activity that could pose an unsafe safety or environmental condition (see Appendix A);
- Stop Work IMMEDIATELY, without fear of reprisal, should a situation arise that places them or a co-worker in immediate danger (see Appendix A);
- Report unsafe work conditions or practices to their supervisor or other appropriate authority without fear of reprisal;
- Request inspections of unsafe or unhealthful working conditions;
- Participate in workplace safety inspections;
- Receive timely notification of resolution for reported issues;
- Observe workplace safety and health monitoring activities and be notified of monitoring results;
- Have access to workplace inspection and accident investigation reports; and
- Participate in TJSO FEOSH activities on official time.

4.2.3 TJSO employee responsibilities go hand-in-hand with employee rights. Along with the right to work in a safe and healthful environment is the responsibility to act in ways that promote safety. Specifically, employees must:

- Be aware and knowledgeable of safety and health rules, regulations, policies, etc., applicable to the employee's workstation location;
- Comply with applicable DOE Site Office and Laboratory safety and health Policies and Manuals;
- Use personal protective equipment (PPE) when needed;
- Report recognized hazards to their immediate supervisor; and
- Report work-related injuries or illnesses to their supervisor and/or the medical department and follow-up notification to their supervisor.

4.2.4 Any alleged discrimination on the basis of safety should be reported in writing to the Employee Concerns Manager within 30 calendar days of its occurrence. The alleged discrimination shall be promptly investigated; and if discrimination has occurred, appropriate disciplinary action will be taken.

4.2.5 Employees may access their personal health record by contacting the Laboratory's medical department or contracted service provider.

4.2.6 In accordance with ORO Order 340, Chapter V, *Employees Fitness Program*, TJSO employees and the Office of the Inspector General may receive partial reimbursements of fees paid to private health clubs.

4.2.7 All employees must adhere to the Zero Tolerance Policy with regard to violence in the workplace established by DOE.

4.2.8 When TJSO employees work on or in a specific site or facility, they shall follow that Laboratory's safety and health requirements (i.e., Radiation Protection Program). Other administrative or PPE controls may be added based on site-facility-specific requirements.

4.2.9 In the rare event respiratory PPE is needed, respirator use requires TJSO management advance approval with a corresponding list of required medical approvals, fit testing, and training.

4.2.10 All employees entering confined spaces shall be appropriately trained with documentation maintained by TJNAF.

4.3 TJSO FEOSH Program Manager

4.3.1 Is responsible for ensuring the FEOSH program description is periodically reviewed and updated as necessary, including review of current SCMS FEOSH documents, and incorporation of program improvements with consideration of staff feedback.

4.3.2 Is responsible for ensuring that all Federal employee injuries and illnesses are classified and recorded on the appropriate OSHA and DOE forms:

- DOE Computerized Accident/Incident Reporting System (CAIRS)
- DOE Order 231.1A, Change 1, *Environment, Safety and Health Reporting;* DOE F-5484.3, Individual Accident/Incident Report.
- 29 CFR 1904, OSHA 300 occupational injury and illness log and 300A, annual summary of occupational injuries and illnesses.

5.0 PROCEDURE

There are six key elements that must exist to implement an effective FEOSH Program. These six program elements (consistent with Integrated Safety Management) are the cornerstone of an effective S&H Program. These elements are:

1. Management commitment and employee involvement,
2. Workplace hazard analysis,
3. Hazard prevention and control,
4. Safety and health training,
5. Program evaluation, and
6. Employee feedback.

5.1 Management Commitment and Employee Involvement

TJSO is committed to providing a workplace for its employees that is free from recognized hazards that are causing or are likely to cause death or serious physical harm and that management regards worker safety and health as a fundamental value to be pursued with as much vigor as other organizational goals.

Employee involvement provides the means through which workers develop and/or express their commitment to safe and healthful practices for themselves and for their fellow workers.

Management must also ensure contracts or agreements are in place for local medical services and other support services within the FEOSH program. This includes establishing local resources for an Employee Assistance Program (EAP).

All TJSO employees have rights as well as responsibilities in maintaining a safe and healthy workplace (see Section 4.2).

TJSO employees must follow all site-specific policies and procedures (e.g., training requirements, personal protection equipment requirements, postings, speed limits, etc.).

5.2 Analysis of Hazards in the Workplace

Managers and employees must analyze the hazards to TJSO employees at their normal duty station and be aware of hazards while on official travel. Hazard analysis is a comprehensive process for identifying existing and potential workplace conditions that may cause employee injury or illness and identifying appropriate controls. Hazard analysis involving supervisors and employees working in conjunction with S&H professionals helps to foster continuous improvement in hazard control and ensure compliance with safety and health requirements.

The work-related hazards faced by the majority of TJSO employees fall into three general categories.

- The first category is hazards most commonly associated with an office environment. These include, but are not limited to, design of computer workstations, uneven walking surfaces, use of electrical equipment, office storage/clutter, and tripping hazards.

- The second category includes hazards that may be encountered during the conduct of field tours and oversight inspections in contractor work areas.

- Another potential health hazard may occur if TJSO employees are assigned duties (TDY) that entail travel, including travel outside the United States. Prior to their departure, all employees traveling outside the United States on TDY are to obtain medical clearance, in accordance with DOE O 341.1, for determination of immunizations to reduce the risk of travel-related illnesses or other health consequences.

5.2.1 Annual Task Hazard Analysis

- The TJSO Annual Workplace Job Hazard Analysis (JHA) will cover the majority of the anticipated hazards encountered by Site Office employees. Refer to Appendix B for an example of the JHA form. The JHA is to be completed by a safety and health professional, and signed by both the employee and the Immediate Supervisor.
- Employee work stations and ergonomic evaluations are integrated into the annual workplace JHA assessments, including employee input.
- Detailed ergonomic consultation and workstation evaluations are available through the Laboratory's Occupational Physician.
- Implementing recommendations to change an employee's work activities and/or workplace accommodations will be the result of coordination between the Occupational Physician and Site Office Management, and may include procurement of equipment such as specific chairs, workstation, wrist rest, keyboards and trays, foot rests, lumbar supports, etc..
- Employee medical (physical) screening assessments conducted by the Laboratory's Medical Department include identifying potential ergonomic risk factors, such as extensive repetitive motion activities.

5.3 Hazard Prevention and Control

TJSO managers and employees must prevent or control the real or potential hazards that are identified through hazard analysis or other means. Prompt abatement of unsafe or unhealthful working conditions is required by 29 CFR 1960.30, 10 CFR 835, 10 CFR 851, and DOE Order 440.1A.

During the conduct of field assessment activities, TJSO staff are to adhere to the applicable environmental, health and safety requirements identified in the Lab's EH&S manual (http://www.jlab.org/ehs/manual/EHSbook.html).

The preferred order of achieving hazard prevention and control is:

- Engineering controls;
- Work practice controls;
- Administration controls; and
- Personal protection equipment.

At any time, if a TJSO employee becomes aware of a previously unidentified hazard or perceives a risk of potential injury or exposure to chemical, radiological, ergonomic, or physical hazards, they should notify their supervisor immediately.

5.3.1 Hazard Communication

- TJSO utilizes the Laboratory's Hazard Communication Program that complies with 29 CFR 1910.1000.
- All chemicals located in federally occupied spaces are identified and maintained by TJNAF.

- Material Safety Data Sheets for each inventoried chemical are maintained by TJNAF and are made readily accessible to employees (http://msdsweb.jlab.org/msds/).
- All products containing hazardous substances are labeled, and employees likely to be exposed to chemicals in their workplaces are trained in accordance with 29 CFR 1910.1000.

5.3.2 Asbestos Management

- An Asbestos Management Program, in accordance with 29 CFR 1926.1101, has been developed by TJNAF to control the release of asbestos fibers.
- Areas within federally-managed buildings containing asbestos products have been identified and location noted as part of an Asbestos Management Plan so that scheduled renovations, repair, and/or maintenance activities are conducted appropriately.

5.3.3 Confined Space

- The TJSO staff will abide by the Laboratory's Confined Space Program that complies with the OSHA standard (29 CFR 1910.146).
- All employees entering confined spaces shall be appropriately trained with documentation maintained by TJNAF.

5.3.4 Emergency Management

- As occupants of an office complex managed by the Laboratory, the Site Office utilizes the Emergency Management Program managed by the Laboratory. This Emergency Management Program includes a mechanism to notify and consult with Site Office Management on major operational decisions. The Site Office Manager or Acting Manager are responsible for maintaining accountability of Site Office staff during work-hour evacuations.
- Site Office compliance with the Laboratory's Emergency Management Program includes following posted evacuation routes, muster points, or other instructions from Laboratory Management, Safety Wardens, or Building Managers during exercises or events. Suggestions on emergency management program improvement are to be furnished to the Laboratory's Associate Director for ESH&Q.

5.3.5 Personal Protective Equipment

- PPE will be provided, used, and maintained by TJSO employees when it has been determined that its use is required and that such use will lessen the likelihood of occupational injury and/or illness.
- TJSO provides eye, head, and foot protection. Additional PPE may be added as situations warrant.
- PPE procurement for TJSO staff includes an employee request, supervisor approval, and applicable purchase through the Laboratory's vendor network.

- A small inventory will be maintained of the more commonly requested or needed items such as safety glasses and hard hats. This type of readily available equipment will also enable outfitting visitors without delay.
- The contractor provides specialized and/or site-facility-specific PPE to DOE employees, in accordance with any Standard Operating Procedure, Task Hazard Analysis, or work control documentation. Examples of the site-specific PPE include: respirators, fall protection, anti-contamination clothing, and face shields.
- In the rare event respiratory PPE is needed, respirator use requires TJSO management advance approval with a subsequent medical approval, fit-testing, and training administered by the Laboratory.

5.3.6 Violence in the Workplace

- The Department of Energy has established a Zero Tolerance Policy with regard to violence in the workplace with consequences including removal from employment.
- Workplace violence is described as a violent act or threatening behavior typically involving one individual acting against another, but can also include harm taken against oneself. Violent acts include, but are not limited to, physical assault, and threats of violent acts conveyed in person through words or behavior, in writing, or by electronic communication (email or voicemail), an intimidating presence, damage to the personal property of others, and verbal harassment.
- Management is committed to preventing acts of violence or threatening behaviors in the workplace. The commission of a prescribed criminal act, a psychological trauma, or coercive behavior by anyone is not to be tolerated. All perceived threats of workplace violence are to be expeditiously reported to your immediate supervisor. Supervisors are to seek the advice from Human Resources regarding investigating the incident and initiating appropriate action. It is imperative that supervisors take all perceived threats seriously and consider each to be real until proven otherwise.
- Observed acts of violence and suspected future acts of violence are to be reported directly and promptly to the JLab security force at 269-5822.

5.3.7 Employee Fitness

- In accordance with ORO Order 340, Chapter V, Change 2, *Employees Fitness Program*, TJSO may receive partial reimbursements of fees paid to private health clubs.
- Reimbursements are limited to $200 per year and require an average of one visit to the facility per week to qualify.
- The reimbursement program is based on research demonstrating that employees that regularly participate in physical fitness activities have better attendance records and are more productive.

- The program is operated by the Oak Ridge Office Wellness Committee.

5.4 Safety and Health Training

All employees must have the needed skills to perform their tasks in a safe and healthful manner. Supervisors are responsible for identifying the appropriate level of training necessary for an employee to perform their job function in a safe, healthy manner.

- Assigned responsibilities and training requirements are established by Site Office Management upon first employment and reflected in various sources, including the Site Office FRAM.
- Safety orientation training requirements exist for all current DOE Federal employees and all new hires. This training is accessible at: http://www.hss.energy.gov/_Feosh_Training/
- JLab specific training for Site Office staff is entered by Site Office Management into the Laboratory's training requirements system. The minimal training requirements for Laboratory access include: Safeguards and Security, Environmental Management System (EMS), and ES&H Orientation.
- Additional training requirements may be necessary for unescorted status during field assessments, such as Radiation Worker Training, and Oxygen Deficiency Hazard (ODH) Training.
- Employees likewise have the responsibility to self identify the appropriate level of training necessary for them to perform their job function in a safe, healthy manner. TJSO employees should consult their immediate supervisor if at any time they do not have the skills or knowledge to perform an assigned task in a safe and healthy manner.
- Supervisors and employees are responsible for ensuring attendance at and satisfactory completion of training requirements. All employees must have the needed skills to perform their tasks in a safe and healthful manner. Supervisors are responsible for identifying the appropriate level of training necessary for an employee to perform their job function in a safe, healthy manner.

5.5 Program Evaluation

In accordance with 29 CFR 1960.11, performance evaluations for managers, supervisors, and employees shall measure that employee's performance in meeting requirements of the FEOSH Program, consistent with the employee's assigned responsibilities and authorities. Self-assessment of Site Office performance, including Site Office procedures, are included as part of the Site Office Annual Performance Plan (APP).

5.6 Employee Feedback

TJSO employees are provided several improvement and feedback mechanisms. These include:

- Staff meetings,

- Employee concerns program,
- Site Office Annual Performance Plan (APP),
- Site Office Annual Assessment Report (AAR),
- Individual Performance Plan and Appraisal process, and
- Work place inspections.

Identification and reporting of potentially unsafe or unhealthful working conditions is the responsibility of all TJSO employees. Conditions reported may include ES&H, or facility-related issues.

If immediate safety concerns are not addressed to satisfaction, TJSO employees should follow the notification progression below:

1. Immediate supervisor,
2. TJSO FEOSH Program Manager,
3. TJSO Manager,
4. Employee Concerns Program (verbally or in writing),
5. DOE Designated Agency Safety and Health Manager, and
6. Occupational Safety and Health Administration

APPENDIX A – DEFINITIONS

- "Suspend Work" is defined as temporarily interrupting a specific task or activity that could pose an unsafe situation to human health and/or the environment. Such temporary suspensions of work activities for perceived safety or environmental concerns are the typical method of intervention that may be required of a Site Office employee.

- "Stop Work" is a formal/contractual stoppage of a specific Laboratory or subcontractor task or activity that poses imminent danger to human health and/or the environment. If a federal employee elects to Stop Work, notification of Site Office Management and the Contracting Officer is required as soon as practical.

- Hazard analysis is a comprehensive process for identifying existing and potential workplace conditions that may cause employee injury or illness and identifying appropriate controls.

APPENDIX B – TJSO ANNUAL WORKPLACE JOB HAZARD ANALYSIS

(separate file)

APPENDIX B
TJSO ANNUAL WORKPLACE JOB HAZARD ANALYSIS FORM

EMPLOYEE NAME (Please Print):	JOB TITLE
EMPLOYEE SIGNATURE:	DATE:
ANALYZED BY (FEOSH Program Mgr/ Safety Specialist):	DATE:
REVIEWED BY (Immediate Supervisor):	DATE:

	YES	NO
Are there any substandard conditions or hazards that exist, or that need additional evaluation: If yes, describe hazard mitigation steps necessary for safe work / occupancy:		
Is employee in the Medical Surveillance Program? Specify:		
Is employee required to wear personal protective equipment? Circle those that apply: Safety Footwear, Safety Glasses, Respirator, Hearing Protection, Other (specify)		
Does employee require safety specific training, beyond general access training ? Circle those that apply: Confined Space, HAZCOM, Respirator, LO/TO, Hearing Conservation, Lead Hazard, Other (specify)		

ACTIVITY	LOCATION	HAZARD	CONTROLS
Office Work	Builing 12 (CEBAF), Room C	Eye strain	Ensure sufficient lighting. For repetitive data entry tasks, place document copies at approximately the same height and distance as monitor. Reduce screen glare by proper positioning of monitor, or installation of anti-glare filter. To the extent practical, break up long sessions of computer use by performing other tasks.
		Wrist strain	Ensure computer keyboard or seating height is adjusted to maintain elbow angle close to 90-degrees and arms and hands are parallel to the floor. Use wrist rests or other supports to maintain neutral position/posture, if these aids are considered comfortable or beneficial.
		Neck/shoulder fatigue	Ensure video display terminals are properly adjusted so that the top of the screen is slightly below eye level and the screen is between 18 and 28 inches away. To the extent practical, break up long sessions of computer use by performing other tasks.
		Slips/trips/falls	Use good housekeeping practices. Secure tripping hazards (cords) to floor. Do not leave file drawers open when unattended.
		Lifting	Use proper lifting techniques. Use carts and dolly's, or get assistance when items are heavy, or awkward. When lifting, keep the load close to the body and lift with the legs. Don't try and open doors or navigate stairs while carrying items that require two hands.
		Electrical shock	Do not reconfigure wiring in systems furniture panels. Ensure equipment is properly maintained and grounded. Protect electrical cords from damage by using cord covers. Do not overload outlets.

ACTIVITY	LOCATION	HAZARD	CONTROLS
		Office machinery	Document or media shredders: Remove all metal or materials incompatible with the cutting system. Avoid loose clothing or jewelry. Keep face and fingers clear of the feed path. Perform no service activities. Immediately report any malfunctions to Help Desk.
		Walking, Tripping, Falling Hazards	Be alert of walking surfaces, both inside and outside of the work area. Wear flat shoes with a non-skid sole. Do not use furniture (chairs, tables) as a ladder.
		File cabinets/shelves	To avoid tipping, fill the bottom file first. Do not open more than one drawer at a time. Place heavy objects in the bottom shelves/drawers.
Work Area Visits	Field/construction locations	Compressive foot injuries Ankle injuries	Wear appropriate safety shoes/boots that meet ANSI Z 41. Wear proper footwear - Field boots with ankle support are preferred.
		Head injuries	Wear hard hat when exposed to overhead hazards such as lifting zone. Hardhats are required to be worn at all times when in construction areas.
		Eye injuries	Wear ANSI Z87.1 approved eye protection. Side shields are required for safety eyewear when flying debris potential exists (i.e. machine shop), including all prescription eyewear.
		Hand injuries	Wear appropriate gloves as necessary. Consult Industrial Hygiene where applicable for a given operation.
		Noise	Wear proper hearing protection devices. Consult Industrial Hygiene where applicable for a given operation.
		Lifting	Use proper lifting techniques. Use carts and dolly's, or get assistance when items are heavy, or awkward. When lifting, keep the load close to the body and lift with the legs. Don't try and open doors or navigate stairs while carrying items that require two hands.
		Chemical and radiological hazards	Consult applicable RWP and job specific Task Hazard Analysis for a given operation, or consult resident Safety staff on the appropriate personal protective equipment. Obey all radiological boundary postings. Use principles of time, distance and shielding to minimize potential exposure to chemical and radiological hazards to the greatest extent possible. Wash hands and face upon exiting work areas to minimize potential ingestion hazard of radioactive particles or heavy metals. When respirator use is required, comply with all provisions of the Respiratory Protection Program.
		Slips/trips/falls	Use good housekeeping practices. Be observant of walking/working surfaces. Keep the soles of footwear clean. Use 3 point connection when climbing ladders. Ensure scaffolding and other temporary work platforms have been inspected by a competent person before accessing. Always stay 6 feet or more from unprotected edge when working at elevation. Equipment specific training prior to the use of any active fall restraint system. Curtail work in high wind conditions.
		Falling on slippery or rugged terrain	Wear proper field boots and be observant of terrain and sloped surfaces.
		Wild Animals	Wear proper clothing and sturdy footwear. Do not approach / harass snakes or other wild animals.
		Insect bites and stings	Knowledge and avoidance of such insects. Caution and knowledge of any allergies to such bites or stings. Do not wear perfume or cologne. Know location of first aid kits.

ACTIVITY	LOCATION	HAZARD	CONTROLS
		Poisonous plants	Knowledge and avoidance of such plants. Keep skin covered. Wash areas immediately after suspected contact, and be mindful of laundering clothing (segregate work clothing) that has potentially been in contact with these plants.
		Moving equipment	Keep alert and out of the way of heavy equipment. Observe restricted area postings when appropriate.
		Exposure to the elements	Wear proper clothing. Be aware of exposure duration and limit duration if necessary. Be knowledgeable of the symptoms of exposure related illnesses. Maintain proper hydration.

ACTIVITY	LOCATION	HAZARD	CONTROLS
TDY, local, and on-station travel	City, Highway and Secondary roads	Motor vehicle accidents	Obey traffic laws. Operate vehicle as appropriate for the road and weather conditions. Maintain safe distance between vehicles to ensure sufficient time to brake. Employ defensive driving techniques.
		Uneven surfaces	Reduce speed appropriately.
		Deer and other wildlife	Stay alert, use caution, and drive defensively.
		Reduced visibility	Ensure windows/mirrors are free from snow and ice. Drive with headlights on. Reduce speed appropriately.
	Commercial travel	Airlines	Obey safety rules on common carrier transportation. Be situationally aware of people and activities occurring in your vicinity. Do not draw attention to yourself, or wear government identification in public areas. Familiarize yourself with evacuation procedures / egress routes from lodging and meeting facilities.
	Off-Site Facilities	Office and Industrial	Obey local ES&H policies. Remain under local escort status for industrial areas. Prompt host personnel for contingency protocol for high hazard or sustained occupancy areas if not self evident.