



**1. PURPOSE:** The purpose of this directive is to:

- A. Establish Transportation Security Administration (TSA) policy regarding its Occupational Safety and Health (OSH) Program.
- B. Assign administrative responsibility for compliance with the requirements set forth in the Occupational Safety and Health Administration (OSHA) standards and applicable TSA occupational safety and health directives.
- C. Implement the Department of Homeland Security (DHS) Directive MD 5200.1, OSH Programs.

**2. SCOPE:** This directive applies to all TSA organizational elements.

**3. AUTHORITIES:**

- A. Occupational Safety and Health Act of 1970 (OSH Act of 1970), Section 19, Federal Agency Safety Programs and Responsibilities.
- B. Executive Order 12196, Occupational Safety and Health Programs for Federal Employees, dated February 26, 1980.
- C. Title 29, Code of Federal Regulations, Part 1960 (29 CFR 1960), Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters.
- D. Title 29, Code of Federal Regulations, Part 1910 (29 CFR 1910), Occupational Safety and Health Standards.
- E. Title 29, Code of Federal Regulations, Part 1926 (29 CFR 1926), Safety and Health Regulations for Construction.

**4. DEFINITIONS:**

- A. Compliance. Meeting applicable statutory, Executive Order, regulatory standards, and TSA and DHS safety directives and procedures for all workplaces, operations, and activities.
- B. Designated Agency Safety and Health Official (DASHO). An individual responsible for the management and administration of the agency's safety and health program, as designated or appointed by the head of the agency. At TSA Headquarters, the DASHO is the Chief Administrative Officer within the Office of Finance and Administration.

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- C. Designated Occupational Safety and Health Official (DOSHO). A person designated by line and staff management who has sufficient authority to plan and budget for necessary staff, equipment, materials, and training necessary to implement an effective occupational safety and health program for the organization.
- D. Occupational Safety and Health Program. A multifaceted loss prevention program designed to prevent and/or control accidental loss of material resources and protect employees from injury, illness, and death resulting from exposures to occupational safety and/or health hazards. This includes, but is not limited to, injury and illness recording and trend analysis, epidemiology, occupational medicine, industrial hygiene, and radiation protection.
- E. Technically Qualified Occupational Safety and Health Staff
  - (1) Safety Professionals – Occupational safety and health specialists, occupational safety and health managers, safety engineers, industrial hygienists; or equally qualified agency or non-Governmental personnel who meet the basic qualifications as defined by personnel standards.
  - (2) Collateral Duty Safety and Health Personnel – Persons having safety and health training and experience necessary to identify safety and health hazards and perform workplace inspections.

**5. RESPONSIBILITIES:**

- A. The Administrator, Deputy Administrator, Chief of Staff, Chief Operating Officer, Chief Support Systems Officer, Assistant Administrators, and Office Directors are responsible for providing top management commitment and visible support for the TSA OSH Program in accordance with paragraph 6 below.
- B. The Assistant Administrator for Finance and Administration is responsible for:
  - (1) Establishing policy, delegating authority, and assigning responsibility as necessary to implement the agency-wide OSH Program.
  - (2) Providing oversight, advocacy, and representation for the TSA OSH Program.
  - (3) Resolving occupational safety and health issues and disputes between the TSA organizations, or individuals, that cannot otherwise be resolved.
  - (4) Designating the Chief Administrative Officer to:
    - (a) Serve as the Designated Agency Safety and Health Official (DASHO) to assist the Administrator in ensuring implementation of a comprehensive OSH Program for TSA employees.
    - (b) Oversee the organization, planning, programming, budgeting, and execution of the TSA OSH Program within available fiscal guidance and overall TSA priorities.

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- (c) Monitor occupational safety and health resources to ensure that they are properly used.
- (d) Ensure, either through a lease or other occupancy agreement, that owners of space occupied by TSA are required to comply with applicable occupational safety and health laws and regulations.
- (e) Inform the TSA Leadership Council of any program execution discrepancies, and including occupational safety and health in the quarterly budget reviews.
- (f) Establish an Office at TSA Headquarters responsible for the occupational safety and health program with sufficient technically qualified occupational safety and health staff and funding to implement the program. (See listed responsibilities in TSA Management Directive 2400.2, Occupational Safety and Health Programs – Organization)

**6. POLICY AND PROCEDURES:**

**A. POLICY**

All TSA officials will demonstrate occupational safety and health leadership within TSA workplaces, and during operations and activities worldwide to enhance the national security mission by:

- (1) Providing top management support and commitment to the TSA OSH Program to ensure safe and healthful workplaces for TSA employees.
- (2) Furnishing to each employee a workplace that is free from recognized hazards that cause or are likely to cause death or serious physical harm.
- (3) Complying with the OSHA standards as applicable to the TSA.
- (4) Developing, implementing, and evaluating OSH Programs in accordance with the Occupational Safety and Health Act of 1970, Executive Order 12196, 29 CFR 1960, and DHS and TSA Directives.
- (5) Acquiring, maintaining, and requiring TSA employees to use approved personal protective equipment, approved safety equipment, and other devices necessary for employee protection.

**B. PROCEDURES**

The TSA officials listed in paragraph 5A must:

- (1) Implement the TSA OSH Program in accordance with their responsibilities as defined in paragraph 5 above and in DHS and TSA Directives.

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- (2) Designate and provide the necessary resources for occupational safety and health officials (DOSHOs) at appropriate levels to plan and oversee the implementation of occupational safety and health programs within their organizations.

**7. EFFECTIVE DATE AND IMPLEMENTATION:**

This policy is effective immediately upon signature.

APPROVAL



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Robert W. Gardner  
Assistant Administrator for Finance and  
Administration/CFO

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October 10, 2003

Date

Filing Instructions:	File with OSHE Management Directives
Effective Date:	Valid until rescinded by the Office of Occupational Safety, Health and Environment
Review Date:	October 11, 2005. This directive will be reviewed again in one year.
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