

INDIAN AFFAIRS MANUAL

3.1 Purpose. This chapter defines the functional role of the Division of Safety and Risk Management.

3.2 Staff Services. The Division of Safety and Risk Management will provide the following staff services:

A. Development of Policy and Directives. The Division has staff responsibility for formulation of policy and directives for programs or activities assigned.

B. Issuance of Procedures and Instructions. The Division will issue specific instructions on programs and activities assigned.

C. Development of Budget and Staffing. The Division will recommend budget levels and staffing patterns to regions based on their unique situations.

D. Disseminating Safety Information. The Division will issue periodical safety and health newsletters, timely safety and health bulletins, special safety and health alerts, serious accident resumes, and the annual safety and health progress report to the Director, Bureau of Indian Affairs.

E. Safety Engineering Services. The Division will conduct research and safety engineering services as determined through accident analysis.

F. Management Systems. The Division will establish, measure, and appraise systems, methods, and programs to identify, analyze, and suggest corrective action of problems associated with the management systems that result in accidents and/or incidents.

G. Investigation of Serious Accidents. The Division will investigate all serious accidents resulting in fatalities, the hospitalization of three or more employees, and structural fires or property damage in excess of \$250,000. The Division will direct the investigations of these serious accidents and submit a complete investigative report to the Assistant Secretary - Indian Affairs.

H. Program Evaluations. The Division will conduct an annual evaluation of Regional Safety Management Programs. This evaluation will include: (1) the extent of Regional compliance with Bureau safety directives and OSHA requirements and standards, (2) the effectiveness of Regional Safety Management Programs and (3) use of statistical data to develop recommendations to curb unfavorable accident/incident trends.