

United States Department of Agriculture  
Animal and Plant Health Inspection Service

# WS Directive 2.605 4/15/98

WS SAFETY AND HEALTH PROGRAM

1. PURPOSE

To provide WS personnel with safety and health program guidelines.

2. REPLACEMENT HIGHLIGHTS

This directive replaces ADC Directive 2.605 dated 04/08/94.

3. POLICY

WS will establish and maintain a work attitude and philosophy that elevates the safety and health of all employees to one of its highest priorities and creates a work environment free of hazards.

4. RESPONSIBILITIES

Each Director will appoint one person to represent them and serve as the Collateral Duty Safety and Health Officer (CDSHO). The responsibilities of the CDSHO are described in the APHIS Safety and Health Manual.

The WS Safety and Health Council is comprised of the CDSHO's, the Deputy Administrator's representative, the National Wildlife Research Center's (NWRC) Safety and Health Occupational Specialist, one management representative from NWRC, and one non-management member from the Western Region and the Eastern Region. The council is responsible for effectively implementing, monitoring, assisting the WS Safety and Health Program, and for providing recommendations to the WS Deputy Administrator and the WS Management Team on safety and health-related issues.

State Directors are the Safety Officers for their respective programs. They have the authority to delegate the safety duties to an employee under their direct supervision. The Safety Officer will have a copy of the APHIS Safety and Health Manual and have available all safety and health related forms (e.g. CA-1, CA-2, APHIS Forms 256, etc.) that are required by APHIS, FSO, or other agencies. Safety Officers are encouraged to conduct regular safety and health meetings to meet employees needs and requirements.

WS employees are encouraged to contact their Safety Officer regarding safety and health training opportunities, personal protective equipment accident reporting, defensive driver training, and other pertinent questions.

Each employee is responsible for identifying all work place safety and health hazards, unsafe vehicles/equipment, specialized training, and personal protective equipment needs, and other concerns to the attention of their supervisor. Managers and supervisors will address all concerns made by subordinates and resolve justifiable concerns. Managers and supervisors will relay safety and health concerns to the WS safety and Health Council.

5. REFERENCES

WS Directive 2.601, Safety (4/15/98)  
APHIS Directive 450.1, APHIS Safety and Health Policy (5/27/83)  
APHIS Safety and Health Manual (Manual 203)

*Bobby L. Acord*

Deputy Administrator

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