



# OCCUPATIONAL SAFETY & HEALTH PROGRAM

## Be Alert !

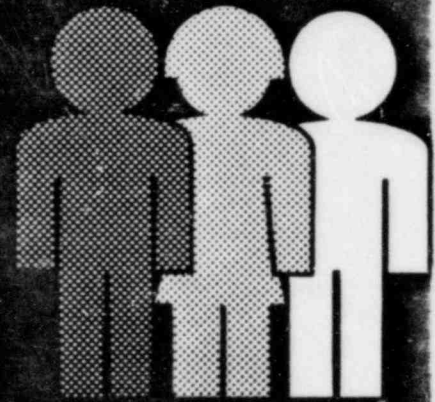
### Help make the Nuclear Regulatory Commission a safer, healthier place to work.

Discuss safe practices with your fellow employees, your supervisor, and your safety representatives. Call to their attention unsafe conditions, or better still, correct them where you can. Forms for reporting safety and health hazards (NRC Form 14) can be found on bulletin boards in NRC buildings. These reports can be made anonymously.

Making NRC a safer, healthier place to work cannot be achieved without fully informed employees. Headquarters employees who have safety or health-related questions can contact the NRC Occupational Safety and Health Program Manager. Regional office employees can contact the Collateral Duty Safety and Health Officer.

For detailed information about NRC's Safety and Health Program see Manual Chapters 0507 and 0524.

120555076877 1 AN  
US NRC  
ADM DIV OF TIDC  
POLICY & PUBLICATIONS MGT BR  
PDR NUREG COPY  
LA 212  
WASHINGTON DC 20555



U.S. Nuclear Regulatory  
Commission

NUREG/BR-0030

8211030507 821102  
PDR NUREG  
BR-0030 R PDR

376-389

# You Should Know...

---

Federal law requires the heads of Federal agencies to set up programs to protect their employees from on-the-job safety and health hazards. To carry out these programs Federal agencies appoint a senior official with agency-wide responsibilities for safety and health matters. For the Nuclear Regulatory Commission, the Director, Office of Administration, is the agency's designated safety and health official.

## The Designated Safety and Health Official

- Ensures compliance with appropriate safety and health standards consistent with those required by Federal law for private employees.
- Establishes procedures for reporting unsafe or unhealthful working conditions.
- Periodically inspects NRC workplaces.
- Ensures that notices of unsafe or unhealthful working conditions are posted.
- Ensures that corrective action to eliminate unsafe or unhealthful conditions is taken.
- Keeps records of occupational accidents, illnesses, injuries and their causes.
- Conducts training for management and employees in job safety and health matters.
- Establishes safety and health committees to assist the NRC occupational safety and health program.
- Ensures the establishment of a radiation protection program for NRC employees.

## It's Your Program - Employee Rights and Responsibilities

Employees and employee representatives have these rights:

- The **Right of Access** to copies of NRC standards, injury and illness statistics and procedures.

- 
- The **Right to Comment** on proposed standards that provide protection for NRC employees.
  - The **Right to Assist** in workplace inspections.
  - The **Right to Report** unsafe or unhealthful working conditions.
  - The **Right to Request** inspections of working conditions suspected to be unsafe or unhealthful.
  - The **Right to Appeal**, if you disagree with NRC's final disposition of unsafe or unhealthful working conditions, to the Office of Federal Agency Safety Programs, Occupational Safety and Health Administration, U.S. Department of Labor.

If you exercise your rights under the NRC safety and health program, you are protected from any discrimination, restraint, interference, coercion, or reprisal.

## Employee Responsibilities

Employees must comply with NRC's occupational safety and health standards in carrying out their jobs, including the use of protective clothing provided. How well you meet these safety and health responsibilities may be a factor in your overall job evaluation.

## What If ...

- In case of an on-the-job injury or illness, obtain first aid or medical treatment at the nearest medical facility, even if the injury is minor. While many minor injuries heal without treatment, a few do not. Why take the chance that your injury could become a serious problem? Seek treatment as soon as an injury occurs.
- Report every injury to your supervisor. Submit a written notice of your injury on Form CA-1 within 48 hours of the date of injury. Form CA-1 is available from supervisory personnel.