



SAFETY AND HEALTH PROGRAM

PURPOSE

The purpose of this Procedure sets forth the policy, authorities, and responsibilities for the Quality Assessment Division (QAD) Safety and Health Program. This Procedure supplements Agricultural Marketing Service (AMS) HB 4790, Safety and Health Handbook (Exhibit A).

SCOPE

This Safety and Health Program applies to all official facilities utilizing QAD services. Official facilities are commitment, resident and temporary plants.

REFERENCES

The following referenced documents are used in the application of this document.

[QAD 1702 Form: QAD Safety Inspection Worksheet](#)

[QAD 1703 Form: QAD Occupational Safety and Health Report](#)

[Exhibit A: AMS HB 4790, Safety and Health Handbook](#)

[Exhibit B: CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation](#)

[Exhibit C: CA-2, Notice of Occupational Disease and Claim for Compensation](#)

[Exhibit D: MRP 40-R, When Injured at Work Checklist](#)

[Exhibit E: AMS 502, Log of Unsafe or Unhealthful Working Conditions](#)

POLICY

It is QAD policy to administer a Safety and Health Program applicable to all employees that identifies and strives to eliminate exposure to potentially hazardous working conditions and minimize work related injuries and illnesses. QAD employees will not work in conditions which are immediately dangerous to life or health (imminent danger).

RESPONSIBILITIES

A. QAD will:

- (1) Provide places of employment that provide a safe and healthful environment.
- (2) Comply with the Occupational Safety and Health Administration (OSHA) standards.



- (3) Purchase, require and maintain the use of approved protective equipment and other approved safety equipment necessary to protect QAD employees.

B. QAD Supervisors will:

- (1) Ensure that QAD employees work in a safe and healthful environment.
- (2) Read and become familiar with all applicable laws, regulations and policies.
- (3) Report, investigate, and document all job-related accidents, injuries, and illnesses.
- (4) Brief all employees on safety and health policies and procedures applicable to the worksite, and enforce such policies.
- (5) Conduct and document reviews of work areas to ensure that QAD employees are not exposed to imminent danger.
- (6) Begin action to correct conditions which expose QAD employees to hazards.
- (7) Provide safety and health training (including training employees to recognize and eliminate hazards) to each employee.
- (8) Order work stoppage when serious and/or imminent safety hazards threaten QAD employees.

C. Employees will:

- (1) Read and comply with all safety and health policies issued by MRP, AMS and the QAD.
- (2) Adhere to the company's safety and health policies when working at a non-Federal work site.
- (3) Perform tasks in a safe manner.
- (4) Report job-related hazardous conditions, job-related accidents, illnesses, or injuries to their supervisor immediately.
- (5) Properly use and maintain required personal protective equipment.
- (6) Be familiar with the emergency evacuation plan.
- (7) Agricultural Commodity Graders (Meat) will comply with the instructions outlined in Article 6, Working Conditions of the [Collective Bargaining Agreement](#).



PROCEDURES

A. Safety Inspections:

All official facilities must meet minimum safety requirements. A Safety Inspection will be performed prior to inauguration of service.

- Federally staffed facilities: Safety inspections will be performed annually.
- State staffed facilities: The Federal-State supervisor is to discuss the safety and health program with the appropriate State official and seek their involvement and participation. If the state chooses to participate, the applicable supervisor will continue to address all safety issues found during supervisory plant visits and document the issues and corrections on the PY-227, Employee's Performance Record. Regardless of the method used, each unsafe or unhealthful condition noted will be discussed with plant management and corrected accordingly.

QAD 1702 Form: Safety Inspection Worksheet will be used to document all Safety Inspections. All unsafe or unhealthy conditions noted will be discussed with plant management and corrected accordingly.

Applicable records will be maintained in the respective Regional Office and kept in accordance with AMS HB 4790; Safety and Health Handbook (Exhibit A).

B. Reports of Unsafe or Unhealthful Conditions:

Employees or employee representatives may report unsafe or unhealthful working conditions to their supervisor and may, on request, remain anonymous. Employees will not be subjected to restraint, interference, coercion, discrimination or reprisal for reporting unsafe or unhealthful working conditions. Reports must be submitted on QAD 1703 Form: Occupational Safety and Health Report to their immediate supervisor. Supervisors will complete the appropriate section and submit the QAD 1703 Form to the QAD.SupportService@ams.usda.gov email address. Each QAD 1703 Form will be recorded on the AMS 502: Log of Unhealthful Working Conditions (Exhibit E) maintained at the reporting office.

Unsafe or unhealthful working conditions investigations will be conducted in accordance with AMS HB 4790 (Exhibit A): Chapter 2, "Inspections, Abatement of Hazards, Accident Reporting and Investigation, and Employee Reports of Unsafe and/or Unhealthful Working Conditions."

C. Injuries:

If a QAD employee is injured while performing official duties, the injured employee and supervisor must complete the applicable form(s):



(1) Traumatic injuries: A traumatic injury means a wound or other condition of the body caused by external force, including stress or strain, which is identifiable as to time and place of occurrence and member or function of the body affected. The injury must be caused by a specific event or incident or series of events or incidents within a single work day or shift.

Employees must complete [Form CA-1](#): Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation (Exhibit B) and submit to their supervisor within 48 hours after the injury. The Form CA-1 must be submitted to the supervisor, within 48 hours, even if there is no time lost or medical expense incurred by the employee due to the injury. Completed CA-1 forms must be submitted promptly to the QAD.INJURY@AMS.USDA.GOV mailbox.

(2) Occupational disease or injury: Employees and Supervisors will use MRP Form 40-R: When Injured at Work Checklist (Exhibit D) to assist in filing a claim for occupational disease or injury which includes such things as repetitive motion problems, hearing loss, etc., that develop over time. This form contains information and form numbers required when filing a claim for an occupational disease or injury.

Employees must complete [Form CA-2](#): Notice of Occupational Disease and Claim for Compensation (Exhibit C) and submit to their supervisor. Completed CA-2 forms must be submitted promptly to the QAD.INJURY@AMS.USDA.GOV mailbox.

D. Knives and Weapons in the Workplace:

QAD employees may be asked to demonstrate types of meat cuts for trade shows, schools, etc. When asked to use a knife for demonstration purposes, hand protection (for instance, a mesh safety glove) must be used to minimize the cutting hazard. Other sharp objects used in the performance of grading duties (box cutter, scissors, etc.) should be used with extreme caution and the cutting edge of the object should not be exposed except when being used for the intended purpose. In situations where incorrect grade marks, stamps or other official identification marks require removal, employees are to request plant personnel to remove the grademark.

In accordance with [Federal Management Regulations 102-74.440](#), Federal law prohibits the knowing possession or the causing to be present of firearms or other dangerous weapons in federal facilities by all persons not specifically authorized by [Title 18 United States Code, Section 930\(c\) "Possession of firearms and dangerous weapons in Federal Facilities."](#)

SAFETY ISSUES

(1) Lockout-Tagout: All employees must be able to recognize when the control procedure is operational, and understand the purpose of the procedure and the importance of not attempting to



start up or use the equipment that is locked or tagged out. Lockout/tagout procedures are covered in Exhibit A: AMS HB 4790; Chapter 5, Control of Hazardous Energy Sources.

(2) Hazardous Materials and Chemicals: QAD employees working in a plant environment must have knowledge of Material Safety Data Sheets (MSDS), know where they are posted, and be aware of the plant's Hazard Communication Plan. Employees must be provided with MSDS if their duties involve the use of chemical compounds. If MSDS are not available or new hazardous substance(s) in use do not have MSDS, contact your supervisor immediately.

(3) Security Problems: Any emergencies or security matters such as threats, theft, suspicious activity or behavior should be immediately reported to the Departmental Security Office, building security or the local police department.

(4) Bomb Threats: Bomb threats should be treated seriously, and emergency procedures followed immediately. QAD employees should remain clear of the facility until proper authorities give the clearance for re-entry.

(5) Fire: If fire or smoke is discovered, activate the nearest fire alarm. If there is no fire alarm in the area, vacate the facility and contact the local fire department as quickly as possible. Proceed to a safe, pre-arranged area and await further instructions.

(6) Medical Emergencies: Notify the nearest health unit, emergency personnel, or fire department as soon as possible. Keep the victim warm and comfortable. In case of possible head/neck/spinal cord injuries, do not move the victim unless absolutely necessary.

(7) Motor Vehicle: All employees will wear seat belts when traveling in government owned or government rental/leased vehicles and privately owned vehicles when used for official duties.

CHANGE OF RECORD

This is a new procedure that merges meat and poultry policies and procedures, updating, and relocating information contained in the Poultry General Index.

SUPERSEDES

QAD 405 Procedure: Safety and Health Program

General Index SS 9b: Grading Branch Policy on Safety Reviews

General Index SS 10c: Control of Hazardous Energy Sources

General Index SS 12: Reporting Accidents



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