

CHAPTER 1 - OVERVIEW

A. INTRODUCTION

The Smithsonian Institution (SI) Safety, Health and Environmental Management Program is defined by Smithsonian Directive 419 (SD 419) and is implemented through the companion document, *The Smithsonian Institution Safety Manual*. Together they provide the overarching Policy and Guiding Principles for operation of the Program. The objective of the SI safety, health and environmental management program is to create a comprehensive, self-sustaining culture of safety performance in each museum, research institute, and office that enables employee effectiveness, productivity, and professional fulfillment in executing the SI mission.

An effective Safety Program starts at the top and is propelled by pro-active commitment from executive and line management to build and sustain a strong safety culture throughout all levels of the organization.

B. SI POLICY

It is the policy of the SI for its leadership to establish, provide and maintain a safe and healthful environment for its staff, volunteers, visitors and other individuals working in SI-owned, leased, or operated facilities. It is also SI policy to prevent property loss or damage to SI facilities and collections, and to reduce adverse environmental impacts from their operation.

C. PURPOSE OF THIS MANUAL

This *SI Safety Manual* provides SI management and staff with guidance and direction for the development and implementation of an occupational safety and health, fire protection, and environmental compliance program to meet the policy requirements of SD 419 “Smithsonian Institution Safety and Health Program” and applicable requirements of the most current versions of SD 218, “Drug and Alcohol Testing and Medical Examinations for Commercial Drivers”, SD 219, “Travel Immunizations”, SD 220, “Occupational Health Services”, and SD 221, “Exposure Control Plan for Blood-borne Pathogens”. This *SI Safety Manual* supersedes all previous versions of the SI “Safety Handbook.”

D. DEFINITION OF TERMS

The term “Safety” (as used hereafter in phrases such as “Safety Manual”, “Safety Program”, “safety training”), encompasses all related disciplines, including occupational safety, occupational health, industrial hygiene, environmental management, and fire protection and life safety.

E. SCOPE OF THIS MANUAL

The scope and requirements of the *SI Safety Manual*:

1. Apply to all SI staff, volunteers, interns, and other individuals working in SI-owned, leased, or operated facilities. This includes, but is not limited to, persons with Emeritus status, research associates and visiting scholars, students and other academic appointees, and other federal employees working under an inter-agency agreement with the SI.
2. Apply to collections housed in SI-owned, leased or operated facilities.
3. Provide for implementation and supplementation of the regulations and codes governing occupational safety and health, environmental management, and fire and life safety, as promulgated by such agencies and organizations including, but not limited to: the Occupational Safety and Health Administration, U.S. Environmental Protection Agency, U.S. Nuclear Regulatory Commission, U.S. Department of Transportation, the National Fire Protection Association, the American National Standards Institute and the International Code Council. The *Manual* is not intended to be an all-inclusive listing of regulations, although every attempt has been made to be comprehensive. In the event of conflicting laws or regulations, the more reasonable protective or stringent requirements will be met.
4. Do not apply to contractors working on SI owned, leased, or operated facilities unless specifically addressed in individual chapters. Contractors are required to have their own safety, fire, and environmental management programs in compliance with federal regulations, applicable consensus standards and the terms of SI contract specifications.

F. STRUCTURE AND CONTENT

1. Each chapter in this *Manual* contains SI requirements and useful implementation tools (such as explanatory text and standardized forms), as appropriate.
2. This *Manual* is divided into two sections:
 - a. Section 1 (Program Management) includes chapters on the elements required of a successful and comprehensive safety program in all SI organizational units.
 - b. Section 2 (Operational Topics) includes chapters on individual safety, health, fire safety, and environmental subject areas warranting actions to comply with specific regulations, codes, or industry best practices, as applicable to each unit's functions and tasks.

G. CHANGES AND PERIODIC REVIEW

1. Changes and updates to this *SI Safety Manual* will be issued by OSHEM as needed, and posted on the OFEO/OSHEM web-site.
2. A formal, comprehensive review of the entire *SI Safety Manual* will be made within 5 years from the date of issue.
3. Announcements of major changes, updates, and postings will be accomplished through SI-wide email announcements.

H. DISTRIBUTION

The *SI Safety Manual* is available on the OFEO/OSHEM website.