

AMS Policy on Safety and Occupational Health, Security, and Stewardship Effective June 5, 2023

The Agricultural Marketing Service (AMS) continues to serve our nation performing vital agricultural marketing, grading, and regulatory functions. We cannot do so without ensuring the safety, health, and security of all assigned employees in every one of our workplaces and all visitors in our facilities.

We as an agency, and as individuals, must embrace our responsibility to identify, correct, and report any unsafe or environmentally harmful situation, act, or condition that exposes anyone in an AMS workplace to all hazards. These could include threats or risks arising from the nature of the physical workplace and its local environment; the equipment, tools, or materials used by employees; or the security context and emergency preparedness of the workplace. Consistent with the U.S. Department of Agriculture (USDA) directives, it remains AMS policy that all AMS personnel:

- **Meet our standards:** Meet the standards for safety, security, and environmental stewardship, maintain situational awareness, and keep our offices, laboratories, and other worksites free of threats and hazards that can result in injury, illness, death, or physical or environmental harm.
- **Learn and understand:** Read and comply with applicable safety, health, security, and environmental policies, instructions, and standards, as well as those related to keeping a workplace free of harassment and violence. Understand the importance of these to a safe and healthy workplace.
- **Train and review:** Complete all mandatory training assigned by the Department and AMS, as well as dedicate time each year to review the items covered by this policy with your supervisor.
- **Use proper safety and security equipment:** Acquire and use specialized or required personal protective equipment and complete all specific training required for your work.
- **Inform all stakeholders:** Communicate AMS's safety, health, security, and environmental protection expectations to our visitors, customers, contractors, and other partners.
- **Prepare:** Be prepared for emergency incidents and events that pose threats to people and property by reading and exercising the emergency procedures for each site you work in.
- **Protect:** Protect our property, information, and people from injury, illness, or loss. Promptly take corrective action to eliminate all hazardous safety and health conditions in the workplace.
- **Be accountable:** Hold ourselves accountable for complying with directives, policies, instructions, and standards; support, educate, and remind each other about these policy goals. Failure to comply with the applicable directives, instructions, policies, or standards may result in disciplinary action, including potential removal from employment.

AMS Policy on Safety and Occupational Health, Security, and Stewardship

Page 2

- **Report:** Immediately notify supervisors whenever you experience or witness an incident, situation, or event that exposes people or property to potential safety, health, security, or environmental harm. Managers and supervisors report occupational safety and health mishaps, both employee and vehicle, through the **First Report** tool. All serious workplace related injuries must be reported within 1 hour to the AMS Safety and Occupational Health Program (SHP) Manager; all other mishaps must be reported within 24 hours.

The Administrator has directed the Compliance, Audit, Risk, and Safety Division (CARS) of the Office of the Administrator to serve as the managers of programs that implement the policies listed above. AMS is committed to excellence in these programs and demonstrating that all employees take our policies seriously through continuous improvement of our awareness, understanding, and performance.

AMS' leaders, managers, and supervisors are responsible for setting a positive tone and encouraging all employees to implement these policies and report concerns without any fear of retaliation.

1. Managers and supervisors are key to ensuring safe, healthy, and secure working conditions for their employees at every worksite. They consider safety and security in job planning and execution and require walk-through observations of each workplace on a regular basis. They shall, to the best of their abilities, promptly take corrective action to eliminate all hazardous safety and health conditions in their workplace.
2. Managers in CARS of the AMS SHP, Environmental Program, Worker's Compensation Program, Emergency Management Program, and Security Program propose, oversee, and implement procedures and guidance to achieve the policy goals described above.
3. Deputy Administrators must ensure that their Programs adhere to and comply with all applicable safety, health, security, emergency management, and environmental directives, instructions, policies, procedures, and guidelines. They:
 - a. Delegate appropriate authority and assign commensurate responsibility to their Program staff to implement this policy and related directives, instructions, policies, and standards.
 - b. Designate staff responsible and accountable for safety, health, worker's compensation, environmental protection, and emergency preparedness as required by the applicable directives, instructions, and policies. Maintain a current list of these designations in collaboration with CARS.
 - c. Address safety, security, environmental protection, and emergency preparedness in manager and supervisor performance plans.
 - d. Ensure that each employee has received a copy of this policy and has been directed to review:
 - i. USDA Workplace Violence Prevention Regulation;
 - ii. USDA Anti-Harassment Regulation and the Secretary's Anti-Harassment Policy Statement; and
 - iii. USDA Regulation on Employee Responsibilities and Conduct.

AMS Policy on Safety and Occupational Health, Security, and Stewardship

Page 3

For more information about this policy, please contact Francis “Abe” Dymond, Deputy Director, CARS, at (202) 494-5613 or Francis.Dymond@usda.gov; Mark L. Kemp, AMS Safety and Occupational Health Program Manager, at (202) 720-0061 or Mark.L.Kemp@usda.gov; or Larry McNamee, AMS’ Security Officer, at (202) 748-2819 or Lawrence.McNamee@usda.gov. This policy remains in effect until rescinded.

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Erin Morris
Associate Administrator
Designated Agency Safety and Health Official