

## A-1. GENERAL RESPONSIBILITIES

### I. GENERAL POLICY STATEMENT

Supervisors at all levels are directly responsible for the safety of their employees and for the enforcement of safety policies and procedures. All employees are to be thoroughly familiar with safety practices that apply to their work.

### II. SCOPE

This chapter summarizes the responsibilities of all parties at NCI-Frederick. More detailed descriptions of responsibilities are included within specific chapters of this Health, Safety and Environmental Compliance Program Manual and in the documents below.

The policies and procedures contained in this manual and in the following manuals, plans, and standard operation procedures (SOPs) are established as the operating policies and procedures on matters of safety and environmental compliance and apply to all employees.

- A. Radiation Safety Manual
- B. Exposure Control Plan
- C. Chemical Hygiene Plan
- D. Program-specific SOPs
- E. NCI-Frederick Policy and Procedures

### III. PURPOSE

Establish responsibilities to meet safety policy/procedures and maintain compliance with applicable regulatory requirements.

### IV. RESPONSIBILITIES

- A. NCI-Frederick Senior Management has the following responsibilities:
  - 1. Chief, Management Operations Support Branch and Director, Office of Scientific Operations, OD, NCI-Frederick.
    - a. Provide guidance for the development of the NCI-Frederick environmental compliance and health and safety program.
    - b. Sanction safety policies and procedures.

- c. Ensure adequate resources are provided to meet the needs of the NCI-Frederick environmental compliance and health and safety program.
    - d. Review safety audits/reports.
    - e. Establish accountability of subordinates.
  - 2. SAIC-Frederick, Inc. Senior Management has the following responsibilities:
    - a. Ensure development and implementation of safety programs.
    - b. Budget adequate resources to the Environment, Health and Safety Program (EHS).
    - c. Establish accountability of subordinates.
  - 3. Principal Investigator (contractor) or Division Director (government)
    - a. Enforce safety policies and procedures and ensure compliance with applicable safety and environmental regulations.
    - b. Establish accountability of subordinates.
- B. Supervisory Staff - supervisors at all levels are directly responsible for the safety of their employees and for the enforcement of safety policies and procedures. General responsibilities include:
  - 1. Require compliance with applicable regulations, standards, and guidelines including, but not limited to, those listed in the scope of this chapter.
  - 2. Report changes in employee exposures to EHS.
  - 3. Report accidents and deliver related documentation to EHS.
  - 4. Register potentially hazardous work with EHS.

5. Ensure that employees under their supervision comply with relevant requirements detailed elsewhere in this Health, Safety and Environmental Compliance Program Manual.
- C. Employees - all employees are to be thoroughly familiar with safety practices that apply to their work and the work of employees they supervise.
1. Follow applicable policies, procedures and job instructions.
  2. Report health or safety concerns associated with employment to supervisor or EHS.
  3. Report all accidents/injuries to supervisor.
- D. EHS general responsibilities include, but are not limited to the following. (Expanded and detailed responsibilities are within the other chapters that comprise this manual).
1. General EHS Responsibilities
    - a. Administer/implement an effective safety and environmental compliance program at NCI-Frederick.
    - b. Provide technical assistance as necessary to meet regulatory and policy requirements.
    - c. Maintain current copies of relevant safety and environment regulations.
    - d. Conduct and document mandatory safety training.
    - e. Conduct worksite safety and environmental compliance inspections.
    - f. Recommend corrective action to supervisors to meet regulatory and policy requirements.
    - g. Provide safety services to meet regulatory and policy requirements.
    - h. Recommend safety policy to senior management.

- l. Provide outreach/awareness via seminars, fairs, safetygrams, safety alerts, etc.
- j. Be a technical resource to safety-related committees.
- k. Review blueprints of proposed construction and renovation projects.
- l. Assist supervisors in conducting accident investigation/reporting.
- m. Interface with regulatory agencies by providing reports, requesting permits, etc.
- n. Maintain relevant documents.
- o. Apprise NCI-Frederick Management and SAIC Corporate Environmental Compliance & Health and Safety (EC&HS), as appropriate.