

HEALTH & SAFETY PLAN

1. This Plan is established pursuant to Chapter VII of the Equal Employment Opportunity and Employment Dispute Resolution Plan, adopted by this court on January 25, 1999.
2. Although GSA has primary responsibility for the building operations, maintenance, protection and alterations, tenant agencies are required to maintain a neat and orderly office space to minimize the risk of accidental injuries and fires due to the tenant activities. Tenant agencies are responsible for correcting unsafe conditions associated with their use of assigned space, including those related to the operation of their program equipment (“tenant activities”).
3. It is the responsibility of all employees to work in as safe and healthy a manner as is possible. It is also the responsibility of all employees to report any unsafe or unhealthy working conditions. The responsible official (or designated representative) for each tenant unit under the Occupant Emergency Program for the Zorinsky Federal Building and Denney Federal Building will conduct health and safety inspections of all work sites in their unit periodically, but not less than once a year. Whenever employees are scheduled to occupy space that has not previously been occupied by employees of the court, a health and safety inspection will be conducted after occupancy.
4. Any unsafe conditions relating to tenant activities should be resolved on the spot, if possible. Any other unsafe conditions should be reported to GSA. A record should be made of the date of inspections and any findings of unsafe conditions during the inspection. A record should also be made of any reported unsafe conditions, including dates and documentation of the action taken. These records should be maintained by the responsible official for a period of five years. A sample form is attached. An inspection will be undertaken by the responsible official (or designated representative) whenever a report of an unsafe condition is received.
5. A copy of reports of unsafe conditions, which have not been resolved at the end of each calendar year, should be provided to the EDR Coordinator for the tenant unit where the unsafe condition is located. The responsible official may report unsafe conditions to the EDR Coordinator at other times, if necessary, to ensure action is taken to correct the unsafe condition.

