

## CHAPTER 1. GENERAL

## 1-4 DEFINITIONS.

- A. Designated Safety and Health Official. The Assistant Secretary for Administration is the Department's designated Safety and Health Official. The Director, Office of Administrative and Management Services is the alternate Safety and Health Official.
- B. Departmental Safety and Health Manager. The Headquarters official or his/her designee, appointed to serve as the Department's Safety and Health Manager.
- C. Safety Representatives. The employee designated by the head of a Headquarters component or Field level activity as the person responsible for coordinating the implementation of the Department's Safety and Health program in that unit. The Departmental Safety and Health Manager shall be furnished copies of Headquarters and Field Office designations and changes. Changes to Field Office safety representative designations (new appointments) should accompany the Quarterly Safety Report.
- D. Official Superior or Supervisor. An employee having direct responsible supervision, direction or control over another employee or group of employees; may be a warehouse leader, section or branch chief, divisional director or higher level official.
- E. Employee. Any person employed by the Department, including part-time, temporary and student employees, and persons detailed from another Federal agency or from state and local government under the supervision of a HUD employee.
- F. Timekeeper. The employee designated to record daily time and attendance for other employees of one or more organizational units.
- G. Occupational Accident. An unintended occurrence, which occurs during the performance of official duties, that results in injury or death to personnel, property damage, production interference or a combination of these conditions.
- H. Occupational Motor Vehicle Accident. An accident involving a motor vehicle while being operated on official Government business.
- I. Occupational Injury. A physical injury suffered by an employee, such as a cut, fracture, sprain, or amputation, which results from an on-the-job accident or from exposure in the job environment.

- J. Occupational Illness. An abnormal condition or disorder (other than one resulting from an occupational injury), caused by exposure to environmental factors associated with the employment. It includes such factors as, but not limited to acute and chronic illness or diseases which may be caused by inhalation of toxic agents or dust, chemical poisoning or noise-induced hearing loss.
- K. Non-Disabling Injury or Illness. An occupational injury or illness which does not result in an employee's death, or which does not cause an employee to be reassigned or to be absent from work at any time after the day of the injury or illness.
- L. Disabling Injury or Illness. An occupational injury or illness which results in an employee being:
  - 1. Unable to work a full day or shift on any one or more days after the day of the injury or illness.
  - 2. Reassigned to another job temporarily or permanently because of the effects of the injury or illness.
  - 3. Permanently impaired by complete loss, or loss of use, of the member or bodily function.
- M. Fatality. An occupational injury or illness which results in the death of an employee, regardless of the length of time intervening between the injury or illness and death.
- N. Permanent Total Disability is an injury other than death which permanently and totally incapacitates an employee from following any gainful occupation, or which results in the loss of (or the complete loss of use of) any of the following in one accident:
  - (a) both eyes; (b) one eye and one hand, or arm, or foot, or leg;
  - (c) any two of the following not on the same limb: hand, arm, foot, leg.
- O. Permanent Partial Disability is any injury other than death or permanent total disability which results in the complete loss or loss of use of any member or part of a member of the body, or any permanent impairment of functions of the body or part thereof, regardless of any pre-existing disability of the injured member or impaired body function.
- P. Temporary Total Disability is any injury which does not result in death or permanent impairment, but which results in one or more days of disability.
- Q. Fire. Any unplanned burning of materials regardless of whether damages are involved. Includes explosions of flammable vapors, gas or dust.

- R. Employee Staff-hours lost due to Disabling Injuries or Illnesses, Employee absence(s) from duty because of the effects of an occupational injury or illness. Includes continuance of pay, leave without pay, annual leave or sick leave whether used consecutively or not. Absences from duty for purposes of diagnosis, treatment, convalescence and follow-up doctor's visit are included except for absence on the date of injury or illness. In addition to employee absence(s), the following circumstances are also defined in terms of Staff-hours lost, if caused by an occupational injury or illness:
1. Employee assigned to temporary job.
  2. Employee's duty reduced to part-time basis.
  3. Employee worked at permanent, full-time job but could not perform all duties normally assigned to the job.
- S. OSHA. Occupational Safety and Health Administration, U. S. Department of Labor.
- T. FPMR. Federal Property Management Regulations.

791.1 REV-2

- 1-14 SABOTAGE, ARSON AND OTHER DELIBERATE ACTS. If circumstances of an accident, fire, explosion or other occurrences indicate the probability of sabotage, arson or other willful acts, the details shall be reported immediately to the following officials:
- A. Headquarters: Director, Office of Administrative and Management Services.
  - B. Regional Offices: Director, Office of Regional Administration.
  - C. Field Offices: Office Manager.
  - D. Headquarters or Regional Offices of Inspector General. As may be appropriate.