

# You're a Collateral Duty Safety Officer, Now What?

You have always been interested in safety – that caught the eye of your Commander, and leadership has assigned you as a collateral duty safety officer (CDSO). Now, you will carry out various safety and occupational health (SOH)-related functions for your organization. Being a CDSO is an additional duty, and you may not have much experience with SOH. What do you do now?

## LEADERSHIP SUPPORT

Having leadership support is essential to your success as a CDSO. Leadership provides the time and resources to support your organization's SOH programs and safety management system (SMS). Depending on your organization's mission, your CDSO duties can vary significantly, and the time provided to conduct these tasks must be proportional to your assigned tasks.

Your safety manager should be your "go-to" for safety subject matter expertise. The safety manager, in conjunction with leadership, prioritizes safety tasks, guides you in the performance of your duties, and tracks overall safety progress. You are an extension of your organization's safety office and your efforts are vital to SMS success.

## TRAINING

CDSO training is a priority to assist you in your duties. The Occupational Safety and Health Administration (OSHA) in [29 CFR 1960.58](#) requires CDSOs receive training within six months of appointment; however, your Service or Agency-specific guidance may require you complete training in a shorter timeframe. This training must fit the scope of your assigned duties and responsibilities. At a minimum, training must include basic federal program information and the specific requirements of your Department of Defense (DoD) Component SOH Program.

### Basic Program Elements for Federal Employees

[29 CFR 1960](#)

[Section 19 of the OSH Act](#)

[Executive Order 12196](#)

### Agency/Component SOH Program

Procedures for reporting, evaluation, and abatement of hazards

Procedures for reporting and investigating allegations of reprisal

Recognition of hazardous conditions and environments

Identification & use of OSH standards and other appropriate rules and regulations

DoD Instruction (DoDI) 6055.01, *DoD SOH Program*, also requires risk management training for the performance of your CDSO duties, specified in your organization's SOH programs.

## RESOURCES

Understanding available resources is key to your CDSO success. Build relationships with your SOH professionals and they will answer your technical questions and provide support. Their guidance directs your efforts to ensure you are providing the highest level of risk management effort or hazard control possible. Additionally, utilize other CDSOs as resources within your organization. You can network and share best practices with each other.



Employees are also a good resource, especially if you are trying to control hazards in their work area. Employees have a vested interest in the solution, know the process better than anyone else, and can help develop practical solutions.

Additionally, every SMS needs a budget to support recognition, evaluation, and control of safety and health hazards. You can support your safety manager with input to the budget for things like

personal protective equipment, training, and program administration (i.e., computers, projectors, ergonomic workstations, signs, inspection tools). Larger facility or process changes are generally budgeted for out of a production, Command, or higher headquarters budgets.

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**Do you know where to find basic SOH program information? Here are some useful resources:**

- [Basic Program Elements for Federal Employees \(29 CFR 1960, Subpart K\)](#) – OSHA requirements specific to Federal employee occupational safety and health
- [DoD Issuances](#) – Where to find DoDIs, DoD Manuals, and Forms
- ~~Error! Hyperlink reference not valid.~~ [U.S. Army Combat Readiness Center](#) – Homepage with links to Army-specific information and training
- [Naval Safety and Environmental Training Center Course Schedule](#) – Homepage with links to Navy-specific information and training
- [Air Force Safety Center](#) – Homepage with links to Air Force-specific information and training
- [Commandant of the Marine Corps \(CMC\) Safety Division](#) – Homepage with links to Marine Corps-specific information and training

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For additional information on the SMCX's services, please visit the SMCX-hosted website at: <https://smcx.org/>.

