

DRAFT SAMPLE

Note to HQ Office: You may substitute your office's approved federal employee worker safety and health program for the HEADQUARTERS OCCUPATIONAL SAFETY AND HEALTH PROGRAM referenced below.

Mr. Small Contractor
President
XXXXXX
Post Office Box 12345
Germantown, MD 20874-1024

Dear Mr. Small Contractor:

10 CFR 851, *WORKER SAFETY AND HEALTH PROGRAM*, DEPARTMENT OF ENERGY EVALUATION AND APPROVAL

Reference: XXXXXX's letter. (*Letter to DOE agreeing to abide by directives and policies of FEDERAL WORKER SAFETY AND HEALTH PROGRAM PLAN FOR DEPARTMENT OF ENERGY HEADQUARTERS FEDERAL EMPLOYEES and that the scope of the contractor's work only involves office environment type hazards.*)

In accordance with 10 Code of Federal Regulation (CFR) Part 851, *WORKER SAFETY AND HEALTH PROGRAM*, Subpart B, Paragraph 851.11(b), the Department of Energy has evaluated your response to our request for the methods by which you intend to implement the requirements of 10 CFR 851. Based on the acknowledgement in your response that the nature of the work associated with contract ##### only involves office environment type hazards and by virtue of your agreement to abide by the policies and directives provided in the worker safety and health program plan for Department of Energy federal employees (HEADQUARTERS OCCUPATIONAL SAFETY AND HEALTH PROGRAM, Attachment 1), the Department accepts your response as your submitted Worker Safety and Health Program and approves it pursuant to 10 CFR 851, Subpart B, Paragraph 851.11(b).

You are required to implement the applicable policies and directives outlined in the HEADQUARTERS OCCUPATIONAL SAFETY AND HEALTH PROGRAM by May 25, 2007.

The Department appreciates your continued active involvement in implementing this rule and in maintaining a safe and healthful workplace for your employees and those with whom they work.

If you have any questions, contact Procurement Officer's Name (Organization Representative) at 865-AAA-BBBB.

Sincerely,