

BLM CALIFORNIA
Occupational Safety and Health Action Plan
Fiscal Years 2003/2004

The BLM California Occupational Safety and Health Action Plan is established in accordance with 29 CFR 1960, Departmental Manual 485, BLM Manual 1112 and Executive Order 2000 as well as other OSHA, Departmental and Bureau requirements as appropriate.

I. ORGANIZATION AND ADMINISTRATION

A. SAFETY POLICY

- (1) Issue State Director's Safety Policy on an annual basis
- (2) This policy will be distributed to all employees
- (3) DM/FOM will promote regularly at all employee meetings.

B. STAFFING AND RESOURCE MANAGEMENT

- (1) Allocate resources appropriate to ensure a robust safety program Statewide. This will require a commitment of time, staff and financial resources in order to achieve success.
- (2) Allow Collateral duty safety personnel adequate time to perform their safety duties. Duties include – facilities inspections, accident reporting & (when necessary investigation) training, CASHE and PMR compliance, record keeping and general program oversight.

C. SAFETY COMMITTEE

- (1) Ensure state/district/field office safety committees have been appointed and convene Regularly.
- (2) Duties and responsibilities must be set forth in writing via a written charter.
- (3) Meetings will be held routinely at the discretion of the FOM and committee membership. Minutes will be kept on file and distributed to all employees.
- (4) Management level officials ASD/DSD/DM/FOM must chair the respective committee(s).

D. ANNUAL SAFETY GOALS AND OBJECTIVES

- (1) Measurable annual state/district/field office work plans, goals and objectives must be developed for the Occupational Safety and Health Program for each office in California.
- (2) Objectives will be tracked and measured by appropriate local Management and Safety Officers.
- (3) The results will be reported to staff -via- Safety Committees.

E. MANAGEMENT SAFETY PERFORMANCE EVALUATION

- (1) Safety performance will be part of the State Director's performance evaluation.
- (2) Safety performance will be a part of all managers and supervisors performance evaluations.
- (3) Safety performance will be a part of all employees' performance evaluation.
- (4) Safety will be a part of the staff and manager's developmental training

F. INTERACTION WITH OTHER PROGRAMS AND AGENCIES

- (1) State Safety Manager/CDSO will actively work with program managers for Fire, Law Enforcement and HAZMAT Programs. The purpose of this interaction is to aid in the identification of potential risks and hazards. 3% Accident/Incident and Injury reduction will be the standard of measurable success in these programs.
- (2) The State Safety Manager/CDSO will establish an effective working relationship with local OSHA or other related agencies, activities or information sources. This can be achieved through memberships with National Safety Council, Voluntary Protection Programs (VPP) interagency information, training and developmental exchange.

G. SAFETY PROGRAM BUDGETING

- (1) Safety and Protective Clothing and Equipment (PCE) will be budgeted and provided to all employees requiring PCE. A Job Hazard Analysis or Risk Assessment will be the written means of documenting and justifying the need for PCE
- (2) Each office in California will establish a Promotional Materials and Awards Program for noteworthy safety initiatives and achievements.
- (3) Safety Training will be provided on a regular and recurring basis as identified in the staff & manager's IDP.
- (4) Monies will be identified and allocated for the correction of unsafe/unhealthful conditions. These conditions will be addressed immediately. A written hazard abatement plan will be posted detailing corrective measures for any known & identified unsafe conditions that are expected to take more than 30 days to correct.

H. SAFETY AND HEALTH PROMOTION AND AWARENESS PROGRAMS WILL BE ESTABLISHED IN EACH OFFICE.

- (1) Employee Bulletin Boards will reflect current OSHA Poster as required in 29CFR Part 1960.
- (2) Monthly Safety Notices will be published by the State Safety Manager and distributed to all employees.

(3) Accident prevention poster, notices and bulletins will be posted on the employee bulletin board and/or distributed among the staff on a monthly basis.

(4) A WRITTEN SAFETY PROGRAM DOCUMENT WILL BE ISSUED BY EACH OFFICE MANAGER.

II. GENERAL PROGRAM ELEMENTS

A. ACCIDENT REPORTING, INVESTIGATION, AND RECORD-KEEPING

(1) formal accident reporting and investigating procedures will be established and performed by key personnel i.e.; managers, supervisors and Safety Officers.

(2) Supervisors will conduct preliminary accident investigations and enter all accidents into the Safety Management Information System (SMIS). This supervisory responsibility will not be delegated to a subordinate supervisor, lead or staff assistant.

(3) Training will be provided to all supervisors on how to conduct accident investigations.

(4) A record keeping system and analysis of accident trends will be communicated to management not less than annually and/or on an as needed basis.

B. SAFETY EVALUATIONS

(1) Safety evaluations of at least 3 offices per year of the District/Field Offices will be conducted by the State Safety Manager and the District/Field Office Safety Officer.

(2). Follow up evaluations will be performed within 4 years of each preliminary evaluation.

C. ABATEMENT

(1) Corrective action will initiated whenever safety deficiencies are identified.

(2) Abatement Plans (29 CFR 1960.30) will be prepared for all outstanding safety deficiencies that cannot be corrected within 30 days. The State Safety Manager will provide information and guidance on the preparation of these plans to ensure proper format and content in accordance with prescribed regulation.

D. VISITOR SAFETY

(1) A log of visitor accidents will be maintained at each Field Office in California. Visitor accidents will be entered in SMIS within 72 hours of discovery of occurrence.

(2) All recordings of visitor accidents will be complete and of high quality. This will be achieved by the development of full and concise narratives entered into the SMIS by responsible personnel

(3) Visitor accident cause analyses will be performed by the local safety officer for management annually to reduce/eliminate future recurrence. Assistance on the production of these analyses will be provided by the State Safety Manager upon request.

E. JOB HAZARD ANALYSIS or RISK ASSESSMENT

(1) JHA's or RA's will be developed prior to the performance of high risk, arduous, new, unusual or potentially dangerous work tasks.

(2) JHA's or RA's must adequately assess hazards and detail appropriate PC&E and other safety related equipment, development or training and operations.

F. OSHA IMPLEMENTATION

(1) OSHA posters will be prominently displayed in employee community work areas, break areas and/or gathering places.

(2) The OSHA 200 Log will be posted for each office for the calendar year as described in 29 CFR 1960.

(3) Any/all OSHA inspections will be posted. All noted deficiencies will immediately be abated or a hazard abatement plan will be written and posted to document specific time frames for remediation. All OSHA inspections will be reported to the State Safety Manager.

(5) Procedures for reporting unsafe or unhealthful working conditions will be distributed to all staff in each major office.

G. USE OF ACCIDENT INDICATORS/TRENDS

(1) SMIS and OWCP data will be used in the planning process for annual work plans.

(2) SMIS and OWCP data will be used to determine accident trends.

(3) SMIS and OWCP trend data will be provided to management in periodic reports not less than annually or on an as needed basis.

(4) Other data sources such as OSHA statistics may be used to develop or confirm accident trends.

III. MOTOR VEHICLE SAFETY

A. DEFENSIVE DRIVER TRAINING

- (1) Employees who operate government vehicles as a job requirement will be provided defensive driver training every three years.
- (2) Special driver training will be provided for seasonal and temporary employees, those who operate heavy equipment, and other specialized mobile equipment.
- (3) Drivers who cause preventable, on-the-job vehicle accidents will receive remedial training within 90 days of the occurrence of the accident.

B. DISTANCE DRIVING

- (1) A distance driving policy will be established, published and adhered to consistent with HB 1112-2.
- (2) Managers and supervisors will be responsible for monitoring and enforcing such policy.

C. VEHICLE ACCIDENT REVIEW SYSTEM

- (1) Vehicle accidents will be reviewed to determine preventability by management officials and local Safety Officers or the State Safety Manager.

V. TRAINING

A. EMPLOYEE TRAINING

- (1) Full-time employees will be provided all required safety training beginning in FY2003 and continuing over a 4-year period. The required Safety Training is as follows:

- 29 CFR 1960
- Basic safety orientation
- Blood borne Pathogens
- Confined Space
- Fire Prevention and Protection
- HAZCOM
- Hearing Conservation/Noise Abatement
- Heavy/specialized equipment operation
- Life Safety Code (Means of Egress)

Lockout/Tagout

Other required specialized safety training as deemed appropriate.

(2) Seasonal employees will be provided the same or similar safety training as established and identified in the employees IDP. At a minimum, Basic Safety Training, Drivers Training, Blood borne Pathogens and HAZCOMM will be provided.

(3) JHA'S/RA's will be used in training

(4) **All safety training will be documented and maintained on file.**

B. SUPERVISOR TRAINING AND SAFETY MANAGEMENT

(1) Managers and supervisors will receive safety training, as prescribed in 29 CFR 1960, EO 12196 and BLM Manual Handbook H-1112-2. This training will begin in FY-03 and will continue over the course of the next four years or curriculum completion whichever comes first

(2) Team Leaders will receive safety training at the same level as other supervisors.

(3) Supervisors and team leaders will be aware of and aggressively implement safety program elements as well as comply with the tenets of this State Safety and Health Action Plan.

C. COLLATERAL DUTY SAFETY OFFICERS (CDSO)

(1) CDSO's will receive basic safety training as required by 29 CFR 1960 and the Bureau's Core Competency Training Standards

(2) A minimum of 20% of the CDSO's time on duty will be dedicated to the Bureau's Occupational Safety and Health Program.

(3) Time and Attendance will be documented to reflect this percentage.

(4) CDSO's will perform a complete facilities inspection of each facility within their jurisdiction at least annually.

(5) CDSO's will serve as advisors and subject matter specialists in each of their respective Safety Committee's.