

# United States Department of the Interior

BUREAU OF LAND MANAGEMENT  
Montana State Office  
5001 Southgate Drive, P.O. Box 36800  
Billings, Montana 59107-6800  
<http://www.mt.blm.gov/>

In Reply To:

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Instruction Memorandum No. MT-2004-002  
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To: All Montana/Dakotas Employees  
From: State Director  
Subject: Safety and Health Policy

The Bureau's employees are its greatest asset. Their safety and well-being are of paramount importance to me. I am committed to providing employees and visitors with a safe and healthy environment. In order to do this, we must all strive to make safety a core value that is inherent in everything we do; it can never be deleted for convenience or expediency. I encourage managers and employees alike to adhere to the following guidelines:

1. The safety and health of our employees, volunteers, and the visiting public will be protected from unacceptable risks. This takes priority over all BLM activities and will not be compromised. All BLM activities must be conducted in a manner that safeguards health, protects the environment, and minimizes risk of equipment and property loss.
2. Safety and health are a shared responsibility. Everyone, including top management, supervisors, and employees, must take ownership of their own safety and that of co-workers.
  - A. Managers and supervisors are responsible and accountable for implementing and administering an effective accident-prevention program through implementation of risk management principles, employee training, hazard identification and abatement, inspections, and promotion of safety and health awareness. Additionally, managers must ensure that appropriate financial, personnel, and other resources are allocated to effectively administer the Safety Program.
  - B. Employees are responsible for: performing all work assignments in a safe manner, participating in safety training, maintaining their work area in a safe and clean condition, reporting safety or health hazards promptly to their supervisor, inspecting all equipment and motor vehicles for safety defects or hazards before use, and using and/or wearing appropriate protective equipment and clothing.

3. Where hazards cannot be completely eliminated, they must be reduced through engineering or administrative controls or, as a final precaution, through the proper use of personal protective equipment.

4. The BLM Montana/Dakotas will comply fully with all safety laws and regulations.

As we work together to reduce accidents and related worker's compensation costs, we not only protect our most valuable resources, our employees, but have more funds available for other mission-related work. Each one of us can make a difference when we take personal responsibility for the health and safety of ourselves, fellow employees, and the visiting public.

Signed by: Martin C. Ott

Authenticated by: Aleta Zahorodny (MT-930)