

United States Department of the Interior

BUREAU OF LAND MANAGEMENT
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In Reply To:

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January 2, 2004

EMAIL TRANSMISSION - 01/05/04
Instruction Memorandum No. MT-2004-016
Expires: 09/30/05

To: State Management Team
From: State Director
Subject: FY 2004 Safety and Health Action Plan

Attachment 1 is the Montana/Dakotas FY 2004 Safety and Health Action Plan which was developed to comply with BLM Manual 1112. The specific, measurable goals address six essential elements, and represent areas which need to be strengthened, or improved, in our overall state Safety and Health Program.

Besides accomplishing the goals contained in the Action Plan, each office should develop their own Action Plan listing specific items that will make their field office Safety Program more successful.

If you have any questions, please contact Karilynn Volk, at 406-896-5190.

Signed by: Martin C. Ott

Authenticated by: Donna K. Zentz, MT-933

1 Attachment
1-FY 2004 Safety and Health Action Plan (5 pp)

Distribution w/attm.
Assistant Field Manager, Glasgow Field Station
Assistant Field Manager, Havre Field Station
(MT-922), Don Judice
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**Bureau of Land Management - Montana/Dakotas
FY 2004 Safety and Health Action Plan**

1. Program Management Tools:

Action Item Description	Date Started and Date Completed	Responsibility	Status or Accomplishments
Revise and issue State Safety Plan.		SD DSD-Sup. Svcs. State Safety Specs.	
Reissue expired or soon-to-expire policy memos on Confined Space and Hearing Conservation.		SD DSD-Sup. Svcs. State Safety Specs.	
Issue general guidance for automated external defibrillators (AED). Establish a formal memorandum of understanding for medical oversight. Each Office with an AED will prepare a site specific AED plan.		SD DSD-Sup. Svcs. Field Managers State Safety Specs. CDSOs	
Revitalize the State Safety Management Committee via SMT discussion, charter review, and membership structure.		Managers State Safety Specs.	
Ensure each Field Office has effective Safety Committee.		FMs CDSOs	
Ensure "Safety" and "COO" elements are in all manager EPPRRs		SD DSD-Sup. Svcs. Br. Chief-HR State Safety Specs.	
Review/update Field/State Office Safety plans for respiratory protection and hearing conservation. Ensure all program elements are functioning effectively.		Managers State Safety Specs. CDSOs	
Update MSO COO Plan; hold tabletop exercise w/SOMT; make site visit to relocation sites.		SD DSD-Sup. Svcs. State Safety Specs.	

Action Item Description	Date Started and Date Completed	Responsibility	Status or Accomplishments
Develop Field Office Safety and Health Action Plan to address specific goals of FO to improve Safety Program. Send copy to MT-930.		FMs CDSOs	
Continue integration of risk assessment and management.		Managers Supervisors State Safety Specs. CDSOs	
Identify S&H funding needs in budget process—training, supplies, equipment, medical monitoring, and travel. Provide funding to correct deficiencies.		Managers	
Provide ASD with feedback regarding Safety accomplishments and accident statistics during the FY for use in managers' EPPRRs.		Managers State Safety Specs.	

2. Training:

Action Item Description	Date Started and Date Completed	Responsibility	Status or Accomplishments
Ensure IDP is developed for new CDSO and any other CDSO who has not met the Bureau's core competencies for CDSO position.		Supvy Land Use Spec., MT-922 FMs CDSOs	
All new supervisory personnel including managers, supervisors, and team and work leaders shall watch the training video, "Safety for Supervisors." Training will be documented in Safety Training database.		Managers Supervisors CDSOs	
Hold OSHA training for CDSOs on general principles of Safety management. This training will meet one of CDSO's core competencies.		FMs DSD-Sup. Svcs. State Safety Specs. CDSOs	
Conduct new employee orientation training. As a minimum cover employee rights & responsibilities, training, accident reporting, evacuation procedures.		Supervisors State Safety Specs. CDSOs	
Provide risk management training at AO Workshop and refresher training for field offices on request.		Managers DSD-Sup. Svcs State Safety Specs.	
Ensure that all employees receive mandatory and job-specific Safety training.		Managers Supervisors State Safety Specs. CDSOs	
Conduct refresher bloodborne pathogens and respirator protection training for LEOs at their in-service training.		SAC State Safety Specs.	
Ensure training is provided for employees who are required to work in noisy work environments.		Managers	

3. Inspections:

Action item Description	Date Started and Date Completed	Responsibility	Status or Accomplishments
Inspect all facilities, warehouses, ware yards		State Safety Specs.	
Inspect primary, high-use recreation sites (Pompeys Pillar, Holter Lake, Log Gulch)		State Safety Specs. FMs	
Inspect remote field stations, recreation sites, campgrounds, by-ways, and quarters. Send inspection reports to MT-930.		FMs CDSOs	
Correct deficiencies noted on inspections within 30 days or develop hazard abatement plan. Send response to MT-930.		Managers	

4. Safety and Health Promotion:

Action Item Description	Date Started and Date Completed	Responsibility	Status or Accomplishments
Each office will conduct safety, security, and/or wellness-related activities during DOI Safety week in April.		Managers. State Safety Specs. CDSOs	
Brief SMT on status of Safety program.		State Safety Specs.	
Implement on-the-spot incentive/recognition awards program.		DSD-Sup Svcs. State Safety Specs.	
Attend Pre- and Post-Season Fire Meetings and Engineering Workshop.		DSD-Sup Svcs. State Safety Specs.	

5. Accident Investigation and Reporting:

Action Item Description	Date Started and Date Completed	Responsibility	Status or Accomplishments
Investigate all accidents and report them into SMIS.		Supervisors	
Improve timeliness of accident reporting. OSHA requires that accidents be reported within 7 calendar days of receiving information that a recordable injury or illness has occurred.		Supervisors	
Analyze accident data semiannually to provide SMT trend analyses.		State Safety Specs.	

6. Program Evaluation:

Action Item Description	Date Started and Date Completed	Responsibility	Status or Accomplishments
Conduct CASHE follow-up of Miles City, North Dakota, South Dakota Field Offices, including remote facilities.	08/23-27/2004	WO-360 (Ken Morin) FMs State HazMat Mgr. Zone HazMat Specs. State Safety Specs. CDSOs	
Validate that FOs are implementing required safety programs through National Safety Program Management Review.	05/24-06/04	Managers Bureau Safety Mgr. State Safety Specs. CDSOs	
Conduct full Safety program evaluations of 3 Field Offices: Dillon, Butte, and Missoula.		DSD-Sup. Svcs. State Safety Specs.	