

United States Department of the Interior

BUREAU OF LAND MANAGEMENT
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In Reply To:

1112 (930.KV) P

February 13, 2004

EMAIL TRANSMISSION – 4/13/04
Instruction Memorandum No. MT-2004-030
Expires: 9/30/05

To: State Management Team

From: State Director

Subject: Safety Committees

DD: 03/05/2004

The purpose of this memorandum is to reestablish the State Safety Management Committee with a revised charter and to remind field managers they are required to have local Safety Committees.

State Safety Management Committee. As required by Bureau and Departmental policies, there has been a State Safety Management Committee for the Montana/Dakotas since 1990. This Committee serves as an advisory body to the State Director and State Management Team, providing recommendations for consistent implementation of statewide safety program objectives.

It is important that the Montana/Dakotas organization have an effective State Safety Committee that focuses on the health and safety of our employees and the public. Thus, I have reviewed the current structure of the Committee and determined that the membership and charter be changed to reflect that purpose. Attachments 1 and 2 reflect these changes and are included for your information.

At this time, I am requesting nominations for new Committee members. The charter calls for one field manager, one first-line field supervisor, and one collateral duty safety officer. The employee representative will be selected from the state Quality Work Environment Team. Please respond with your nominations to MT-930 by March 5, 2004.

Facility Safety Committees. The State Office and each field office will have an effective Safety Committee that addresses site-specific issues; reviews accident reports, corrective action and trends; and actively supports the integration of safety into all program areas. Field stations will be represented on their respective field office Safety Committee. Copies of facility Safety Committee minutes shall be sent to MT-930.

If you have any questions or comments, you may contact Karilynn Volk, at 406-896-5190.

Signed by: A. Jerry Meredith, Associate

Authenticated by: Aleta Zahorodny (MT-930)

2 Attachments

1-State Safety Committee Charter (3 pp)

[2-State Safety Committee Structure \(1 p\)](#)

Distribution w/attms.

Assistant Field Manager, Glasgow Field Station

Assistant Field Manager, Havre Field Station

AOs

(WO-740), Bruce Prater, MIB, Room 2044

(MT-921), Becky Spurgin

**BLM Montana/Dakotas
Safety Management Committee Charter
February 2004**

Purpose:

This Committee is established to strengthen the safety and health program in the Montana/Dakotas BLM. This Committee will serve as an advisory body to the State Director and the State Management Team, providing advice and recommendations for consistent implementation of statewide safety program objectives necessary for the protection of employees and the public.

Objectives:

- To help to develop safety as a core value of the organization and to help ensure that all workplaces are free from recognized physical or health hazards.
- To ensure continuous advancement of the safety and health program and the continued involvement of top leadership in the safety process.
- To meet the requirements of 29 CFR 1960.37, DM 485.9.3, and BLM Manual 1112-1.

Responsibilities:

- Monitor performance of the Montana/Dakotas Safety and Health Program.
- Review existing safety policies and recommend changes to directives as necessary.
- Assist field office safety committees with issues that need top-management attention or that are a concern to other offices.
- Assist the State Safety Specialists with field office safety program evaluations.
- Discuss/review significant accident experience to ensure countermeasures are in place to prevent recurrence.
- Review responses to reports of employee complaints of unsafe or unhealthful working conditions.

Membership:

The State Safety Management Committee membership is as follows:

Associate State Director
Deputy State Director, Division of Support Services
One Field Manager
One First-Line Field Supervisor
One Collateral Duty Safety Officer
One Employee Representative
State Safety Specialist (Ad Hoc)
Other Staff as Required (State FMO, State HazMat Mgr. State Engr.) (Ad Hoc)

Terms:

The Associate State Director, Deputy State Director, Division of Support Services, and the State Safety Specialist are permanently assigned to the Committee. Other Committee members will serve overlapping terms of 2 years duration, except when the Committee is initially organized. The Committee Chair will rotate between the Field Manager and the Deputy State Director, Division of Support Services, each fiscal year. The selection of the Field Supervisor and Collateral Duty Safety Officer will be from different organizational units or administrative zones. The employee representative will be selected from members of the state Quality Work Environment Team.

Duties:

- The Chairperson, with assistance from the State Safety Specialist, convenes all meetings, prepares and distributes an agenda, and presides at all meetings. Committee activities will be reported by the Chairperson at each State Management Team Meeting.
- The State Safety Specialist assists the Chairperson in the internal administration of the Committee.
- The Division of Support Services Staff Assistant will serve as Recorder. Within 30 days of the meeting, minutes will be distributed to the Committee membership and the State Safety Specialist will post them on the Montana/Dakotas Safety homepage.

Meetings:

The State Safety Management Committee will meet quarterly. As a minimum, two meetings will be face-to-face; the other meetings will be teleconferenced unless issues require face-to-face. Whenever possible, meetings will be held prior to the State Management Team Meetings, unless otherwise determined by the Committee.

A goal of the Committee is to have field collateral duty safety officers collectively attend one meeting a year.

- The date, time, and place will be circulated at least 2 weeks in advance.
- Quorum: A simple majority of the membership will constitute a quorum.
- Committee meetings are open to all interested employees.

Approval:

State Director

Date: