

**United States  
Department of  
Agriculture**

**Forest  
Service**

**R-6**

**OR/WA**

**Bureau of Land  
Management**

**United States  
Department of  
the Interior**

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**Reply Refer To:** 6700 (FS)/ 1112 (BLM) (OR-950) P

**Date:** February 27, 2007

**FS-Memorandum**

**EMS TRANSMISSION 02/28/2007  
BLM-Information Bulletin No. OR-2007-063**

**To:** All Regional/State Office Bureau of Land Management (BLM) and Forest Service (FS) Employees

**Subject:** Annual Interagency Facility Safety Inspection - Regional/State Office

The FY 2007 Annual Facility Safety Inspection is planned for the State Office, Interagency Warehouse and the Northwest Coordination Center (NWCC) during the months of March and April. Specifically, the State Office will be reviewed March 28, the Interagency Warehouse on April 4, and the NWCC on April 11, 2007.

Dependent upon location and objectives, all inspections will be conducted by the State Office and Salem District Safety Program Managers accompanied by a member, or members, of the State Office Safety & Health Steering Committee, the Interagency Warehouse Manager, the NWCC Manager or acting, and a Safety & Health Specialist for the Forest Service.

Managers, supervisors, and employees are asked to ensure that their work areas are reviewed and any identified hazards addressed prior to the indicated inspection dates.

Annual facility inspections are required by the Occupational Safety and Health Administration (OSHA) 29 Code of Federal Regulations (CFR) 1960 Subpart D – *Basic Program Elements for Federal Employee Occupational Safety and Health Programs*.

The BLM State Office has created a policy supplement to the Safety and Health Management Handbook (Release No. 1-318) outlining assessment and facility inspection procedures and forms for Oregon/Washington (OR/WA) BLM facilities. The Instruction Memorandum (IM) and supplement may be viewed at the [Manual and Policies](#) link on the Safety Intranet website.

FS regulations outlining facility inspection procedures may be referenced in the FS Manual ([FSM](#)) 6700 – *Safety and Health Program, Chapter 10 – Inspections*. Specific applicable standards may be referenced in the [Health and Safety Code Handbook – FS Handbook \(FSH\) 6709.11](#), and in the [Safety and Health Program Handbook - FSH 6709.12, Chapter 10](#).

The most common findings from the previous inspection conducted during March of 2006 were the following:

- General housekeeping issues (in cubicles, shared work areas and in aisle ways).

- Fire hazards – improper use of surge protectors and/or temporary power taps (e.g., multi-plug outlets chained together); stacking of materials near outlets and on electrical cords; crimping of cords behind cubicles and under desks; use of surge protectors to plug in heat-producing appliances such as refrigerators, coffee makers, and/or personal heaters; and, the use of extension cords (flexible cord sets) as substitutes for fixed wiring of the building.
- Material Safety Data Sheets (MSDSs) not posted near printers, copiers, and faxes<sup>1</sup>
- Tripping hazards in aisles and within work areas (boxes and other materials stored under desks and in hallways).
- Items stacked on top of cabinets and on desk surfaces; common areas used as storage space.

Results of the FY 2006 facility inspection may be found on the BLM intranet website in the [Information Mall](#).

Please review your offices, work, and storage areas prior to the indicated inspection dates. Your cooperation in preparation for this annual inspection is appreciated and serves to ensure the safety of our employees in the Regional/State Office.

Should you have questions or need assistance, please contact the BLM State Office Safety Program Manager at (503) 808-6202 or by email at [ptribble@blm.gov](mailto:ptribble@blm.gov); the Region 6 (R6) FS Safety and Health Program Manager at (503) 808-2626 - [ttaitochs@fs.fed.us](mailto:ttaitochs@fs.fed.us); or the R6 Safety Specialist at (509) 395-3355 – [wral@fs.fed.us](mailto:wral@fs.fed.us).

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<sup>1</sup> Copies of MSDS forms for many common office supplies are located in a binder in the BLM supply room on P2.