



United States Department of the Interior
BUREAU OF LAND MANAGEMENT
Oregon State Office
P.O. Box 2965
Portland, Oregon 97208



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Information Bulletin No. OR-2008-015

To: All Oregon State Office Employees
From: Deputy State Director for Management Services
Subject: Oregon State Office Annual Safety Training Week

The Oregon State Office (OSO) Annual Safety Training Week is scheduled for February 4-9, 2008 in the Robert Duncan Plaza Building Conference Center on the 3rd floor, Rooms 3A and 3B. Sessions begin the afternoon of Monday, February 4, and continue through Friday morning, February 8.

In an effort to assist employees in completing work-related safety and health training requirements, the Safety and Occupational Health Steering Committee has scheduled several sessions which will assist in meeting many of these annual training requirements.

Please review the attached schedule and plan to attend the training you need. Some training is mandatory each year for certain employees, dependent upon work assigned. Other sessions are arranged for voluntary attendance. All agency employees – Bureau of Land Management (BLM), Forest Service (FS) and Corps of Engineers – are welcome to attend any of the sessions. Any associated costs are paid by the employee's agency and are listed on the training schedule. Non-agency employees are responsible to pay the training vendor directly.

All safety training classes have been posted on [DOI Learn](#). The use of this Learning Management System is mandated by the Department of the Interior. (Reference [Instruction Memorandum \(IM\) OR-2008-015](#)) Instructions and information may be found on the [HR Career Development website](#). All BLM employees are encouraged to check their profiles in DOI Learn prior to registration for classes to ensure all information, including current supervisor's name, is correct.

The safety training classes offered this coming year are all 'instructor led' and coded as follows:

- CPR/AED Recertification (BLM-2008-0204-Portland, OR)
- Positive Driving (BLM-2008-0205-Portland, OR)
- Bloodborne Pathogens (BLM-2008-0205-Portland, OR)

- Standard First Aid with CPR/AED (BLM-2008-0206-Portland, OR)
- Disaster Preparedness (BLM-2008-0207-Portland, OR)
- First Responder Awareness – Hazardous Materials – REFRESHER (BLM-2008-0208-Portland, OR)

Two additional classes for Epinephrine Administration for Field Going Employees will be held at the Salem District office. The first class is scheduled for Thursday afternoon, February 7th and the second on February 14th, also in the afternoon. These classes are coded in DOI Learn as follows:

- Epinephrine Administration for Field-Going Employees (BLM-2008-0207-Salem, OR)
- Epinephrine Administration for Field-Going Employees (BLM-2008-0214-Salem, OR)

To register for any of the classes, log on to DOI Learn. Contract/FS/Service First employees as well as non-agency individuals may also register for classes in DOI Learn by clicking on the [Public Catalog Login](#) link.

To find classes more quickly, the [Advance Search](#) option may be used, entering *safety* as the keyword., *instructor led* as training type, *Portland, OR* as the location, and indicate the *BLM* for the Bureau. Then perform a search. All classes held in Portland for the week of February 4 – 8 should appear. Enter *Salem, OR* for the location to perform an additional search for the epinephrine administration classes held at the district office.

Employees who register through the system will automatically receive class credit when rosters are closed out. Employees who do not register in DOI Learn but complete a class will be provided a “proof of course completion” via a copy of the attendance roster for the specific class or classes. The employee should provide this roster showing their class attendance to their supervisor who is then responsible for updating their transcript in the system. Many classes provide a pocket-sized completion certificate or card.

Once registered, the employee will receive a computer generated email. Supervisors will also receive this email stating that the employee is registered for a class. However, some supervisors may not receive this email if they did not elect that option when identifying all of their employees in the system. Employees are advised to alert their supervisors of their class registration. Note that supervisory approval is required for some classes but not all.

Please also confirm your registration intent for any safety training class by contacting Peggy Tribble, BLM State Office Safety Manager, at 503-808-6202, or via email at ptribble@blm.gov. Participant numbers are important to ensure appropriate class size per training room and to provide information to instructors prior to the sessions.

You are encouraged to register early for these classes. If you experience difficulty with registration on the DOI Learn system, please call the 24/7 DOI Learn Help Desk at 1-888-722-3647. Otherwise, questions may be directed to Edna Mo or Terry Deis, Branch of Human Resources, at 503-808-6538 or 503-808-6395, or Peggy Tribble at 503-808-6202. Information or questions regarding the Salem classes may also be directed to Dave Kincaid at 503-375-5698.

Districts with Unions are reminded to notify their unions of this Information Bulletin and satisfy any bargaining obligations before implementation. Your servicing Human Resources Office or Labor Relations Specialist can provide you assistance in this matter.

Signed by
John K. Keith
for Deputy State Director for
Management Services

Authenticated by
Paj Shua Cha
Records Section

Attachment

1 - [Annual BLM Safety Training Schedule](#) (2pp)

Distribution

WO-740 (MIB 2044) (Sandy Guches)
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