March 3, 2004

EMS TRANSMISSION 03/03/2004
Information Bulletin No. OR-2004-084

To: DSDs, Staff and Branch Chiefs

From: Associate Deputy State Director for Management Services

Subject: Annual Facility Safety Inspection

The FY 2004 Annual Facility Safety Inspection is planned for the Oregon State Office (OSO), administrative warehouse and the Northwest Coordination Center (NWCC) during the month of March. Specifically, the NWCC will be reviewed March 10, the warehouse areas on March 25, and the OSO on Tuesday and Wednesday, March 30 and 31.

All inspections will be conducted by the OSO Safety Manager accompanied by a member, or members, of the State Office Safety Steering Committee, the warehouse manager, the NWCC Manager, and a facility manager from the Forest Service, dependent upon location and objectives.

All branch chiefs and/or supervisors are asked to ensure that each unit has someone available to provide access to any area which may normally be locked during these designated times.

Annual facility inspections are required by the Occupational Safety and Health Administration (OSHA) 29CFR 1960 - Subpart D - Basic Program Elements for Federal Employee Occupational Safety and Health Programs; Department Manual 485 - Safety; and the Bureau of Land Management (BLM) Manual Handbook 1112-1 – Safety and Health Management, Chapter 6. The Oregon State Office has created a policy supplement to the Handbook outlining assessment and facility inspection procedures. The supplement is expected to be published prior to March 1.

The most common findings from the previous inspection were the following:

• General housekeeping and fire hazards (items stacked on floors; within cubicles and under desks; in hallway and storage areas)

• Blocked or compromised egress from desk areas/cubicles and hallways to exit;
• Unapproved extension cord use, linking of power strips, use of unapproved space heaters
• Fire hazards/electrical issues – materials stacked under desks near or on electrical cords
• Material Safety Data Sheets (MSDSs) - availability/accessibility in each section near duplication machines or products (Refer to Information Bulletin (IB)-OR-2004-061 Oregon/Washington (OR/WA) Hazard Communication Plan Annual Compliance Requirements)
• Heavy/large items stacked on work surfaces and top shelf units of cabinets in cubicles/work areas
• Tall storage-type cabinets not secured to wall

Results from the FY 2003 facility inspection report may be found on the BLM intranet website in the information mall. (Reference IB-OR-2003-130 – Annual Facility Safety Inspection Results)

Please review your office and storage areas prior to the indicated inspection dates. Your cooperation in preparation for this annual inspection is appreciated.

Should you have questions or need assistance, please contact Peggy Tribble, State Office Safety Manager at (503) 808-6202.

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
Associate Deputy State Director
For Management Services

Authenticated by
Heather Gisch
Computer Specialist

Distribution
WO-740