In Reply Refer to:
1112 (OR-950) P

March 15, 2004

EMS TRANSMISSION 03/18/2004
Instruction Memorandum No. OR-2004-052
Expires: 9/30/2005

To: DMs, DSDs, Staff and Branch Chiefs

From: State Director, Oregon/Washington

Subject: Safety and Occupational Health

Program Area: Safety and Occupational Health

Purpose: To reinforce and establish Safety and Health Policy within Oregon/Washington (OR/WA) Bureau of Land Management (BLM).

Policy/Action: In times of declining budgets and increasing workloads it is important to emphasize our total commitment to the safety and health of our employees, volunteers, and the visiting public. Safety is not a negotiable priority that can be adjusted as conditions or budgets change. The cornerstones of our safety program that have helped to ensure that every employee who comes to work at the beginning of their shift goes home at the end are: risk management, full time professional safety managers, workplaces free from recognized physical and environmental hazards, and finally, management involvement and support for the safety program.

As the Bureau Director points out in the annual Safety and Health Policy memorandum, risk assessment and management procedures will be included as an integral part of every Bureau operation and decision. Risk management will be used in our operational planning, decision making, and working environment.

Full time professional safety managers at each District managing a comprehensive safety program demonstrates our commitment to the safety and health of our workforce and the visiting public and is critical to the success of the program. Each District and the State Office will ensure that safety positions are filled with fully qualified, full time safety professionals.

As required by public law, supervisors, managers, and employees at all levels will identify and correct hazards in their areas of responsibility. Recognized hazards will be eliminated as soon as possible but no longer than 30 days of identification or a Hazard Abatement Plan will be completed outlining interim control measures, a description of proposed corrective actions, and a funding strategy.

Our FY 2004 Safety Program Management Review showed that managers throughout OR/WA are involved in and support their Safety Programs and the programs are effective in reducing injuries and illnesses to our workforce and
the visiting public. Continued support and involvement in workplace safety and health is required of all managers and supervisors and safety is a required Employee Performance Plan and Results Report (EPPRR) element for all management personnel in charge of facilities and all supervisors.

**Timeframe:** Immediately.

**Budget Impact:** There is no new budget impact.

**Background:** The success of our safety program over the past several years reflects our determination to ensure safe and healthy workplaces, facilities, and operations. Our continued commitment to each member of our workforce is to ensure safe workplaces and operations. Our continued commitment to the visiting public is safe visits to public lands.

**Manual/Handbook Sections Affected:** BLM Manual 1112.

**Coordination:** No additional coordination required.

**Contact:** James D. Chandler, OR/WA State Safety Manager, 503-808-6249

**Districts with Unions** are reminded to notify their unions of this Instruction Memorandum 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
Elaine M. Brong

Authenticated by
Heather Gisch

Computer Specialist

**Distribution**
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