

**Bureau of Land Management
Safety and Occupational Health
Performance Management Review Audit Criteria**

I. Program Management Tools.

A. Regulations, policy, and guidance.

1. Is there a State Safety Program document (Safety Manual or Safety Plan)?

2. Does the State Director (District Manager/Field Manager) have a **written** safety policy memorandum?

B. Is there demonstrated top management commitment to safety and health? What?

C. Is safety performance part of the State Director's performance evaluation?

D. Is safety performance a part of all managers' and supervisors' performance evaluations?

E. Does the State Safety Manager/Safety Officer have appropriate references?

F. Is there an Abatement Plan procedure, in accordance with 29 CFR 1960.30, in place?

G. Is there an Annual Safety Action Plan and specific project plans?

H. Are risk management procedures integrated into all operational decision-making?

1. Are Job Hazard Analyses (JHA) or Risk Assessments (RA) used in the performance of work tasks?

2. Are JHA's or RA's used by supervisors for on-the-job training?

3. Do JHA's or RA's adequately assess hazards and detail appropriate protective clothing and equipment (PC&E) and other safety related equipment?

I. Program Resources.

1. Is the safety function established at all organizational levels?

2. Are safety functions filled with Collateral Duty Safety Officer (CDSO) or full-time

safety personnel?

3. Are more full-time safety personnel needed?
4. Do CDSO's spend at least 10% of their time on safety?
5. Are financial resources adequate?
6. Are supplies, materials, and equipment adequate?
7. Are data and reference sources and documentation adequate?
8. How are the following four areas funded?
 - a. PC&E?
 - b. Promotional Materials and Awards Program?
 - c. Safety Training?
 - d. Correction of unsafe/unhealthful conditions?

J. Is there a State Safety and Occupational Health Management committee?

K. Is/are employee safety committee(s) established?

L. Are employees' rights protected in accordance with public law?

M. Are JHA or Risk Management Analyses in place for all high risk jobs?

N. Does the State Safety Manager report to senior management (DSD, ASD, or SD at the State level and the DM/FM or ADM/AFM at the District or Field Office level)?

O. Has the State Safety Manager (District or Field Office Safety Officer) established an effective working relationship with local OSHA and other related agencies, activities, or information sources?

P. OSHA Implementation.

1. Are OSHA posters prominently displayed?
2. Is the OSHA 200 Log maintained? Posted? Time period?

3. Last OSHA inspection? Have all deficiencies been abated?
4. What are the procedures for reporting unsafe or unhealthful working conditions?

II. Training.

A. Is safety and occupational health training, required by 29 CFR 1960, provided for supervisors?

B. Are safety issues integrated in all training?

C. Are all safety personnel, including both full-time professionals and CDSO's provided training in accordance with BLM Core Competency standards?

D. Is a safety orientation given to all new and transferred employees, including job specific safety requirements (HAZCOM, etc.)?

- *Have full-time employees been provided all required safety training?

29 CFR 1960?

Basic Safety Orientation?

Bloodborne Pathogens?

Confined Space?

Fire Prevention and Protection?

HAZCOM?

Hearing Conservation?

Heavy/Specialized Equipment Operation?

Life Safety Code (Means of Egress)?

Lockout/Tagout?

Noise?

Other Required Specialized Safety Training?

Respiratory Protection Program?

* The above list is not complete but simply a sample of required training.

III. Inspections.

- A. Are required annual SOH inspections made by qualified safety professionals?
- B. Are follow-up procedures in place to ensure that corrective actions are taken. Are these actions adequate?
- C. Are hazards identified by external agencies (OSHA, CASHE Audit, etc.) tracked and abated?
- D. Are requirements for periodic SOH inspections of special emphasis or high risk operations identified and are these inspections made?
- E. Are procedures in place to provide assistance visits to Field Offices and/or States?

IV. Safety and Occupational Health Awareness and Promotion.

- A. Is there a Safety and Occupational Health Awareness and Promotion Program?
- B. Are recognition and awards provided for effective safety performance?
- C. Are periodic SOH briefings provided to the Executive Leadership Team?

V. Accident Investigation and Reporting.

- A. Are effective accident investigation procedures in place and implemented?
- B. Are accident/incident report procedures in place and effective?
- C. Is the Bureau Safety Management Information System (SMIS) effectively utilized?
- D. Is statistical analysis of accidents provided to management?
- E. Visitor Safety.
 - 1. Is a log of visitor accidents maintained? In SMIS?
 - 2. Quality/completeness?

3. Is there visitor accident cause analysis?

VI. Program Evaluation.

- A. Are performance metrics (measurements) established?
- B. How are the results reported?
- C. Does the State Safety Management Council or the State Director track corrective actions?
- D. Are customer surveys utilized?
- E. Has there been an annual SOH Program assessment? Reported to whom?

VII. Special Emphasis Programs

A. Is there a state-wide implementation plan for IM 2000-051, Federal Worker 2000 Presidential Safety Initiative (5-Year Program)?

B. Motor vehicle safety.

1. Have employees who operate government vehicles as a job requirement been provided defensive driver training within 3 years?

2. Is special driver training conducted for seasonal and temporary employees, those who operate heavy equipment, and other specialized mobile equipment?

3. Is there a written distance driving policy (other than HB 1112-2)? How many miles or hours?

4. How is this monitored and enforced?

C. Coordination with other BLM programs.

1. Aviation

2. Fire

3. Watercraft

4. Law Enforcement

5. Abandoned Mines

6. Engineering
7. Recreation
8. Hazardous Materials
9. Other

D. Are occupational health (OH) and industrial hygiene (IH) issues and/or deficiencies managed for corrective action?

1. Are procedures in place to obtain OH and IH support when needed?
2. Are identified OH/IH deficiencies included in the abatement plan process?