



# United States Department of the Interior



## BUREAU OF LAND MANAGEMENT

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October 18, 2004

*In Reply Refer To:*  
1112-2 (CA940) P

EMS TRANSMISSION: 10/18/04  
Instruction Memorandum No. **CA-2005-005**  
Expires: 09/30/06

To: All CA Managers and Supervisors

From: State Director

Subject: Implementing the Bureau's Risk Assessment and Management Policy

**Program Area:** Safety

**Purpose:** Standardize Bureau Safety Management procedures and reduce risks associated with Bureau operations.

**Policy/Action:** Phase out and discontinue the use of Job Hazard Analysis (JHA) and implement the Bureau Risk Assessment and Management policy. The Risk Assessment and Management Policy is addressed in the State Director's State Policy for Occupational Safety & Health and will be used in conjunction with the California State Safety & Health Action Plan.

The Risk Assessment and Management process is to be used for all workplace and operational hazard assessment requirements, including justification for the authorization, purchase and use of protective clothing and equipment. These assessments will be documented on the BLM Risk Management Worksheet (BLM Form 1112-5 attached).

The Fire Community should continue to use its version of Risk Management and, due to the multi/inter-agency nature of the fire fighting business, may use JHAs in fire operations as needed.

In non-fire operations where, due to multi/inter-agency operations, JHAs are used, a waiver should be requested from the Bureau Safety Manager. However, every effort should be made to use the Risk Management process instead of the JHA.

**Timeframe:** **Effective November 1, 2004**, California will discontinue the use of Job Hazard Analysis (JHA) for all new operations. New analyses will be completed using the Risk Management process and documented on the Risk Management Worksheet, BLM Form 1112-5 (May 2001). BLM will continue to be in compliance with the JHA requirements of 485 DM,

Safety and Health Manual. All present JHAs should be replaced by **January 1, 2007**. Implementation of the Risk Assessment and Management process will be monitored during Safety Program Management Reviews (PMRs). California is scheduled for a PMR in 2005. It must be emphasized that this is not just a paperwork exercise, but a profound change in the way we manage our jobs to ensure safety.

**Budget Impact:** Minimal. The Risk Management Worksheet will replace the JHA form during the three-year review and update cycle.

**Background:** Since the release of BLM Manual Section 1112, Safety, dated June 2000, the Bureau of Land Management has made an effort to move to a Risk Management decision-making process and move away from a compliance-based safety program. The result has been a safer working environment for our employees, contractors and visitors to public lands. Fully implementing the Risk Assessment and Management process is another step in this effort. The Risk Management program allows for better management and employee decision-making. This ensures the right tools and equipment are available for the job, that employees are prepared and that risk acceptance decisions are made at the appropriate level. The Field Office Collateral Duty Safety Officers have been provided information and working examples of properly prepared Risk Assessments. The Safety Officers are prepared to assist in the development of Risk Assessments for your office. Managers will be provided with additional awareness training at Regional Manager's meetings in FY 2005.

**Manual/Handbook Sections Affected:** Manual Section 1112, Safety, Manual Handbook 1112-1, Safety and Health Management, and Manual Handbook 1112-2, Safety and Health in Field Operations.

**Coordination:** All Field Managers and DSD's

**Contact:** Questions or comments should be directed to Jim Anger, State Safety Manager, (916) 978-4521, [janger@ca.blm.gov](mailto:janger@ca.blm.gov).

Signed by:  
Karen Barnette  
Acting State Director

Authenticated by:  
Richard A. Erickson  
Records Management

Attachment:  
BLM Form 1112-5 Risk Assessment Worksheet (2 pp)

UNITED STATES DEPARTMENT OF THE INTERIOR  
Bureau of Land Management

**RISK MANAGEMENT WORKSHEET**

1. Organization and Location							2. Page _____ of _____											
3. Operation / Task				4. Beginning Date:		5. Ending Date:		6. Date Prepared										
7. Prepared by (Name / Duty Position)																		
8. Identified Hazards			9. Assess the Hazards: Initial Risk		10. Control Measures Developed for Identified Hazards: <i>(Specific measures taken to reduce the probability of a hazard)</i>				11. Assess the Hazard's Residual Risk:		12. How to Implement the Controls: (May Be Filled in By Hand)		13. Supervisors and Evaluation by: (Continuous Leader Checks, Buddy System, etc.)					
(Be Specific)			<b>L</b>	<b>M</b>	<b>H</b>	<b>E</b>	(Be Specific)				<b>L</b>	<b>M</b>	<b>H</b>	<b>E</b>	(Be Specific)		(Be Specific)	
15. Remaining Risk Level After Control Measures Are Implemented: (CIRCLE HIGHEST REMAINING RISK LEVEL)							<b>LOW</b> (Line Supervisor)		<b>MEDIUM</b> (Branch Chief)		<b>HIGH</b> (DSD, District or Field Manager)		<b>EXTREMELY HIGH</b> (Must be State Director/Associate)					
15. RISK DECISION AUTHORITY: <b>(Approval/Authority Signature Block)</b> (If Initial Risk Level is Medium, High or Extremely High, Brief Risk Decision Authority at that level on Controls and Control Measures used to reduce risks) <b>(Note:</b> if the person preparing the form signs this block, the signature indicates only that the appropriate risk decision authority was notified of the initial risk level, control measures taken and appropriate resources requested; and that the risk was accepted by the decision authority.)																		
_____ (Signature)																		

