

Attachment 1: Bureau of Land Management – California FY 2009 – 2010 Occupational Safety and Health Action Plan

1. Program Management:

Action Item/Description	Target Due Date	Responsible Office/Person	Status or Specific Accomplishment
Continue to implement the SHARE initiative by working with supervisors and employees to eliminate workplace hazards, reduce risks, and improve timeliness of accident reporting.	On-Going throughout the fiscal year.	All CA Offices/Managers & Supervisors	
Issue/Re-Issue Safety and Health policy memoranda in accordance with findings and recommendations of FY 2008 WO Program Management Review (PMR)	September 2009	State Director	
Continue to integrate Risk Management policy and principles in all pre-work planning and planning documents. Submit completed Risk Assessments to State Safety Manager (SSM) for inclusion in a consolidated Risk Assessment library.	Ongoing throughout each fiscal year	All CA Offices/Managers, Supervisors and Safety Officers	
Using the State Safety & Health Action Plan as a template, develop District and Field Office Safety and Health Action Plans to address specific local goals for improving safety programs and reducing risks, accidents and injuries. Track /measure accomplishments.	February 2009 – copy to State Safety Manager	Field Managers and Safety Officers	
Appoint permanent or collateral duty Safety Officer in each Office. Allow adequate time to perform local safety duties including facilities inspections, training, CASHE, OSHA compliance, recordkeeping, accident reporting and program oversight.	Ongoing	District Managers Field Managers	
Annually provide SD/ASD with feedback regarding each unit's Safety accomplishments and accident data for use in performance evaluations.	10/15/2009 and each succeeding year	State Safety Mgr.	

2. Training:

Action Item/Description	Target Due Date	Responsible Office/Person	Status or Specific Accomplishment
All Supervisors, Managers and local safety personnel complete online Risk Management training through DOI Learn.	One time, by September 2009	Managers, Supervisors and local Safety Staff	
Develop training plans for all permanent and collateral duty Safety Officers to achieve the Bureau's Core Competency Requirements. All Safety Officers should attend OSHA 600 by Sept. 2009 and complete the remaining requirements in subsequent years.	September 2009 for OSHA 600 and completion of training plan	District Managers Field Managers Safety Officers	
Ensure all employees receive mandatory and job specific Safety Training. Document all safety training.	Ongoing	State Safety Mgr. and all CA Mgrs./Supervisors	

3. Inspections:

Action Item /Description	Target Due Date	Responsible Office/Person	Status or Specific Accomplishment
Inspect all CA BLM owned or leased facilities on an annual basis. Record and report all inspections to State Safety Manager	End of each Fiscal Year	District/Field Managers, Safety Officers and State Safety Manager	
Correct deficiencies noted on facility inspections within 30 days or develop a hazard abatement plan that identifies interim protective measures and long term corrective efforts.	Ongoing – Annually	District Managers Field Managers Safety Officers	
Participate in all CASHE evaluations and the CASHE corrective process. CASHE corrective goal is 85% of all offices/facilities in good safety, health and environmental condition	Annually with offices on rotating basis	District Managers Field Managers Safety Officers Eng./HAZMAT	

4. Safety and Health Promotion:

Action Item/Description	Target Due Date	Responsible Office/Person	Status or Specific Accomplishment
Establish a Safety and Health awareness & promotion program. Recognize employees appropriately for effective safety performance or initiatives.	September 2009 and ongoing	State Safety Mgr./District and Field Managers	
Ensure the CA Safety & Health Website is maintained with current and pertinent safety information.	Update on an ongoing basis; quarterly review	State Safety Manager	
Continue to support local Safety Committees as described in the CA Labor Management Contract	Ongoing	State Director District Managers Field Managers Dep. State Directors State Safety Manager	

5. Accident Investigation and Reporting:

Action Item/Description	Target Due Date	Responsible Office/Person	Status or Specific Accomplishment
Investigate all accident reports and enter into SMIS within 72 hours of the accident occurrence. Send all supplemental documentation, especially pertaining to Tort Claims, to CA-940 SSM within 14 days following the event.	Ongoing	Supervisors	
Analyze accident data and provide analyses and/or trend data to the SMT.	Annually – End of each Fiscal Year.	State Safety Manager	

6. Program Evaluation:

Action Item/Description	Target Due Date	Responsible Office/Person	Status or Specific Accomplishment
Keep all offices in good safety, health and environmental condition by eliminating high priority CASHE findings.	Annually – End of each Fiscal Year.	State Director District Managers Field Managers Deputy State Directors State Safety Manager	
Conduct no fewer than 3 internal Safety Program Management Evaluations (PMR's) in CA per year.	End of each Fiscal Year.	State Safety Manager	