



## California - Bureau of Land Management Safety and Occupational Health Action Plan FY 2011



<b>Strategic Plan Goal 1: Enhance the role of leadership in promoting a culture of safety</b>					
<b>Action Plan Item Description</b>	<b>Action Plan</b>	<b>District Response</b>	<b>Date Started or Date Completed</b>	<b>Responsibility</b>	<b>Status or Accomplishments</b>
Managers and supervisors demonstrate leadership actions by becoming a motivational force for safety program implementation.	Supervisors and managers are motivated to take an active role in safety related matters, i.e. promotions, accident prevention, accident investigations, Lessons Learned Review (LLR), commitment to utilizing Risk Assessments (RAs) in the integration of safety into work activities.		On-going	State Safety Manager (SSM), State Director, District Managers (DMs), and Field Managers (FMs)	
California State Director's safety policy memo published.	SSM will work with SMT in all safety activities, promotions and programs		November FY 2011	State Safety Manager	
District Managers, Field Managers and Supervisors plan actions to reduce accidents.	Develop and implement unit safety plans based on the CA Safety and Occupational Health Action Plan		On-going	DMs, FMs, District Safety Officers and Collateral Duty Safety Officers	
Develop and present Lessons Learned from El Centro earthquake and Eagle Horizon exercise for Mgrs. & Sups. Measurement: Lessons Learned published or distributed.	CASO sponsor Lessons Learned Training for Mgrs. & Sups. Localized training within the districts that do not perform LLRs as a normal business practice.		On-going	State Safety Manager	



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Review and update policies and evaluate effectiveness.	Ensure that the BLM CA Safety Program is in compliance with DOI, BLM, state and local requirements (to include COOP, OEP and other emergency operations programs).		On-going	State Safety Manager, and District and Field Office Safety Officers	
Analyze accident data on a quarterly basis to provide managers and supervisors with trend analyses. <ul style="list-style-type: none"> <li>• Reports are provided with accident trends/analysis and posted to BLM CA Safety Sharepoint site.</li> </ul>	Improve SMIS reviews so that they are done in a consistent, timely manner. Work toward completing and maintaining on a quarterly basis. Incorporate reviews at the FO level in order for CDSO's and FMs to track injury/illness/property damage.		Quarterly  On-going	CA 940 State Safety Manager, DMs, FMs, CDD Safety Manager, and CDSO's	
Conduct a "Safety Perception Survey" of the California State Safety Program.	Provide information concerning the California Safety Program to the SMT, supervisors and employees.		2 <sup>nd</sup> Qtr. FY 2011	SSM/DMs/FMs, supervisors, CDD Safety Mgr., CDSO's and employees	
Implement a "48-Hour Notification of Recordable Injuries/Illnesses and Property Damage" reporting process.	Ensure that all appropriate mgrs. and sups. are alerted promptly when employees, volunteers and/or contractors are involved in an accident or other serious incident.		On-going	State Safety Manager, SMT, supervisors, CDD Safety Mgr. & CDSO's	



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**Strategic Plan Goal 2: Engage employees in reaching safety and health commitments**

Action Plan Item Description	Action Plan	District Response	Date Started or Date Completed	Responsibility	Status or Accomplishments
<p>Implement nationally developed standard training for supervisors and employees when available.</p> <p>Develop training tracking tool so that employees, supervisors, and managers can determine training needs at unit level.</p> <p>Provide mgrs. &amp; sups. with guidance and techniques to foster employee participation in the Safety Program. Measurement: 1) Increased Safety Week activities from FY 2010. 2) Documentation &amp; maintenance of training records at all levels.</p> <p>Ensure safety recognition program is in place in all offices.</p>	<p>Work with supervisors and managers in the development of specialized safety training for their employees.</p> <p>Assist mgrs. and supervisors in recognizing indicators of need and using information to create a safety culture for their programs and employees.</p> <p>Promote Safety Week, Safety Fairs, and other promotional activities throughout BLM CA.</p> <p>Disseminate safety pubs. and other safety news to all units. All units use Safety Sharepoint to share info. on safety related matters.</p>		<p>4<sup>th</sup> qtr. FY 2011</p> <p>On-going</p> <p>On-going</p> <p>On-going</p> <p>On-going</p>	<p>All managers &amp; supervisors</p> <p>State Safety Manager, all managers &amp; supervisors</p> <p>State Safety Manager, District Safety Officer and CDSO's</p> <p>State Safety Manager. SSM, CDD Safety Mgr., CDSO's</p>	



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**Strategic Plan Goal 3: Identify, evaluate, and control employee exposures to workplace hazards**

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<p>Hazards are assigned a Risk Assessment Code (RAC) (1-5) during CASHE evaluations and facility inspections, and are controlled or abated within established timelines Measurement: Numbers of CA offices in good condition per CASHE compliance. Measurement: All California Field /District offices using RACs for facility inspection findings.</p>	<p>Work with the SMT to provide appropriate training on the importance of mitigating or abating findings of RAC 2s within 60 days, and all other RAC findings, within an appropriate amount of time to prevent employee injuries/illnesses/property damage and/or unreasonable risks.</p>		On-going	CASHE/ State Safety Manager, State Engineer, District Safety Officer, and CDSO's	
<p>Provide resources to control employee exposure to hazards.</p>	<p>Cooperation with the National CASHE Audits and resolution of findings</p>		On-going with quarterly reports	State Safety Manager, District Safety Officer, all Managers & Supervisors	
<p>Measurement: Comprehensive Assessment, Safety, Health Environment (CASHE) funding level; Deferred Maintenance accomplishments; decreased time required to abate hazards identified during facility inspections or CASHE audits.</p>	<p>Complete annual facility inspections and work with Management, engineering and other programs to abate all findings, or find funding for abatement activities.</p>				



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<p>Ensure new employee safety orientation is completed.</p> <p>Measurement: 100% new employees trained within 30 days of employment; use of online new employee orientation when available; increased use of DOI Learn to document training.</p> <p>Managers/supervisors complete risk assessments (RAs) for medium to extremely high hazard projects in their organizational unit.</p> <p>Measurement: Number of Field/District Offices that have a tracking system in place to monitor the use of Project Risk Assessments.</p>	<p>Work with Human Resources, District/Field Managers, and Supervisors on new employee orientation training. Work with Supervisors and employees to identify and provide appropriate safety training for new employees.</p> <p>Work with DSDs, Field/District Managers, supervisors and employees in the development of risk assessments for their program areas.</p> <p>RAs are for specific projects, or for positions, or any other assignment that would benefit from having a risk assessment in place.</p>		<p>On-going</p> <p>On-going</p>	<p>State Safety Manager, District Safety Officer, CDSO's and Field/District Managers, Supervisors and employees.</p> <p>State Safety Manager, District Safety Officer, CDSO's and Field/District Managers, Supervisors and employees</p>	



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Review FY 2008 PMR findings to ensure 100% PMR findings corrected.	<p>Review national PMR results from FY 2008 and evaluate current level of mitigation of findings.</p> <p>Get programs and suggestions in place and resolved.</p>		3 <sup>rd</sup> Qtr. FY 2011	State Safety Manager working with District Safety Officer, CDSO's, and Field/District Managers	



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**Strategic Plan Goal 4: Implement, evaluate, and continuously improve the DOI Safety and Health Program and meet or exceed all Federal safety and health regulations and requirements**

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<p>Integrate the key elements of a comprehensive occupational safety and health program into existing safety management programs and all operations through policies, procedures and training.</p> <p>Measurement: Program reviews indicate that occupational safety and health program key elements are integrated into management programs, policies, and procedures.</p>	<p>Work with managers and supervisors to ensure safety is an integral part of any program, activity or divisional responsibility.</p> <p>Work with employees to make safety something they want to be a part of in their daily work activities.</p>		On-going	<p>State Safety Manager, District Safety Officer, CDSO's and Field/District Managers, Supervisors</p> <p>All above plus all employees</p>	
<p>Conduct Field/District Office Program Reviews</p> <p>Measurement: 100% of all Field/District Offices will be reviewed in a 3 year cycle.</p>	<p>Complete Field/District Office program reviews on a 3 yr cycle.</p> <p>District or Field Offices utilize informal, internal reviews and the Year-end Agency Checklist annually, when not included on a statewide review or National PMR.</p>		<p>On-going</p> <p>September 30, 2011</p>	<p>State Safety Manager</p> <p>District Safety Officer, CDSO's and Field/District Managers and Supervisors</p>	



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<p>Improve timeliness of input and review of accident reports and corrective action implementation.</p> <p>Measurement: lapsed time reporting; reviewing accidents as measured by DOI accident recordkeeping system; improvements reported in End Of Year (EOY) reports; 100% reviews completed within 2 weeks – Striving for 100%</p>	<p>Improve SMIS reviews through consistent, timely reporting and reviewing.. Work toward SMIS reviews completed and maintained on a quarterly basis.</p> <p>Develop guidance for district investigations for serious accidents, injuries, or Near misses and develop good Lessons Learned Reports</p>		<p>Ongoing quarterly reporting</p> <p>On-going</p>	<p>State Safety Manager, District Safety Officer, CDSO's, Field/District Managers, and Supervisors</p> <p>State Safety Manager</p>	

RECOMMENDED BY:

\_\_\_\_\_  
California State Safety Manager

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DATE

APPROVED BY:

\_\_\_\_\_  
California Deputy State Director – Support Services

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DATE