



California - Bureau of Land Management
 Safety and Occupational Health Action Plan
 Safety and Occupational Health Action Plan – CY 2014



1. Program Management:

Action Item Description	Target Due Date	Responsibility	Status or Accomplishments
Identify funding of safety needs for all State, District/Field operations in the budget process. Measurement: % Offices in compliance	On-Going	State Director, Deputy State Directors, District Managers, Field Managers, State Safety Manager, District Safety Specialists, CDSO's	
The Safety and Health policy for all State/ District/Field Offices are in place and all employees accept, can explain and fully understand it. Measurement: % Offices in compliance	On-Going	State Director, Deputy State Directors, District Managers, Field Managers, State Safety Manager, District Safety Specialists, CDSO's Employees	
Managers, Supervisors and Employees involved in developing safety goals and can explain desired results and how results are measured. Measurement: % Offices reviewed/updated and issued policies.	On-Going	State Director, Deputy State Directors, District Managers, Field Managers, State Safety Manager, District Safety Specialists, CDSO's, Employees	



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Action Item Description	Target Due Date	Responsibility	Status or Accomplishments
<p>Managers/Supervisors/Employees accountable for completion of Risk Assessments for medium to extremely high hazard projects in their organizational unit.</p> <p>Measurement: % of tasks/projects with Risk Assessments that Managers/Supervisors/Employees have completed.</p>	On-Going	Deputy State Directors, District Managers, Field Managers, State Safety Manager, District Safety Specialists, CDSO's, Employees	
<p>District and Field Offices have established Employee/Management committee and regularly convene safety committees meetings.</p> <p>Measurement: % Committee meetings documented and meeting minutes available to all personnel.</p>	On-Going	State Director, Deputy State Directors, District Managers, Field Managers, State Safety Manager, District Safety Specialists, CDSO's, Employees	
<p>Noise surveys are conducted and documented on all equipment to determine if additional monitoring is necessary.</p> <p>Measurement: % Equipment evaluated.</p>	Dec 2014	Deputy State Directors, District Managers, Field Managers, State Safety Manager, District Safety Specialists, CDSO's, Employees	
<p>Audiograms are completed for personnel required to participate in hearing conservation program.</p> <p>Measurement: % employees in hearing conservation program receiving annual audiograms</p>	Dec 2014	Deputy State Directors, District Managers, Field Managers, State Safety Manager, District Safety Specialists, CDSO's, Employees	

2. Education/Training:



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Action Item Description	Target Due Date	Responsibility	Status or Accomplishments
<p>Managers and supervisors are committed to high-quality employee hazard training/education, ensures all participate, and provides regular updates; in addition, employees can demonstrate proficiency in, and support of, all areas covered by education/training.</p> <p>Measurement: % planned required education/training courses completed; % offices with education/training tracking system in place</p>	On-Going	State Director, Deputy State Directors, District Managers, Field Managers, State Safety Manager, District Safety Specialists, CDSO's, Employees	
<p>All supervisors assist in worksite hazard analysis, ensure physical protections, reinforce education/training, enforce discipline, and can explain work procedures.</p> <p>Measurement: % offices with tracking system in place</p>	On-Going	Deputy State Directors, District Managers, Field Managers, State Safety Manager, District Safety Specialists, CDSO's, Employees	
<p>Managers, supervisors, and team/work leaders receive safety management education/training relative to employee safety.</p> <p>Measurement: % Managers, supervisors and team/work leaders educated/trained</p>	On-Going	State Director, Deputy State Directors, District Managers, Field Managers, State Safety Manager, District Safety Specialists, CDSO's	



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CDSO personnel receive safety education/training within six months of assignment. Measurement: % CDSO personnel educated/trained.	On-Going	State Director, Deputy State Directors, District Managers, Field Managers, State Safety Manager, District Safety Specialists, CDSO's	
Safety personnel receive safety education/training annually. Measurement: % Safety personnel educated/trained.	Dec 2014	State Director, Deputy State Directors, District Managers, Field Managers, State Safety Manager, District Safety Specialists, CDSO's	
Safety committee members receive safety committee responsibility's education/training. Measurement: % Committee members educated/trained	On-Going	State Director, Deputy State Directors, District Managers, Field Managers, State Safety Manager, District Safety Specialists, CDSO's, Employees	
New employee orientation is completed. Measurement: % new employees educated/trained within 30 days of employment; % offices with written site specific safety orientation materials.	On-Going	State Director, Deputy State Directors, District Managers, Field Managers, State Safety Manager, District Safety Specialists, CDSO's	



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3. Inspections:

Action Item Description	Target Due Date	Responsibility	Status or Accomplishments
<p>Safety and Health inspections are conducted regularly and result in corrective action and updated hazard inventories of all facilities, warehouses and ware-yards.</p> <p>Measurement: % facilities inspected.</p>	Dec 2014	Deputy State Directors, District Managers, Field Managers, State Safety Manager, District Safety Specialists, CDSO's, Employees	
<p>Current Risk Assessments exist for all jobs, processes and material; they are understood by all employees; and employees have input into the assessment for their jobs.</p> <p>Measurement: % Risk Assessments evaluated.</p>	On-Going	Deputy State Directors, District Managers, Field Managers, State Safety Manager, District Safety Specialists, CDSO's, Employees	
<p>A system exists for hazard reporting, employees feel comfortable using it, and employees feel comfortable correcting hazards on their own initiative.</p> <p>Measurement: % field offices with system for reporting and correcting identified hazards</p>	On-Going	State Director, Deputy State Directors, District Managers, Field Managers, State Safety Manager, District Safety Specialists, CDSO's, Employees	
<p>Management identifies the top five hazards that caused injuries and trains/educates employees to avoid and/or control hazard exposure.</p> <p>Measurement: % Managers, Supervisors and Employees educated/trained</p>	Dec 2014	Deputy State Directors, District Managers, Field Managers, State Safety Manager, District Safety Specialists, CDSO's, Employees	



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4. Safety and Health Promotion:

Action Item Description	Target Due Date	Responsibility	Status or Accomplishments
Safety recognition program is in place in all offices. Measurement: # of recognitions for observed safe behaviors given to individuals	On-Going	State Director, Deputy State Directors, District Managers, Field Managers, State Safety Manager, District Safety Specialists	
Safety and/or wellness-related activities planned and conducted at each office during DOI Safety Week. Measurement: % sites reporting safety week activities increased from previous year.	Jun 2014	State Director, Deputy State Directors, District Managers, Field Managers, State Safety Manager, District Safety Specialists, CDSO's, Employees	

5. Accident Reporting and Investigation:

Action Item Description	Target Due Date	Responsibility	Status or Accomplishments
Employee timeliness of injury/illness input on CA-1/CA-2 utilizing SMIS within 72 hours of injury/illness. Measurement: % Injuries/Illnesses input within 72 hours.	On-Going	State Director, Deputy State Directors, District Managers, Field Managers, State Safety Manager, District Safety Specialists, CDSO's, Employees	



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Action Item Description	Target Due Date	Responsibility	Status or Accomplishments
Supervisor completes supervisor section of CA-1/CA-2 utilizing SMIS and inputs Property Damage report within 72 hours of incident. Measurement: % Property Damage reports input within 72 hours with Preventative Measures Identified.	On-Going	State Director, Deputy State Directors, District Managers, Field Managers, State Safety Manager, District Safety Specialists, CDSO's,	
Timeliness of SMIS report reviews by Field/District Safety Officer completed within 2 weeks of notification of incident. Measurement: % Accidents reviews completed by District/Field Safety Officer within 2 weeks with Preventative Measures Identified.	On-Going	State Director, Deputy State Directors, District Managers, Field Managers, State Safety Manager, District Safety Specialists, CDSO's,	
Timeliness of SMIS report final reviews conducted by State Safety Manager completed within 2 weeks of notification of incident. Measurement: % Accidents reviews completed by State Safety Manager within 2 weeks with Preventative Measures Identified.	On-Going	State Director, Deputy State Directors, District Managers, Field Managers, State Safety Manager, District Safety Specialists, CDSO's,	
District/Field Office Accident reduction goals established and met. Measurement: % District/Field Offices that established and achieved goals	Dec 2014	State Director, Deputy State Directors, District Managers, Field Managers, State Safety Manager, District Safety Specialists, CDSO's,	



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Action Item Description	Target Due Date	Responsibility	Status or Accomplishments
All loss-producing incidents/accidents and near-misses are investigated for root cause with effective prevention. Measurement: Decrease in # of OWCP reports from previous year	On-Going	State Director, Deputy State Directors, District Managers, Field Managers, State Safety Manager, District Safety Specialists, CDSO's, Employees	
Data trends are fully analyzed and displayed, common causes are communicated, management ensures prevention; and employees are fully aware of trends, causes, and means of prevention. Measurement: % offices that determined trends, common causes and prevention	Dec 2014	State Director, Deputy State Directors, District Managers, Field Managers, State Safety Manager, District Safety Specialists, CDSO's,	

6. Program Evaluation:

Action Item Description	Target Due Date	Responsibility	Status or Accomplishments
Conduct internal Safety Program evaluation of three District/Field Offices annually. Offices not scheduled for a state audit, perform a self-evaluation and make program improvements where needed. Measurement: % of District/Field Offices evaluated/reviewed	Dec 2014	State Director, Deputy State Directors, District Managers, Field Managers, State Safety Manager, District Safety Specialists, CDSO's, Employees	



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Action Item Description	Target Due Date	Responsibility	Status or Accomplishments
Annual safety program accomplishments are planned and reported. Measurement: % of offices completing annual accomplishment reports	Dec 2014	State Director, Deputy State Directors, District Managers, Field Managers, State Safety Manager, District Safety Specialists, CDSO's, Employees	
Accident data analyzed quarterly to provide managers with trend analyses and recommended corrected actions. Measurement: % of offices analyzing and acting on accident trend data quarterly provided to senior management.	On-Going	State Director, Deputy State Directors, District Managers, Field Managers, State Safety Manager, District Safety Specialists, CDSO's, Employees	