



United States Department of the Interior  
BUREAU OF LAND MANAGEMENT  
Oregon State Office  
P.O. Box 2965  
Portland, Oregon 97208



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Information Bulletin No. OR-2008-034

To: All Oregon State Office Employees  
From: Deputy State Director for Management Services  
Subject: Risk Management Training

The Oregon State Safety Office is sponsoring an instructor-led Risk Management training session on Wednesday, April 23, in the Robert Duncan Plaza Building Conference Center on the 3<sup>rd</sup> floor, Rooms 3A and 3B. The one-day session begins at 9:00 a.m.

Risk Management training is required one time for all supervisors and managers in accordance with [Bureau of Land Management \(BLM\) Manual Handbook H-1112-1](#), Chapter 2, and BLM Handbook H-1112-2, Chapter 1. [Washington Office Instructional Memorandum \(IM\) No. 2007-103, published on April 18, 2007](#), also outlines this requirement. This training can be credited toward the annual 16-hour supervisory training requirements.

Background: In June, 2004, the BLM discontinued the use of the Job Hazard Analysis (JHA) for all new operations. All existing JHAs were to be phased out and replaced by risk assessments by January 2, 2007. Risk Management is now the Bureau's principal risk-reduction process. It is a systematic process designed to identify and manage risks associated with any BLM operation. Although this process does not eliminate job-associated risks completely, the objective is to manage these risks *in the planning stage* of every work task. Hazards are identified and assessed and controls are developed and implemented. An overall evaluation of the Risk Management process is then completed. The Risk Management Worksheet ([BLM Form 1112-5](#)) is used to document this process.

Employees and supervisors generally work together in the development of the risk assessment to ensure that all aspects of the operation and tasks are addressed, all hazards identified are eliminated or mitigated, and the risks associated with the tasks are as low as possible. Supervisors are responsible for maintaining a risk assessment for each of their employees, implementing changes as needed, and reviewing the assessment at least annually.

This class is currently posted on [DOI Learn](#) under the Risk Management class heading. The specific class for April 23 is listed as follows: BLM-2008-0423-Portland, OR - Risk Management. Note that there is also a Risk Management training class offered in Salem the next day, Thursday, April 24. You may choose to attend either class session.

You are encouraged to register early for either of these classes. If you experience difficulty with registration on the DOI Learn system, please call the DOI Learn Help Desk at 1-888-722-3647, which is available 24 hours a day, 7 days a week. If you need additional help, questions can be directed to Edna Mo, Personnel Management Specialist, at 503-808-6538, Terry Deis, Management Support Specialist, at 503-808-6395, or Peggy Tribble, State Office Safety Manager, at 503-808-6202. Information regarding the Salem class may be directed to Dave Kincaid, Salem District Office Safety Officer, at 503-375-5698.

**Districts with Unions** are reminded to notify their unions of this Information Bulletin and satisfy any bargaining obligations before implementation. Your servicing Human Resources Office or Labor Relations Specialist can provide you assistance in this matter.

Signed by  
Nancy L. Adrain  
Acting Deputy State Director

Authenticated by  
Mary J. O'Leary  
Records Section

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