

United States
Department of
Agriculture

Forest
Service

R-6

OR/WA

Bureau of Land
Management

United States
Department of
the Interior

Reply Refer To: 6700 (FS)/ 1112(BLM) (OR-950) P

Date: March 19, 2008

FS-Memorandum

**EMS TRANSMISSION 03/21/2008
BLM-Information Bulletin No. OR-2008-054**

To: All Regional/State Office Bureau of Land Management (BLM) and Forest Service (FS) Employees

Subject: Annual Interagency Facility Safety Inspection – Regional/State Office

The Fiscal Year (FY) 2008 Annual Facility Safety Inspection is planned for the BLM Oregon/Washington (OR/WA) State Office, interagency warehouse, and the Northwest Coordination Center (NWCC) during the months of March and April. Specifically, the state office will be reviewed Thursday, March 27, and the interagency warehouse and NWCC will be reviewed on April 15, 2008.

Annual facility inspections are required by the Occupational Safety and Health Administration (OSHA) 29 CFR 1960 Subpart D – *Basic Program Elements for Federal Employee Occupational Safety and Health Programs*. **The OSHA has recently conducted formal inspections at several federal facilities in Oregon. We expect that each district and forest will be visited during the next two years. It is important that we are prepared for these inspections.**

Dependent upon location and objectives, all inspections will be conducted by the state office Safety Program Manager, accompanied by a member or members of the state office Safety and Health Steering Committee, the Interagency Warehouse Manager, the NWCC Manager or acting, and a Safety and Health Specialist, as well as a Contract Specialist for the Forest Service.

The BLM OR/WA State Office has created a policy supplement to the Safety and Health Management Handbook (Release No. 1-318) outlining assessment and facility inspection procedures and forms for OR/WA BLM facilities. The instruction memorandum (IM) and supplement may be viewed at the [Manual and Policies](#) link on the safety intranet web site.

Forest Service regulations outlining facility inspection procedures may be referenced in the [FSM 6700 – Safety and Health Program, Chapter 10 – Inspections](#). Specific applicable standards may be referenced in the [Health and Safety Code Handbook - FSH 6709.11](#) and in the [Safety and Health Program Handbook - FSH 6709.12, Chapter 10](#).

Managers, supervisors, and employees are asked to ensure that their work areas are reviewed and any identified hazards addressed prior to the indicated inspection dates.

The most common findings from the previous inspection conducted during March and April of 2007 were the following:

- General housekeeping issues (in cubicles, shared work areas, and aisle ways).
- Fire hazards – improper use of power strips/surge protectors (e.g., multi-plug outlets chained together); stacking of materials near outlets and on electrical cords; crimping of cords behind cubicles and under desks; use of surge protectors to plug in heat-producing appliances such as refrigerators, coffee makers, and/or personal space heaters; and, the use of extension cords (flexible cord sets) as substitutes for fixed wiring of the building.
- Material safety data sheets (MSDS) not posted near printers, copies, and faxes¹.
- Tripping hazards in aisles and within work areas (boxes and other materials stored under desks and in hallways).
- Items stacked on top of tall cabinets and on desk surfaces; common areas used for storage of materials; tall storage cabinets placed too close to overhead fire sprinklers – some not bolted to a wall for stability.

Results of the FY 2007 interagency facility inspection as well as the Compliance Audit – Safety, Health and the Environment may be found on the BLM intranet web site [Information Mall](#) and on the [Safety Web Page](#) under *Reports-Inspections*.

Please inspect your offices and common/storage areas prior to the indicated inspection dates. Your cooperation in preparation for this annual internal inspection is appreciated and serves not only to ensure the safety of our employees in the Regional/State Office, but to prepare for any future visits from OSHA and/or the Portland Fire and Rescue Department.

Should you have questions or need assistance, please contact the BLM State Office Safety Program Manager Peggy Tribble at (503) 808-6202 or by email at ptribble@blm.gov; the BLM State Safety Manager Ann Krake at (503) 808-6249 or by email at akrake@blm.gov; the R6 FS Safety and Health Program Manager Temple Tait-Ochs at (503) 808-2626 - ttaitochs@fs.fed.us; or the R6 Safety Specialist Winston Rall at (509) 395-3355 - wrall@fs.fed.us.

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¹ Copies of MSDS forms for many common office supplies are located in a binder in the BLM supply room on P2.