

UNITED STATES DEPARTMENT OF THE INTERIOR
Bureau of Land Management
Oregon State Office
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To: DSDs, Staff and Branch Chiefs

From: Associate Deputy State Director for Management Services

Subject: Annual Facility Safety Inspection

The FY 2003 Annual Facility Safety Inspection is planned for the Oregon State Office, warehouse and storage areas, and the Northwest Coordination Center (NWCC) during February and March. Specifically, the NWCC will be reviewed Tuesday, February 25; the Oregon State Office Wednesday, February 26; and the warehouse areas on Wednesday, March 26.

All inspections will be conducted by the OSO Safety Manager accompanied by a member, or members, of the State Office Safety Committee, the warehouse manager, the NWCC Center Manager, and a facility manager from the Forest Service, dependent upon location and objectives.

All branch chiefs and/or supervisors are asked to ensure that each unit has someone available to provide access to any area which may normally be locked during these designated times.

Annual facility inspections are required by OSHA 29CFR 1960, Subpart D. This inspection process will provide an opportunity for all offices to prepare for the upcoming Compliance Assessment – Safety, Health and the Environment (CASHE) scheduled for August of this year.

The most common findings from previous inspections were the following:

- General housekeeping and fire hazards (items stacked on floors; within cubicles; in hallways and under desks);
- Blocked or compromised egress from desk areas/cubicles and hallways to exits;
- Unapproved extension cords in use; linking of power strips; use of space heaters;
- Fire hazards - materials stacked under desk near or on electric cords;
- Materials Safety Data Sheets (MSDSs) availability/accessibility in each section (Refer to the OSO Hazard Communication Plan - Annual Compliance Requirements).

Please review your office and storage areas prior to the indicated inspection dates. The Portland Fire Bureau inspectors will again be conducting an independent inspection of the office in the coming weeks. Your cooperation in preparation for these inspections is appreciated.

If you have questions or need assistance, please contact Peggy Tribble at (503) 808-6202.

Districts with Unions are reminded to notify their unions of this IB 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
John K. Keith
Associate Deputy State Director
for Management Services

Authenticated by
Mary O'Leary
Management Assistant

Distribution
WO-740
OSO Safety Steering Committee