

UNITED STATES DEPARTMENT OF THE INTERIOR
Bureau of Land Management
Oregon State Office
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Information Bulletin No. OR-2003-130

To: DSDs, Staff and Branch Chiefs
From: Associate Deputy State Director, Management Services
Subject: Annual Facility Safety Inspection Results

The required Annual Facility Safety Inspection for Oregon State Office (OSO) facilities was completed on March 26, 2003. The OSO, BLM administrative warehouse and the Northwest Coordination Center were reviewed. Attachment 1 is a copy of the inspection results.

Overall, all areas were found to be in good condition, although various locations do require attention to eliminate specific safety hazards. The major concerns are detailed in the report and listed by location.

Specifically, the most common findings were the following:

- General housekeeping issues - consistency
- Fire hazards – stacking of materials near outlets; improper use of power strips
- Tripping hazards in aisles and within cubicles
- Cubicles used as storage as well as work areas
- Heavy items stacked on work surfaces and top shelves of cabinets
- Cluttered storage areas
- Material Safety Data Sheets (MSDS) not available/accessible to employees near copy machines

The results of this safety inspection can be useful in preparing for the upcoming Compliance Assessment – Safety, Health and the Environment (CASHE) scheduled for August 18 – 22, 2003.

Please review this report and note the items that affect your areas. Your cooperation in resolving these safety issues is appreciated.

If you have questions or need assistance, please contact Peggy Tribble at X6202.

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 assist you in this matter.

Signed by
John K. Keith
Associate Deputy State Director
for Management Services

Authenticated by
Mary O'Leary
Management Assistant

1 Attachment(s)

1 - [Annual Facility Safety Inspection 2003](#) (16pp)

Distribution

WO-740 (Rm. 5628, MIB)



**Oregon State Office
Bureau of Land Management
Annual Facility Safety Inspection – FY 2003**

Summary Statements

I wish to thank the following individuals who graciously offered to assist me in performing the annual safety inspections at these locations:

Northwest Coordination Center - Interagency

Mike Lowry, NWCC Operations Manager (Fire & Aviation)
Winston Rall, R6/PNW Safety Specialist

Oregon State Office – Robert Duncan Plaza Building

Stan Cunningham, Property Contract Specialist FS
Shaun Stanfil, Property Management Specialist
Marge Mascher, Space/Lease Specialist
Winston Rall, R6/PNW Safety Specialist

Warehouse Facilities

Doug Woodward, Property Management Specialist
Dave Kincaid, Safety Manager – Salem District Office
Craig McGill, Special Agent-In-Charge

Northwest Coordination Center

Numerous remodeling projects have been completed throughout the facility. Most safety items noted during the FY 2002 inspection have been resolved. Those remaining will be resolved within a few weeks. The center staff is to be commended for their efforts.

Oregon State Office

BLM employees are located on floors 1-7 of the building. Overall, all areas are well organized and arranged. However, additional and on-going attention to housekeeping efforts is needed. Specific areas requiring attention include stacking of materials on cabinets, cluttered storage areas, blocked aisle ways, use of extension cords, and MSDS requirements. (See inspection table and illustrations for area details.)

OSO Warehouse Facilities

Warehouse management is challenging. Continuous attention is required to ensure safety and health requirements are met. The warehouse personnel are to be commended for their outstanding efforts. The entire facility is in good order. Housekeeping is excellent. Only a few items were noted for compliance. Most of these items were resolved during the inspection.

**Annual Facility Safety Inspection 2003
Oregon State Office**

<i>Location</i>	<i>Description of Findings</i>	<i>Suggested Action</i>	<i>Regulatory Reference</i>	
4th Floor NE	Materials stacked on cabinets in hallway near procurement section	Remove materials	29 CFR 1910.22	
	General housekeeping needs throughout all areas/excess materials and boxes in cubicles	Review housekeeping needs/remove excess and recycle	29 CFR 1910.22	
	Power strips chained together	Unchain power strips/review permanent wiring needs	29 CFR 1910.303 NFPA 70E National Electrical Code [NEC]	
	Computer room – cabinet not secured to back wall/stacking of materials	Secure cabinets/remove materials	29 CFR 1910.22	
	Flammable materials stacked under desk areas near extension cords	Remove boxes and paper products from under desks	29 CFR 1910.22 & NFPA 70E NEC	
	Storage room (BLM/FS) – boxes stored on cabinets	Remove boxes	29 CFR 1910.22	
	Coffee maker plugged into power strip	Remove power strip/plug directly into wall outlet	29 CFR 1910.303 NFPA 70E NEC	
	4th Floor SW	Materials stacked on tall cabinets	Remove materials	29 CFR 1910.22
		MSDS not posted near Toshiba copy machine	Obtain copy of MSDS from manufacturer and post	29 CFR 1910.106
		Stacked boxes; tripping hazards; housekeeping needs – mgt analyst areas	Remove boxes/clean area/develop proper storage	29 CFR 1910.22
<u>Shared conference/storage area</u> – large cooler stored on cabinets		Remove cooler	29 CFR 1910.22	
<u>Conference #401</u> – white board not installed on wall		Install white board	29 CFR 1960.1 29 CFR 1910.22	
<u>Shared copy room</u> – stacking on cabinets: No MSDS for Xerox copier		Remove materials on cabinets Request MSDS from Xerox	29 CFR 1910.22 29 CFR 1910.106	
<u>Break room</u> – excess plastic water bottles stored		Remove and Recycle	29 CFR 1960.1 General Duty Clause (GDC) 29 CFR 1910.22	
<u>Resource PCI Room/Storage</u> – aisles narrow-stacking & piling of materials Exit area not orderly and clear of debris		Clear aisle ways/remove stacked materials/secure additional shelving Clear aisles to exit	29 CFR 1960.1 (GDC) 29 CFR 1910.35-38 29 CFR 1910.22 NFPA 101 Life Safety Code (LSC)	

Location	Description of Findings	Suggested Action	Regulatory Reference
3rd Floor Law Enforcement	No MSDS form for Konica copier	Request MSDS from Konica	29 CFR 1910.106
	General housekeeping needs throughout area/some stacking in cubicles	Remove excess materials from cubicles-perform housekeeping	29 CFR 1910.22
	Storage area – stacking on cabinet tops	Remove materials	29 CFR 1910.22
2nd Floor Interagency REO	Supply Room – stacking on cabinets-not secured to wall	Remove storage items	29 CFR 1910.22
	No MSDS for copier General housekeeping needs	Request MSDS from manufacturer Perform housekeeping	29 CFR 1910.106 29 CFR 1910.22
	Mail/File area – unsecured cabinets Stacking of materials	Secure cabinets to wall Remove materials	29 CFR 1910.22 29 CFR 1960.1
	Cubicles cluttered/significant attacking of materials (various areas)	Remove clutter/materials	29 CFR 1910.22
	Coffee maker plugged into power strip	Plug coffee maker directly into wall/remove power strip	29 CFR 1910.303 NFPA 70E NEC
	Map area – no MSDS for Lexmark Stacking on cabinets/clutter	Request MSDS from Lexmark Remove materials on cabinets	29 CFR 1910.106 29 CFR 1910.22
	Tall cabinet not secured to wall	Secure cabinet to wall	29 CFR 1910.22 29 CFR 1960.1
	Materials stacked on power strips	Remove materials from area	29 CFR 1910.303 NFPA 70E NEC
	Conference room – whiteboard not mounted to wall	Mount whiteboard to wall	29 CFR 1960.1 (GDC)
	2nd Floor Realty/Records & South Side Areas	Plastic bottles stored in cubicles under desks - excess	Remove/recycle bottles
Some stacking on cabinets Central records – stacking of materials at end of aisle way		Remove materials Remove all materials	29 CFR 1910.22 29 CFR 1910.22
Power strips chained together		Disconnect – use wall outlets	29 CFR 1910.303 NFPA 70E NEC
Trip hazards – cords extending under divider panels		Remove cords from aisles	29 CFR 1960.1 (GDC)
Stacking on cabinets		Remove all materials	29 CFR 1910.22
Extension cord used as permanent wiring		Remove cord/use wall outlet	29 CFR 1910.303 NFPA 70E NEC

Location	Description of Findings	Suggested Action	Regulatory Reference
2nd Floor Mapping Sciences Geo Sciences	Stacking of materials in common areas	Remove materials	29 CFR 1910.22
	Storage areas – stacking on cabinets and near ceiling sprinklers	Remove materials from cabinet tops	29 CFR 1910.159 NFPA 101 LSC
	Scanner room – power strip defective (flashing light)	Replace power strip	29 CFR 1910.303 NFPA 70E NEC
2nd Floor North East	Break room – door opening swing left hazardous to occupants	Request installation of small window in door	NFPA 101 LSC 29 CFR 1960.1 (GDC)
1st Floor Land Office	No MSDS for two Xerox copies	Contact manufacturer to supply MSDS	29 CFR 1910.106
Docket Area	Refrigerator, toaster, micro plugged into power strip	Remove power strips; plug all appliances into wall outlet	29 CFR 1910.303 NFPA 70E NEC
	Storage items on top shelving	Remove materials	29 CFR 1910.22
Main Office area	Security camera system on surge power strips; linked	Remove power strips- add in-wall duplex outlet	29 CFR 1910.303 NFPA 70E NEC
Mail Room	Boxes stored on cabinets Tall shelf unit not secured to wall	Remove boxes Secure shelf unit to wall	29 CFR 1910.22 29 CFR 1960.1 (GDC)
Storage/Supply	Storage shelves not secured to wall	Secure shelves to wall	29 CFR 1960.1 (GDC)
5th Floor NE Bio Sciences Physical Sciences	Break area – appliances plugged into power strip	Remove strip/plug appliances directly into wall outlet	29 CFR 1910.303 NFPA 70E NEC
	Materials stacked on floor areas	Remove materials	29 CFR 1910.22
	General housekeeping needs Materials stacked on cabinets/flipper door cabinets in cubicles/floor areas Extension cord in use (rubber coated)	Schedule housekeeping Remove stacked materials in all areas Remove cord-use wall outlet	29 CFR 1910.22 29 CFR 1910.22 29 CFR 1910.303 NFPA 70E NEC
Fire & Aviation	No MSDS for copier-printer	Request MSDS from manufacturer	29 CFR 1910.106
	Coffee pot plugged into electrical power strip	Remove power strip; use wall outlet	29 CFR 1910.303 NFPA 70E NEC
	General housekeeping needed Stacking on shelves Fire extinguisher cabinet not installed	Schedule housekeeping Remove materials Install fire extinguisher	29 CFR 1910.22 NFPA 70E NEC
South Side Break Room	Refrigerator plugged to power strip	Remove power strip Plug directly into wall outlet	29 CFR 1910.303 NFPA 70E NEC
IRM Storage	Materials stacked on shelves	Remove all materials	29 CFR 1910.22
Copy Room #503	Shelving not secured to wall	Secure shelving to wall	29 CFR 1910.22

Location	Description of Findings	Suggested Action	Regulatory Reference
6th Floor Public Affairs NW	Housekeeping needed, particularly in empty cubicles Stacking on high cabinets throughout a TV/VCR on top of high cabinet	Schedule regular housekeeping Remove materials and TV/VCR from cabinet tops	29 CFR 1910.22 29 CFR 1910.22 29 CFR 1960.1 (GDC)
	No MSDS for copier	Request MSDS from manufacturer	29 CFR 1910.106
SW	General housekeeping needed Unsecured cabinet in mail/supply room	Perform housekeeping Secure cabinet	29 CFR 1910.22 29 CFR 1910.22
HR	Kick plate under reception desk loose Minor stacking on shelving and under desks/housekeeping needs No MSDS forms on copiers	Repair kick plate Remove materials from shelving/under desks Request MSDS from manufacturer	29 CFR 1960.1 (GDC) 29 CFR 1910.22 29 CFR 1910.106
Office of the State Director	Top loading on cabinet - reception area No MSDS on Xerox copier Stacked reams of paper under table holding refrigerator – on elec. cord	Remove materials Request MSDS Remove all paper reams	29 CFR 1910.22 29 CFR 1910.106 29 CFR 1960.1 (GDC)
Display Area Between agencies	Use of two extension cords; one plugged into the other (14/3 type cords supporting 4-65/75w flood lights)	Remove second cord; plug both cords directly into duplex wall outlet (each cord to support two flood lights) Ensure duplex outlet rated for load (contact building mgr.) (outlet is labeled)	29 CFR 1910.303 NFPA 70E NEC
Civil Rights NW	Materials stacked in hallways No MSDS for copier	Remove materials Request MSDS Remove all materials	29 CFR 1910.22 29 CFR 1910.106 29 CFR 1910.22
	Materials stacked on electrical cords under desks and floor areas Small refrigerator on power strip	Remove power strip-plug appliance into wall outlet	29 CFR 1910.303 NFPA 70E NEC
7th Floor NE Info Resources	General housekeeping needed No MSDS for Sharp copier (*Note: all other copiers have MSDS forms posted)	Perform housekeeping Request MSDS from manufacturer	29 CFR 1910.22 29 CFR 1910.106
	Stacking of materials on cabinets; some top loading	Remove materials	29 CFR 1910.22 29 CFR 1960.1 (GDC)

**Annual Facility Safety Inspection 2003
Northwest Coordination Center**

<i>Location</i>	<i>Description of Findings</i>	<i>Suggested Action</i>	<i>Regulatory Reference</i>
Computer Room	Update of systems nearly completed Electrical panel labeled/blanked	None noted	
Throughout Building	Exit signs installed Signage needed depicting path to exits	Create signage system for exits	29 CFR 1910.35-38 NFPA 101 LSC
Main electrical panel	All circuits labels/updated (*Note: all electrical panels surge protected)	None noted	
Throughout Building	General housekeeping	Continue housekeeping efforts on a regular basis	29 CFR 1910.22
Main operations room	Redesigned/addition of new furniture	None noted	
Celilo Conference Room	Duplex outlet repaired	None noted	
Library/Mail Area	Shelving system improved MSDS forms in place Mail handling information available	None noted	
Janitorial Closet Coat closet Supply Cabinet	All areas much improved – needs minor organization for cleaning supplies in janitor closet	Organize cleaning materials and equipment	29 CFR 1920.22 29 CFR 1960.1 PL 91-156 General Duty Clause (GDC)
Lunchroom	New cabinets installed/updated appliances Heating items plugged into power strips	None noted Remove power strips/install additional duplex outlets	29 CFR 1910.303 NFPA 70E NEC
Elect Panel A2	All labels in place/area cleared	None noted	
Electrical Panel B	All circuits labeled/area cleared	None noted	
Exercise Area to office area	Planned office area/reconstruction in process (nearing completion) Exercise equipment removed to foyer General housekeeping needed	None noted (in construction) Continue housekeeping efforts	29 CFR 1910.22
Fire Weather Section	Some clutter in room	Continue housekeeping efforts	29 CFR 1910.22
Janitorial Room	Round Up & paint thinner cans on shelves/floor area plan improvements completed	Remove hazardous materials Discard properly	29 CFR 1910.106

NWCC Annual Facility Safety Inspection Continued – Page 2

<i>Location</i>	<i>Description of Findings</i>	<i>Suggested Action</i>	<i>Regulatory Reference</i>
NWCC Evacuation Plan	Update required following construction projects and rearrangement of rooms	Update NWCC Evacuation Plan – Post in various locations	29 CFR 1910.35-38 & appendices
Information Area	Extension cords in use	Remove extension cords Develop permanent wiring plan	29 CFR 1910.303
Fire extinguishers – all areas	Some extinguishers ABC – some BC only Annual/monthly check not noted	Purchase/install ABC fire extinguishers Perform required checks	NFPA 10 Standard for Portable Fire Extinguishers 29 CFR 1910.157
Lunch Room area	Blood Borne Pathogens (BBP) kit not available	Purchase BBP Barrier Kit	29 CFR 1910.1030

Oregon State Office Warehouse Facility Annual Safety Inspection

<i>Location</i>	<i>Description of Findings</i>	<i>Suggested Action</i>	<i>Regulatory Reference</i>
Office & Warehouse areas	Exit signs required above all doors (illuminated)	Purchase and install exit sign in various areas as required	29 CFR 1910.37
Administrative Warehouse	No emergency evacuation plan/maps posted	Create and post emergency evacuation plan maps	29 CFR 1910.38
Office Area	Temporary wiring used as permanent	Remove power strips and install permanent wiring for appliances	29 CFR 1910.305 NRPA 70E NEC
Warehouse/Cadastral	Incompatible materials stored together Flammable liquids stored in office area Unmarked containers in area	Separate corrosives, flammable & combustibles Remove flammable liquids/store in cabinets Label/remove/discard containers	29 CFR 1910.106
Telecom Room	Janitorial supplies stored	Remove cleaning supplies	29 CFR 1960.1 (GDC)
Warehouse Storage	Some pallets not shrink-wrapped/regularly accessed items storage on upper shelves/overhead hazards	Shrink-wrap all pallets/move items to lower level to increase accessibility	29 CFR 1960.1 (GDC)
Workbench (south side)	Grinding wheel not adjusted Table saw guard removed	Adjust grinding wheel rest/tongue guard/performance ring test Install saw guard	29 CFR 1910.215
Warehouse/Cadastral	Flammable/Combustible storage lockers lacking self-closing doors	Install self-closure devices on all chemical storage lockers	29 CFR 1910.106
Warehouse Bay Area	Monthly eyewash station testing log not immediately available	Create log/document monthly eye wash testing	29 CFR 1910.151
Warehouse Bay Area	Battery fill dispenser not labeled (water)	Label as required	29 CFR 1910.1200 29 CFR 1960.1 (GDC)
Cadastral Storage Area	Housekeeping required in all cages/storage shelves Unlabeled containers Incompatible items stored together (fuzzes & gas cans)	Perform housekeeping – create schedule Label/remove all containers Remove incompatible items	29 CFR 1910.22 29 CFR 1910.106 29 CFR 1910.106
Warehouse/Cadastral	Fire Extinguisher monthly inspection not performed or documented Fire extinguisher not mounted	Perform and document on log Mount all extinguishers	29 CFR 1910.157 29 CFR 1910.157

DEFINITIONS

29 CFR Part 1910	OSHA Standards for General Industry
29 CFR 1960	Basic Program Elements for Federal Employee Occupational Safety and Health Programs
PL 91-156	Public Law 91-156 – General Duty Clause (GDC)
MSDS	Material Safety Data Sheet (See Illustration section for copy)
NFPA	National Fire Protection Association
LSC	Life Safety Code
NEC	National Electrical Code

INSPECTION PHOTOS
Oregon State Office
Various Floors



Cubicle used as storage area



Cubicle used for storage and work area



Stacking in cubicle



Dangerous stacking

INSPECTION PHOTOS
Oregon State Office
Various Floors



Example of good housekeeping



Stacking on flipper door Cabinet



Materials stacked on filing cabinets



Unsafe power strip usage/trip hazards

INSPECTION PHOTOS

Oregon State Office Various Floors



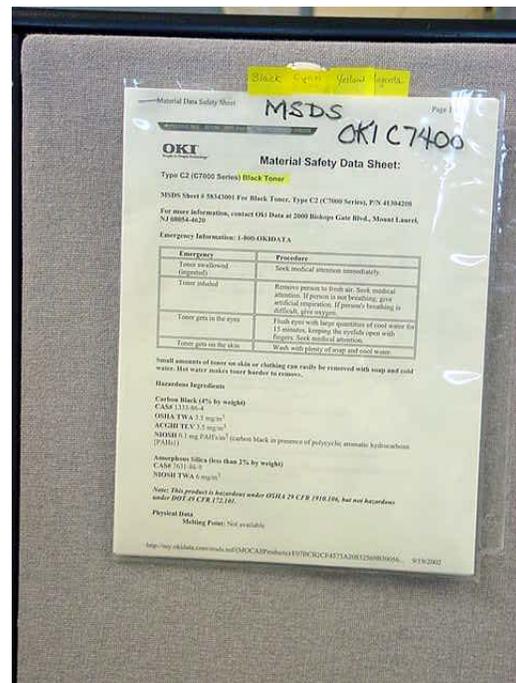
Copier weight too heavy for table



Paper reams too heavy for shelf



MSDS in place near copier as required



Close view of MSDS form

INSPECTION PHOTOS
Oregon State Office
Various Floors



Stacking on floor in file storage area



High storage on cabinet top



Computer equipment stored too high



Aisles clear and uncluttered

INSPECTION PHOTOS
Oregon State Office
Storage Room - 4th Floor



Materials stored too high



Heavy items stored on cabinets



Cluttered aisle/exit



Materials stored too high

INSPECTION PHOTOS Warehouse



Office area well kept



Aisles clear/clear storage



Interim Storage - Surplus



Eye Wash Station – as required



MSDS Information Station



Main Warehouse Area

INSPECTION PHOTOS Warehouse/Cadastral



Items stored on floor/
tops of shelves



Unlabeled containers/
Housekeeping needed



Housekeeping needed



Housekeeping needed/
Cabinet contents not as labeled