

**UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
Oregon State Office
P.O. Box 2965
Portland, OR 97208**

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November 4, 2003

EMS TRANSMISSION 11/05/2003
Information Bulletin No. OR-2004-023

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

The Bureau of Land Management (BLM) annual safety training sessions are scheduled for the last week of January, 2004 in the Robert Duncan Plaza Building conference center on the 3rd floor, rooms 3A & 3B. Sessions begin the afternoon of Monday, January 26 and continue through Friday morning, January 30.

In an effort to assist employees in completing work-related safety and health training requirements, the Oregon State office Safety and Health Steering Committee has scheduled several sessions which will fulfill many of these annual training requirements.

Please review the attached schedule and plan to attend the training you need. Some training is mandatory each year for certain employees, dependent upon work assigned. Other sessions are arranged for voluntary attendance. All agency employees – BLM, Forest Service, and Corps – are welcome to attend any of the sessions. Any associated costs are paid by the employee's agency and are listed on the training schedule. Some sessions will be provided at no charge.

Please confirm your attendance by January 9, 2004. Generally, sufficient space is available to accommodate all interested employees. Additional training opportunities can be arranged at a later date if necessary. To sign up for classes, or, if you have questions, contact Peggy Tribble, BLM Oregon State Office Safety Manager at 503-808-6202.

2

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
John K. Keith
Acting Deputy State Director for
Management Services

Authenticated by
Jennifer Davis
Staff Assistant

1 Attachment(s)

1 - [Annual BLM Safety Training Schedule](#) (2pp)

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Distribution

WO-740



OREGON STATE OFFICE
Bureau of Land Management
January 04 ANNUAL SAFETY TRAINING
Robert Duncan Plaza Building
3rd Floor Conference Center A & B



MONDAY January 26	TUESDAY January 27	WEDNESDAY January 28	THURSDAY January 29	FRIDAY January 30
<p>AM - Travel</p>	<p>0800 – 1200</p> <p>Defensive Driver Training Safety Six II Positive Driving</p> <p><u>Instructor:</u> Jon Friton TRANS 360, Inc.</p> <p><i>(Attendance costs paid by Safety Office)</i></p>	<p>0830 - 1600</p> <p>1st Aid/CPR/AED Full Session</p> <p><u>Instructor:</u> American Red Cross Staff</p>	<p>0800 – 1000</p> <p>Hazardous Materials First Responder Session</p> <p>1030 – 1630 HAZWOPER Training</p> <p><u>Instructor:</u> Dr. Karl Ford BLM Toxicologist (NARSC)</p>	<p>0830 – 1030</p> <p>Blood Borne Pathogens – Protection and Exposure Control Session</p> <p><u>Instructor:</u> Julie Lueker Multnomah County Health Department</p> <p><i>(Attendance costs paid by Safety Office)</i></p>
<p>1200 – 1530</p> <p>CPR/AED Recertification</p> <p><u>Instructor:</u> American Red Cross Staff</p> <p><i>\$36 Per employee</i></p>	<p>1330 – 1530</p> <p><u>Prepare Oregon</u> Planning for Emergencies</p> <p><u>Instructor:</u> American Red Cross</p> <p><i>NO COST To Employees</i></p>	<p>Session Continued</p> <p style="text-align: center;">↓</p> <p><i>\$52 Per employee</i></p>	<p>Session Continued</p> <p style="text-align: center;">↓</p> <p><i>NO COST To Employees</i></p>	<p>PM - Travel</p>

Training Session Information

This annual safety training week is sponsored by the Oregon State Safety Office. All agency employees are invited to attend any of the sessions.

- Employees must hold a valid 1st Aid card to attend the CPR/AED recertification training. First aid cards are valid for 3 years. CPR/AED recertification is required each year.

- The Defensive Driver training (Positive Driving) is required of all agency employees who drive government vehicles. (Initial training should be completed upon hire; and, a refresher course completed each 3 years.)

- The hazardous materials first responder and the HAZWOPER training modules presented by Dr. Karl Ford are intended as refresher sessions for those who have previously attended a basic 40-hour HAZWOPER training, or an initial first responder session.
Employees currently involved in hazardous materials operations and needing an annual refresher should attend the entire 8-hour session.

- The Blood Borne Pathogens session fulfills the annual training requirement for those employees who have been determined to have occupational exposure. All employees are welcome to attend to gain current medical information.

- The Prepare Oregon presentation, "Prepare Oregon: Before Disaster Strikes," is a disaster preparedness instructional for individuals, families and organizations to help them prepare for and respond to disasters, both natural and man-made (fire, earthquake, severe storms, etc). The presentation offers ways people can reduce the potentially traumatic impact of a disaster, and offers suggestions on how to prevent injuries, save lives and reduce the loss of property. The presentation emphasizes what individuals and families should include in their disaster supplies kit. It also offers suggestions as to the development of a family disaster plan and stresses the importance of being trained in First Aid/CPR/AED.