

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

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To: All Oregon State Office Employees

From: State Director

Subject: Revised State Office Safety and Health Steering Committee Charter

The Oregon State Office Safety and Health Steering Committee has been an important adjunct to the Bureau of Land Management (BLM) safety program for several years. The purpose of the Committee is to advise management on matters of safety and health that directly or indirectly affect the productivity, safety and morale of Oregon State Office employees.

The committee has experienced great success at raising the general safety and health awareness of our employees by working closely with management and employees to quickly address emerging concerns. We fully expect this high level of success to continue.

Since the inception of the Committee, there have been staff changes as well as additions to the basic responsibilities and assignments for the members. Therefore, the Committee charter has been revised to reflect these changes. Please take time to briefly review the document.

Employee involvement is a key component of a successful safety and health program. We encourage you to contact one of the committee members should you have a safety concern or wish to request information regarding committee activities.

**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  
Charles E. Wassinger  
Associate State Director

Authenticated by  
Mary O'Leary  
Management Assistant

1 Attachment

1 - [State Office Safety and Health Steering Committee Charter](#) (4pp)

Distribution  
WO-740

**United States Department of the Interior  
BUREAU OF LAND MANAGEMENT  
OREGON STATE OFFICE**

Robert Duncan Plaza Building  
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Portland, Oregon 97204



**OREGON STATE OFFICE  
SAFETY AND HEALTH STEERING COMMITTEE  
CHARTER**

**January 2004**

# Oregon State Office Safety and Health Steering Committee Charter

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## Purpose

The purpose of the Committee is to advise management on matters of safety and health that directly or indirectly affect the productivity, safety, and morale of Oregon State Office employees.

## Authorities

- Section 19 of the Occupational Safety and Health Act of 1970 (Public Law 91-596)
- Section 7902 of Title 5 of the U.S. Code
- Executive Order 12196 - Occupational Safety and Health Programs for Federal Employees
- 29 CFR 1960 - Basic Program Elements for Federal Employee Occupational Safety and Health Programs
- Department Manual 485 - Safety and Health Management Program
- BLM Manual Handbook 1112-1 Safety and Health Management
- BLM Manual Handbook 1112-2 Safety and Health for Field Operations

## Membership and Organization

The Safety and Health Steering Committee consists of management and employee representatives who share an interest in the promotion of a safe and healthful work environment.

The Committee membership is as follows:

- Facility Coordinator
- Fleet Manager
- State Hazardous Materials (HAZMAT) Coordinator
- State Office Safety Manager
- Management Representative
- Employee Representative(s) (office and field)
- State Safety Manager (*Ad hoc*)
- Deputy State Director for Management Services (*Ad hoc*)
- Assistant, DSD for Management Service (*Ad hoc*)

The State Office Safety Manager serves as Committee chair.

The positions of Facility Coordinator, Environmental Protection Specialist, Law Enforcement Officer, and the Safety Manager are permanent members of the committee.

Management and employee representatives generally serve a two-year term.

Representatives may serve an additional term if willing to do so.

All interested employees, supervisor, and managers are welcome to attend any scheduled meeting. A Program manager may be requested to attend certain meetings should concerns arise in their area of expertise.



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## Principal Responsibilities

The basic responsibility for members of the OSO Safety Steering Committee is to advise management on safety and health issues, safe work practices, and to provide leadership in protecting the safety and health of all employees. The committee does not make policy, but is responsible to provide recommendations to management regarding employee safety issues and policy implementation.

The committee shall:

- Enhance safety awareness for managers and employees
- Identify hazards and suggest actions for corrective abatement
- Participate in incident investigations if requested
- Provide input regarding annual safety training options
- Attend and participate in all meetings or provide for an alternate to attend
- Represent the work unit and bring suggestions and/or concerns to the committee
- Respond to employee suggestions and concerns
- Model safe work behavior and encourage other employees to work safely
- Serve on subcommittees as requested
- Assist in facility safety inspections under the guidance of the State Safety Manager
- Actively participate in safety promotion activities
- Support the integration of safety into all organizational development and management improvement efforts
- Advocate and encourage recognition for supervisors, employees and contractors who display good safety behavior

## Meeting Dates and Format

Meetings are held on the first Monday of each month, beginning at 10am. Special meetings may be called if required. An agenda is prepared and published by the Safety Manager at least one week prior to the scheduled meeting date.

All interested employees, supervisor and/or managers are welcome to attend any scheduled meeting of the Committee.

The basic agenda format is as follows:

- List of Attendees
- Discussion Items (new and old business)
- Fleet Management update
- Security Update
- Property Management Update
- Feedback from employees
- Other Current Concerns
- Carry over Discussion Items/Action Item Assignments
- Adjournment/Next Meeting Date

Meeting minutes will be documented and available to all state office employees on the safety website at <http://web.or.blm.gov/safety>.



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## Concurrence

Peggy Tribble

/s/ Peggy Tribble

State Office Safety & Health Manager/Safety Committee Chair

Robert Heaton

/s/ Robert Heaton

Management Representative

Dee Morrison

/s/Dee Morrison

Program Management Specialist

Shawn Stanfill

/s/ Shawn Stanfill

Property Management Specialist (Fleet)

Bill Murphy

/s/Bill Murphy

State Hazardous Materials (HAZMAT) Coordinator

Larry Larsen

/s/ Larry Larsen

Employee Representative

Tom Caster

/s/ Tom Caster

Employee Representative (field)

Ted Barr

/s/ Ted Barr

Law Enforcement

