

United State Department Interior

BUREAU OF LAND MANAGEMENT

Oregon State Office

P.O. Box 2965

Portland, Oregon 97208



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Information Bulletin No. OR-2004-102

To: DMs, DSDs, Staff and Branch Chiefs

From: Deputy State Director for Management Services

Subject: Oregon/Washington State Safety Council NetMeeting Meeting Minutes

Attached are the minutes from the March 10, 2004, NetMeeting of the State Safety Council. Any questions concerning these minutes should be directed to Jim Chandler, Oregon/Washington State Safety Manager, at (503) 808-6249

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
Kathy Eaton
Deputy State Director for
Management Services

Authenticated by
Mary O'Leary
Management Assistant

1 Attachment(s)

1 - [March 10, 2004, State Safety Council Minutes](#) (2pp)

Distribution

WO-740

OR-910 (Barron Bail)

OR-950 (Kathy Eaton, Jim Chandler)

OR-090 (Julia Dougan)

OR-117 (Doug Parker)

OR-130 (Mike Sweeny)

OR-030 (Steve Coley)

OR-934 (Bill Bulger)

OR-934 (Shelby Gales)

STATE SAFETY COUNCIL
NetMeeting MEETING MINUTES
Host: Oregon State Office
March 10, 2004

Attendance:

Barron Bail - Associate State Director (Acting)
Kathy Eaton - Deputy State Director for Management Services
Doug Parker – Medford. West Side Line Supervisor Representative
Mike Sweeny – Spokane. East Side Line Supervisor Representative
James Chandler - State Safety Manager (Recorder)

Agenda

- Introductions
- Review of new State Director's Policy Letter
- Discussion on next meeting
- Standard Safety Manager PD discussion

Barron Bail opened the meeting at 10:00 a.m. via a net meeting in the State Director's conference room.

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DISCUSSION
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State Director Policy Memorandum

James Chandler, State Safety Manager, reviewed the proposed policy letter which reinforced the four cornerstones of our Safety Program. The council believed that it was important for the State Director to reinforce these fundamentals during this time of decreasing budgets and increasing workloads.

The policy was approved by the council with minor changes and submitted to the State Director for signature. The policy has been released as Oregon/Washington (OR/WA) Instruction Memorandum (IM) No. 2004-052 and posted in the Information Mall.

Safety Manager Position Descriptions

Kathy Eaton briefed the Council on the new standard Safety Manager Position Descriptions (PD) that have been written and distributed to District Managers (DM) for consideration. The new PDs were updated to include Continuity of Operations and Compliance Assessment; Safety, Health, and the Environment (CASHE) duties that better describe the current duties assigned to the Safety Managers; however, they have not yet been classified by personnel. DMs may submit comments on the standard PD to Kathy Eaton.

Attachment 1-1

CASHE Program

Jim Chandler briefed the group on the recent review of the CASHE Program requested by WO-360. The review is complete and confirmed that the CASHE Program is healthy and a strong force within the Bureau to effect changes that increase workplace safety. The Field Committee was briefed on the results last month

and adopted each of the recommendations and asked that they be implemented within 90 days. The Field Committee also gave their unanimous and total support and commitment to the CASHE Program. Funding for CASHE assessments scheduled in OR/WA this summer will be considered at the Bureau Budget Strategy meeting next week and should be approved.

Next Meeting

The Council agreed that it would use NetMeetings for some future meetings, including the next one which will be in early May or late April. Exact time and location is to be determined.

The meeting adjourned at 1100.

Attachment 1-2