

United State Department Interior

BUREAU OF LAND MANAGEMENT

Oregon State Office

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Information Bulletin No. OR-2004-125

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 the Oregon State Office (OSO) facilities has been completed. The OSO, the administrative warehouse and the Northwest Interagency Coordination Center were inspected. Attachment (1) is a copy of the inspection results with accompanying photographs.

The new State Office *Safety and Health Program – Assessment and Facility Inspection Policy* [\[1\]](#) guidelines were employed for the safety inspection. The report identifies the appropriate Occupational Safety and Health Administration (OSHA) references as well as denotes a Risk Assessment Code (RAC) for each deficiency. The Bureau of Land Management (BLM) Risk Management Process was used to determine the degree of risk associated with each discrepancy. The report includes a section for definitions and charts to further explain this process.

Overall, all areas were found to be in good condition and many areas showed definite improvement. Some locations will require additional attention to eliminate identified safety hazards. All deficiencies are detailed in the report and listed by location.

Specifically, the most common deficiencies found were the following:

- General housekeeping issues – consistency and responsibility
- Fire hazards – improper use of surge protectors (“daisy-chaining”); stacking of materials near outlets and on electrical cords
- Tripping hazards in aisles and within cubicles (boxes and other materials stacked in aisle way)

[\[1\]](#) Refer to Instruction Memorandum No. OR-2004-047 Safety & Health Program Assessment and Facility Inspection Policy

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- Cubicles and common areas used as storage space

- MSDS forms not available in work areas (near printers and copiers)
- Items stacked on top of flipper doors and cabinets

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

Should you have questions or need assistance, please contact Peggy Tribble, State Office Safety Manager at 503-808-6202.

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
Associate Deputy State Director
for Management Services

Authenticated by
Mary O'Leary
Management Assistant

1 Attachment

1 - [Annual Facility Safety Inspection 2004](#) (18pp)

Distribution

WO-740 (MIB, Rm. 2004)

**Oregon State Office
Bureau of Land Management
Annual Facility Safety Inspection – FY 2004**

Summary Statements

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

Northwest Coordination Center – Interagency

Steve Arasim – Aircraft Dispatch

Winston Rall, R6/PNW Safety Specialist (Forest Service)

Oregon State Office – Robert Duncan Plaza Building

Winston Rall, R6/PNW Safety Specialist (Forest Service)

Stan Cunningham, Property Contract Specialist (Forest Service)

Ted Barr, Law Enforcement Assistant (OSO Safety Steering Committee)

Warehouse Facilities

Doug Woodward, Property Management Specialist

Northwest Coordination Center

Numerous remodeling projects have been completed throughout the facility. The security and fire alarm systems have been upgraded. Several office/work areas have been redesigned to accommodate staffing needs. An additional computer supply area has been identified and is currently being organized.

Many electrical issues noted during the inspection last year have been resolved. All electrical panels are in compliance (e.g., circuits labeled, area cleared around panel). Overall, housekeeping efforts are very good. Only minor improvements are needed. Some items noted were resolved during the inspection.

OSO Warehouse Facilities

The Bureau of Land Management (BLM) administrative warehouse is currently in the process of completing co-location with the Forest Service (FS). Although this effort has presented many challenges, the facility has remained well organized and all records are current. Additional processes have been developed to ensure that all materials can be easily tracked for both agencies. For example, every item is agency-labeled and denotes all required information such as contents, contact person and re-inspection and/or disposal date. It is estimated that approximately 20% additional floor/stacking space is required for consolidation. Customer service has remained excellent throughout this process. A fireproof two-drawer locked filing cabinet, located in the office area, contains all required Continuity of Operation Plan (COOP) documents.

The cadastral storage area is very well organized. This area shows marked improvement from the previous inspection. All required Material Safety Data Sheet (MSDS) information is available for the entire warehouse.

Oregon State Office

On all floors occupied by BLM employees, housekeeping was much improved from the previous inspection (April 2003). A few areas still need on-going attention. Some sections will require reallocation of space available and rearrangement of some items of furniture to allow better space utilization. Common areas and interagency sections will benefit from shared housekeeping responsibilities. Storage of boxes and other materials within work spaces and atop cabinets remains an issue throughout the building.

Many MSDS forms have been secured and placed near copiers and printers as required. Although a few electrical issues were identified, the use of surge protectors has declined.

OR WA BLM Facility Safety Inspection Report – Oregon State Office

Facility Northwest Coordination Center					Date Thursday, March 18 2004	
Item #	Location	OSHA Reference	RAC* Code	Discrepancy	Recommendation	Safety Use Only Follow/Up
1	NWCC Security System		Positive	None	Installed and undergoing upgrade Excellent system	
2	Throughout building	29 CFR 1910.35-38 NFPA 101 Life Safety Code (LSC)	4	No signage showing paths to outside exits (in hallways, etc.)	Lighted exit signs have been installed/signage needed to depict pathways to these exits	Repeat Item
3	Media Desk Area	29 CFR 1910.22 29 CFR 1910.303 NFPA 70E National Safety Code (NEC)	4	Surge protectors daisy chained	Eliminate chaining of protectors; rework power cord routing or install additional permanent wiring outlets	
4	Fire extinguishers-all areas	NFPA 10 Standard for Portable Fire Extinguishers (PFE) 29 CFR 1910.157	4	Extinguisher in entrance (BC) should be replaced with ABC type Monthly checks not performed	Replace one extinguisher in entrance area with ABC – all others have been replaced Perform monthly checks on all extinguishers throughout building	Repeat Item
5	Janitorial Closet	29 CFR 1910.22 29 CFR 1960.1 PL 91-156 General Duty Clause (GDC)	4	Housekeeping needed in janitorial closet/Note: hazmat items have been removed	Ensure contractor and employees using janitorial items coordinate consistent housekeeping efforts	
6	Conference rooms (3)	29 CFR 1910.35-38 NFPA 101 (LSC)	4	No exit signs above doorways	Create signage system for exits	

OR WA BLM Facility Safety Inspection Report – Oregon State Office

Facility Northwest Coordination Center					Date Thursday, March 18 2004	
Item #	Location	OSHA Reference	RAC* Code	Discrepancy	Recommendation	Safety Use Only Follow/Up
7	Logistics Desk Area 2 cubicles	29 CFR 1910.303 NFPA 70E (NEC)	4	Surge protectors “daisy chained” (linked or plugged together)	Eliminate chaining of protectors; rework power cord routing or install additional permanent wiring outlets	
8	Main Operations Area	29 CFR 1910.22 29 CFR 1960.1 PL 91-156 (GDC)	4	Access ramp unstable	Remove ramp/caution sign step-up area	
9	Computer Room	NFPA 10 Standards for Portable Fire Extinguishers 29 CFR 1910.157	4	Halon extinguisher not mounted Grounding plate near floor has exposed sharp edge	Mount extinguisher near door Create barrier or pad edge of plate to avoid injury	
10	NWCC Facility	29 CFR 1910.22 29 CFR 1960.1 PL 91-156 (GDC)	4	General housekeeping (minor)	Continue housekeeping efforts throughout the facility	
<p>Note: All but two items noted on the inspection for 2003 have been corrected. These are scheduled for completion this month.</p>			Positive			

ADMINISTRATIVE WAREHOUSE

OR WA BLM Facility Safety Inspection Report – Oregon State Office Page 1

Facility Main Warehouse

Date Thursday, March 25 2004

Item #	Location	OSHA Reference	RAC* Code	Discrepancy	Recommendation	Safety Use Only Follow/Up
1	Office Area	29 CFR 1910.22 29 CFR 1960.1 PL 91-156 (GDC)	4	2 separate cabinets (5 shelf) not secured to wall	Secure both cabinets to wall/store all heavy and/or large items on lower shelves	Completed 04/8/04
2	Restroom - Unisex	29 CFR 1910.159 NFPA 101 (LSC)	4	Boxes stacked on lockers near ceiling fire sprinkler	Remove boxes from top of lockers	Completed 03/28/04
3	Room A (Excess)	29 CFR 1910.22 29 CFR 1960.1 PL 91-156 (GDC)	4	Tall cabinet not secured to wall	Secure cabinet to wall/store all heavy and/or large items on lower shelves prior to disposal	Completed 04/8/04
<p>Note: All items noted from the 2003 Safety inspection as well as the CASHE review have been corrected.</p>			Positive			

OR WA BLM Facility Safety Inspection Report – Oregon State Office

Facility Oregon State Office **Date** Tues/Wed – April 6&7 2004

Item #	Location	OSHA Reference	RAC* Code	Discrepancy	Recommendation	Safety Use Only Follow/Up
1	4 th Floor SW	29 CFR 1910.303 NFPA 70E (NEC)	4	2 power strips “daisy-chained” (multi-plug adapters – not surge protectors)	Remove adapters; secure one surge protector; reorganize power tap needs	Issue resolved during inspection
2	4 th Floor NE	29 CFR 1910.303 NFPA 70E (NEC)	4	2 power strips “daisy-chained” (multi-plug adapters – not surge protectors)	Remove adapters; reorganize power tap needs	
3	4 th Floor NE	29 CFR 1910.22 29 CFR 1960.1 PL 91-156 (GDC)	4	Computer workroom used as office and storage area; items stacked on cabinet tops; walking-working surfaces not clear	Remove items stored atop cabinets; rearrange items to clear aisles	
4	4 th Floor NE	29 CFR 1910.22 29 CFR 1960.1 PL 91-156 (GDC)	4	Boxes, materials stored on floor Empty cubicle used for computer equipment storage: items stacked high above cubicle	Clear floor area of boxed materials Remove items; rearrange storage needs; identify alternative storage area	
Note: 4 th Floor all areas – housekeeping much improvement; some areas require additional attention			Positive			

OR WA BLM Facility Safety Inspection Report – Oregon State Office						
Facility Oregon State Office					Date Tues/Wed – April 6&7 2004	
Item #	Location	OSHA Reference	RAC* Code	Discrepancy	Recommendation	Safety Use Only Follow/Up
6	3 rd Floor LE	29 CFR 1910.303 NFPA 70E (NEC)	4	2 power strips “daisy-chained” (multi-plug adapters – not surge protectors)	Remove adapters; secure one surge protector; reorganize power tap needs Rearrange equipment within conference area to resolve	Repeat Items
5	3 rd Floor LE	NFPA 10 Standards for PFE 29 CFR 1910.157	4	2 fire extinguishers require mounting	Contact building manager to assist	
6	2 nd Floor REO/ISMS	29 CFR 1960.1 ANSI A117.1 NFPA 101 (LSC) Ch. 5-1.9	4	File cabinet blocks power-operated door-opener access	Remove file cabinet to alternate location	
7	2 nd Floor REO/ISMS	29 CFR 1910.1200 29 CFR 1910.1020	4	No MSDS for copier General housekeeping needs throughout area – specifically within storage areas	Request MSDS from manufacturer; perform housekeeping on regular basis	
8	2 nd Floor REO/ISMS	NEC 250.114 29 CFR 1910.304 29 CFR 1910.334	3	Refrigerator (old model) in break area has damaged plug – not grounded: significant ice buildup within freezer	Remove refrigerator; replace with updated model; consider different placement within area	
9	2 nd Floor REO/ISMS	NFPA 70E NEC 29 CFR 1910.22 29 CFR 1960.1 PL 91-156 (GDC)	4	Microwave placed on desk under cabinet	Remove microwave to alternate location	

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Facility Oregon State Office

Date Tues/Wed – April 6&7 2004

Item #	Location	OSHA Reference	RAC* Code	Discrepancy	Recommendation	Safety Use Only Follow/Up
10	2 nd Floor REO/ISMS	29 CFR 1910.157 29 CFR 1960.1 PL 91-156 (GDC)	4	Materials stacked under fire extinguisher wall access	Remove all materials	
11	2 nd Floor REO/ISMS	29 CFR 1910.303 NFPA 70E (NEC)	4	2 power strips “daisy-chained” (multi-plug adapters – not surge protectors)	Remove adapters; secure one surge protector; reorganize power tap needs Rearrange equipment within conference area to resolve	
12	2 nd Floor SE	29 CFR 1910.22 29 CFR 1960.1 PL 91-156 (GDC)	4	Minor housekeeping needed; stacking of materials on floor under shelves within cubicles	Perform housekeeping needs on regular basis; remove items to appropriate storage areas	
13	2 nd Floor NW	29 CFR 1910.22 29 CFR 1960.1 PL 91-156 (GDC)	4	Minor housekeeping needed; heavy items stacked on desk shelving within cubicles – bracing not adapted for heavy items	Continue housekeeping efforts; remove heavy items on desks; place in alternate areas	
14	2 nd Floor NW	29 CFR 1910.303 NFPA 70E (NEC)	4	2 power strips “daisy-chained” (multi-plug adapters – not surge protectors)	Remove adapters; secure one surge protector; reorganize power tap needs	

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Facility Oregon State Office

Date Tues/Wed – April 6&7 2004

Item #	Location	OSHA Reference	RAC* Code	Discrepancy	Recommendation	Safety Use Only Follow/Up
15	5 th Floor SE	29 CFR 1910.22 29 CFR 1960.1 PL 91-156 (GDC)	4	Minor housekeeping needed; stacking of materials on floor under shelves within cubicles	Perform housekeeping needs on regular basis; remove items to appropriate storage areas	
16	5 th Floor NW	29 CFR 1910.1200 29 CFR 1910.1020	4	No MSDSs for many copiers and printers	Request MSDS forms from manufacturer	Repeat Item
17	5 th Floor NW	29 CFR 1910.22 29 CFR 1960.1 PL 91-156 (GDC)	4	Telephone/A/V equipment plug-in schematic in conference center presents tripping hazards	Rearrange power needs to all equipment to eliminate hazards	
18	5 th Floor NW	29 CFR 1910.303 NFPA 70E (NEC)	4	2 power strips “daisy-chained” (multi-plug adapters – not surge protectors)	Remove adapters; secure one surge protector; reorganize power tap needs	
19	5 th Floor NW	29 CFR 1910.22 29 CFR 1960.1 PL 91-156 (GDC)	4	Materials stacked in hallway/aisles presenting egress hazards	Remove materials from hallway/locate alternate storage	
20	5 th Floor NW	29 CFR 1910.22 29 CFR 1910.106 29 CFR 1910.157	4	Boxes stored on and under desks/some items on power strips presenting fire hazard	Remove all materials from under desk areas/relocate boxed items from desk tops	

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Date Tues/Wed – April 6&7 2004

Item #	Location	OSHA Reference	RAC* Code	Discrepancy	Recommendation	Safety Use Only Follow/Up
21	6 th Floor NW Public Affairs	Bureau Safety Office Guidance	4	Small refrigerator contains food items and film	Remove food items from refrigerator or remove film; post signage per choice	
22	6 th Floor NW Public Affairs	29 CFR 1960.1 29 CFR 1910.22 PL 91-156 (GDC)	4	Minor housekeeping needed in some areas	Perform needed housekeeping, especially in shared areas and storage	
23	6 th Floor NW Public Affairs	29 CFR 1910.22 29 CFR 1960.1 PL 91-156 (GDC)	4	Stacking on tall cabinet in shared storage areas	Remove boxes and materials from cabinet tops	
24	6 th Floor Conference room (PA)	29 CFR 1910.22 29 CFR 1960.1 PL 91-156 (GDC)	4	Telephone/A/V equipment plug-in schematic in conference center presents tripping hazard	Rearrange power needs to all equipment to eliminate hazards	
25	6 th Floor – Personnel Note: 6 th Floor all areas – housekeeping much improvement	29 CFR 1910.22 29 CFR 1960.1 PL 91-156 (GDC)	4 Positive	Minor housekeeping required in some shared areas	Perform housekeeping on regular basis	
26	7 th Floor Info Resources 7 th Floor – All MSDS forms in place for all copiers and printers	29 CFR 1910.22 29 CFR 1960.1 PL 91-156 (GDC)	4 Positive	Minor housekeeping required in some cubicle areas/stacking of materials under desks	Perform housekeeping on regular basis/remove materials from under desks	

OR WA BLM Facility Safety Inspection Report – Oregon State Office

Facility Oregon State Office

Date Wednesday, May 5 2004

Item #	Location	OSHA Reference	RAC* Code	Discrepancy	Recommendation	Safety Use Only Follow/Up
27	1 st Floor Realty/Records	29 CFR 1960.1 29 CFR 1910.22 PL 91-156 (GDC)	4	Common area (micro fish/film machines and storage) needs minor housekeeping	Clear area of empty boxes on and under cabinets	
28	1 st Floor File storage/supply room Note: 1 st Floor all areas – good housekeeping efforts evident (includes personal spaces as well as all maps and books)	NEC 250.114 29 CFR 1910.304 29 CFR 1910.334	4 Positive	Cord for microwave (located on top of refrigerator) stretched tightly to reach duplex wall outlet below	Secure a cart with shelf area(s) to accommodate microwave and/or refrigerator to allow ample cord flex	
29	Mailroom (BLM area) Note: BLM Mailroom - Area well organized and clean	29 CFR 1910.303 NFPA 70E (NEC)	4 Positive	Surge protector used to allow microwave power cord to reach duplex	Remove surge protector; plug microwave directly into wall duplex outlet; sufficient cord length exists	Issue resolved during inspection

Definitions

29 CFR Part 1960	OSHA Standards for General Industry (All Federal agencies are covered under this standard)
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
LSC	Life Safety Code
NEC	National Electrical Code
ANSI	American National Standards Institute
NFPA	National Fire Protection Association
RAC	Risk Assessment Code

The **BLM Risk Management Process**¹ is used to determine the degree of risk associated with each discrepancy noted. The risk is determined by comparing the probability of a hazard occurring with the severity it would represent should it occur. The risk is then assigned a Risk Assessment Code (RAC) based on this comparison.

			HAZARD PROBABILITY				
			Frequent A	Likely B	Occasional C	Seldom D	Unlikely E
SEVERITY	Catastrophic I		RAC 1		RAC 2		
	Critical II		RAC 2			RAC 3	
	Marginal III		RAC 4				
	Negligible IV		RAC 4				

Instructions for Use: Refer to the following page.

¹ Refer to the BLM Manual Handbook 1112-1 – Safety and Health Management

Safety Finding Classification

Safety findings are each assigned a Risk Assessment Code (RAC) based on the BLM Manual Handbook 1112-1 – Safety and Health Management.

SEVERITY	EFFECT
I CATASTROPHIC	Death or permanent disability, system loss, major property damage
II CRITICAL	Permanent partial disability, temporary total disability in excess of 3 months, major system damage, significant property damage
III MARGINAL	Minor injury, lost workday accident, compensable injury/illness, minor system damage, minor property damage
IV NEGLIGIBLE	First aid or minor medical treatment, minor system damage
HAZARD PROBABILITY	
A FREQUENT Individual worker/Item All employees exposed or item inventory	___ Occurs often in career/equipment service life ___ Continuously experienced
B LIKELY Individual worker/Item	___ Occurs frequently
C OCCASIONAL Individual worker/Item All employees exposed or item inventory	___ Occurs sometime in career/equipment service life ___ Occurs sporadically; expect to occur several times in inventory service life
D SELDOM Individual worker/Item All employees exposed or item inventory	___ Possibility of occurrence in career/equipment service life ___ Remote chance of occurrence; expect to occur sometime in inventory service life
E UNLIKELY Individual worker/Item All employees exposed or item inventory	___ Can assume will not occur in career/equipment service life ___ Possible, but not probable; expect to occur only very rarely
<i>NOTE: Experience and exposure affects probability of occurrence.</i>	
MANAGEMENT ACCEPTANCE OF RISK LEVELS	
EXTREMELY HIGH RISK	State Director/Associate State Director
HIGH RISK	Field Office Manager
MEDIUM RISK	Branch Chief
LOW RISK	Line Supervisor

Positive – This classification is for proactive actions that may even exceed regulatory requirements. This classification is also used to identify practices that may be recognized as best management practices.

**INSPECTION PHOTOS
OREGON STATE OFFICE
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Common Area – Well organized
MSDS forms posted



Refrigerator cord frayed and broken
Significant electrical hazard



Freezer defrost required
Poses property damage issue
should refrigerator fail



Access blocked to fire extinguisher

Oregon State Office – Continued
Page 2 of 4



Housekeeping required
Tripping hazards in aisle way



inappropriate placement of microwave
Ventilation poor/electrical concern



Example of "daisy-chaining" of
power strip and surge protector



under desk storage presents
tripping hazards/materials atop cords

Oregon State Office – Continued
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Electrical cords pose tripping hazards
“Daisy –chaining” example



Cubicle used as storage/work area



A well-kept, organized work space



Aisle/passageway blocked

Oregon State Office – Continued
Page 4 of 4



Phone/electrical wires pose tripping hazards



Space between cubicles used as storage



A well-kept common area/MSDS forms available and displayed



Storage area aisles blocked

INSPECTION PHOTOS
Administrative Warehouse
Page 1 of 1



Aisle well kept and organized



Aisle clear of materials



Cadastral storage organized



Office area well kept



Display board for MSDS info



interagency identification system
for supplies and materials