

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

In Reply Refer to:
1112 (OR-950) P

March 1, 2004

EMS TRANSMISSION 03/08/2004
Instruction Memorandum No. OR-2004-048
Expires: 9/30/2005

To: DMs, DSDs, Staff and Branch Chiefs
From: State Director
Subject: Oregon/Washington Safety Recognition and Awards Program

Program Area: Safety and Occupational Health

Purpose: To increase Safety Awareness by recognizing superior safety performance by individual employees and/or groups of employees in Oregon/Washington (OR/WA) Bureau of Land Management (BLM).

Policy/Action: In order to help achieve the goals of the OR/WA Safety Program and increase employee safety awareness and attitude, the following initiatives will be implemented. (Reference Attachment (1), policy for specific requirements)

1. Each District will establish a Safety Recognition and Awards Program that recognizes and awards outstanding safety performance.
2. This Awards Program supplements the BLMs Safety Awards Program contained in BLM Manual 1112-1, Chapter 7, and other BLM Safety Awards Programs. Managers and supervisors should be familiar with the requirements of the BLM Safety Awards program in BLM Manual 1112-1 and ensure that nominations are made when appropriate.

Timeframe: Immediately

Budget Impact: None

Background: This policy establishes minimum requirements and provides general guidance for the state office and all districts. Districts may use this policy as a template to create a Safety Recognition and Awards Program policy specific to site needs.

Manual/Handbook Sections Affected: Supplemental to the BLM Manual Handbook 1112-1 Safety and Health Management.

Coordination: Safety and Health.

Contact: James D. Chandler, OR/WA State Safety Manager, (503) 808-6249.

Districts with Unions are reminded to notify their unions of this Instruction Memorandum 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
A. Barron Bail
Associate State Director

Authenticated by
Mary O'Leary
Management Assistant

1 Attachment(s)

1 - [OR/WA BLM Safety Recognition and Awards Program](#) (4 pp)

Distribution

WO-740

United State Department Interior

BUREAU OF LAND MANAGEMENT

Oregon State Office

P.O. Box 2965

Portland, Oregon 97208



In Reply Refer to:

1112 (OR-950) P

Manual 1112-1

May 5, 2004

EMS TRANSMISSION 05/11/2004

Instruction Memorandum No. OR-2004-048, Change 1

Expires: 9/30/2005

To: DMs, DSDs, Staff and Branch Chiefs

From: State Director, Oregon/Washington

Subject: Oregon/Washington Safety Recognition and Awards Program

Program Area: Safety and Occupational Health.

Purpose: This Instruction Memorandum (IM) creates the Oregon/Washington (OR/WA) Safety Recognition and Awards Program in correct format as a supplement to the Bureau of Land Management (BLM) Manual Handbook H-1112-1. The intent of this program is to increase Safety Awareness by recognizing superior safety performance demonstrated by individual employees and/or groups of employees in OR/WA BLM.

Policy/Action: In order to assist in achieving the goals of the OR/WA Safety Program and increase employee safety awareness and attitude, the following initiatives will be implemented. (Reference the attached policy for specific requirements.)

1. Each District will establish a Safety Recognition and Awards Program that recognizes and rewards outstanding safety performance.
2. This Awards Program supplements the BLM Safety Awards Program contained in BLM Manual 1112-1, Chapter 7, and other BLM Safety Awards Programs. Managers and supervisors should be familiar with the requirements of the BLM Safety Awards program in BLM Manual 1112-1 and ensure that nominations are made when appropriate.

Timeframe: Immediately.

Budget Impact: None.

2

Background: This policy establishes minimum requirements and provides general guidance for the state office and all districts. Districts may use this policy as a template to create a Safety Recognition and Awards Program policy specific to site needs.

Manual/Handbook Sections Affected: Supplemental to the BLM Manual Handbook 1112-1 Safety and Health

Management.

Coordination: Safety and Health.

Contact: OR/WA State Safety Office at 503-808-6249 or 503-808-6202.

Districts with Unions are reminded to notify their unions of this Instruction Memorandum 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
Acting, Associate State Director

Authenticated by
Mary O'Leary
Management Assistant

1 Attachment(s)

1 - [OR/WA BLM Safety Recognition and Awards Program](#) (3 pp)

Distribution

WO-740 (MIB, Rm. 2004)



UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
OREGON STATE OFFICE
MANUAL TRANSMITTAL SHEET

Release 1-319

Date

March 2, 2004

Form 1221-2
(June 1969)

Subject

1112-1 – Safety and Health Management (Chapter 7)

1. Explanation of Material Transmitted:
This Manual Release Supplement transmits a new supplement to the BLM Safety and Health Management Handbook.
2. Reports Required: None.
3. Material Superseded: None.
4. Filing Instructions: File as directed below.

REMOVE:
None

INSERT:
Insert at end of Chapter 7

Signed by
A. Barron Bail
Acting Associate State Director

Authenticated by
Mary O'Leary
Management Assistant

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

Robert Duncan Plaza Building
333 SW 1st Avenue
Portland, Oregon 97204



**SAFETY RECOGNITION
AND
AWARDS PROGRAM**

OR/WA Supplement to BLM Manual Handbook 1112-1
Safety and Health Management

**FEBRUARY 2004
Oregon State Office**

OR/WA State Safety Recognition and Awards Program

7.4.1 Policy Statement

The State Safety Council will recognize individual employees or employee groups who have demonstrated superior safety performance in Safety and Occupational Health leadership skills and promotional efforts. Each District will establish safety recognition and award programs specific to District needs.

7.4.2 Purpose

The purpose of the program is to recognize and reward those employees who take an active role in the Safety Program and demonstrates an awareness and concern for personal safety as well as the safety and welfare of fellow employees and the visiting public.

This safety recognition program is intended to assist in creating a safer working environment for all employees through reducing or eliminating the cause(s) of work place accidents.

This program applies to all Bureau of Land Management (BLM) employees, contractors, volunteers, and Forest Service employees of Interagency Offices. Individual employees or groups may be nominated for an award from the State Safety Council.

7.4.2 State Recognition Awards

A. Individual Safety and Health Achievement Award

This award is designed to recognize individual contributions. Nominations are accepted from any employee and submitted to the State Safety Manager through the immediate supervisor, Branch Chief, or District Manager for consideration at the quarterly State Safety Council meeting. Only written nominations are accepted.

Contributions may involve, but are not limited to, the following:

- Demonstrating overall safety awareness through daily activities such as wearing proper personal protective equipment, participating in safety briefings, and following or enforcing compliance with safety requirements.
- Demonstrating safe work practices regarding motor vehicle operations, tool handling, equipment loading and hauling, etc.
- Personal involvement in established safety programs.
- Encouraging other employees to work safely, reporting unsafe working conditions, initiating corrective action for identified safety hazards, attending safety meetings and training sessions, conducting tailgate safety briefings, etc.
- The submission of safety suggestions.
- Significant contribution to improving thru overall district/state safety record during the award period demonstrated by serving on safety committees, maintaining safety records, or ensuring the establishment of Job Hazard Analysis (JHAs) for each employee.
- Conducting and documenting regular inspections for vehicles, project sites, and work stations.

B. Unit Safety and Health Award

This award recognizes districts, branches, offices, crews, or work groups who have made noteworthy contributions to the Safety and Occupational Health Program through the immediate supervisor, Branch Chief, or District Manager for consideration at the quarterly State Safety Council meeting. Only written nominations are accepted.

Contributions may involve, but are not limited to, the following:

- Consistent demonstration of safety awareness thru safe work practices, identified by orderly work sties, the wearing of proper protective equipment, appropriate equipment handling, an accident-free driving record, etc.
- Ensuring that all Risk Assessments are completed for all employees and reviewed annually.
- Involvement in safety programs such as encouraging employees to work safety, reporting unsafe working conditions, initiating corrective actions for identified hazards, completing safety initiative, etc.
- The submission of safety suggestions.
- An identified improvement in the unit safety record during the award period
- Significant contributions to the BLM Safety Program, such as serving on unit/state safety committees, contributing to safety plans, maintaining safety training records, developing Risk Assessments.
- Conducting and documenting regular inspections of vehicles, project sites, and/or work areas.

7.4.3 Award Period

The award period for both individual and unit awards encompasses recognition for the twelve months prior to the awards submission. If no candidate(s) are submitted for an award, the award will be suspended for that period.

7.4.4 Nomination, Notification, and Funding

The State Safety Council will consider all nominations for safety awards at the first regularly scheduled meeting following receipt of nominations. The State Safety Manager will accept nominations at any time.

District/Oregon State Office whose employees are selected for an award will be notified in writing by the State Safety Council Chair and will receive a certificate signed by the State Director/Associate State Director, accompanied by an appropriate safety award as determined by the committee, to be given to the employee at an appropriate time and place. The State Directors Office will budget funds for safety awards.