



United States Department of the Interior  
BUREAU OF LAND MANAGEMENT  
Oregon State Office  
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Information Bulletin No. OR-2006-076

To: DSDs, Staff and Branch Chiefs  
From: Associate Deputy State Director, Management Services  
Subject: Annual Facility Safety Inspection

The FY 2006 Annual Facility Safety Inspection is planned for the State Office, administrative warehouse and the Northwest Coordination Center (NWCC) during the month of March. Specifically, the warehouse will be reviewed March 8, the NWCC on March 14, and the State Office on Wednesday and Thursday, March 29 and 30, 2006.

All inspections will be conducted by the State Office Safety Manager accompanied by a member, or members, of the State Office Safety & Health Steering Committee, the warehouse manager, the NWCC Manager, and the facilities managers from the Forest Service, dependent upon locations and objectives.

All branch chiefs and/or supervisors are asked to ensure that each unit has someone available to provide access to any area which may normally be locked during these designated times.

Annual facility inspections are required by the Occupational Safety and Health Administration (OSHA) 29 CFR 1960 Subpart D – *Basic Program Elements for Federal Employee Occupational Safety and Health Programs*; the Department Manual 485 – Safety Management; and, the Bureau of Land Management (BLM) Manual Handbook 1112-1 – Safety and Health Management, Chapter 6. The State Office has created a policy supplement to the Handbook (Release No. 1-318) outlining assessment and facility inspection procedures and forms for Oregon/Washington (OR/WA) BLM facilities. The IM and supplement may be accessed on the Safety Intranet by clicking on the *Manual and Policies* link:  
<http://web.or.blm.gov/safety/policy.htm>

The most common findings from the previous inspection conducted during March of 2005 were the following:

- General housekeeping issues (in cubicles, shared work areas and in aisle ways)
- Fire hazards – improper use of surge protectors (E.g., “daisy-chaining”); stacking of materials near outlets and on electrical cords; crimping of cords behind cubicles and under desks; use of extension cords (flexible cord sets) as a substitute for fixed wiring of the building
- Tripping hazards in aisles and within work areas (boxes and other materials stored under desks and in hallways)
- Items stacked on top of cabinets and on desk surfaces; common areas used as storage space

Results from the FY 2005 facility inspection may be found on the BLM intranet website in the information mall at <http://web.or.blm.gov/records/ib/2005/ib-or-2005-107.htm>

Please review your office and storage areas prior to the indicated inspection dates. Your cooperation in preparation for this annual inspection is appreciated and serves to ensure the safety of our employees in BLM facilities.

Should you have questions or need assistance, please contact the 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  
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Acting for  
John K.Keith  
Associate Deputy Director for Management Services

Authenticated by  
Mary O'Leary  
Management Assistant

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