



United States Department of the Interior
BUREAU OF LAND MANAGEMENT
Oregon State Office
P.O. Box 2965
Portland, Oregon 97208



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To: All District Managers
From: Deputy State Director for Management Services
Subject: Safety Reporting Requirements for Fiscal Year (FY) 2007

The purpose of this Information Bulletin is to summarize safety reporting requirements for the Oregon/Washington (OR/WA) State Occupational Safety and Health Program for FY 2007, as follows:

1. Annual Safety Action Plans. Plans are developed to establish safety and health goals and objectives at the beginning of each FY. Offices should consider the six essential elements in the Bureau of Land Management (BLM) 1112-Safety Manual when developing action plans, but are not necessarily required to address all six areas. The plan should focus on essential non-routine elements of the safety program that can be expected to be completed in one year. Items on the plan should be measurable and estimated completion dates (ECDs) included. **Action plans for FY 2007 must be reviewed and signed by the District Manager or their representative and are due to OR-950 (State Safety Manager) by October 30, 2006.**
2. Annual Safety Inspection and program Management Review. Annual inspections are required by 29 Code of Federal Regulations (CFR) 1960 Subpart D, and BLM Manual 1112 – Safety. The inspection should include a Safety Program Evaluation based on the current Program Management Review (PMR) checklists that were forwarded to all safety managers and available on the Safety Intranet Site. It is essential that the reports are recorded in the format identified in the OR/WA Program Assessment and Facility Inspection Policy. Copies of the facility inspection portion of the report should also be provided to District Engineer and facilities management personnel for inclusion in the BLM's Facilities Asset Management System (FAMS). **The inspections shall be documented, reviewed and signed by the District Manager or their representative, and submitted to OR-950 (State Safety Manager) by September 30, 2007.**

3. Annual Safety Progress Report. The annual report should outline any changes to the Action Plan submitted at the beginning of the year, and summarize accomplishments on the action plan and any other significant accomplishments throughout the year. **The annual safety progress report is due by September 30, 2007. It must be reviewed and signed by the District Manager or their representative and submitted to OR-950 (State Safety Manager).**

4. Safety Management Information System (SMIS). Supervisors are required to enter accident information into the SMIS within seven working days of occurrence. **Safety Managers are required to review supervisor's entries by Wednesday of each week and forward them to the State Safety Manager for final review and posting by Friday of each week.**

If you have any questions or comments please feel free to contact Jim Chandler, 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
John Keith
Assoc. Deputy State Director for Management Services

Authenticated by
Mary O'Leary
Management Assistant

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