



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) 2008

The purpose of this Information Bulletin is to summarize the safety reporting requirements for the Oregon/Washington (OR/WA) State Safety and Occupational Health Program for Fiscal Year (FY) 2008.

- **Annual Safety Action Plans.** Plans are developed to establish safety and health goals and objectives at the beginning of each FY. Offices are encouraged to consider the following six essential program elements identified in Chapter 1 of the [Bureau of Land Management \(BLM\) 1112 -1 Safety and Health Management Manual Handbook](#) when developing action plans. However, it is not necessary to address all six areas in the action plan

- Program Management
- Training
- Inspections
- Safety and Health Promotion
- Accident Investigation and Reporting
- Program Evaluation

Safety action plans should focus on important non-routine elements of the safety program that can be completed in one year. Items on the plan should be measurable and inclusive of estimated completion dates. *The FY 2008 Action Plans must be reviewed and signed by the District Manager or their representative and are due electronically to OR-950 (State Safety Manager) by October 31, 2007.*

- **Annual Safety Inspections and Program Management Reviews.** Annual facility safety inspections are required by 29 Code of Federal Regulations 1960 Subpart D and the BLM Safety and Health Management Handbook 1112-1. Inspections should include a Safety Program Evaluation based on the current [Program Management Review \(PMR\) checklist](#) available on the [State Safety Intranet](#) site. All OR/WA districts are scheduled for a National

PMR Review this year (FY 2007) during the week of September 24th. District safety managers may forward a copy of the results of this review to OR-950 to fulfill this part of the reporting requirement.

It is important that the facility inspection report is recorded in the format identified in the [OR/WA Program Assessment and Facility Inspection Policy](#). Copies of this portion of the report should also be provided to the District Engineer and facilities management personnel for inclusion in the BLM Facilities Asset Management System. Districts that were scheduled for a Compliance Assessment – Safety, Health and Environment (CASHE) inspection during the year may substitute the results of that inspection for the annual yearly inspection. *Either the CASHE report or the facility inspection must be reviewed and signed by the District Manager or acting and submitted to OR-950 (State Safety Manager) by **September 30, 2008**.*

- **Annual Safety Progress Report.** The annual report summarizes accomplishments for the year as well as outlines any changes to the action plan submitted at the beginning of the FY. The report must be reviewed and signed by the District Manager or acting and submitted electronically to OR-950 (State Safety Manager). *The annual safety progress report is due by **September 30, 2008**.*
- **Safety Management Information System (SMIS).** The supervisor is required to enter accident information into the SMIS within seven (7) working days of an occurrence. *The Safety Manager must review initial reports by Wednesday of each week and forward all completed reports to the State Safety Manager for final review by Friday of each week. This is an on-going requirement.*

Should you have questions or comments, please contact Ann Krake, State Safety Manager, at 503-808-6249 or by email at akrake@blm.gov.

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
Kyle D. Worley
Acting, Associate State Director

Authenticated by
Mary O'Leary
Records Section

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