



United States Department of the Interior
BUREAU OF LAND MANAGEMENT
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To: DMs, DSDs, Staff and Branch Chiefs
From: Associate State Director for Management Services
Subject: Risk Management Training – National Safety Program

The Oregon/Washington State Safety Office is sponsoring an instructor-led risk management training for safety on Wednesday, April 23, 2008, in the Robert Duncan Plaza Building Conference Center on the third floor, rooms 3A and 3B. The one-day session begins at 9:00 a.m. We would like to extend the opportunity to attend this training to managers, supervisors, and employees from all districts and interagency offices.

We understand there may be some confusion regarding the risk management process. There is, in fact, a direct correlation between the risk assessment process used in the National Safety Program and the agency-wide risk-based assessment process described in the [Office of Management and Budget \(OMB\) Circular A-123 Management's Responsibility for Internal Control](#). Both processes are based on the implementation of a *proactive approach* in assessing and improving the effectiveness of internal work processes – one with a focus on internal control effectiveness, the other on employee safety. In brief, the goal of both is to identify associated risks within agency processes and/or work tasks and ensure controls are in place to eliminate or mitigate these risks. The same risk assessment worksheet ([Risk Management Form 1112-5](#)) is used for all agency program areas.

As of May 2007, an Oregon/Washington team is working to incorporate risk assessments into program evaluations for all 26 programmatic areas including Human Resources, Equal Employment Opportunity, Safety, and Procurement. The use of this process will ensure that the state director can knowledgeably sign the Annual Assurance Statement. A 5-year cycle is being developed so that each program, in a specific year, will have an internal program evaluation to fulfill these new requirements.

Risk management training for safety is required at least one time for all supervisors and managers in accordance with the [Bureau of Land Management \(BLM\) Manual Handbook H-1112-1](#), Chapter 2, and BLM Handbook H-1112-2, Chapter 1. [Washington Office Instructional Memorandum \(IM\) No. 2007-103, published on April 18, 2007](#), also outlines this requirement. This training can be credited toward the annual supervisory training requirement.

Attendance is also strongly recommended for all employees, as well as volunteers. Additional information regarding required training related to safety and occupational health for managers, supervisor, and employees may be referenced in [Washington Office Instructional Bulletin No. 2006-074 published on March 2, 2006](#).

Background of the Safety Program Risk Assessment Implementation: In June 2004, the BLM Safety and Occupational Health National Office discontinued the use of the Job Hazard Analysis (JHA) for all new operations. All existing JHAs were to be phased out and replaced by Risk Assessments by January 2, 2007. Risk management is now the BLM's principal risk-reduction process. It is a systematic process designed to identify and manage risks associated with any BLM operation. Although this process does not completely eliminate job-associated risks, the objective is to manage these risks *in the planning stage* of every work task. Hazards are identified and assessed and controls are developed and implemented. An overall evaluation of the risk management process is then completed. The Risk Management Worksheet ([Risk Management Form 1112-5](#)) is used to document this process.

Managers and supervisors are directly responsible for the safety and health of employees. The use of risk assessments in identifying and controlling identified job hazards allows for better management and employee decision-making during the work planning process. Employees and supervisors generally work together in the development of the risk assessment to ensure that all aspects of the operation and tasks are addressed, all hazards identified are eliminated or mitigated, and the risks associated with the tasks are as low as possible. Supervisors are responsible for maintaining a risk assessment for each of their employees, implementing changes as needed, and reviewing the assessment at least annually.

This class is currently posted on [DOI Learn](#) under the Risk Management class heading. The specific class for April 23 is listed as follows: BLM-2008-0423-Portland, OR - Risk Management. Note that the same class is offered in Salem the next day, Thursday, April 24. You may choose to attend either session.

You are encouraged to register early for these classes. If you experience difficulty with registration on the DOI Learn system, please call the DOI Learn Help Desk at 1-888-722-3647, which is available 24 hours a day, 7 days a week. For additional help, questions can be directed to Edna Mo, Personnel Management Specialist, at 503-808-6538, Terry Deis, Management Support Specialist, at 503-808-6395, or Peggy Tribble, State Office Safety Manager, at 503-808-6202. Information regarding the Salem class may be directed to Dave Kincaid, Salem District Office Safety Officer, at 503-375-5698.

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
Victoria N. Gillam
Acting Deputy State Director,
Management Services

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Records Section

Distribution

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