



# United States Department of the Interior

BUREAU OF LAND MANAGEMENT

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To: All Oregon State Office Employees

From: State Director, Oregon/Washington

Subject: Annual Interagency Facility Safety Inspection Results

The Occupational Safety and Health Administration (OSHA) required Annual Facility Safety Inspection for the Forest Service (FS) Regional Office and Bureau of Land Management (BLM) State Office has been completed. The main office building - Robert Duncan Plaza (RDP), the interagency warehouse, and the Northwest Coordination Center (NWCC) were inspected during the months of March and April. Attachment 1 is a summary of the inspection results. Attachment 2 contains photographs of each of the three facilities inspected.

The inspection results for all three interagency facilities are reported as individual items denoting specific areas of each of the buildings and/or floors. To avoid repetition, several of the Regional Office/State Office findings are summarized for each floor and certain areas rather than individually listed per specific location on every floor. When specific emphasis is required for a particular issue, the location of the hazard is more fully explained.

The report identifies the appropriate OSHA references and denotes a Risk Assessment Code (RAC) for each deficiency. The BLM risk management process was used to determine the degree of risk associated with each discrepancy. This report includes a section with definitions and charts to further explain this process.

Despite the challenges of moving and rearranged offices and work spaces within the building, most areas were found to be in very good condition overall. In fact, in many areas, no significant issues were identified.

Specifically, the most common deficiencies found this year during the safety inspection of the RDP building were the following:

- Housekeeping needs/storage issues found in many cubicles and common areas.
- Aisles and passageways cluttered with boxes creating trip hazards.

- Electrical/fire hazards – surge protectors chained together and use of extension cords.
- Small personal heaters plugged into surge protectors rather than directly into a wall outlet.
- Boxes and materials piled on tall cabinets near aiseways and work spaces.
- Tall shelving units and cabinets not secured to walls for stability.

There is a significant need throughout the building for additional power supplies in many cubicles and work areas. Duplex outlets are needed for charging various electronic items, such as cell phones and wireless headphones as well as laptops, personal heaters, and fans. Most cubicles were found to have no more than two outlets to accommodate all needs, one of which was already in use to power personal computers. Lack of available power supplies has been an ongoing problem each year and is accentuated when work spaces are shifted and reconfigured. Resolution of this issue will eliminate most, if not all, electrical deficiencies found during facility inspections.

The interagency warehouse facility was found to be in excellent condition – well organized with new storage areas created to accommodate needs. Only a few minor items were noted, and all findings were abated either during the inspection or within four days.

The NWCC was found to be much improved this year. All deficiencies identified during the last inspection have been resolved. The management staff of the center is to be commended for its attention to creating a safe work environment for employees. It is important to note that all chairs in the facility have been replaced with new, ergonomically-designed ones for every employee.

Please review this report and note the items that affect your areas. Specifically, ensure that you have an evacuation map(s) posted; materials safety data sheets are on hand (or posted) for printers, faxes, and copiers; electrical issues (misuse of extension cords and chaining of surge protectors) are addressed; and housekeeping needs are completed and schedule regularly. Your cooperation in resolving these safety and health issues is appreciated.

Should you have questions or need assistance, please contact Peggy Tribble, BLM 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  
James G. Kenna  
Associate State Director

Authenticated by  
Paj Shua Cha  
Records Section

2 Attachments

- 1 – [2008 Annual Interagency Facility Safety Inspection Results](#) (20 pp)
- 2 – [Photographs](#) (4 pp)

Distribution

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