

In Reply Refer To:  
1112 (950)

(Date)

Memorandum

To: (insert State/District OSH Program Manager name/title)

From: (insert approving Supervisor's name/title)

Subject: Safety Office Approval for Purchase of Personal Protective Equipment (PPE)

Bureau of Land Management (BLM) policy and Occupational Safety and Health Administration (OSHA) regulations **require** that all types of necessary PPE is provided to employees, by the Bureau, and purchased at Government's expense. An approved/signed Risk Assessment (RA) must accompany this attachment prior to authorizing the purchase of this PPE ***unless the State or District Occupational Safety and Health Program Manager has a current approved and signed copy on file.***

The State Occupational Safety and Health (OSH) Program Manager has delegated the authority to approve the purchase of PPE to all District OSH Program Managers, in accordance with *BLM Manual Handbook 1112-1, Safety and Health Management, Chapter 19 – Personal Protective Clothing and Equipment*. The local field office Collateral Duty Safety Officer (CDSO) may also approve this form (on a case-by-case basis), if the State or District OSH Program Manager is not available.

I have analyzed the hazards associated with the duties of BLM employee (First/Last Name):

\_\_\_\_\_, and I approve the purchase, at the Government's expense, of the following item(s) of PPE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Employee's Supervisor

\_\_\_\_\_  
Date

By signing this document, you are also indicating that the PPE is documented on a current approved and signed RA. The employee/card holder must keep this record for charge card reconciliation and proof that this PPE is authorized for purchase.

\_\_\_\_\_  
State/District Safety Manager

\_\_\_\_\_  
Date

I concur that these expenditures by the employee's office are justifiable because of the nature of work hazards encountered by the employee listed on this document. I also verify that there is a current RA (either attached or currently on file) for the performance of the employee's duties.

Attachment 1