



United States Department of the Interior



BUREAU OF LAND MANAGEMENT
Alaska State Office
222 West Seventh Avenue, #13
Anchorage, Alaska 99513-7504
<http://www.blm.gov/ak>

In Reply Refer To:
1112 (950) P

February 26, 2010

Instruction Memorandum No. AK 2010-009
Expires: 09/30/2011

To: All Employees

From: State Director

Subject: State Safety and Health Policy

Program Area: Safety

Purpose: This Instructional Memorandum (IM) establishes the fundamental safety principles that will govern our work.

Policy: The Bureau of Land Management (BLM)-Alaska is committed to provide for the safety and well being of our employees, volunteers, and the public we serve. We work continually towards strengthening our safety programs to make our workplace and visitor facilities as safe and healthful as possible. The following principles will be applied to every BLM-Alaska safety program:

1. Sufficient financial and personnel resources will be allocated to ensure that safety is fully integrated into every project and every task.
2. Work activities be conducted in a manner which safeguards human health, protects the environment, and minimizes the risk of equipment damage or property loss.
3. Safety excellence will be recognized and rewarded. My office will continue to sponsor significant statewide safety awards. Managers of all other BLM-Alaska offices will sustain meaningful local safety award programs to recognize an employee's safety performance or a significant contribution to their office's safety program.
4. Every employee will be informed of, and comply with, all pertinent safety requirements that apply to their specific work responsibilities. Supervisors will ensure that this is consistently accomplished.

5. All necessary Personal Protective Equipment (PPE) will be provided at no cost to the employee. Employees will be properly trained in the use of each specific type of PPE prior to using it.
6. Employees will report safety hazards to their supervisor or safety office. Supervisors and safety personnel will respond to such reports in a timely and effective manner. Employees and supervisors will jointly participate in implementing appropriate solutions where hazards exist.

Timeframe: The policy and procedures set forth in this IM are effective immediately.

Budget Impact: Minimal expenses incurred to support safety award programs and provide required PPE.

Background: We operate in highly challenging work environments and engage in many potentially hazardous work activities. Each of us is critical to successfully achieving our common goal of preventing workplace accidents and injuries. We contribute to that success by personally taking responsibility for the health and safety of our fellow employees, the visiting public, and ourselves.

Manual/Handbook Sections Affected: None

Coordination: Managers will coordinate with their servicing safety offices for guidance in meeting these policies.

Contact: If you would like further clarification or information regarding this IM, please contact [Ken Higgins, State Safety and Occupational Health Manager](#) via e-mail, or at 907-271-6370.

Signed by:
Julia Dougan
Associate State Director

Authenticated by:
Anita R. Jette
Records Specialist