United States Department of the Interior

BUREAU OF LAND MANAGEMENT
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December 5, 2007

In Reply Refer To:
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EMS TRANSMISSION 12/5/07
Instruction Memorandum No. AZ-2008-010
Expires: When Superseded or Canceled

Superseded by IMAZ-2010-005

To: All Employees

From: State Director

Subject: Arizona State Safety Plan Goals for Fiscal Year (FY) 2008

Purpose: The purpose of this Instruction Memorandum (IM) is to promote safety awareness among managers, supervisors, and employees in order to identify and eliminate unsafe working conditions and practices. The State Safety Plan (Attachment 1) identifies the six elements required in a Safety Plan and provides policy direction for the Arizona Safety and Health Program.

Policy/Action: The following safety goals and objectives have been identified for accomplishment in FY 2008.

1. Continue to maintain a level of safety awareness that will maintain Arizona in good safety, health, and environmental condition. Work to satisfy the requirements of (Washington Office) WO IM 2002-211, issued by the Assistant Director, Minerals, Realty, and Resource Protection as reported through the Compliance, Assessment, Safety, Health, Environment (CASHE) process. The goal for FY 2008 is **zero (0)** Risk Assessment Code (RAC) 1 and 2 Safety and Health findings and **zero (0)** IA and IB Environmental findings. Deferred Maintenance funding should be requested from the WO-360 CASHE program lead to correct findings.

2. Utilize the Risk Management Process. Integrate it into all processes as the primary hazard reduction tool for the Bureau of Land Management (BLM) Arizona. Provide training for Risk Management as needed in FY 2008.

3. The State Safety Manager will work with the Districts and Field Offices to identify Best Practices and incorporate them into the State Safety Program as valued practices to

be followed for safety. Coordinate Best Practices into Safety Program requirements and site specific safety needs. Post to the Safety Website.

4. Continue the very successful Safety Stand-Down Training Day program for all Arizona BLM facilities. The State Safety Committee will develop the schedule and agenda for the training.

5. Working through the State Safety Committee, establish a State Vehicle Driving Policy which will be in compliance with all applicable Department/Bureau regulations and standard practices.

6. Conduct training as required for Collateral Duty Safety Officers in the state. Concentrate on safety responsibilities of accident reporting, Safety Management Information System (SMIS) data, safety processes (standards/regulations etc.), and other safety related duties.

7. Coordinate, as the Point of Contact, the CASHE Audits for the Colorado River District to include audits of the Lake Havasu and Yuma Field Offices scheduled for January 2008.

8. Conduct annual District/Field Office safety inspections and perform District/Field Office Safety Program evaluations. The Gila District, and the Safford and Tucson Field Offices will be evaluated in FY 2008.

9. Establish a Safety Awards Program to recognize and reward those employees and employee groups who demonstrate outstanding performance in Safety and Occupational Health. Best Safety Practices will also be recognized.

10. Be vigilant of Border Safety Concerns and provide guidance as needed to protect employees who work in the Borderlands region.

Timeframe: A visit to each District/Field Office will be scheduled by the State Safety Manager to assist with incorporation of these processes into day to day business practices and completion of the goals outlined above. These goals and objectives should be integrated into your operations by August 30, 2008.

Background: Managers and supervisors should review the State Safety Plan and develop a strategy to ensure that Risk Management is integrated as a part of all activities and specific goals for FY 2008. The attached information is designed to assist in developing a safety strategy for our programs and facilities. The State Safety Manager is available to provide assistance, recommendations, and/or site visits to assist in the development and implementation of a safety strategy.

Manual/Handbook Sections Affected: 485 Departmental Manual (Safety and Health Handbook); BLM Manual 1112 (Safety); BLM Manual Handbook I H-1112-1 (Safety and

Health Management); BLM Manual Handbook 1112-2 (Safety and Health for Field Operations); 29 CFR 1960; and Occupational Safety and Health Administration (OSHA) Requirements.

Contact: For questions or further information, please contact Bill Huntington, State Safety and Occupational Health Manager, Arizona State Office, at 602-417-9261.

Signed By: Helen Hankins
Associate State Director
FOR Elaine Y. Zielinski

Authenticated By: Hillary Conner
Secretary

1 Attachment:
1 - State Safety Plan FY 2008 (8 pp)

BUREAU OF LAND MANAGEMENT

OCCUPATIONAL SAFETY AND HEALTH

ARIZONA STATE PLAN

Revised: October 1, 2007

Attachment 1-1

Bureau of Land Management
Occupational Safety and Health
Arizona State Plan

I. P**urpose:**

The Arizona State Safety Plan provides guiding elements for safe program management within the State of Arizona. These elements are derived from the revised Bureau of Land Management (BLM) Manual 1112 to ensure conformance with National Policy. The guiding elements are tools to establish action items and specific goals which will continue to improve employee safety. There is no job function considered so urgent or necessary that we cannot ensure responsible management of the risks associated with our daily duties. The fundamental principle is that safety and health of BLM Arizona employees, volunteers, and visitors shall be the primary responsibility of each employee.

The purpose of this plan is to provide policy and direction for the required Occupational Safety and Health Programs. The State Director will delegate responsibility to Deputy State Directors, District, Field Office, and Resource Area Managers for implementation and compliance.

II. **Policy:**

It is the policy of the BLM to provide safe and healthy working conditions, to prevent injuries and work-related illnesses to its employees, to protect BLM property from damage, and to provide for the safety of the public when visiting or using public lands.

III. **Objective:**

In accordance with BLM Manual 1112-1, Safety and Health Managers and Collateral Duty Safety Officers (CDSO) in all offices will develop annual Safety Action Plans with annual goals based on essential element principals established for the Safety Program.

.1 Essential Safety and Health Program Elements
The BLM Safety and Health Program is developed, implemented, and evaluated pursuant to the following six essential elements. Managers should ensure that these elements are integrated into safety and health programs and action plans.

.11 Program Management Tools
.12 Training
.13 Inspections
.14 Safety and Health Promotions
.15 Accident Investigation and Reporting
.16 Program Evaluations

.2 Special Emphasis Programs

.11 Program Management Tools

A. **Regulations, Policy, and Guidance -** Primary references which govern this Safety and Health plan are: 485 Department Manual (DM) (Safety and Health Handbook), BLM Manual 1112 (Safety), BLM Manual Handbook I H-1112-1 (Safety and Health Management), BLM Manual Handbook 1112-2 (Safety and Health for Field Operations), 29 CFR 1960, as well as other OSHA requirements. Specific policy guidance is provided through IMs and Instruction Bulletins (IBs).

B. **Top Management Commitment to Safety and Health -** A State Safety Policy will be issued to all employees clearly defining management's commitment to employee safety. The specific responsibilities of the policy are:

- The State Director, Deputy State Directors, and the District and Field Office Managers are responsible for providing each BLM employee, contract worker, volunteer, and the public, a safe and healthy work environment free from recognized safety and health hazards.

- Managers will incorporate Risk Management techniques in their decision making processes for all tasks, to ensure the identification and abatement of hazards, and the safety of employees and visitors on public lands.

C. **Plans and Reports Documenting Programs -** All mandated OSHA and other relevant programs will be reviewed annually, or as requirements change, and will be updated by the State Safety Manager and the Safety Officers in the Districts and Field offices. Managers may request safety reports for their area of responsibility from the State Safety Manager or local Safety Officers, in addition, these reports will be provided at the end of the year. This report will include statistical data reflecting our progress toward accident reduction goals.

- All required Safety and Health Program plans will be posted on the state safety intranet site for easy access by all personnel.
- Mandated OSHA required announcements will be posted for employee information.

D. **Abatement of Unsafe and Unhealthy Conditions -** Employees are expected to report any unsafe or unhealthy condition in their work environment to their supervisor or the nearest Safety Office. Formal reports may be made by using Form 1112.4, Employee Report of Unsafe or Unhealthful Working Condition. Any unsafe condition noted in a safety inspection will be accompanied by a recommendation and abatement plan.

E. **Annual Safety Action and Project Plans -** The Statewide Safety Plan will be reviewed and issued by the State Director to all employees. District and Field Office Safety Plans which supplement the State Safety Plan will be prepared by the office's Safety Officers with any additional guidance as deemed necessary for that District/Field Office.

- The State Safety Plan and Field Office Supplements will be formatted to address the Essential Safety and Health Program Elements as identified in the new BLM Safety Manual H-1112.

F. **Integration of Risk Management -** Risk Management will be the primary hazard reduction tool for BLM Arizona and will be incorporated into the State Safety Policy.

- Managers will integrate Risk Management into all operations and decision making.

G. **Program Accountability at All Organizational Levels -** Arizona's State Safety Plan was established to provide for the development and implementation of a Safety Program in order to prevent injuries and accidents. This includes the use of Risk Management as a hazard elimination tool at all levels in the organization as well as supporting other Department of Interior (DOI) safety initiatives. Administration of the program is coordinated by the State Safety Manager.

- Management will demonstrate a commitment to safety and health by support and implementation of a policy of safe conduct for the workplace, the visiting public and communicating this policy to all employees. Safety and health principles shall be continually met through adherence to all rules, regulations and mandates.

- Supervisors are responsible for providing their employees and volunteers with the direction, training, motivation, equipment, controls, and recognition necessary to safely perform their assigned tasks.

- Employees, contract workers and volunteers are responsible for following safe work practices, established procedures, as well as identifying and reporting unsafe conditions.

- Supervisors and employees will ensure comprehensive hazard assessments through an effective Risk Assessment process.

H. **Program Resources -** Management will support budget and necessary staff, materials, supplies, and equipment at all organizational levels to effectively administer the activities of the Arizona Safety and Health Program. Managers will ensure that mandatory requirements of the Safety Program are met, known safety hazards are addressed, and

abatement procedures are in place.

- Management will identify priority safety funding needs for projects and programs which have immediate needs and submit these for budget approval. This request is in addition to annual safety budgets already approved.

I. **Safety and Health Committee -** The State Safety Committee will meet, as established, and address employee safety issues and concerns as well as communicate new initiatives to the members. A briefing of State Safety Committee activities will be presented to management.

.12 Training

A. **Orientation for All New and Transferred Employees -** Appropriate safety training will be provided before new employees, volunteers or employees with changed/additional assignments are required to perform their duties. **Ref: Chapter 15, New Employee Orientation Manual.**

B. **Safety and Health Training for Supervisors -** All supervisors will be trained in their OSHA mandated responsibilities for providing and maintaining safe and healthy working conditions for their employees and volunteers.

C. **Integration of Safety Considerations in All Training -** All managers and supervisors will emphasize the need to integrate safety and health issues as a standard component for all training where appropriate. **ALL SAFETY TRAINING WILL BE DOCUMENTED ON THE SAFETY TRAINING TRACKING WEBSITE.**

D. **Procedures for Providing Required Safety Training to All Occupations -** Training will be provided for all employees on specific OSHA requirements that pertain to their workplace/job assignments, or identified in a Risk Assessment. Personal protective equipment (PPE) requirements for all job functions will be reviewed by supervisors and employees together. Appropriate training will be provided and documented.

E. **Core Competency Training For Full-time and Part-time Safety and Health Staff -** Core competencies have been established at the national level to provide the foundation required for all safety personnel to competently perform their duties. Managers and supervisors will support safety personnel in receiving this training.

F. **An Annual Safety Day Will Be Planned For Each Field Office –** Training and guidance will be provided for the Safety Program including Occupational Safety and Health OSHA Mandated requirements. This day will be used to promote safety in the workplace.

.13 Inspections

A. **Annual Inspections -** An annual Life Code Safety and Health Inspection will be conducted at all facilities by the Safety and Health Manager. This inspection includes primary facilities occupied by BLM employees and volunteers, as well as BLM facilities on public lands which are visited by the public.

- A written inspection report with recommendations for remediation of identified hazards will be provided to the facility manager. An abatement plan with a schedule for completion will be developed for such findings. The follow-up to ensure abatement plans have been completed is the responsibility of the inspecting safety official.

- A Safety Program Evaluation will be conducted every three years at each District/Field Office to determine the success of the program and compliance with established mandated OSHA/DOI/Bureau requirements. The evaluations will be conducted by the State Safety Manager and a report will be provided by the State Safety Manager to the District and Field Office Manager.

B. **Periodic Inspections -** Supervisors, employees, and safety personnel will also conduct periodic safety inspections of their work areas. Recommendations will be made for the abatement of any unsafe or unhealthy conditions.

.14 Safety and Health Promotion

A. **Safety and Health Program at all levels -** Management is to encourage and promote the Safety Program and initiatives within their respective offices by attitude, examples, and direction. Employee involvement is the key to the success of the Safety Program. Management will participate and also encourage participation of employees on safety groups or activities that are organized to address safety issues.

B. **Recognition and awards for safety performance -** Recognition is strongly encouraged for individuals making significant contributions to employee safety and/or to employees who demonstrate working in a safe manner. Major safety contributions will be recognized at the highest state management level.

.15 Accident Investigation and Reporting

A. **Accident Investigations -** All serious accidents will be investigated pursuant to the

protocol outlined in the Bureau Safety Handbook H-1112-1 and DOI Manual 485. A serious accident is defined as an employee fatality or the hospitalization of three or more employees. Supervisors are responsible for initiation of an investigation of all accidents. Assistance in investigations can be obtained from the State Safety Manager. Supervisors shall ensure that all accidents are thoroughly investigated and accident reports are submitted in a timely manner.

B. **Accident/Incident Reports -** An integral part of the Safety Program is reports of investigation of accident/incidents involving employees, volunteers, and visitors. Analysis of these reports will allow management to identify unsafe and unhealthy working conditions which assist in future safety planning, programming, and prevention. Reports are also mandatory as part of investigation protocol.

C. **Safety Management Information System (SMIS) -** All accidents will be recorded in the Safety Management Information System (SMIS) by the supervisor or an appointee. This information will be reviewed by the office Safety Manager. Every report submitted through SMIS will be automatically forwarded to the State Safety Manager to be reviewed and posted to the permanent database.

D. **Statistical Analysis of Accidents –** State/District/Field Safety personnel will provide statistical analysis of accidents to managers upon request. The State Safety Manager will at a minimum prepare an end-of-year statistical analysis for State Leadership Team review as well as a presentation to the State Safety Committee.

.16 Program Evaluation

A. **Performance Metrics -** The Safety Program will be evaluated commensurate with guidelines as stated in the State Safety Plan and State Safety Action Plan (Goals/Objectives). The measure of accomplishments will be based on those identified performance targets as established.

B. **Customer Surveys -** Customer/employee safety surveys, on the provisions of the Safety Program and how they perceive their safety in their workplace, will be conducted in the state and results will be distributed to all employees.

C. **Annual Program Assessment –** A Safety Program assessment will be accomplished at the end of the fiscal year by the Arizona State Safety Committee. This assessment will include identifying program deficiencies and a strategy to correct them. Safety Program Best Practices will be encouraged for use at all BLM locations. Cyclical Program Management Reviews (PMR) of the Arizona State Safety Program will be conducted by the BLM National Office. In addition, Safety Program Evaluations will be conducted for each District/Field Office every three years by the State Safety Manager.

.2 Special Emphasis Programs

Safety personnel will provide general policy overview, technical assistance, and support to special emphasis programs that have job specific safety requirements. Such programs include but are not limited to: Aviation, Wildland/Prescribed Fire, Cadastral Survey, Resource Management, Field Support Operations, Recreation, Law Enforcement, Volunteers, Hazardous Materials Management, etc.