

# United States Department of the Interior

## BUREAU OF LAND MANAGEMENT

Arizona State Office  
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Phoenix, Arizona 85004-4427

January 25, 2010

In Reply Refer To:  
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Supersedes IMAZ-2008-010

EMS TRANSMISSION 01/26/2010  
Instruction Memorandum No. AZ-2010-005  
Expires: When Superseded or Canceled

Expired

To: All Employees

From: State Director

Subject: Arizona State Safety Action Plan and Goals for Fiscal Year (FY) 2010

**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 Arizona State Safety Plan (Attachment 1) includes the essential six elements identified for an effective Safety Program and provides policy direction for Arizona's Safety and Health Program. The State Safety Action Plan (Attachment 2) identifies the safety goals and objectives for FY 2010.

**Policy/Action:** The attached Safety Action Plan goals and objectives have been identified for accomplishment in FY 2010 and should be integrated into operations for FY 2010.

**Timeframe:** A visit to each Bureau of Land Management (BLM) 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.

**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 2010. 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 M. Hankins  
FOR James G. Kenna  
State Director

Authenticated by:  
Margaret Walker  
Division Staff Assistant

2 Attachments:

- 1 - [State Safety Action Plan](#) (2 pp)
- 2 - [Arizona State Plan FY 2010](#) (8 pp)

cc: WO-7400, Room 2044, MIB

**Arizona State Office  
Bureau of Land Management  
Safety and Occupational Health Action Plan  
FY 2010**

Action Item Description	Target Due Date	Responsibility	Status or Accomplishments
<ul style="list-style-type: none"> <li>• Identify Safety Program funding needs for all Field Offices and fund out of State Safety Budget. Distribution will be made to all Districts during FY 2010</li> </ul>	<p>During FY 2010 to be complete by August 2010</p>	<p>State Safety Manager (SSM)</p>	
<ul style="list-style-type: none"> <li>• Prepare and issue the following Safety Program Policies:               <ol style="list-style-type: none"> <li>1. Arizona Safety Action Plan</li> <li>2. State Driving Policy</li> <li>3. State Directors Safety Policy</li> <li>4. Trailing Policy</li> <li>5. Respirator Protection Policy</li> </ol> <p><u>Note:</u> WO will be finalizing Driving Policy Guidance and Trailing Policy.</p> </li> </ul>	<p>Complete by August FY 2010</p>	<p>SSM</p>	
<ul style="list-style-type: none"> <li>• Prepare for and assist with the following Audits for FY 2010:               <ol style="list-style-type: none"> <li>1. CASHE Audit Gila District and Field Offices</li> <li>2. District in Arizona to have Safety PMR Evaluation – To Be Determined (TBD)</li> <li>3. CASHE Audit of Radio Sites - TBD</li> <li>4. Annual CASHE Updates</li> </ol> </li> </ul>	<p>February 2010 June 2010  July 2010</p>	<p>SSM</p>	

Action Item Description	Target Due Date	Responsibility	Status or Accomplishments
<ul style="list-style-type: none"> <li>Review all CASHE findings and correct. Report Status to CASHE Contractor (Aarcher). Continue to Establish State in Good and Safe Condition. @100% Object is Zero Repeats.</li> </ul>	September 2010	Field Office (FO) Collateral duty Safety Officer (CDSO)/SSM	
<ul style="list-style-type: none"> <li>Schedule and continue to train Managers and Supervisors in the Risk Management Process. To be completed for all Field Offices.</li> <li>Develop Safety Stand-Down Day Training.</li> </ul>	August 2010  April 2010	SSM/District Safety Managers (DSM)s  SSM/DSMs	
<ul style="list-style-type: none"> <li>Conduct Annual Facility Inspections at all Facilities with qualified Safety Officers.</li> </ul>	August 2010	SSM/DSM/ CDSO	
<ul style="list-style-type: none"> <li>Provide safety training for State Safety Personnel (DSM/CDSOs) and Safety Committee: <ol style="list-style-type: none"> <li>Life Code Safety Training</li> <li>Construction 10-Hour Training</li> <li>On-Line Training from WO</li> <li>Develop training for CDSOs, Full-time Safety Officers and Safety Committees.</li> </ol> </li> </ul>	August 2010	SSM/DSM/ CDSO	
<ul style="list-style-type: none"> <li>Update Critical Incident Management Team (Continuity of Operations [COO]) and provide Emergency Response Training and Guidance.</li> </ul>	June 2010	SSM/Point of Contact (POC) for COO	



**BUREAU OF LAND MANAGEMENT**  
**OCCUPATIONAL SAFETY AND HEALTH**  
**ARIZONA STATE PLAN**

**FY 2010**

**Prepared: October 1, 2009**

**Bureau of Land Management  
Occupational Safety and Health  
Arizona State Plan**

**I. Purpose:**

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**

**.2 Special Emphasis Programs**

**.14 Safety and Health Promotions**

**.15 Accident Investigation and Reporting**

**.16 Program Evaluations**

## **.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 Occupational Safety & Health Administration (OSHA) requirements. Specific policy guidance is provided through Instruction Memorandums and Instruction Bulletins.
- 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 CDSO at the District/Field Office level. Managers may request safety reports for their area of responsibility from the State Safety Manager or local CDSOs, 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.
- 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 CDSO 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 be introduced to the Risk Management, “Train the Trainer Program,” and will integrate Risk Management into all operations.

**G. Program Accountability at All Organizational Levels.** Arizona's State Safety Plan is established to provide for the development and implementation of a Safety Program 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 matters by adhering to 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, establishing procedures, as well as identifying and reporting unsafe conditions.
- Supervisors and employees will ensure comprehensive hazard assessments are completed in which safety and health issues are addressed, and an effective Risk Assessment process is in place.

**H. Program Resources.** Management will provide and budget for the necessary staff, funding, 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 being addressed, and abatement procedures are in place.

- Management will identify priority safety funding 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 Committees.** 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. All training programs will address mandatory OSHA requirements as well as the job and site-specific safety hazards. **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 their 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 which will allow them to obtain the expertise to function effectively.

- 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 Programs. 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 qualified Safety and Health Managers. 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.
- 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 safety initiatives within their respective offices by attitude, examples, and direction. Employee involvement is the key to the success of the Safety and Health Program. The degree of this involvement is a reflection of management's commitment to safety. Management will encourage participation of employees on safety groups or activities that are organized to address safety issues, and dedicated to the improvement and safety of our working environment.
- B. **Recognition and awards for safety performance.** Safety recognition will be provided to individuals making significant contributions to employee safety. Major safety contributions will be recognized at the highest State management level.

## **.15 Accident Investigation and Reporting**

- A. **Accident Investigations.** Supervisors are responsible to initiate an investigation of all accidents/incidents either personally or through an appropriately designated investigator (assistance in investigations may be obtained through the Safety Office). Supervisors shall ensure that all accidents are thoroughly investigated and accident reports are submitted in a timely manner.
- 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, the hospitalization of three or more employees, or \$250,000 in damages to BLM facilities.
- B. **Accident/Incident Reports.** An integral part of the Safety Program is the reporting and 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. The reports are also needed to protect the rights of the injured employee and the Federal Government.
- C. **Safety Management Information System (SMIS).** All accidents will be recorded in the Safety Management Information System (SMIS) by the supervisor or his appointee. This information will be reviewed for accuracy by the local reviewing authority, CDSO. 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 the State Leadership Team's 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 will be conducted in the State and results will be distributed to all employees.

- C. **Annual Program Assessment.** Annual Program Assessment will be accomplished by the Arizona State Safety Committee Team during their annual meeting. This assessment will include identifying program deficiencies and a strategy to correct them. There will be a Program Management Review (PMR) of the Arizona State Safety Program by the BLM National Office. The schedule will be determined.

## **.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 as a part of their function. Such programs include: Aviation, Wildland/Prescribed Fire, Cadastral Survey, Resource Management, Field Support Operations, Recreation, Law Enforcement, Volunteers, and Hazardous Materials Management, etc.