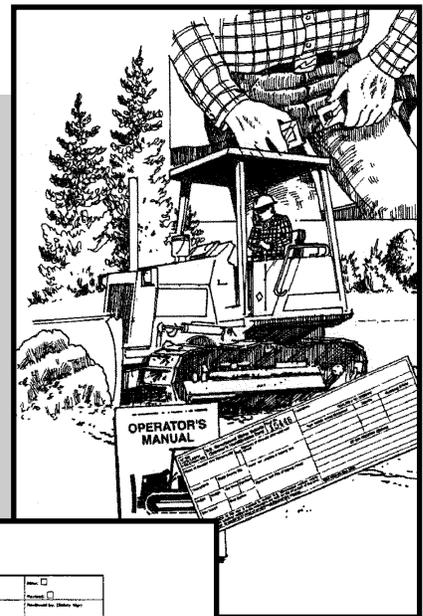


# Safety and Health Management



BLM manuals and handbooks are online at:  
[http://web.blm.gov/internal/wo-500/Directive\\_Mgt.html](http://web.blm.gov/internal/wo-500/Directive_Mgt.html)

Suggested citation:

Bureau of Land Management. 2001. Safety and Health Management.  
BLM Manual H-1112-1. \*Denver, Colorado. 57 sheets

# Table of Contents

## Chapter 1—Program Management

1.1 Objective	1
1.2 Program Elements	1
1.3 Risk Management	1
1.4 Reporting Relationships	2
1.5 Safety and Health Management Team	2
1.6 Special Emphasis Programs	2
1.7 Forms and Matrixes	2

## Chapter 2—Risk Management

2.1 Policy	3
2.2 Requirements	3
2.3 Program Elements	4
2.4 Types of Risk Assessments	5

## Chapter 3—Budget Planning

3.1 Planning Target Allocation	7
3.2 Program Managers	7
3.3 Sources of Funding	7
3.4 Opportunities Notebook	7

## Chapter 4—Annual Action Plan and Required Annual Report

4.1 Safety and Health Action Plans	9
4.2 Required Annual Reports	9

## Chapter 5—Training

5.1 Requirements	11
5.2 New Employee Orientation	11
5.3 Senior Management Training	11
5.4 Supervisor Training	11
5.5 Safety and Health Managers/Specialists and Collateral Duty Safety Officer Training	11
5.6 Employee and Employee Representative Training	11
5.7 Training Assistance	12
5.8 Training Evaluation	12

## Chapter 6—Inspections and Abatements

6.1 Requirements	13
6.2 Safety Inspections	13

6.3 Qualifications for Inspectors . . . . .	13
6.4 Formal Inspection Procedure . . . . .	14
6.5 Imminent Danger . . . . .	15
6.6 Deficiency Abatement Requirements . . . . .	15
<b>Chapter 7—Safety and Health Promotion</b>	
7.1 Promotions . . . . .	17
7.2 Promotional Activities . . . . .	17
7.3 Awards . . . . .	17
7.4 Awards Policy . . . . .	18
7.5 Award Types . . . . .	18
7.6 Other Awards . . . . .	18
7.7 Awards Criteria . . . . .	18
7.8 State Office Safety Awards . . . . .	23
<b>Chapter 8—Accident Investigation and Reporting</b>	
8.1 Accident/Incident Reporting . . . . .	25
8.2 Serious Accidents . . . . .	26
8.3 Serious Accident Investigation Teams . . . . .	27
8.4 Serious Accident Responsibilities . . . . .	27
8.5 Accident Files and Records Maintenance . . . . .	30
<b>Chapter 9—Program Evaluation</b>	
9.1 Purpose . . . . .	31
9.2 Requirements . . . . .	31
<b>Chapter 10—Employee Reports of Unsafe/Unhealthful Working Conditions</b>	
10.1 Policy . . . . .	33
10.2 Responsibilities . . . . .	33
10.3 Time Requirements . . . . .	34
10.4 Recordkeeping . . . . .	34
10.5 Appeals Process . . . . .	34
<b>Chapter 11—Safety Committees</b>	
11.1 Policy . . . . .	37
11.2 State Safety Management Committees . . . . .	37
11.3 Field Office Safety and Health Committees . . . . .	37
<b>Chapter 12—Job Hazard Analysis</b>	
12.1 Requirements . . . . .	39
12.2 Procedures . . . . .	39
<b>Chapter 13—Aviation Safety</b>	
13.1 Aircraft Safety Procedures . . . . .	41
13.2 Requirements . . . . .	41

13.3 Safety Standards . . . . .	41
13.4 Program Assistance . . . . .	41
<b>Chapter 14—Motor Vehicle and Equipment Safety</b>	
14.1 Requirements . . . . .	43
14.2 Responsibilities . . . . .	44
14.3 Motor Vehicle Operator’s Program . . . . .	45
14.4 Off-Road Vehicles . . . . .	48
<b>Chapter 15—Personal Protective Clothing and Equipment</b>	
15.1 Policy . . . . .	49
15.2 Requirements . . . . .	49
15.3 Workplace Hazard Assessments . . . . .	49
15.4 PPE Selection and Usage . . . . .	50
<b>Chapter 16—Occupational Health Hazards/Industrial Hygiene</b>	
16.1 Requirements . . . . .	51
16.2 Occupational Medicine Program . . . . .	51
16.3 Respiratory Protection Program . . . . .	51
16.4 Hearing Conservation Program . . . . .	52
16.5 Hazard Communication Program . . . . .	52
16.6 Bloodborne Pathogens Program . . . . .	53
16.7 Heat Stress Program . . . . .	53
16.8 Laboratory Chemical Hygiene Program . . . . .	54
16.9 Ergonomics Program . . . . .	54
<b>Chapter 17—Fire Safety</b>	
17.1 Structure Fire Prevention and Employee Protection . . . . .	55
17.2 Occupant Emergency Plans . . . . .	56
17.3 Inspections and Recordkeeping . . . . .	56
17.4 Fire Prevention Plans . . . . .	57
17.5 Prescribed Fire Safety . . . . .	57
17.6 Wildland Fire Safety . . . . .	57
<b>Chapter 18—Radiation Safety</b>	
18.1 Policy . . . . .	59
18.2 Regulations . . . . .	59
18.3 Radiation Program . . . . .	59
<b>Chapter 19—Watercraft Safety</b>	
19.1 Watercraft Safety Requirements . . . . .	61
19.2 Operators . . . . .	61
19.3 Training . . . . .	61
19.4 Inspection . . . . .	61
19.5 Requirements and Operating Procedures . . . . .	62

19.6 Personal Flotation Devices . . . . .	.62
19.7 Watercraft and Equipment Checklist . . . . .	.62
19.8 Towing of Nongovernmental Recreational/Commercial Watercraft . . . . .	.63
<b>Chapter 20—Visiting Public Safety and Health</b>	
20.1 Policy . . . . .	.65
20.2 Recreation Areas . . . . .	.65
20.3 Recreation Facilities . . . . .	.65
20.4 Public Awareness . . . . .	.65
20.5 Signage . . . . .	.66
20.6 Accident Reporting . . . . .	.66
<b>Chapter 21—Contractor Safety and Health</b>	
21.1 Policy . . . . .	.67
21.2 Requirements . . . . .	.67
21.3 Multi-Employer Worksites . . . . .	.68
21.4 Safety Personnel . . . . .	.68
<b>Chapter 22—Concessionaire Safety and Health</b>	
22.1 Policy . . . . .	.69
22.2 Bureau Responsibilities . . . . .	.69
<b>Chapter 23—Explosives</b>	
23.1 Policy . . . . .	.71
23.2 Blaster Certification . . . . .	.71
23.3 Certification Criteria . . . . .	.71
23.4 Transportation . . . . .	.71
23.5 Responsibilities . . . . .	.72
23.6 Wildfire Fireline Explosives . . . . .	.72
23.7 Unexploded Ordnance . . . . .	.72
<b>Chapter 24—Electrical Equipment Safety</b>	
24.1 Policy . . . . .	.73
24.2 Defective Equipment . . . . .	.73
<b>Chapter 25—Search and Rescue</b>	
25.1 Policy . . . . .	.75
25.2 Authority . . . . .	.75
25.3 BLM Responsibilities . . . . .	.75
25.4 Field Office Responsibilities . . . . .	.75
<b>Chapter 26—Firearms</b>	
26.1 Policy . . . . .	.77
26.2 Authorization for Nonlaw Enforcement Personnel to Carry Firearms . . . . .	.77
26.3 Requirements . . . . .	.77
26.4 Training . . . . .	.78

**Acronyms/Abbreviations** .....79

**Illustrations**

    Illustration 2-1 Risk Assessment Matrix .....81

    Illustration 2-2 Risk Management Worksheet (Form 1112-5) .....83

    Illustration 2-3 Risk Decision Authority Matrix .....85

    Illustration 6-1 Risk Assessment Code Matrix .....87

    Illustration 6-2 Hazard Abatement Plan (Form 1112-8) .....89

    Illustration 10-1 Employee Report of Unsafe or Unhealthful  
                             Working Condition (Form 1112-4) .....91

    Illustration 12-1 Job Hazard Analysis (Form 1112-3) .....93

    Illustration 26-1 Example of Authorization to Carry Firearms  
                             for Nonlaw Enforcement Personnel .....94

**Appendixes**

    Appendix 1 - Safety and Health Management Team (SHMT) Charter .....97

    Appendix 2 - Bureau of Land Management, Competency-based Human  
                             Resources Management, GS-018 Safety Manager/Collateral  
                             Duty Safety Officer Competency Framework .....101



# Chapter 1

## Program Management

### 1.1 Objective

A. The objective of Manual Section 1112 - Safety, and its accompanying handbooks, is to:

1. Provide overall policy and guidance on the implementation of BLM's Safety and Health Program.
2. Provide consistency throughout the Bureau by having States follow the program structure outlined by the Bureau Safety Office. However, for changes required by local conditions, States are allowed latitude to implement this policy in a manner that is most effective within their organization.

### 1.2 Program Elements

A. Manual Section 1112 identifies six essential safety and health program elements:

1. Program Management
2. Training
3. Inspections
4. Safety and Health Promotion
5. Accident Investigation and Reporting
6. Program Evaluation

B. Element 1, Program Management, is discussed in this chapter; elements 2 through 6 are discussed in subsequent chapters.

C. These elements will be addressed during the planning and implementation of any new initiatives or special emphasis programs.

D. State safety programs will be evaluated against these six elements.

### 1.3 Risk Management

BLM has adopted the Risk Management approach to hazard identification and mitigation. Risk management is a well-proven management tool that identifies hazards and helps managers reduce the actual risk to which their employees are exposed. This method gives managers a tool to reduce the risk of injury during a project to a level where the benefits outweigh the residual risk. This method and its implementation is more fully described in Chapter 2.

## 1.4 Reporting Relationships

A. State Safety Managers will report to a Deputy State Director or higher official at the State level.

B. Full-time safety professionals, below the State level, will report to the Associate Field Office Manager or equivalent at the field office level.

C. Collateral Duty Safety Officers will report to the Associate Field Office Manager or equivalent on all safety and health issues.

## 1.5 Safety and Health Management Team

A. The Safety and Health Management Team (SHMT) was created to assist with the development and implementation of the Bureau's safety program. It is an integral part of the safety program. The charter and responsibilities of the SHMT are described in Appendix 1.

B. SHMT members are expected to budget funds to attend meetings and to actively participate in team meetings and initiatives.

## 1.6 Special Emphasis Programs

From time to time, special emphasis will be placed on aspects of Bureau operations to reduce the risk to employees, contractors, and the public. These special emphasis programs may be of short duration or last a number of years. Risk management techniques will be used during development and implementation of these programs. Where appropriate, chapters in this handbook and Handbook 1112-2, Safety and Health for Field Operations, will be created to address these special emphasis areas.

## 1.7 Forms and Matrixes

The following forms and matrixes have been developed to assist with program management.

- A. Form 1112-3, Job Hazard Analysis (Illustration 12-1)
- B. Form 1112-4, Employee Report Of Unsafe Or Unhealthful Working Condition (Illustration 10-1)
- C. Form 1112-5, Risk Management Worksheet (Illustration 2-2)
- D. Form 1112-8, Hazard Abatement Plan (Illustration 6-2)
- E. Risk Assessment Matrix (Illustration 2-1)
- F. Risk Decision Authority Matrix (Illustration 2-3)
- G. Risk Assessment Code Matrix (Illustration 6-1)

# Chapter 2–Risk Management

## 2.1 Policy

This chapter establishes the requirements of the BLM Risk Management Program. Risk management is a continuous, five-step process that provides management with a systematic method for identifying and managing the risks associated with any BLM operation. It enhances performance and maximizes the ability to get the job done. Four principles control all efforts associated with risk management. These principles are continuously employed throughout all operations.

1. Integrate risk management into decisionmaking, planning, preparation, and execution of all BLM activities.
2. Make risk decisions at the appropriate level in the chain of command. Use the BLM Risk Decision Authority Matrix (see Section 2.3) to determine the leadership level for acceptance of the risk.
3. Accept no unnecessary risk.
4. Accept risk only if the benefit outweighs the potential cost.

## 2.2 Requirements

A. Risk management will be incorporated into all policy decisions, project planning, and field operations. The five-step process, briefly described, is:

1. Identify the hazards. Break down the operation into the essential tasks; identify the hazards associated with each task.
2. Assess the risks. Analyze each hazard and assess the risk using the Risk Assessment Matrix (see Section 2.3).
3. Develop control measures and make a risk decision. Develop control measures that eliminate or reduce the hazard and its risk. As control measures are developed, reevaluate hazards until all risks are reduced to a level where benefits outweigh potential cost. The level of risk remaining after controls have been identified and selected is the residual risk. The decision to accept or reject the residual risk(s) associated with an action must be made at the appropriate level.
4. Implement control measures. Put controls in place that eliminate the hazards or reduce their risks to an acceptable level.

5. Supervise and evaluate. Enforce use of selected controls. Evaluate the effectiveness of controls and adjust or update as necessary.

B. BLM management and employees will use this process to reduce the risk associated with BLM operations and tasks to the lowest level possible, commensurate with accomplishing the task. Employee and managerial responsibilities for integrating risk management are:

1. Safety Managers will ensure that all BLM employees receive risk management training, commensurate with their assigned duties.

2. Leaders will employ the risk management process to preclude unacceptable risks.

3. Managers will integrate risk management into all decisions, policies, processes, planning, and operations.

4. Each State may establish risk approval levels within their organization so long as the acceptance levels are equivalent to those in the Risk Decision Authority Matrix (see Section 2.3).

5. All employees will ensure communication of risk management (i.e., hazards, risk, controls) vertically/horizontally within their organizations.

### **2.3 Program Elements**

A. Risk assessments may be accomplished deliberately in the planning stage of an operation using the Risk Assessment Matrix (Illustration 2-1) and the Risk Management Worksheet (Illustration 2-2), or in the field using only the Risk Assessment Matrix.

B. Use of the Risk Management Worksheet. The Risk Management Worksheet provides a tool for identifying hazards, assessing risk, developing and implementing control measures, enforcing use of selected controls, and evaluating their effectiveness. Block by block instructions are on the back side of the form.

C. Use of the Risk Assessment Matrix. The Risk Assessment Matrix is a tool that can be used to determine how risky an identified hazard is in terms of probability and severity. Each hazard is first assessed in relation to the probability of a hazardous incident occurring. Then the severity of each hazard must be addressed. Severity is expressed in terms of degree of injury or illness, loss of or damage to equipment or property, or environmental damage. Finally, probability and severity are translated into a risk level that must be either accepted or rejected.

D. Levels of Risk and Use of the Risk Decision Authority Matrix (Illustration 2-3). There are four levels of risk that leadership must consider and accept or reject. These levels are determined through the use of the Risk Assessment Matrix, which graphically displays the leadership levels for acceptance of risk, and are based on the severity of a hazard should it occur, and the probability that the hazard will occur. Risk decisions must be made at the appropriate level in the chain of command. The four risk levels and leadership approval levels are:

1. Extremely High Risk. Death or permanent disability, system loss, major property damage. Requires State Director or Associate State Director approval.
2. High Risk. Permanent partial disability, temporary total disability in excess of 3 months, major system damage, significant property damage. Requires Field Office Manager or equivalent approval.
3. Medium Risk. Minor injury, lost workday accident, compensable injury/illness, minor system damage, minor property damage. Requires Branch Chief or equivalent approval.
4. Low Risk. First aid or minor medical treatment, minor system damage. Requires Line Supervisor Approval.

## 2.4 Types of Risk Assessments

Two types of risk assessments can be used by management and employees. They are:

A. Formal Risk Assessments. Formal risk assessments using the Risk Management Worksheet and the Risk Assessment Matrix must be accomplished during the planning phase of any project and for all Extremely High, High, and Medium risk operations.

1. The Risk Management Worksheet must be completely filled out and approved at the appropriate level. This approval does not necessarily have to be received in writing. If verbal approval from the risk decision authority is received, note this fact on the worksheet.
2. All personnel involved in the operation must be briefed on the formal risk assessment as it pertains to their operational area.
3. The line supervisor must have a copy of the Risk Management Worksheet at the work site.
4. The line supervisor is responsible for ensuring that control measures identified in the approved Risk Management Worksheet are actually reducing the risk and not creating hazards.

5. At the conclusion of the operation, the project's risk assessment should be reviewed to determine its level of effectiveness. An informal after action review should address shortfalls and make recommendations for future similar operations.

B. Field Risk Assessments. Field risk assessments may be used when there is no time to do a formal assessment using the Risk Management Worksheet.

1. Field risk assessments are used when a formal Risk Management Worksheet is not necessary. Small projects and routine recurring work are examples of this.

2. Supervisors and work leaders will mentally go through the same process of identifying hazards, assigning risk, and reducing that risk to the point where the benefit outweighs the cost. This can be done at the start of the day or in a tailgate session before the project starts.

3. Hazards identified and controls planned will be discussed with all employees involved in the project.

4. If the residual risk is medium or above, project approval will be elevated to the level of supervision specified in the Risk Decision Authority Matrix.

# Chapter 3

## Budget Planning

### 3.1 Planning Target Allocation

Managers with delegated financial management authority shall ensure adequate financial and staffing resources for the Safety and Health Program, as required by Section 19 of the Occupational Safety and Health Act and 29 CFR 1960.7, Basic Program Elements for Federal Employee OSH Programs and Related Matters. Funding shall be adequate to accomplish compliance and ongoing safety and health activities and initiatives.

### 3.2 Program Managers

Safety and Occupational Health Managers shall function as program leaders, planners, and advocates in the budget planning process. They shall inform managers of special initiatives or new compliance standards that require additional or special funding. Program managers shall ensure that corrective actions requiring an abatement plan as a result of annual facilities inspections are identified in the Facilities Inventory Maintenance Management System (FIMMS), or its equivalent.

### 3.3 Sources of Funding

All BLM subactivities shall provide adequate funding to ensure the safety and health of BLM employees, volunteers, and contractors. This funding shall be adequate to fulfill compliance requirements and BLM directives, which include employee personal protective equipment and safety-related training.

### 3.4 Opportunities Notebook

The BLM Opportunities Notebook is maintained as a current list of, and budget justifications for, priorities and projects throughout BLM that need special funding. Program managers shall coordinate with benefitting activity managers to ensure that appropriate safety-related items are included in the BLM Opportunities Notebook.



# Chapter 4—Annual Action Plan and Required Annual Report

## 4.1 Safety and Health Action Plans

All offices shall develop an annual Safety and Health Action Plan to outline courses of action to improve the unit's safety program.

A. The plan shall be based upon an assessment of what is needed to make the safety program fully successful. In making this assessment, consider the following:

1. Manual Section 1112 requirements
2. Manual Handbook 1112-1
3. Bureau Safety Office initiatives
4. State Director priorities
5. Special requirements identified by the office

B. Once this assessment is complete, actions required will be prioritized and the amount of time and money needed to complete the plan will be identified.

C. Safety personnel will then identify the amount of work that can be accomplished during the fiscal year given the resources available. The action plan should only address the most important safety issues for that office. There is no need to initiate actions in all program elements listed in Manual 1112.

D. For each item selected, a measurable goal will be established. This goal will allow management to determine if each item has been completed.

E. Each State office will complete their action plan by August 30. Once complete, this plan will be presented to senior management in the office for their approval. A copy of the approved plan will be sent to the Bureau Safety Office.

## 4.2 Required Annual Reports

A. Occupational Safety and Health Administration (OSHA) Recordkeeping

1. All recordable accidents must be entered on a record or log within 6 working days following the date management was notified of the occurrence (29 CFR 1960.67). OSHA Form 200, Log of Occupational Injuries and Illness, or its equivalent, will be used by each office to log these injuries and illnesses.

2. A summary of the OSHA 200 Log for each workplace will be posted no later than 45 calendar days after the close of the fiscal year, or otherwise disseminated in writing to all employees of that workplace. The annual summary will be posted for a minimum of 30 consecutive days, in a conspicuous place(s), where notices to employees are customarily posted (29 CFR 1960.71).

## B. Annual Accomplishment Report

1. Each State will prepare an annual accomplishment report. The report will include as a minimum:

a. Accomplishments towards achievement of the goals and objectives in the annual Safety and Health Action Plan

b. A review of accident statistics and trends for the previous year

c. Other significant accomplishments or changes in the program

2. This report will be completed by November 1 and presented to the senior managers at the State Office. A copy will also be forwarded to the Bureau Safety Office.

# Chapter 5–Training

## 5.1 Requirements

Mandatory training for certain positions/employees is identified in 29 CFR 1960, Subpart H, Training; OSHA Pamphlet 2254, Training Requirements in OSHA Standards and Training Guidelines; and BLM Manual Handbook 1112-2, Safety and Health for Field Operations. Supervisors will ensure that all required safety training is provided to employees and that the training is thoroughly documented.

## 5.2 New Employee Orientation

All new employees, supervisors, and managers will receive orientation in the Safety and Health Program. This training will include information on the Occupational Safety and Health Act of 1970 (Act), Executive Order 12196, 29 CFR 1960, 485 DM, Manual Section 1112, information on typical hazards they are likely to encounter, and their safety rights and responsibilities. BLM's new employee orientation handbook ([www.ntc.blm.gov/leadership/orientation/](http://www.ntc.blm.gov/leadership/orientation/)) provides all the information needed to meet this requirement.

## 5.3 Senior Management Training

BLM shall provide top management officials with orientation and other learning experiences that will enable them to manage the safety and health programs of their organizations. Such orientation should include coverage of the Act, Executive Order 12196, 29 CFR 1960, and the safety and health program contained in 485 DM and in BLM Manual Section 1112.

## 5.4 Supervisor Training

BLM shall provide safety and health training for supervisory employees that includes supervisory responsibility for providing and maintaining safe and healthful working conditions for employees; a summary of the Act, Executive Order 12196, and 29 CFR 1960; procedures for reporting hazards; procedures for investigating accidents; procedures for investigation or reprisal allegations; procedures for the abatement of hazards; and the risk management process.

## 5.5 Safety and Health Managers/Specialists and Collateral Duty Safety Officer Training

A. BLM like much of the rest of the Federal government, has elected to move toward a competency-based human resources process. Competencies are the technical skills, knowledge, and behavioral characteristics required to successfully perform the

duties of a specific position. The competency framework will be used in the selection and development of State Safety Managers, full-time safety professionals, and field office Collateral Duty Safety Officers.

B. The competencies for safety professionals are organized into three categories representing major cluster areas:

1. Business Competencies
2. Professional Competencies
3. Technical Competencies

C. All safety personnel and collateral duty safety officers will use this framework to develop their requirements for safety training. Refer to Appendix 2 for details on specific training and training sources.

## **5.6 Employee and Employee Representative Training**

BLM shall provide appropriate safety and health training for employees, including specialized job safety and health training appropriate to the work performed by the employee (e.g., Administrative, Field Operations, Motor Vehicle Operations, Heavy Equipment Operations, and Computer Operations).

## **5.7 Training Assistance**

Safety and Health Managers/Coordinators will advise management on recommended training to help them meet present and future Program needs.

## **5.8 Training Evaluation**

Individual Development Plans (IDPs) for full-time and collateral duty safety personnel will be developed and monitored by management. Formal training and certification programs will be evaluated periodically as required in 370 DM 410, 3.8.

# Chapter 6

## Inspections and Abatements

### 6.1 Requirements

A. There are two components to a comprehensive evaluation of a safety program. The first is an inspection of the physical facilities to identify and abate unsafe conditions. The second is an evaluation of the safety program and management (see Chapter 9). Safety programming identifies risks and develops procedures to reduce risk to an acceptable level. Both components must be inspected to obtain a complete view of a unit's safety program.

B. Evaluations shall be conducted in BLM as required by 29 CFR 1960 Subpart J; Departmental Manual (485 DM, Chapter 5); BLM Manual 1112 - Safety; and this handbook.

### 6.2 Safety Inspections

A. The routine inspection of all operations, workplaces, and facilities is a continuous part of every supervisor's responsibility. The identification of hazards requires a daily review of facilities, workplaces, equipment, and operations by every BLM employee as a part of his/her daily work routine.

B. Formal safety inspections of physical facilities will be made by a qualified inspector at least once each fiscal year to review existing conditions and to assess the adequacy of safety efforts to eliminate hazards and reduce accidents and illnesses. More frequent inspections must be conducted where there is an increased risk of accident, injury, or illness.

#### C. Pre-Occupancy Inspections

1. All structures designed for occupancy, including leased office space, will have a safety inspection before occupancy. Any deficiencies noted during the inspection will be brought to the attention of the builder or lessor.

2. All serious deficiencies will be abated before occupancy. Minor deficiencies will be corrected or a plan will be submitted by the lessor or builder to verify that corrective action will be taken to abate the hazards.

### 6.3 Qualifications for Inspectors

Pursuant to 29 CFR 1960.25, a formal inspection program requires trained, qualified, and competent inspectors. BLM shall provide training for safety and health inspectors with respect to appropriate standards, the use of appropriate equipment, and testing procedures

necessary to identify and evaluate hazards and suggest general abatement procedures. If an organization does not have the required expertise, arrangements shall be made to obtain outside assistance.

#### **6.4 Formal Inspection Procedure**

A. For formal inspections, a written notice will normally be given prior to the inspection. Unannounced inspections may be made, however, if the safety professional determines that an unannounced inspection is justified.

B. This formal notification procedure does not apply to safety professionals and collateral duty safety personnel inspecting local facilities.

C. Inspections shall be conducted in a manner to preclude unreasonable disruption of the operations of the workplace. The inspector will make a formal, comprehensive walk-through inspection. Checklists may be used to ensure completeness of the inspection.

D. Inspections shall be conducted according to the following protocol:

1. Initial Conference. Meet with the office or activity head to discuss current safety objectives, scope of inspection procedures, specific problem areas, and previous findings and recommendations. Extend an invitation to the office head and employee representative, if any, to accompany the inspector during the inspection.

2. Inspection. Perform on-site inspections of physical facilities, materials, equipment, and work operations to determine the extent of compliance with OSHA standards and BLM safety requirements. Interview employees, supervisors, and office heads concerning matters of safety and health.

3. Safety Programming Review. A review of safety programming may be conducted in conjunction with the facility inspection to determine if program elements are missing or need enhancement. See Chapter 9 for additional information on program reviews.

4. Findings. Identify all instances of noncompliance with safety and health standards and recommend corrective actions to the official in charge of the facility.

5. Close-Out Conference. Discuss findings and preliminary recommendations with the office head. Identify areas of concern and exchange views on significant items. A preliminary report of the findings should be left with the field office manager.

6. Written Reports. A written report shall be provided to the official in charge of the workplace inspected within a reasonable time, but not later than 15 working days after the inspection. Reports should list all deficiencies noted during the inspection; a risk assessment code (RAC) (see Section 6.6) defining the degree of hazard for each deficiency; recommended abatement procedures; and a citation of the reference standard that was violated.

Written reports shall state the date by which abatements or abatement plans must be completed and require a response from the office describing steps taken to abate the deficiencies. Inspection reports shall indicate if any followup monitoring will be accomplished.

### 6.5 Imminent Danger

Imminent danger is defined as a situation posing the threat of immediate death or serious physical injury. Imminent danger situations discovered during any safety and health inspection shall be brought immediately to the attention of supervisory personnel. Affected work shall be stopped by local management personnel or by the inspector. Personnel not required for abating the hazard shall be evacuated from the affected area. Immediate abatement actions shall be initiated or the operation shall be terminated.

### 6.6 Deficiency Abatement Requirements

A. Once a deficiency has been identified, it is the responsibility of the office head to ensure that corrective action is completed in a timely manner. Operating plans and budgets shall include programming of resources to correct safety and health deficiencies according to a priority based upon the degree of the hazard.

B. The degree of hazard for each physical deficiency is determined by using the risk assessment process to compare the probability of an accident occurring with the severity if it does occur. The degree of hazard will be assigned a RAC based on the following figure, which is also located at Illustration 6-1 in the back of this handbook. The back of Illustration 6-1 contains the criteria for determining severity and probability.

			HAZARD PROBABILITY				
			Frequent	Likely	Occasional	Seldom	Unlikely
			A	B	C	D	E
			SEVERITY	Catastrophic	I	RAC 1	
Critical	II	RAC 2			RAC 3		
Marginal	III	RAC 3			RAC 4		
Negligible	IV	RAC 4					

C. All RAC 1, 2, or 3 hazards will be corrected within 30 days of notification. (RAC 4 hazards will be completed as time and resources permit.) If the hazard cannot be abated within 30 days, a written abatement plan must be submitted to the safety officer who conducted the inspection. The plan shall include any interim corrective actions taken to reduce the hazard until it can be fully corrected. Spot checks should be done by a safety officer to ensure that any interim measures taken to abate hazards have been implemented and are still effective. Abatement plans should be reviewed periodically to ensure adequate resource allocation and to ensure that corrective actions have been accomplished. Deficiencies should be abated on a worst-first basis (a form for an abatement plan is located at Illustration 6-2).

# Chapter 7–Safety and Health Promotion

## 7.1 Promotions

An effective safety and health promotion effort enhances the overall safety program by providing useful information to employees concerning both on and off-the-job activities. Personnel need to consider their safety and health in a variety of environments. This chapter addresses various promotional activities and awards that can be used to increase safety awareness.

## 7.2 Promotional Activities

A. There are a wide variety of tools available for promotional activities. When selecting one of these tools, keep the target audience in mind. Promotions that have proven effective in the past include:

1. Monthly poster program
2. Newsletters
3. National Safety Council Safety and Health Magazine
4. Clip art services
5. Safety alerts
6. Consumer Product Safety Commission (CPSC) notices
7. Seasonal campaigns (e.g., winter driving, Christmas, summer)
8. Videos
9. Safety Day
10. Monthly tailgate safety meetings

B. Suggested sources of information include:

1. State safety Web pages
2. Bureau safety Web page (<http://ncweb.sc.blm.gov/safety>)
3. BLM Library (<http://ncweb.sc.blm.gov/BLMLibrary>)
4. National Interagency Fire Center (NIFC) ([www.nifc.gov](http://www.nifc.gov))
5. Department of the Interior (<http://safetynet.smis.doi.gov>)
6. National Safety Council ([www.nsc.org](http://www.nsc.org))
7. Consumer Product Safety Commission ([www.cpsc.gov](http://www.cpsc.gov))
8. Publishers of safety literature

## 7.3 Awards

Awards permit recognition of work units and individuals who best exemplify safe and healthful practices.

## 7.4 Awards Policy

Units and individuals will be recognized for outstanding accident prevention efforts in accordance with the following criteria:

A. The Bureau Safety Office will initiate award presentations for units or individuals whose contribution to the Bureau's risk management efforts has impact beyond the State level.

B. State safety offices will initiate procedures for awarding units or individuals whose contribution to the Bureau's risk management efforts has impact beyond the field office level.

C. Field office safety personnel and line managers will award groups or individuals for significant achievements in risk reduction efforts.

## 7.5 Award Types

The following safety awards are available for both units and individuals:

- A. Director's Award of Excellence in Safety
- B. Bureau Safety Manager's Special Award of Excellence in Safety
- C. BLM Award of Excellence in Safety
- D. BLM Accident Prevention Award of Honor in Safety
- E. BLM Accident Prevention Award of Accomplishment in Safety
- F. BLM Motor Vehicle Driver Safety Award
- G. National Wildland Fire Safety Award

## 7.6 Other Awards

Monetary awards, time-off awards, and gifts may be given separately or in conjunction with the above nonmonetary awards.

## 7.7 Awards Criteria

- A. Director's Award of Excellence in Safety

1. Recipients: States, Centers, and Field Offices

2. Eligibility requirements: States, Centers, and Field Offices that made significant improvements in at least two major accident areas when compared with the previous fiscal year's accident record. Major accident areas include, but are not limited to:

- a. Motor vehicle accidents
- b. Aircraft accidents
- c. Employee accidents

- d. Employee injury and illness reduction programs
  - e. Visitor injury reduction programs
3. Initiator: State Directors, Center Directors, or their respective safety and health managers
4. Nomination: Nominations will be forwarded to the Bureau Safety Manager.
5. Documentation: The nomination package must include a detailed description of the following:
- a. Successful accident prevention programs
  - b. How the organization succeeded in reducing accidents (by category)
  - c. Statistical or other data verifying results
  - d. Other safety initiatives developed and implemented
  - e. Other significant safety successes for the period of time nominated
6. Judging: The Bureau Safety Manager will convene a panel as required to determine recipients of this award.
7. Approver: BLM-Designated Agency Safety and Health Official (DASHO)
8. Award: Plaque
- B. Bureau Safety Manager's Special Award of Excellence in Safety
- 1. Recipients: Field Units, Individuals
  - 2. Eligibility requirements:
    - a. A field unit that has performed a special act or taken unusual initiative in risk management, or made significant improvements in its safety record when compared with the previous fiscal year and has experienced no lost time accidents for the period of time nominated.
    - b. An individual who has performed a special act or taken unusual initiative in risk management and is deserving of special recognition.
  - 3. Initiator: Local line officer, supervisor, State Directors, Center Directors, or their respective safety and health managers

4. Nomination: Nominations will be forwarded to the Bureau Safety Manager.

5. Documentation: The nomination package must include a description of the unit's or individual's performance and should include:

- a. The unit, location, and type and number of assigned personnel
- b. Endorsement of the State Director or Center Director
- c. Methods used to effect or sustain accident reduction (e.g., safety training or new initiatives)
- d. Accident statistics
- e. Major accomplishments
- f. Objectives for the coming year

6. Judging: Bureau Safety Manager

7. Approver: Bureau Safety Manager

8. Award: Certificate

### C. BLM Award of Excellence in Safety

1. Recipients: Field Units

2. Eligibility requirements: A field unit that has completed 36 consecutive months without experiencing a lost time accident. Awards shall not be approved for overlapping time frames.

3. Initiator: Unit leadership, field office manager, Center Director, State Director, or their respective safety and health managers

4. Nomination: Nominations will be submitted through the unit's leadership channels to the respective State or Center for screening and verification of the unit's performance.

5. Documentation: Each level of the leadership channel must endorse the request and verify that the unit is eligible for the award.

6. Judging: As determined by the State or Center

7. Approver: State or Center Directors

8. Award: Plaque

D. BLM Accident Prevention Award of Honor in Safety

1. Recipients: Field Units

2. Eligibility requirements: A field unit that has completed 24 consecutive months without experiencing a lost time accident. Awards shall not be approved for overlapping time frames.

3. Initiator: Unit leadership, field office manager, Center Director, State Director, or their respective safety and health managers

4. Nomination: Nominations will be submitted through the unit's leadership channels to the respective State or Center for screening and verification of the unit's performance.

5. Documentation: Each level of the leadership channel must endorse the request and verify that the unit is eligible for the award.

6. Judging: As determined by the State or Center

7. Approver: State or Center Directors

8. Award: Certificate

E. BLM Accident Prevention Award of Accomplishment in Safety

1. Recipients: Field Units

2. Eligibility requirements: A field unit that has completed 12 consecutive months without experiencing a lost time accident. Awards shall not be approved for overlapping time frames.

3. Initiator: Unit leadership, field office manager, Center Director, State Director or their respective safety and health managers.

4. Nomination: Nominations will be submitted through the unit's leadership channels to the respective State or Center for screening and verification of the unit's performance.

5. Documentation: Each level of the leadership channel must endorse the request and verify that the unit is eligible for the award.

6. Judging: As determined by the State or Center

7. Approver: State or Center Directors

8. Award: Certificate

F. BLM Motor Vehicle Driver Safety Award

1. Recipients: Bureau employees

2. Eligibility requirements: A nominee must complete the following without any “at fault” on-duty vehicle accident or moving traffic violations.

a. Twelve months or 10,000 miles of BLM administrative vehicle operation

b. Twelve months or 8,000 miles of off highway/off road driving

c. Twelve months or 1,500 hours of materials handling equipment operation

3. Initiator: Unit leadership or local line supervisor

4. Nomination: Nominations will be made in accordance with State policy.

5. Documentation: As required by State policy

6. Judging: As required by State policy

7. Approver: As required by State policy

8. Award: Certificate

G. National Wildland Fire Safety Award

1. Recipients: Individuals or work groups

2. Eligibility Requirements: Demonstrated special achievement in fire safety. This achievement may be a single act or sustained performance resulting in an identifiable accomplishment enhancing the safety of firefighters, the public, or visitors to Bureau lands and directly impacting the fire management program.

3. Initiator: Local unit FMOs, dispatch center managers, or field office managers
4. Nomination: Nominations will be submitted through the respective State FMOs, who will then forward one nominee per State to the Office of Fire and Aviation (OF&A).
5. Documentation: Each State FMO must endorse the request and verify the eligibility for the award.
6. Judging: An OF&A panel
7. Approver: OF&A Director
8. Award: Plaques given to the top three nominees with a monetary award given to the top nominee.

### **7.8 State Office Safety Awards**

State Offices may supplement these awards with additional ones if desired.



# Chapter 8–Accident Investigation and Reporting

## 8.1 Accident/Incident Reporting

A. Employees are required to immediately report to their supervisor every job-related accident or incident.

B. Managers and supervisors shall investigate and record all personal injuries and property damage promptly and accurately to the Department of the Interior Safety Management Information System (SMIS) at <http://www.smis.doi.gov>. SMIS information is used to furnish data for mandatory OSHA reports, fire safety reports, property damage reports, and the evaluation of safety and health programs. All reportable accidents must be logged into SMIS within 6 working days of the incident.

C. Office of Workers' Compensation Forms. When an occupational injury or disease occurs, the required forms for examination or treatments, compensation claims, attending physician's report, and termination of total or partial disability should be obtained from the employee's personnel or compensation office. Information on the procedures for filing claims for occupational injury (Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation, Form CA-1), occupational illness (Notice of Occupational Disease and Claim for Compensation, Form CA-2), and occupational fatalities (Official Superior's Report of Employee's Death, Form CA-6) is available from the appropriate servicing personnel office or the BLM Handbook entitled, *Managing Human Resources: Office of Workers Compensation Program* (Information Bulletin 97-132, September 1, 1997). Completed forms are sent to the BLM OWCP coordinator for processing. Copies are placed in the Employee's Medical Folder.

D. Motor Vehicle Accidents. The operator of any motor vehicle used for official business and involved in an accident is required to provide data on that accident. The data is needed for safety analysis, tort claim actions, and property damage reimbursements. The data will be provided on the forms specified below to the operator's supervisor within 1 working day of the incident.

1. *SMIS Incident/Accident Report*. The SMIS report is completed by the supervisor, not the employee, and is based on the report of the employee(s) involved and the results of the supervisor's investigation to determine the cause of injuries or property damage.

2. *SF-91, Operator's Report of Motor Vehicle Accident (REV.2 93)*. Section I through IX is completed by the operator at the scene of the accident. The supervisor shall complete Section X and sign as the Accident Investigator in Block 87. The District/Field Office Manager shall complete Section XIII and sign as the Accident Reviewing Official in

Block 88. For all GSA vehicles, the original SF-91 will be sent to the GSA vehicle motor pool manager. For Department of the Interior vehicles, the SF-91 will be sent to the appropriate Fleet Manager.

3. *SF-94, Statement of Witness.* Standard Form 94 will be completed at the scene of the accident and forwarded with Standard Form 91.

4. State and/or local reports from police or motor vehicle departments. A copy of all police or motor vehicle department reports will be submitted with Standard Form 91, or when received, and forwarded through channels. Operators are responsible for submitting State motor vehicle accident forms, as required, to the motor vehicle department.

E. Aircraft Accidents. The Office of Aircraft Services (OAS) Aviation Safety Office will coordinate the technical investigations of all Departmental aircraft accidents. This action does not alleviate the requirement for Bureaus to submit SMIS Accident/Incident reports. Some of the information in technical aircraft accident investigation reports is sensitive and is not subject to discovery within the provisions of the Freedom of Information Act (FOIA). Sensitive information resulting from technical aircraft investigations will not be included on the SMIS report. In the Narrative of Accident/Incident, include only the words "Aircraft Accident." "Corrective Action Taken or Planned" will be left blank. OAS is designated as the Office of Record for all original copies of aircraft accident reports (see 352 DM 6 for additional information).

F. Boating Accidents. U.S. Coast Guard (USCG) Form 3865, Boating Accident Report, will be completed whenever an accident occurs in waters within USCG jurisdiction and results in the loss of life, injury causing incapacitation in excess of 72 hours, or property damage in excess of \$500 (see 33 CFR Part 173.55 - Report of Casualty or Accident). This report will be submitted to the USCG. An SMIS Accident/Incident report is also required.

G. Wildland and Prescribed Fire-Related Shelter Deployments and Entrapments. The initial report of shelter deployments and/or entrapments will be made in accordance with the instructions listed on the National Fire Equipment System (NFES) Form No. 0869, National Wildland Fire/Entrapment Report. The final reports, which are completed at the local level, will be forwarded to the National Interagency Fire Center for review, data collection, and dissemination.

## 8.2 Serious Accidents

A serious accident is defined as an accident caused by an employee action, BLM condition, or activity that results in:

A. One or more fatalities or imminently fatal injuries or illnesses to employees, volunteers, contractors, emergency firefighters, or the public.

B. Three or more employees, volunteers, contractors, emergency firefighters, or public individuals hospitalized.

C. Property damage, including site mitigation and cleanup, of \$250,000 or more.

D. Accidents that a State Director, the BLM Designated Agency Safety and Health Official (DASHO), or the Bureau Safety Manager feel warrant further investigation.

### **8.3 Serious Accident Investigation Team**

Serious accidents will be investigated by a Serious Accident Investigation Team (SAIT) or Trained Investigator (TI) assigned or approved by the BLM Safety Manager and appointed by the BLM DASHO.

### **8.4 Serious Accident Responsibilities**

A. Employees

Employees must:

1. Upon arriving at a serious accident scene
  - a. Obtain emergency aid for the injured
  - b. Protect others from injury
  - c. Protect property from unnecessary damage
  - d. Promptly notify their supervisor

2. Report to his/her supervisor accurately, completely, and promptly all information related to the accident or incident.

B. Supervisors

It is the responsibility of every supervisor to:

1. Obtain emergency aid for injured personnel and to provide protective measures for others.

2. Notify, immediately, the appropriate office head (i.e., Resource Area Manager, District/Field Manager, State or Center Director) and the designated Safety and Health Manager/Coordinator.

3. Secure the accident site and protect physical and administrative evidence until the investigator has completed work and released the site.
4. Brief the investigator(s) upon arrival and support the investigators as requested.

### C. Managers

The BLM manager, usually the District/Field Manager/Associate Director who has direct line supervision over employee activity, will:

1. Implement the actions specified in the National Wildfire Coordinating Group publication, *Agency Administrator's Guide to Critical Incident Management* (PMS 926/NFES 1356).
2. Review actions to be taken in the event of a fatality of a BLM employee as set forth in the BLM publication, *Employee Casualty Guide for Managers and Supervisors* (republished in 1999 and available from the Printed Materials Distribution Section (PMDS), BC-650B, Order No. P-307).
3. Provide oversight of the accident investigation.
4. Fund all expenses required to conduct a thorough accident investigation.
5. Ensure the correction of any deficiencies noted in the Management Report recommendations and corrective action plan, and provide a status report to the DASHO, through the First Level Executive Manager, at least every 90 days until all appropriate, corrective actions are implemented.

### D. Safety and Health Managers

It is the responsibility of safety and health managers to:

1. Ensure that a verbal report of all serious accidents is sent, as soon as possible, to the Bureau Safety Manager (303-236-2530).
2. Discuss immediate actions the manager should take to get ready for the SAIT.
3. Arrange for SAIT Investigator's Kit to be shipped to the office manager.
4. Notify the nearest Federal Occupational Safety and Health Administration Area Office (after hours, call 1-800-321-OSHA) of a serious accident within 8 hours of the accident. This report will include the establishment name, location of the accident,

time of the accident, number(s) of fatalities or hospitalized employees, contact person, phone number, and a brief description of the accident.

5. Forward a written preliminary notice within 48 hours of the incident to the Bureau Safety Manager, which contains only the basic facts intended for information sharing purposes.

#### E. BLM Safety Manager

The BLM Safety Manager should:

1. Ensure that adequate measures are in place to promptly begin a serious accident investigation. As the BLM DASHO's designated representative, assign or approve the assignment of selected individuals to an SAIT. Ensure that appropriate, qualified personnel and resources are immediately available to conduct and support the investigation.

2. Review the findings from serious accident investigations, approve the findings and recommendations if appropriate, and prepare addendums to the findings and recommendations.

3. Provide for long-term storage of evidence.

4. Ensure DOI and OSHA notifications are accomplished.

5. Authorize the SAIT, when appropriate, to combine the Factual and Management Reports.

#### F. BLM DASHO

The BLM DASHO will:

1. Authorize an SAIT or TI with the assistance of the BLM Safety Manager. In the case of a serious, fire-related accident occurring during a Department of Agriculture Forest Service managed fire, a Department of the Interior managed fire, or a jointly managed fire, the SAIT will include personnel from both the Department of the Interior and the Department of Agriculture.

2. Coordinate with the SAIT Team Leader or TI to ensure that appropriate personnel and resources are immediately available to conduct and support the investigation. Ensure that the SAIT or TI has full authority to investigate, interview individuals, search records, record and attach evidence, and obtain the resources necessary to complete the investigation. Obtain the Factual and Management Reports (due within 45 calendar days of the accident occurrence) and send a copy of the Factual Report to the DOI Office of Managing Risk and Public Safety.

3. Review the Factual Report and Management Report.

4. Ensure, upon acceptance of the Management Report recommendations, that a corrective action plan is developed by the First Executive Level Manager (Assistant Directors, State and Center Directors), whose organization incurred the accident. The plan must incorporate management initiatives developed to address the causal factors of the accident based upon Management Report recommendations. The corrective action plan is to be completed within 21 working days of the receipt of the Management Report.

5. Ensure that the final report, which includes the Factual Report, the Management Report and its recommendations, and the corresponding corrective action plan are sent to the Departmental DASHO.

6. Recommend to the Bureau Director, if appropriate, the appointment of a Board of Review.

### **8.5 Accident Files and Records Maintenance**

Bureau safety and health records disposal is governed by record schedules approved by the Archivist of the United States, National Archives and Records Administration, and BLM Manual Section 1272. Access to accident records by employees and their representatives will be in accordance with 29 CFR 1910.20.

# Chapter 9

## Program Evaluation

### 9.1 Purpose

A periodic review of the safety program is necessary to ensure initiatives are having the desired effect. It is not uncommon for a course of action to produce an unintended result. The periodic review evaluates the program to identify these initiatives and allow for programming changes to correct them.

### 9.2 Requirements

#### A. State Safety Managers

1. At least annually, State Safety Managers will review the State's safety program to assess its effectiveness. As a minimum, this review will include:

- a. An analysis of the previous year's accident data and trends
- b. The effectiveness of the previous year's initiatives
- c. The abatement status of outstanding deficiencies found during previous inspections

2. The State Safety Manager will modify, delete, or implement new initiatives to correct any problems identified. These changes will be reflected in the Annual Safety and Health Action Plan for the next year.

#### B. Bureau Safety Manager

1. The Bureau Safety Manager will conduct a Safety Program and Management Review of each State and Center every 3 years.

C. Additional reviews may be scheduled on an ad hoc basis as determined necessary by the BLM DASHO or the State Director.



# Chapter 10–Employee Reports of Unsafe/Unhealthy Working Conditions

## 10.1 Policy

Detection of unsafe or unhealthy working conditions at the earliest possible time and prompt correction of hazards at the lowest possible working level are essential elements of BLM’s Safety and Health Program. All BLM employees shall report unsafe or unhealthy working conditions to their immediate supervisor or if unavailable, to the next supervisory level, who will promptly investigate the situation and take appropriate corrective action.

## 10.2 Responsibilities

Supervisors and safety professionals shall ensure that the following procedures for employees to report unsafe/unhealthy working conditions are in place at all work locations:

A. Notices publicizing the right of employees to report hazardous situations posted at all places employees normally report for duty. The poster “Occupational Safety and Health Protection for Interior Employees” includes hazard reporting as an employee responsibility and meets this requirement.

B. Employees’ right to remain anonymous if they so desire

C. Submission of oral reports to supervisors encouraged as the quickest and most effective method of hazard identification and abatement. Employees may also submit complaints in writing or use Form 1112-4, Employee Report of Unsafe or Unhealthy Working Condition (see Illustration 10-1). This form is provided for the assistance of employees, but is not required. Employees may submit reports in any format.

D. Step-by-step procedures and processing channels for employee reporting of conditions believed to be unsafe or unhealthy

E. Timely and effective response to the report originator (see Section 10.3 for specific time requirements)

F. Procedures and processing channels for the report originator to appeal if he/she is unsatisfied with the response to a report

G. Safeguards to ensure that employees are not subjected to restraint, interference, coercion, discrimination, or reprisal by virtue of their filing a report on unsafe/unhealthy working conditions. Allegations of reprisal shall be filed in accordance with existing BLM grievance procedures.

H. Notices advising employees of serious unsafe/unhealthy working conditions and interim protective measures posted in the immediate vicinity of the hazard area until it is abated.

### **10.3 Time Requirements**

A. Reports of imminent danger conditions will be investigated within 24 hours.

B. RAC 3 or higher conditions will be investigated within 3 working days.

C. Other hazardous conditions will be investigated within 10 working days.

D. Reports of unsafe or unhealthy working conditions will be investigated by the local safety officer. A written response will be provided to the reporting individual within 3 working days following completion of the investigation. If it is not possible to complete the investigation of the situation within the designated time frames, an interim report will be provided to the employee.

### **10.4 Recordkeeping**

A. Employee reports of hazardous conditions will be logged as required by 29 CFR 1960.28 (d)(1).

B. A record of the complaint and subsequent investigation will be retained for at least 5 years following the end of the fiscal year in which final action on the report was taken.

### **10.5 Appeals Process**

In the event that an employee is dissatisfied with the response to the initial report of unsafe or unhealthy working conditions, he/she has the right to appeal as follows:

A. State Safety Manager. The State Safety Manager will investigate the report on behalf of the State Director. This investigation should take no more than 20 days from the time of receipt. A written report will be provided to the employee giving the results of the investigation within 3 days of completion. If it is not possible to complete the investigation of the situation within the designated time frame, an interim report will be provided to the employee.

B. Bureau Safety Manager. If the employee is dissatisfied with the State Safety Manager's investigation results, he/she may appeal to the Bureau Safety Manager, who

will investigate. This investigation should take no more than 10 days from the time of receipt. A written report will be provided to the employee giving the results of the investigation within 3 days of completion. If it is not possible to complete the investigation of the situation within the designated time frame, an interim report will be provided to the employee.

C. BLM DASHO. If the employee is dissatisfied with the Bureau Safety Manager's investigation results, he/she may appeal to the BLM DASHO, who will investigate. This investigation should take no more than 10 days from the time of receipt. A written report will be provided to the employee giving the results of the investigation within 3 days of completion. If it is not possible to complete the investigation of the situation within the designated time frame, an interim report will be provided to the employee. This is the employee's final appeal within the Bureau.

D. Employees are authorized, in accordance with 29 CFR 1960, to file a report with the Department of Labor, Occupational Safety and Health Administration at any time.



# Chapter 11

## Safety Committees

### 11.1 Policy

Two types of committee will be established within BLM. The first is a State Safety Management Committee. The second is a District or Field Office Safety and Health Committee.

### 11.2 State Safety Management Committees

A. The purpose of a State Safety Management Committee is to provide senior level oversight and direction of the State safety program. The committee shall approve and support the overall direction of the program and monitor its performance. Typical duties will include:

1. Approving the annual safety and health action plan
2. Reviewing significant accident trends in the State and making recommendations for correction
3. Addressing issues forwarded to the State committee by a field office safety committee
4. Assuring adequate resources are provided to implement the safety program

B. Committee membership will be determined by the State leadership, but should include senior managers from the field offices as well as the State Office. The committee should be chaired by a senior member of management.

### 11.3 Field Office Safety and Health Committees

A. A field office safety committee functions in much the same manner as the State Safety Management Committee. The primary purpose is to ensure that risk management concepts are implemented in the offices' work processes. Typical duties include:

1. Reviewing accident reports and trends
2. Ensuring resources are allocated to correct safety and health deficiencies
3. Helping field office safety personnel implement State Office safety program initiatives

B. Committee membership will be determined by the field office leadership, but should include senior field office managers and employee representatives. The committee should be chaired by someone other than the field office safety professional or collateral duty safety officer.



# Chapter 12

## Job Hazard Analysis

### 12.1 Requirements

One of the most effective tools available to help supervisors protect the health and safety of their employees is a Job Hazard Analysis (JHA). A JHA involves identifying the basic steps of a job, determining any existing or potential hazards associated with each of those steps, and developing recommendations for eliminating or controlling each of those hazards. A JHA is not required if a complete risk assessment has been done.

A. The JHA process may be implemented by offices for:

1. Jobs or work practices that have potential hazards
2. New, nonroutine, or hazardous tasks to be performed where potential hazards exist
3. Jobs that may require employee use of out-of-the-ordinary personal protective equipment (PPE)

B. Responsibility. Supervisors and employees may complete a JHA for any job or task meeting the previous criteria. Safety and Health Manager/Coordinators will assist with this task upon request. All JHAs will be reviewed by the appropriate Safety Manager/Coordinator.

### 12.2 Procedures

To accomplish a JHA, fill out Form 1112-3, which is available electronically and in hard copy (see the [blm.share/records](#) directory or Illustration 12-1).

A. Basic Job Steps. Each step of a job should accomplish a major task. Briefly describe each step and list it in the order in which it is performed. Three or four words may be sufficient to describe each job step. Avoid steps that are too detailed, making the JHA unnecessarily long.

B. Potential Hazards. Examine each step to identify hazardous behaviors or conditions that might reasonably occur during the normal performance of that step. Hazards may be associated with work practices or physical actions, equipment, materials, or the environment. Typical questions to consider are:

1. Physical Actions. Is excessive force required? Are awkward or unstable positions necessary? Is repetitive motion involved? Are simultaneous actions required? Is a specific sequence of action necessary? Are lifting, pushing, or pulling involved?

2. Equipment. Are there unguarded moving parts? Are controls positioned appropriately? Is the emergency stop switch accessible? Does the equipment store energy?

3. Materials. Are they toxic? Are they flammable or combustible? Are they heavy or difficult to move?

4. Environment. Is there adequate lighting? Are there temperature extremes? Is there excessive noise? Is ventilation required?

5. No Hazards. If there are no hazards associated with a particular job step, it is important to write the word “none” in the middle column to make it clear that the step has been examined for possible hazards.

C. Safe Job Procedures. Identify safe job procedures to reduce or abate the hazards. The use of general terms such as “be careful,” “use caution,” “use PPE,” or “work safely” are too vague and should be avoided. Safe job procedures will normally fall into one of the categories listed below:

1. Environment change
2. Job frequency reduction
3. Personal protective equipment
4. Job procedures/work practices

D. Revisions to JHA. The JHA shall be revised to reflect changes in physical actions, equipment, materials, environment, policy, or in work practices.

E. Supervisors should discuss the JHA with employees prior to beginning new projects or changing work sites. Identify any hazards not noted on the job hazard analysis, and discuss ways to reduce those hazards, including the use of protective equipment. Supervisors shall ensure that established JHAs are reviewed prior to the performance of any nonroutine task, or at the beginning of the field season or fire season.

# Chapter 13

## Aviation Safety

### 13.1 Aircraft Safety Procedures

All aircraft operations, charter or contract, continuous or periodic, are considered to be a special activity requiring extreme care by all participating employees. BLM policy is to comply with all Office of Aircraft Services (OAS) Operational Procedures memoranda.

### 13.2 Requirements

All aircraft and pilots used by BLM, other than scheduled commercial air carrier flights, will meet the standards established by the OAS as demonstrated by a valid card for aircraft and pilot, prior to use. BLM employees involved in aircraft operations will be trained in accordance with OAS Operational Procedures memoranda and will, at all times, meet the requirements established for the use of helmets and other personal protective equipment.

### 13.3 Safety Standards

Standards for aircraft, systems, hardware, and procedures are described in detail in the 350-354 DM series and are implemented by BLM Manual 9400, Aviation Operations, and the Interagency Helicopter Operations Guide (IHOG) NFES 1885. Deviations to DM requirements may be authorized only by the Director, Office of Aircraft Services. Deviations to BLM Manual 9400-9430 may be authorized only by the BLM Director.

### 13.4 Program Assistance

Technical assistance, advice, planning, and programming help are available through the Office of the Aviation Program Leader and the National Aviation Safety Manager.



# Chapter 14—Motor Vehicle and Equipment Safety

## 14.1 Requirements

BLM motor vehicle operations shall receive careful supervision to reduce personal injuries and keep property damage to a minimum. All motor vehicle operations must conform to the requirements of this handbook.

A. Seat Belts. Drivers and all passengers on official government business occupying any seat in a motor vehicle equipped with a seat belt, will have the seat belt properly fastened at all times when the vehicle is in motion. Drivers and passengers shall not ride in vehicles where seat belts are inoperable or have been removed. Refer to 49 CFR 392.9 for exception for bus passengers.

B. Driver Training. Initial training will be completed within 90 days of authorization to operate vehicles on official business; refresher training will be completed every 3 years thereafter.

C. Investigations. Managers and supervisors shall investigate and analyze vehicle accidents and take appropriate action to eliminate them (see Chapter 8).

D. Accident Reporting. Managers, supervisors, and employees shall report BLM-related accidents as required in Chapter 8 of this handbook.

E. Vehicle/Motorized Equipment Purchase Orders. Ordering officials and contracting officers shall include appropriate safety features in purchase orders and lease agreements for all motor vehicles and motorized equipment.

F. Inspections. No Government-owned or leased vehicle will be operated in poor mechanical condition. Operators shall be responsible for checking their equipment prior to use, reporting any deficiencies, and initiating corrective action. Refer to BLM Guidebook G-1520-3, Fleet Management, for additional information on service and inspections by qualified mechanics.

G. Safety/Survival Equipment. Every field vehicle shall be equipped with warning flags or reflectors, essential tools for emergency repairs, and a first aid kit with personal barrier protection items. Additional emergency equipment may be carried in vehicles as determined by local need. Approved fire extinguishers are required in buses, fire trucks, heavy equipment, special use vehicles, and as required by the Department of Transportation when hauling hazardous materials such as gasoline, explosives, and chemicals (49 CFR 393.95). Extinguishers must be maintained and visually inspected monthly by a

qualified person and serviced/retagged annually by a fire protection specialist. Fire extinguishers are not required in other vehicles, unless required by the office head. If installed, they must always be securely anchored to prevent movement.

H. Records Maintenance. Records pertaining to the motor vehicle safety program shall be maintained in the following areas:

1. Vehicle preventive maintenance
2. Vehicle repairs
3. Vehicle inspection checklists
4. Driver Authorizations and Commercial Drivers' Licenses (CDLs)
5. Driver improvement training

I. Driving Limitations

1. Maximum Driving Time Restriction. Employees will not exceed 8 hours of driving time (behind the wheel) during a 16-hour duty period. Breaks of 15 minutes are recommended every 2 hours when driving continuously.

2. Rest Requirement. At least 8 consecutive hours of rest, without duty, are required prior to each duty period requiring driving.

3. Other Limitations. Management or employees may place further limitations on the above hours of duty or driving time due to safety factors (e.g., fatigue, weather, illness). Supervisors should be notified of changes and delays.

4. Fire Emergency Driving. Refer to Standards for Fire and Aviation Operations Guide, BLM Handbook H-9213-1.

## 14.2 Responsibilities

A. First-Line Supervisors. Supervisors shall ascertain that the employee has the ability to operate the vehicle or equipment safely. Supervisors shall observe drivers for vision, hearing, dexterity, or other physical limitations that might impair their ability to drive safely. The authorization for an employee to drive on official business must be initiated, reviewed, and documented by the supervisor when the employee starts work, and at the time the State driver's license is renewed or a minimum of every 4 years.

B. Drivers/Operators. Drivers/operators have the responsibility to:

1. Know and observe all State and local traffic regulations and licensing requirements.

2. Notify their supervisor if their State operator's license is suspended, revoked, canceled, or if they have been disqualified from holding a license.

3. Inform their supervisor of any physical, mental, or emotional condition that might impair their ability to safely drive a motorized vehicle or operate machinery.

4. Drive safely, operate the vehicle within its mechanical limits, and ensure that all passengers, including themselves, have seat belts fastened before the vehicle is put in motion.

### **14.3. Motor Vehicle Operator's Program**

The requirements for the Motor Vehicle Operator's Program can be found in 5 CFR 930. This requires agencies to establish an efficient and effective system to identify those Federal employees who are qualified and authorized to operate Government motor vehicles and equipment. Motor vehicle operators and incidental operators must meet the following requirements:

A. Possess a safe driving record. An employee may not operate a government vehicle if he/she has been convicted of operating under the influence of alcohol, narcotics, or pathogenic drugs; convicted of leaving the scene of an accident without making his/her identity known; or when their State license is revoked or suspended.

B. Possess a valid State license.

C. Pass a road test if applicable. A road test may be waived in these circumstances:

1. For operators and incidental operators who possess a current driver's license for the specific type of vehicle to be operated.

2. For operators of vehicles of 1-ton-load capacity or less (except for buses and vehicles used for transporting dangerous material, law enforcement, or emergency services).

3. For operators of special use vehicles (e.g., 4x4s, motorboats, forklifts, all-terrain vehicles, heavy equipment). The proficiency test for 4x4 operators may be waived if the employee has received initial 4x4 training and continues to demonstrate competency through a good driving record.

D. Demonstrate they are medically qualified to operate the vehicle safely. At least once every 4 years local managers/supervisors will ensure that employees who routinely operate a government-owned or leased vehicle are medically able to do so without undue risk to themselves or other employees. When there is any question as to a driver's ability to perform these tasks, the employee must be referred for a medical examination.

E. Incidental operators must be at least 18 years old; commercial motor vehicle operators must be at least 21 years old.

F. Possess a valid agency identification card or document while driving a government-owned or leased vehicle.

#### G. Procedures For Obtaining Authorization

1. All employees operating a Government motor vehicle will be required to submit Form DI-131 (Application for U.S. Government Motor Vehicle Operator's Identification Card) and Form OF-345 (Physical Fitness Inquiry for Motor Vehicle Operators). When the supervisor signs the DI 131, the employee is authorized to operate Government-owned or leased vehicles (or privately-owned vehicles on official business), subject to the provisions of numbers 3 and 4. Individual office forms equivalent to the OF-345 and DI-131 are acceptable.

2. Managers and supervisors shall ensure that there is a validation/review for all new employees with driving responsibilities by having their driving record validated by the State and/or National Driver Register, and whenever management deems it advisable to review. Employees who operate a commercial motor vehicle (having either a gross vehicle weight (GVW) rating of more than 26,000 pounds, towing a vehicle with a 10,000 pound or more GVW rating, hauling hazardous material requiring placarding, or operating a vehicle designed to transport 16 or more persons including the driver) will have their driving record validated each time their driving authorization is renewed.

3. Operators of Sedans and Light Trucks. While driving a Government-owned or leased motor vehicle, employees must have a valid BLM identification card in their possession. For permanent and career seasonal employees, appropriate identification cards would include Form DI-238, DI-238A, or an accepted alternate State Office form. For temporary employees and volunteers for whom these agency identification cards are not issued, an OF-346 card (U.S. Government Motor Vehicle Operator's Identification Card) will be required.

4. Full-Time Operators and All Operators of Specialized Equipment. The requirements for issuing the OF-346 card remain in effect for those employees driving any motor vehicle with a GVW of over 1 ton and specialized equipment (e.g., fire vehicles, heavy construction equipment, forklift vehicles, off-road vehicles, boats). These individuals must have the OF-346 card in their possession, which states the types of vehicles/equipment they are authorized to drive. Employees hired as full time motor vehicle operators must have the OF-346 card to operate any Government motor vehicle.

5. Heavy Vehicle Operators. In addition to the previous requirements, 49 CFR 383 requires those persons who drive motor vehicles having a GVW rating of more than 26,000 pounds, hauling hazardous material requiring the vehicle to be placarded, or operating a vehicle designed to transport 15 or more persons including the driver, to:

- a. Possess a valid commercial driver's license (CDL)
- b. Possess a valid medical certificate, if required by their State of domicile or location of employment
- c. Be at least 21 years old
- d. Notify their employer if their driver's license is suspended, revoked, canceled, or if they have been disqualified from holding a State or international license.
- e. Notify their employer if convicted of any traffic violation other than illegal parking.

6. Revocation of Driving Authorizations. It shall be the responsibility of supervisors at all levels to continuously evaluate the performance of employees in the operation of motor vehicles and motorized equipment. Supervisors must initiate action to revoke or suspend the Government driving authorization of employees who fail to meet acceptable standards of health, conduct, or safe driving. Employees may be denied the right to drive a Government vehicle and/or be subject to disciplinary action as a result of the following situations:

- a. Leaving the scene of an accident
- b. Operating a vehicle under the influence of alcohol and/or drugs
- c. Revocation or suspension of an employee's State license
- d. Recurring traffic or safety violations
- e. Physical or mental impairments, pursuant to 5 CFR 930.113
- f. Operating a vehicle in a reckless manner
- g. Driving without a seat belt or allowing passengers to ride without a seat belt
- h. A report from the State or National Driver Register that reflects the above situations or that may contain additional information indicating a review of the license application.

7. Penalties. Employees should be informed of the potential penalties (see 49 CFR 383 and 391) for failure to operate motor vehicles in a safe and lawful manner.

## 14.4 Off-Road Vehicles

Operation of off-road vehicles (ORVs), including all-terrain vehicles (ATVs), snowmobiles, and motorcycles, will require training in safe operating procedures and appropriate protective equipment. Specific authorization for operation of ORVs is required.

### A. Qualifications

1. The supervisor shall ensure that a risk assessment or JHA is prepared for all projects or activities using ORVs and that operators possess the skills required for the work project or activity.

### B. OHV/ATV Certification and Training

1. Training shall be provided by certified ATV Institute Instructors (Train the Trainer or contract instructors) or equivalent. After completing the course requirements, all operators will have training documented on U.S. Government Motor Vehicle Operator's Standard Form OF-346, endorsed by the supervisor. Refresher training shall be conducted every 5 years and recorded on the OF-346.

2. For ATV operation, minimum training will include, but is not limited to:

- a. Safety requirements
- b. ATV components and controls
- c. Pre-operational checks
- d. ATV operation
- e. Using trailers and spray equipment
- f. Environmental considerations

3. For snowmobile operation, minimum training will include, but is not limited to:

- a. Safety requirements
- b. Snowmobile components and controls
- c. Pre-operational checks
- d. Snowmobile operation
- e. Using trailers
- f. Environmental considerations

# Chapter 15 - Personal Protective Clothing and Equipment

## 15.1 Policy

Personal protective equipment (PPE) for the eyes, face, head, and extremities shall be provided by BLM and used whenever operations or environments create a danger of injury or impairment to any part of the body through absorption, inhalation, or physical contact. All personal protective clothing and equipment is to be used and maintained in a sanitary and reliable condition. It is BLM's policy that PPE devices will be used only when equipment guards, engineering controls, or management controls do not adequately protect employees.

## 15.2 Requirements

Offices which have a requirement for PPE will establish written PPE programs in accordance with the following references: 29 CFR 1910, subpart I; 29 CFR 1926, subpart E; and 485 DM 20. Sample written programs that meet the criteria established in the preceding references for PPE and Respiratory Protection can be found at <http://medical.smis.doi.gov/prog.htm>.

## 15.3 Workplace Hazard Assessments

A. Each office will conduct an assessment to determine if hazards are present or likely to be present, which necessitate the use of PPE. A guide for conducting this assessment can be found at OSHA's website [http://www.osha-slc.gov/OshStd\\_data/1910\\_SUBPART\\_I\\_APP\\_B.html](http://www.osha-slc.gov/OshStd_data/1910_SUBPART_I_APP_B.html). The risk management or JHA process may be used to identify hazards in a job task (see Chapters 2 and 12) and to identify any PPE that may be needed to safely complete a job.

B. If such hazards are present, or likely, the office will:

1. Select and have each affected employee use the types of PPE that will protect them from the hazards identified in the hazard assessment.

2. Communicate selection decisions to each affected employee.

C. The office shall verify that the required workplace hazard assessment has been performed through a written certification that identifies the workplace evaluated; the person certifying that the evaluation has been performed; the date(s) of the hazard assessment; and, that identifies the document as a certification of hazard assessment.

## 15.4 PPE Selection and Usage

A. PPE will meet ANSI standards or equivalent industry specifications, whether it is provided by the government or by an employee who chooses to furnish his/her own equipment.

B. When PPE is provided, it is mandatory for the employee to use and maintain such equipment. Should an employee fail to do so, it is the supervisor's responsibility to assure compliance, including appropriate disciplinary action.

C. Approval for the purchase of PPE will be made by the State Safety Managers. The approval authority may be delegated to a field office safety manager or other person. Supervisors will submit a request to the State Safety Manager that describes the nature and severity of the hazards the employee may encounter and the specifics on the PPE desired.

D. PPE purchased by employees for their personal convenience must also be approved by the State Safety Manager or other individual with delegated approval authority. This will ensure that acceptable equipment is being used and that its use does not put BLM in violation of Federal safety regulations.

E. While the employee has the exclusive use of BLM-purchased PPE, it remains the property of the United States government. PPE must be returned when it is no longer needed or when in need of replacement, unless States waive this requirement.

# Chapter 16–Occupational Health Hazards/Industrial Hygiene

## 16.1 Requirements

If a workplace hazard assessment (see Chapter 15, Section 15.3) determines that BLM employees are exposed to adverse environmental conditions (e.g., noise, chemical exposures, excessive temperatures, dusts, mists, vapors), appropriate occupational health and industrial hygiene (OH/IH) measures will be implemented. This section specifies the minimum program requirements for common OH/IH programs. Not all of these programs are mandatory. They will only need to be developed when employees are overexposed to some environmental hazard.

## 16.2 Occupational Medicine Program

The Department of the Interior’s Office of Managing Risk and Public Safety has developed an excellent occupational medicine program. BLM has adopted this program for use within the Bureau. The program covers roles and responsibilities, medical service providers, general and specific medical program guidance, data management and filing, and examples of specific program criteria. An electronic copy of the handbook is available at <http://medical.smis.doi.gov/handbook.smis.doi.gov.html>.

## 16.3 Respiratory Protection Program

All BLM employees whose duties require wearing respiratory protective equipment must meet the requirements established in this chapter. These requirements are established to prevent exposure to airborne contaminants greater than permissible by OSHA standards. In the absence of OSHA standards, use guidelines established by agencies such as the National Institute for Occupational Safety and Health (NIOSH) and the American Conference of Governmental Industrial Hygienists (ACGIH).

### A. Program Requirements

1. If a Workplace Hazard Assessment (see Chapter 15, Section 15.3) determines that respiratory protection is required, a written Respiratory Protection Plan will be developed. This plan will cover the following topics: responsibilities, voluntary use, program evaluation, recordkeeping, training, selection, physical and medical qualifications, fit testing, proper use, cleaning, inspection, and storage. A sample written plan that meets the criteria specified in 29 CFR 1910.134 is available at <http://medical.smis.doi.gov/resp.html>.

2. Selection of respirators shall be made on the basis of hazards to which the user is exposed. Guidelines for air purifying respirator selection can be found at

<http://medical.smis.doi.gov/resp.html>. Respirators selected must be approved by the State Safety Manager.

3. Fit testing for respirators shall only be performed by personnel who are certified to conduct the testing. Vendors or contract personnel may be used to perform this service. Fit testing procedures are addressed in detail in 29 CFR 1910.134, Appendix A and B.

4. Users shall receive a medical determination, by a physician, to ascertain if they are physically capable of respirator use, and of doing the work required during respirator use. The user's medical status shall be reviewed on an annual basis by a physician. A DOI Standard Medical Exam form can be used for the medical evaluation and is located in the DOI Medical Handbook or can be downloaded from <http://medical.smis.doi.gov/handbook.smis.doi.gov.html>.

#### **16.4 Hearing Conservation Program**

Conservation of hearing is an important preventative measure. To reduce occupational hearing loss, all employees exposed to noise exceeding an 8 hour time-weighted average of 85 dbA will be provided hearing protection, training, and annual hearing tests. OSHA's hearing conservation standard is covered in 29 CFR 1910.95. A sample written program that meets the criteria established in the previous reference for hearing conservation can be found at <http://medical.smis.doi.gov/prog.htm>. The written hearing conservation program will include:

- A. Responsibilities of management and employees
- B. Training
- C. Engineering controls
- D. Administrative controls
- E. Personal Protective Equipment requirement

#### **16.5 Hazard Communication Program**

This program provides detailed safety guidelines and instructions for employees and contractors for the receipt, use, and storage of chemicals at BLM facilities (Reference: OSHA Standard 1910.1200). A sample written program that meets the criteria established in the previous reference for hazard communication can be found at <http://medical.smis.doi.gov/prog.htm>. The written hazard communication program will include:

- A. Responsibilities for management, employees, and contractors
- B. Identification of hazardous materials
- C. Product warning labels
- D. Material safety data sheets (MSDS)
- E. Written hazard communication program
- F. Employee training

- G. Chemical storage
- H. Container labeling
- I. Emergency and spill procedures
- J. Housekeeping
- K. Contractor notification requirements

## 16.6 Bloodborne Pathogens Program

An exposure control plan must be prepared for all persons who handle, store, use, process, or dispose of infectious medical wastes, or may foreseeably be exposed to blood or body fluids in the conduct of their job. This infection control plan complies with OSHA requirement, 29 CFR 1910.1030, Bloodborne Pathogens. The plan includes requirements for PPE, housekeeping, training, and a procedure for reporting exposures. Employees who provide first aid response as part of their job must be included in the program. Ordinarily, custodial workers do not need to be included in the program; however, their jobs should be evaluated to determine the risk of exposure for their particular worksite. For example, if they frequently pick up IV drug paraphernalia they should be considered for inclusion. This program also includes precautions for patient care in the medical clinic facilities within the Department. A sample written program that meets the criteria established in the previous reference for bloodborne pathogens can be found at <http://medical.smis.doi.gov/prog.htm>. The written bloodborne pathogen program will include:

- A. Responsibilities
- B. Definitions
- C. Hazards
- D. Engineering and administrative hazard controls
- E. Reporting and recordkeeping
- F. Training
- G. Vaccinations
- H. Post exposure treatment and notification procedures

## 16.7 Heat Stress Program

The following information has been collected from NIOSH. The purpose of this program is to provide guidance for protecting employees from the hazards of high heat conditions and to provide information on engineering, administrative, and PPE controls. Being uncomfortable is not the major problem with working in high temperatures and humidities. Workers who are suddenly exposed to working in a hot environment face additional and generally avoidable hazards to their safety and health. A sample written program that meets the criteria established in the previous reference for heat stress can be found at <http://medical.smis.doi.gov/prog.htm>. The written heat stress program will include:

- A. Management and employee responsibilities
- B. Engineering and administrative hazard controls

- C. Protective clothing and equipment
- D. Employee training and awareness

### **16.8 Laboratory Chemical Hygiene Program**

OSHA's laboratory health standard, Occupational Exposures to Hazardous Chemicals in Laboratories (CFR 1910.1450), requires employers of laboratory employees to implement exposure control programs and convey chemical health and safety information to laboratory employees working with hazardous materials. A sample written program that meets the criteria established in the previous reference for a laboratory chemical hygiene program can be found at <http://medical.smis.doi.gov/prog.htm>. The written chemical hygiene program will include:

- A. Chemical fume hood evaluations
- B. Establishment of standard operating procedures for routine and “high hazard” laboratory operations
- C. Research protocol safety reviews
- D. Employee exposure assessments
- E. Medical consultations/exams
- F. Employee training
- G. Labeling of chemical containers
- H. Management of chemical safety information sheets (Material Safety Data Sheets) and other safety reference materials

### **16.9 Ergonomics Program**

The purpose of this program is to effectively eliminate or control work related musculoskeletal disorders (WMSD) and hazards by providing management leadership and employee involvement in the identification and resolution of hazards, and by providing training, medical management, and evaluation as an on-going process. A sample written program that meets the criteria established in the previous reference for ergonomics can be found at <http://medical.smis.doi.gov/prog.htm>. The written ergonomics program will include:

- A. Management leadership and employee participation
- B. Hazard identification and information
- C. Job hazard analysis and control
- D. Training
- E. Medical management
- F. Program evaluation
- G. Records

# Chapter 17–Fire Safety

## 17.1 Structure Fire Prevention and Employee Protection

A. References. The minimum standards for the prevention of structural fires and for the protection of occupants from fire in buildings and structures shall be the provisions prescribed in the following references and other applicable codes: National Fire Codes; NFPA 101, Life Safety Code; 29 CFR 1910.38, 1910.101 to 120, and 1910.155 to 165; and 485 DM, chapter 19.

### B. Application

1. The codes apply to both new construction and existing buildings. The applicable standards shall be applied in accordance with the category of facility and with facility use criteria.

2. The requirements for existing buildings may be modified if their application clearly would be impractical in the judgment of the Authority Having Jurisdiction (AHJ), (i.e., the local Fire Marshal), but only where it is clearly evident that a reasonable degree of safety is provided.

3. Additions shall conform to the provisions for new construction.

4. When in fixed locations and occupied as buildings, vehicles, vessels, or other mobile structures shall be treated as buildings.

### C. Fundamental Facility Requirements

1. Every building or structure shall be constructed, arranged, equipped, maintained, and operated to avoid undue danger to the lives and safety of its occupants from fire, smoke, fumes, or resulting panic during the period of time reasonably necessary for escape in case of fire or other emergency.

2. Exits shall be arranged and maintained to provide free and unobstructed egress from all parts of the building when it is occupied. No lock (manual or electronic) or fastening shall be installed to prevent free escape from the inside of any building. Exits shall be clearly marked. Alternate exits shall be provided to preclude entrapment if one exit is blocked by fire or smoke.

3. In every building or structure of such size, arrangement, or occupancy that a fire itself may not provide adequate occupant warning, fire alarm systems shall be provided where necessary to warn occupants of the existence of fire.

4. Flammable items shall be stored so as not to increase the risk of a fire or to exacerbate a fire if one occurs. Local firefighters should be notified of the storage locations of flammable items.

## **17.2 Occupant Emergency Plans**

Each office in BLM shall develop a written emergency evacuation plan to meet its specific needs. The plans shall contain provisions for the following elements and shall ensure compliance with the requirements specified in DM Part 485 and 29 CFR 1910.38:

A. Provide training to employees in the basics of fire prevention, emergency response, and evacuation. Evacuation procedures will include designated assembly areas and accountability procedures for employees and visitors.

B. Provide training to employees in the use and handling of a fire extinguisher and other systems provided for fire suppression.

C. Ensure that evacuation routes are posted in all facilities.

D. Ensure that emergency telephone numbers for fire and medical response are posted at all work stations and on all telephones.

E. Provide for a minimum of one evacuation drill for each facility each year.

F. Potential emergencies, such as sabotage, bomb threats, public demonstrations, natural disasters, and hazardous substance spills, shall be made part of the plan.

## **17.3 Inspections and Recordkeeping**

A. Acceptance test and inspection reports of new fire protection systems will be performed as required by applicable fire standards.

B. All fire detection and suppression systems/equipment will be inspected as required by NFPA Chapters 25 and 72.

C. Records of fire suppression equipment acceptance tests and inspections shall be maintained by the persons responsible for such equipment and made available to inspectors on request.

#### **17.4 Fire Prevention Plans**

Where fire prevention plans are required by OSHA standards, they shall address the elements outlined in 29 CFR 1910.38 (b).

#### **17.5 Prescribed Fire Safety**

Refer to BLM IM OF&A 2000-020, Prescribed Fire Interim Direction.

#### **17.6 Wildland Fire Safety**

Refer to Standards for Fire and Aviation Operations Guide, BLM Handbook H-9213-1.



# Chapter 18

## Radiation Safety

### 18.1 Policy

A. Licensed material shall only be used by, or under the supervision and in the physical presence of, the Radiation Safety Officer or individuals who have:

1. Successfully completed the manufacturer's training program for gauge users
2. Received copies of, and training in, the licensee's operating and emergency procedures
3. Been designated by the Radiation Safety Officer

B. All employees who use radioactive material or devices producing ionizing radiation (e.g., nuclear soil density testing meters) must comply with the appropriate requirements outlined in this chapter.

C. The Nuclear Regulatory Commission's (NRC) regulations shall govern, unless the statements, representations, and procedures in the licensee's application and correspondence are more restrictive than the regulations.

### 18.2 Regulations

Radioactive material regulations are prescribed by the conditions and limitations on the general license provision of 10 CFR Part 19, Notices, Instructions and Reports to Workers: Inspection and Investigations; and 10 CFR Part 20, Standards for Protection Against Radiation. The transport of radioactive materials is governed by 10 CFR Part 71, Packaging and Transportation of Radioactive Material.

### 18.3 Radiation Program

Each State Office or Center using licensed radioactive material will implement a radiation program based on manufacturers' procedures and licenses that will include the following as a minimum:

A. Identifying, evaluating, and controlling potential radiation hazards to employees, contractors, and the visiting public.

B. Using radioactive material only for the purpose(s) indicated in the license.

C. Describing the intended use of radioactive material and/or radiation-producing equipment.

D. Providing for testing of sealed sources and detector cells for leakage and contamination at intervals not to exceed 6 months or at such other intervals as specified by the certificate of registration.

E. Training employees who are subject to being exposed to harmful quantities of radiation in the hazards and proper use of radiation producing equipment/sources.

1. Each employee will complete the nuclear gauge manufacturer's training program before being permitted to use the nuclear gauge.

2. If training other than that given by the gauge manufacturer will be provided to the employee, it must be equivalent to that provided by the manufacturer's training program.

F. Using warning signs, barriers, and such to prevent accidental exposures to harmful quantities of radiation.

G. Appointing and assigning responsibilities to a qualified Radiation Protection Officer at each applicable location.

H. Requesting and obtaining written consent before transferring control of a license or any right thereunder, to any person or entity. Appropriate license amendments must also be requested and obtained for any planned changes in the facility or program that are contrary to the license or contrary to representations made in the license application.

I. Furnishing, using, monitoring, and maintaining employee monitoring devices (e.g., film badges, pocket dosimeters, pocket chambers). Monitoring devices shall be read by a qualified laboratory, and employee records of exposure shall be maintained in the employee medical folder.

J. Disposing of radiation waste

K. Emergency procedures

L. Provisions to secure each radioactive source

1. Each portable gauge shall have a lock or outer locked container designed to prevent unauthorized or accidental removal of the sealed source from its shielded position.

2. The gauge or its container must be locked when in transport, storage, or when not under the direct surveillance of an authorized user.

3. The authorized user shall perform a physical inventory every 6 months to account for all sources and/or devices received and possessed under the license.

M. Transportation of radiation materials. The licensee is authorized to transport licensed material only in accordance with the provisions of 10 CFR Part 71, Packaging and Transportation of Radioactive Material.

# Chapter 19

## Watercraft Safety

### 19.1 Watercraft Safety Requirements

All Government-owned or operated boats and their operators must meet the requirements established by the U.S. Coast Guard (USCG) (see 46 CFR Sub Chapter C Uninspected Vessels, 24 (General Provisions), 25 (Requirements), 26 (Operations); 33 CFR Sub Chapter(s) C (Aids to Navigation), D (International Aids to Navigation), E (Inland Navigation Rules), F (Vessel Operating Regulations); and Department of the Interior Manual 485 DM 22 (Watercraft Safety). All boats, rafts, or other craft owned or used by qualified BLM employees or volunteers will be operated and maintained with safety as the prime consideration.

### 19.2 Operators

Operators are responsible for the safety of the craft, passengers, crew, equipment, and cargo. Operators are responsible for knowing all equipment requirements and safety procedures for the craft being operated, including the recommended carrying capacity for persons and loaded equipment (e.g., motor, fuel, gear), lighting, and the personal flotation device (PFD) requirements of DOI Manual 485 DM 22.4A (see <http://elips.doi.gov/elips/release/3252.htm>). The operator will adhere to all Federal and State regulations applicable to the waters in which the vessel is being operated. The operator will give a safety briefing to crew and passengers before getting underway for any trip or mission.

### 19.3 Training

The supervisor is responsible for ensuring that every BLM watercraft under his/her jurisdiction is operated only by adequately trained personnel. Every watercraft operator will have a U.S. Government Motor Vehicle Operator's Identification Form, Standard Form OF-346, properly endorsed by the supervisor or authorized issuing officer to indicate the class(es) of watercraft that he/she is qualified to operate. All BLM motorboat operators (e.g., operators of personal watercraft, airboats) must complete a motorboat operator's course that meets the requirements in DOI Manual 485 DM 22.4.B and maintain qualifications by completing appropriate refresher courses (see <http://safetynet.smis.doi.gov/WCtrainingA4.htm>). All BLM operators of nonmotorized (i.e., manually operated craft such as canoe, raft, rowboat, kayak or IK) boats shall complete a BLM-approved nonmotor boat safety training course that relates to the type of craft to be operated and the class of water to be operated on.

### 19.4 Inspection

All vessels owned or operated by BLM will be inspected annually to ensure that they are seaworthy and meet all Federal and State requirements. This inspection may be conducted

under the Coast Guard Auxiliary's Courtesy Motorboat Examination Program or comparable State programs where they exist. If, for logistical reasons, it is not feasible for one of these authorities to carry out the inspection, the vessel inspections may be accomplished by a qualified line supervisor or other qualified individual.

### **19.5 Requirements and Operating Procedures**

No BLM employee shall use or authorize the use of any Government-owned or leased watercraft for purposes other than official business or emergencies. All BLM offices having watercraft will address personal protection in all operational procedures of watercraft. These protection measures shall include, but are not limited to:

- A. Watercraft operator standards
- B. Passenger standards
- C. Equipment standards
- D. Communications standards/radio procedures
- E. Emergency procedures
- F. Fire suppression
- G. Standards for personal flotation devices (PFDs)
- H. Survival equipment
- I. Current first aid/CPR certification
- J. Navigation and rules of the road
- K. Watercraft operation procedures (e.g., maneuvering, towing)
- L. Trailering and launching procedures
- M. Basic seamanship
- N. Safety briefings
- O. Float Plan procedures

### **19.6 Personal Flotation Devices**

Every person in a BLM/DOI motorized vessel will wear a USCG and DOI (485 DM 22.4A.(6)) approved Type I, II, III, or V PFD. Every vessel will have on board and readily available at least one Type IV (buoyant cushion or ring lifebuoy) PFD. Recreational Type III hybrids/inflatables, Type V hybrids/inflatable PFDs are not DOI-approved for use on DOI/BLM vessels). Every person on a BLM/DOI non-motorized watercraft (e.g., rowboats, rafts, canoes, kayaks, IKs, or other) will wear a USCG approved Type I, III, or V PFD equipped with 31 square inches of retro reflective tape (46 CFR 25.15-15(b)). For examples of approved PFDs, see [www.boatsafe.com/nauticalknowhow/boating/4\\_2\\_a.htm](http://www.boatsafe.com/nauticalknowhow/boating/4_2_a.htm).

### **19.7 Watercraft and Equipment Checklist**

All watercraft operators will use checklists for standard equipment as per vessel requirements and operational procedures.

## 19.8 Towing of Nongovernmental Recreational/Commercial Watercraft

A. BLM boat operators may only take a nongovernment vessel under tow:

1. When a definite threat to life or damage to property exists
2. When a disabled vessel is in a remote location and there is no private/commercial towing/salvage service available (may tow to *nearest* safe moorage, dock, or boat ramp)
3. When such action will not place the BLM vessel or crew at risk (may tow to *nearest* safe moorage location)

B. Appropriate towing procedures and safety precautions, as taught in DOI Motorboat Operator Certification Courses (485 DM 22 Appendices 1 and 2), will be followed.



# Chapter 20–Visiting Public Safety and Health

## 20.1 Policy

BLM has a responsibility to provide the public with recreation areas and facilities that are free from recognized hazards insofar as practicable. Further, if an accident does occur, the Federal Tort Claims Act has made the Government liable to the same extent a private person would be liable in accordance with the laws of the area where the accident occurred. For these reasons, safety personnel will ensure that safety programming includes procedures to minimize accidents in recreation areas and facilities. Some general guidelines follow.

## 20.2 Recreation Areas

There are numerous hazards on public lands that can get unaware and uninformed people in trouble, such as abandoned mines, hot springs, unstable rock in rock climbing areas, unstable trees in undeveloped recreation sites, and the presence of dangerous animals or reptiles.

- A. Visitor use supervision is not BLM's responsibility.
- B. The Bureau shall make a concerted effort to inform the public of known hazards.
- C. Developed recreation sites will be regularly reviewed for safety and health hazards. These reviews are to be based on visitor use or need and must be documented.

## 20.3 Recreation Facilities

Those areas where BLM provides recreation facilities are particularly important in terms of liability. If BLM develops facilities, they must be properly maintained and kept free from recognized hazards. Developed recreation facilities will be inspected at least once a year and the inspection documented. The procedures outlined in Chapter 6 will be used for these inspections.

## 20.4 Public Awareness

Informing the public of hazards on public lands can reduce injuries and save lives. This can be accomplished in a variety of ways. Information can be included in visitor use documents, brochures, inclusion in land use and recreation management plans, and through the use of signs. Personal contact and local media should also be used to educate the public. While informing the public of hazards could raise liability issues, the safe use of public lands by informed visitors is the goal.

## **20.5 Signage**

Signs warning of hazards on public lands can be a critical safety issue. They can limit liability because they identify known hazards for the public. Unfortunately, they can also increase liability to the Government by identifying a hazard that might otherwise go unrecognized by the public. For these reasons, when signs are being developed for a high-risk hazard, concurrence of the solicitor's office should be sought if there is any question of suitability or government liability.

## **20.6 Accident Reporting**

All known visitor accident/incidents on public lands must be reported on Form DI-134. All accidents associated with Special Recreation Permits, Special Use Permits, or Concession Permits must also be reported in SMIS.

# Chapter 21 – Contractor Safety and Health

## 21.1 Policy

The Contracting Officer (CO) or Contracting Officer's Representative (COR) is responsible for the enforcement of safety and health standards in the same manner as other contract requirements (e.g., specifications and labor laws).

## 21.2 Requirements

The Federal Acquisition Regulation (FAR) 48 CFR Sec 52.236-13, Accident Prevention, requires the following:

A. The contractor shall provide and maintain work environments and procedures that will:

1. Safeguard the public and Government personnel, property, materials, supplies, and equipment exposed to contractor operations and activities.

2. Avoid interruptions of Government operations and delays in project completion dates.

3. Provide appropriate safety barricades, signs, and signal lights.

4. Comply with the standards issued by the Secretary of Labor at 29 CFR Part 1926 and 29 CFR Part 1910.

5. Ensure that any additional measures the CO or COR determines to be reasonably necessary for the purposes are taken.

B. Whenever the CO or COR becomes aware of any noncompliance with these requirements or any condition that poses a serious or imminent danger to the health or safety of the public or Government personnel, the CO or COR shall notify the contractor orally, with written confirmation to follow, and request immediate initiation of the corrective action(s). If the contractor fails or refuses to promptly take corrective action, the CO or COR may issue an order stopping all or part of the work until satisfactory corrective action has been taken.

C. These provisions apply to all contractors regardless of the size or type of business entity.

### **21.3 Multi-Employer Worksites**

OSHA considers contractors and contracting agencies as “multi-employer worksites.” OSHA’s Field Inspection Reference Manual (FIRM), Chapter III, Sec. C-6, and OSHA Instruction CPL 2-0.124 define the roles of each level of employer at a multi-employer worksite.

A. Under these provisions, BLM would be considered an “Exposing Employer” if BLM personnel were exposed to unsafe conditions even if caused by a contractor.

B. BLM would be liable and subject to OSHA citation if:

1. BLM knew of the hazardous condition or failed to exercise reasonable diligence to discover the condition.

2. BLM failed to take steps to protect its employees.

3. BLM directed an employee on how to perform contractual duties.

### **21.4 Safety Personnel**

Safety personnel shall ensure that COs are aware of these requirements and the need to include appropriate language in all contracts.

# Chapter 22–Concessionaire Safety and Health

## 22.1 Policy

It is the responsibility of each concessionaire to provide protection for concessionaire employees, the public, and BLM employees. They must comply with all applicable Federal, State, and local safety and health regulations. The requirement to provide this protection is found in 43 CFR 2970.7, Leases Permits and Easements, Terms and Conditions, and in BLM Manual Section 8390, Recreation Concession Leases and Vendor Permits.

## 22.2 Bureau Responsibilities

A. Any office establishing leases or land use permits with concessionaires will include applicable safety and health requirements for protecting the concessionaire employees, the visiting public, and BLM employees as a condition of the lease or permit.

B. State safety offices will develop a procedure to ensure compliance with these requirements.

C. Safety and Health Managers/Collateral Duty Safety Officers may participate in inspections conducted by the authorized officer and monitor other programs conducted by concessionaires to evaluate safety and health conditions. Safety personnel do not have the right to stop concessionaire operations unless there is an imminent danger situation. Safety and health concerns shall be provided to the lease or permit manager for resolution.



# Chapter 23–Explosives

## 23.1 Policy

BLM employees shall not be allowed to use or transport explosives unless they are fully certified and have in their possession a Blaster's Certificate validated for the type of work being performed.

## 23.2 Blaster Certification

A blaster shall be qualified by reason of training, knowledge, or experience in the field of transporting, storing, handling, and the use of explosives, and by having a working knowledge of Federal, State, and local laws and regulations that apply to explosives.

## 23.3 Certification Criteria

In order for an employee to receive a Blaster's Certificate and maintain certificate currency, the employee must:

A. Receive a minimum of 32 hours of initial classroom training that includes transportation, storage, handling, and the use of explosives. Training must be provided by a governmentally approved training facility.

B. Receive a minimum of 16 hours of refresher classroom training every 3 years.

C. Participate in field blasting operations a minimum of three times per year. A record of the blaster's shots will be maintained in the Field Office.

D. Have a certificate that is valid and recognized by the State in which the blaster is working.

## 23.4 Transportation

When transporting explosives, the blaster will comply with all Federal, State, and local laws and regulations. In addition, the following general requirements apply:

A. Explosives, caps, or primers will never be transported in the cab of a vehicle.

B. Explosives, caps, or primers will never be transported outside of their original transportation overpack. Explosives packaging is designed to minimize explosive propagation and to protect the explosives from damage.

C. Explosives, caps, or primers will never be transported in the same vehicle with nonessential personnel.

D. If explosives and initiating devices (e.g., caps, primers) must be transported in the same vehicle, they will be separated in such a way as to preclude an accidental initiation of any cap or primer from causing the initiation of the explosives. This can normally be achieved by only transporting explosives, primers, or caps in the original transportation overpack, and by separating the initiating devices from the explosive by carrying them in metal boxes. Surplus military ammunition boxes work very well for this purpose.

### **23.5 Responsibilities**

A Certified Blaster shall be in charge of all explosives operations. The blaster shall be responsible for determining all aspects of the operation, including explosives transportation, storage, types, amounts, blasting methods, priming techniques, equipment, and materials used. Prior to all explosives operations (including transportation, disposal, and cleanup), the blaster will prepare a risk assessment for the entire operation. The risk assessment will include a blasting plan that will identify, e.g., all procedures, shots, locations, tools, and methods.

A. All blasting tools and equipment will be well maintained and working properly.

B. All blasting tools and equipment will be inspected and tested prior to every shot.

C. The Cardinal Rule of Explosives Safety: Minimum people, minimum time, minimum quantity governs all BLM explosives operations. This means that for every job, the minimum number of personnel are exposed for the minimum amount of time to the minimum amount of explosives.

### **23.6 Wildfire Fireline Explosives**

All explosives operations for firefighting will comply with the current *Fireline Blaster's Guidebook* issued by NIFC and/or the current *BLM Wildfire Fireline Explosives Guidebook*, issued by the Alaska Fire Service.

### **23.7 Unexploded Ordnance**

Unexploded ordnance on BLM lands transferred from the military warrant special precautions. See BLM Handbook 1703-2.

# Chapter 24–Electrical Equipment Safety

## 24.1 Policy

This chapter provides requirements for the establishment of an electrical safety program for electrical equipment, portable electrical devices, and electrical appliances used within BLM. Its purpose is the practical safeguarding of persons and property from hazards arising from the use of electrical equipment. OSHA Regulations found in 29 CFR 1910, 29 CFR 1926, and the National Electrical Code, NFPA 70, are the primary sources of guidance on electrical equipment installation, use, and maintenance. Safety personnel will ensure that these requirements are followed at all BLM facilities and activities.

## 24.2 Defective Equipment

Electrical equipment which is damaged, defective, or not in compliance with these regulations will be removed from service and kept from use until the identified deficiencies are corrected.



# Chapter 25

## Search and Rescue

### 25.1 Policy

Search and Rescue (SAR) operations are the primary responsibility of State and/or local officials. BLM will normally function in a supportive role during search and rescue operations on public lands.

### 25.2 Authority

The authority for BLM to conduct search and rescue operations is found in The Federal Land Policy and Management Act (FLPMA) of 1976. In an emergency, BLM may incur expenses as may be necessary in the search for and rescue of persons lost on public lands, in cooperating in the protection and rescue of persons or animals endangered by an Act of God, or in transporting seriously ill or deceased persons.

### 25.3 BLM Responsibilities

Within the limitations of FLPMA, BLM's responsibilities are:

- A. To be in a supportive role for national, regional, and intrastate SAR emergencies.
- B. When other assistance is not available, to take the lead role when local SAR emergencies occur, or are believed to occur, on lands or facilities administered by BLM.
- C. To take a temporary lead role in any SAR emergencies in which immediate and quick response saves lives. The concept of "closest forces" will be used and the lead role maintained until other assistance becomes available and responsibility is transferred.

### 25.4 Field Office Responsibilities

Comprehensive search and rescue plans shall be developed for each field office under the basic authority in Section 25.2. Plans shall include responsibilities, SAR procedures for incidents involving the public, incidents involving employees, a directory of contacts, and available resources.



# Chapter 26–Firearms

## 26.1 Policy

A. The use of firearms is prohibited by nonlaw enforcement personnel unless required for safety of personnel or if in the best interest of the Bureau.

B. Firearms may be carried in work areas during working hours, if required, for the protection of work parties from dangerous animals, for reduction of undesirable, crippled, or infected animals, or for other reasons which necessitate such permission.

## 26.2 Authorization for Non-Law Enforcement Personnel to Carry Firearms

A. State and Center Directors may authorize nonlaw enforcement personnel to carry firearms when functions or circumstances related to their official duties necessitate such permission (see Illustration 26-1 for a sample of a written authorization). These permissions are set forth in 446 DM 10, Law Enforcement, Firearms and Other Defensive Equipment, Chapter 4B, Employees Permitted to Carry Firearms; and BLM Manual 9260, Law Enforcement, General Orders, Chapter 15 V. A.

B. The authorization must be specific as to purpose, employee(s) so authorized, times and places, as well as termination dates of written authorization.

## 26.3 Requirements

BLM employees must observe all Federal, State, and local laws in regard to the licensing, use, and transportation of firearms and ammunition. Additionally, adjustments to program and training requirements will be made to conform to any DOI policies relating to the use of nonlaw enforcement firearms.

A. Some States require that personnel carrying firearms have a valid hunting license; others require that they pass the hunter safety courses. Employees must comply with all local, State, and Federal laws relating to hunting, shooting, and licensing requirements.

B. BLM employees are prohibited at all times from using Government-owned vehicles or equipment for the express or incidental purpose of hunting, shooting, or transportation of game, hunters, firearms, or ammunition. Violators are subject to disciplinary action and/or prosecution under the law.

## 26.4 Training

State and Center Directors will not issue firearms to nonlaw enforcement personnel until they have demonstrated their ability to properly use the weapon and have met all mandated requirements.

A. The State or Center Director shall ensure that such authorized personnel fulfill the training requirements set forth in BLM Manual 9261.23H and 466 DM 5.4A.

B. Only those persons who are competent and qualified marksmen, and have completed a firearms safety course and proficiency testing, may be authorized to use or carry firearms. Such a course must be of at least 4 hours duration and must include training in the safety, handling, firing, and the legal and moral aspects of the use of weapons.

C. A proficiency test will be conducted on a semiannual basis.

D. Each State or Center will maintain training and required shooting proficiency records for nonlaw enforcement personnel.

# Acronyms/Abbreviations

ACGIH	American Conference of Governmental Industrial Hygienists	NIFC	National Interagency Fire Center
AFS	Alaska Fire Service	NIOSH	National Institute for Occupational Safety and Health
AHJ	Authority Having Jurisdiction	NRC	Nuclear Regulatory Commission
ATV	all-terrain vehicle	OAS	Office of Aircraft Services
CDL	Commercial Driver's License	OH/IH	occupational health/industrial hygiene
CO	Contracting Officer	ORV	off-road vehicle
COR	Contracting Officer's Representative	OSHA	Occupational Safety and Health Administration
CPSC	Consumer Product Safety Commission	PFD	personal flotation device
DASHO	Designated Agency Safety and Health Official	PPE	personal protective equipment
FIMMS	Facilities Inventory Maintenance Management System	RAC	Risk Assessment Code
FOIA	Freedom of Information Act	SAIT	Serious Accident Investigation Team
GVW	gross vehicle weight	SAR	search and rescue
IDP	Individual Development Plan	SHMT	Safety and Health Management Team
IHOG	Interagency Helicopter Operations Guide	SMIS	Safety Management Information System
JHA	Job Hazard Analysis	TI	Trained Investigator
MSDS	Material Safety Data Sheets	USCG	U. S. Coast Guard
NFES	National Fire Equipment System	WMSD	work-related musculoskeletal disorder



# Illustrations

Illustration 2-1

## Risk Assessment Matrix

<b>Risk Assessment Matrix</b>							
			<b>HAZARD PROBABILITY</b>				
			<b>Frequent</b>	<b>Likely</b>	<b>Occasional</b>	<b>Seldom</b>	<b>Unlikely</b>
			<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
<b>SEVERITY</b>	<b>Catastrophic</b>	<b>I</b>	<b>Extremely High</b>		<b>High</b>		<b>M</b>
	<b>Critical</b>	<b>II</b>	<b>High</b>		<b>M</b>		
	<b>Marginal</b>	<b>III</b>	<b>H</b>	<b>Medium</b>		<b>Low</b>	
	<b>Negligible</b>	<b>IV</b>	<b>M</b>	<b>Low</b>			

## Illustration 2-1

### Risk Assessment Matrix (continued)

Severity	Effect
I. CATASTROPHIC	Death or permanent disability, system loss, major property damage
II. CRITICAL	Permanent partial disability, temporary total disability in excess of 3 months, major system damage, significant property damage
III. MARGINAL	Minor injury, lost workday accident, compensable injury/illness, minor system damage, minor property damage
IV. NEGLIGIBLE	First aid or minor medical treatment, minor system damage
Hazard Probability	
A. FREQUENT Individual worker/Item All employees exposed or item inventory	— Occurs often in career/equipment service life — Continuously experienced
B. LIKELY Individual worker/Item All employees exposed or item inventory	— Occurs several times in career/equipment service life — Occurs frequently
C. OCCASIONAL Individual worker/Item All employees exposed or item inventory	— Occurs sometime in career/equipment service life — Occurs sporadically; expect to occur several times in inventory service life
D. SELDOM Individual worker/Item All employees exposed or item inventory	— Possibility of occurrence in career/equipment service life — Remote chance of occurrence; expect to occur sometime in inventory service life
E. UNLIKELY Individual worker/Item All employees exposed or item inventory	— Can assume will not occur in career/equipment service life — Possible, but not probable; expect to occur only very rarely
NOTE: Experience and exposure affects probability of occurrence	
Management Acceptance of Risk Levels	
EXTREMELY HIGH RISK	State Director/Associate State Director
HIGH RISK	Field Office Manager
MEDIUM RISK	Branch Chief
LOW RISK	Line Supervisor

Illustration 2-2

Risk Management Worksheet

UNITED STATES  
 DEPARTMENT OF THE INTERIOR  
 BUREAU OF LAND MANAGEMENT  
**RISK MANAGEMENT WORKSHEET**

Form 1112-5  
(May 2001)

---

1. Organization and Location \_\_\_\_\_ 2. Page \_\_\_\_\_ of \_\_\_\_\_

---

3. Operation/Task \_\_\_\_\_ 4. Beginning Date: \_\_\_\_\_ 5. Ending Date: \_\_\_\_\_ 6. Date Prepared: \_\_\_\_\_

---

7. Prepared by (Name/Duty Position) \_\_\_\_\_

---

8. Identified Hazards:	9. Assess the Hazard s Initial Risk:	10. Control Measures Developed for Identified Hazards: (Specific measures taken to reduce the probability and severity of hazard.)	11. Assess the Hazard s Residual Risk:	12. How to Implement the Controls: (Include SOPs, references, etc.)	13. Supervision and Evaluation Method: (Continuous leader checks, buddy system, etc.)
(Be Specific)	L M H E	(Be Specific)	L M H E	(Be Specific)	(Be Specific)

---

14. Remaining Risk Level After Control Measures are Implemented (CIRCLE HIGHEST REMAINING RISK LEVEL)	<b>LOW</b> (Line Supervisor)	<b>MEDIUM</b> (Branch Chief)	<b>HIGH</b> (Field Office Manager)	<b>EXTREMELY HIGH</b> (Must be State Director or Associate)
---	---------------------------------	---------------------------------	---------------------------------------	--

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15. RISK DECISION AUTHORITY: (Approval/Authority Signature Block) (If Initial Risk Level is Medium, High, or Extremely High, brief Risk Decision Authority at that level on Controls and Control Measures used to reduce risks. NOTE: If person preparing the form signs this block, the signature indicates only that the appropriate risk decision authority was notified of the initial risk level, control measures taken, and appropriate resources requested, and that the risk was accepted by the risk decision authority.)

\_\_\_\_\_

(Signature)

---

(Instructions on reverse)

**Illustration 2-2****Risk Management Worksheet (continued)****RISK MANAGEMENT WORKSHEET INSTRUCTIONS**

1. Organization conducting the Risk Assessment and the location of the operation.
2. If more than one page is used, indicate number of pages. (For example: Page 1 of 3)
3. In general terms, identify the operation/task(s) to be performed.
4. Enter the date that the operation/task(s) is to begin.
5. Enter the date that the operation/task(s) is to end.
6. Enter the date that the Risk Assessment was prepared.
7. Enter the name and duty position of the person completing the form.
8. Identify specific hazards associated with the operation/task(s). It is important to be specific and start at the beginning, the preparation phase (equipment draw/transportation of equipment) of the operation. (For example: unfamiliar equipment, inexperienced operators, improperly configured equipment, challenging terrain, natural hazards, hazardous chemical use, span of supervision, location of work, types of roads, confined spaces, pinch points.)
9. Assess the initial risk using the risk assessment matrix.
10. Identify control measures for each identified hazard in block 8.
11. Assess the residual risk, the risk remaining after control measures are taken into consideration, using the risk assessment matrix.
12. Identify how the controls will be implemented (For example: SOPs, tailgate safety briefings, written/oral policy statements/directions, familiarization training, Right to Know training, use of PPE, use of spotters.)
13. Enter the specific individual(s) or method(s) used to supervise and evaluate the provisions of the Risk Assessment. (For example: supervisor/leader on site, buddy system, employee crosstalk.)
14. Circle the appropriate remaining level of risk.
15. The authority accepting the risk should sign this block; however, if the authority is notified and accepts the risk, the person completing the form can note same sign block 15. (See "Note" in block 15.)

**Illustration 2-3**

**Risk Decision Authority Matrix**

<b>Risk Decision Authority Matrix</b>					
<b>Risk Assessment</b>	<b>Extremely High</b>		<b>State Director</b>	<b>Field Office Manager</b>	
	<b>High</b>				
	<b>Medium</b>			<b>Branch Chief</b>	
	<b>Low</b>				<b>Line Supervisor</b>



**Illustration 6-1**

**Risk Assessment Code Matrix**

<b>Risk Assessment Code Matrix</b>						
		<b>HAZARD PROBABILITY</b>				
		<b>Frequent</b>	<b>Likely</b>	<b>Occasional</b>	<b>Seldom</b>	<b>Unlikely</b>
		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
<b>SEVERITY</b>	<b>Catastrophic</b>	<b>I</b>	<b>RAC 1</b>		<b>RAC 2</b>	
	<b>Critical</b>	<b>II</b>	<b>RAC 2</b>		<b>RAC 3</b>	
	<b>Marginal</b>	<b>III</b>	<b>RAC 3</b>		<b>RAC 4</b>	
	<b>Negligible</b>	<b>IV</b>	<b>RAC 4</b>			

## Illustration 6-1

### Risk Assessment Code Matrix (continued)

Severity	Effect
I. CATASTROPHIC	Death or permanent disability, system loss, major property damage
II. CRITICAL	Permanent partial disability, temporary total disability in excess of 3 months, major system damage, significant property damage
III. MARGINAL	Minor injury, lost workday accident, compensable injury/illness, minor system damage, minor property damage
IV. NEGLIGIBLE	First aid or minor medical treatment, minor system damage
Hazard Probability	
A. FREQUENT	
Individual worker/Item	— Occurs often in career/equipment service life
All employees exposed or item inventory	— Continuously experienced
B. LIKELY	
Individual worker/Item	— Occurs several times in career/equipment service life
All employees exposed or item inventory	— Occurs frequently
C. OCCASIONAL	
Individual worker/Item	— Occurs sometime in career/equipment service life
All employees exposed or item inventory	— Occurs sporadically; expect to occur several times in inventory service life
D. SELDOM	
Individual worker/Item	— Possibility of occurrence in career/equipment service life
All employees exposed or item inventory	— Remote chance of occurrence; expect to occur sometime in inventory service life
E. UNLIKELY	
Individual worker/Item	— Can assume will not occur in career/equipment service life
All employees exposed or item inventory	— Possible, but not probable; expect to occur only very rarely
NOTE: Experience and exposure affects probability of occurrence	
Management Acceptance of Risk Levels	
EXTREMELY HIGH RISK	State Director/Associate State Director
HIGH RISK	Field Office Manager
MEDIUM RISK	Branch Chief
LOW RISK	Line Supervisor

## Illustration 6-2

### Hazard Abatement Plan

Form 1112-8 (May 2001)	UNITED STATES DEPARTMENT OF THE INTERIOR BUREAU OF LAND MANAGEMENT <b>HAZARD ABATEMENT PLAN</b>	
1. Project No.	2. Date Prepared	3. Date Revised
4. Organization	5. Location	6. Risk Assessment Code
7. Specific OSHA or Other Standards Violated and Description of Hazard		
8. Description of Proposed Corrective Action(s)		
9. Estimated Cost of Corrective Action(s)		
\$ _____		
10. Description of Interim Hazard Control Measures in Effect		
11. Other Relevant Information		
12. Estimated Final Abatement Date		
Prepared by	Approved by	



### Illustration 10-1

## Employee Report of Unsafe or Unhealthful Working Condition

Form 1112-4 (March 1993)	UNITED STATES DEPARTMENT OF THE INTERIOR BUREAU OF LAND MANAGEMENT		
<b>EMPLOYEE REPORT OF UNSAFE OR UNHEALTHFUL WORKING CONDITION</b>			
This form is provided for the assistance of an employee and is not intended to constitute the only method by which a report may be submitted.			
<b>SECTION A: Information</b>			Safety Office Log No.
1. The Undersigned ( <i>check one</i> )    Employee    Representative of Employee believes that a violation of an occupational safety or health standard has occurred which has resulted in a safety or health hazard.			
2. Office/Facility and Location			
3. Location of alleged violation ( <i>Building or Work Site. Include Address</i> )			
4. Government Supervisor at site of alleged violation			4a. Supervisor's telephone ( <i>include area code</i> )
5. Briefly describe the hazard. Include the approximate number of employees exposed to or threatened by such hazard			
6. List by number and/or name the particular safety or health standard(s) alleged to be violated			
7. Do you believe that this hazard immediately threatens death or physical harm?			Yes    No
8. To your knowledge, has this alleged violation been the subject of any union/management grievance?			Yes    No
9. To your knowledge, has this alleged violation been called to the attention of or discussed with the government supervisor or other management official?			Yes    No
10. If the answer to item 7 or 8 is "Yes", describe the efforts made by management to eliminate the hazard			
11. Additional Remarks/Comments			
<b>SECTION B: Certification</b>		<b>The person reporting must complete the section below</b>	
12. Name ( <i>type or print</i> )		13. Signature	14. Date
15. Home Address		16. Home Telephone ( <i>include area code</i> )	17. Work Telephone ( <i>include area code</i> )
		18. May your name be revealed?    Yes    No	
19. If Representative of Employee, enter your position, organization and authority to act			
( <i>See reverse side for instructions and appeal rights</i> )			

## Illustration 10-1

### Employee Report of Unsafe or Unhealthy Working Condition (continued)

#### REPORTING INSTRUCTIONS

1. You are encouraged to report unsafe or unhealthy work practices or conditions whenever detected in the Bureau of Land Management. Any condition, whether you consider it to be a minor infraction or an imminent danger **must** be reported. Reporting such conditions to your immediate supervisor will usually achieve the most expedient results leading to corrective action. Such reports should be made orally and the supervisor is required to promptly investigate the condition and take appropriate corrective action. Supervisors are then required to inform the reporting employee of all actions taken. **In the interest of expediency and prompt elimination of the condition that you wish to report, you are strongly urged to work within the chain of command and report directly to your supervisor.**
2. In the event that you fear adverse action or reprisal associated with reporting unsafe or unhealthy conditions, you are authorized to report directly to the Safety Manager or the State/Center Director through the use of this form. Under such conditions you are not required to report to any other person. Further, you have the right to remain anonymous and you may so indicate on this form. Response to persons who wish to remain anonymous will be made by posting corrective actions taken on bulletin boards at or near the location where the hazardous conditions existed or exists, or by letter to the person's home address unless the person reporting indicates in Block 11 (*Additional Remarks/Comments*) that he/she does not wish to have correspondence mailed to the home address.
3. Reports of unsafe and unhealthy conditions submitted by use of this form will be responded to in writing by the State/Center Safety Manager within 15 calendar days after receipt. The response will provide details of interim or completed corrective action or will advise that the condition reported is not considered hazardous and that no action will be taken.

#### APPEAL RIGHTS

**You have the right under law to be provided a safe and healthful work environment.** In the event that you disagree with the response made by the Safety Manager or with the corrective actions taken, you have the right to discuss the matter with the Safety Manager to initiate negotiations for changes or improvements. You have the right to appeal to the State/Center Director if the matter cannot be resolved to your satisfaction through the efforts of the Safety Office. If you are dissatisfied with the State/Center Director's response or have not received a response within 20 working days, you may appeal to higher levels of authority. The sequence of appeals shall be through the Director, Bureau of Land Management; the Secretary, Department of the Interior, the final appeal shall be to the Office of Federal Agency Safety Programs, U.S. Department of Labor, Washington, D.C. 20210. Your appeal **must** be made in writing and **must** describe in detail the entire previous processing of your report of unsafe or unhealthy working conditions and actions that were taken in response. Further, you **must** set forth in writing your objections thereto.

**Illustration 12-1**  
**Job Hazard Analysis**

UNITED STATES DEPARTMENT OF THE INTERIOR BUREAU OF LAND MANAGEMENT  <b>JOB HAZARD ANALYSIS</b>		Date:	_____ New _____ Revised
		Page:                      Of:	Reviewed by: (Safety manager)
Work Group:	Supervisor:	Qualifications, training, and/or experience required:	
Personal Protective Equipment:			
BASIC JOB STEPS		POTENTIAL HAZARDS	SAFE JOB PROCEDURES

Form 1112-3 (Mar. 1993)



**Illustration 26-1****Example of Authorization to Carry Firearms for Nonlaw Enforcement Personnel**

(BLM letterhead)

**Memorandum**

**To:** Employee Name  
**From:** State or Center Director  
**Subject:** Authorization to Carry Firearms

1. You are hereby authorized to carry, while on official duty, a suitable firearm for carrying out your official duties (explain).
2. It is your responsibility to ensure compliance with all local, State, and Federal regulations pertaining to the use, transportation, and storage of firearms and ammunition, and licensing.
3. This authorization expires at the end of this calendar year, or (note as appropriate) (1) upon completion of the project, or (2) change of duty station, status, or transfer, or (3) failure to demonstrate shooting proficiency as required, or (4) if rescinded for any reason.

(Signature of approving officer, title, and address, with copies to the employee's supervisor and the employee's Official Personnel Folder.)



# Appendix 1

**United States Department of the Interior  
Bureau of Land Management**

**SAFETY AND HEALTH MANAGEMENT TEAM  
(SHMT) CHARTER**

***Goals & Mission Statement:*** The Bureau of Land Management Safety and Health Management Team (SHMT) will:

- (1) Provide safety and occupational health services to BLM (both internal and external customers). The SHMT customer base includes but is not limited to—members of the public using public lands, management officials, employees, volunteers, contractors and cooperators.
- (2) Provide all BLM customers a template for safety and occupational health initiatives and provide the leadership necessary to meet program requirements pursuant to accident, injury and loss reduction.
- (3) Create and maintain an active interest in and awareness of safety.
- (4) Serve as a means of safety communications by responding to field needs in a prompt, effective and efficient manner.
- (5) Strive to develop consistent application of occupational safety and health standards and program management practices for all offices throughout the Bureau of Land Management.

***Membership and Organization:*** The SHMT shall consist of State, Center, Fire & Aviation Safety Managers, The National Safety Team, active members of the Safety Community required or elected by the SHMT and will include designated line management and field representation.

Other members may be appointed for specific purposes or initiatives serving as temporary or permanent members provided the SHMT deems expanded membership to be necessary and the Team has reached majority vote.

A Team Leader shall be elected on an annual rotational basis. The Team Leader will represent the Team for routine matters of assembly, information exchange and the conduct of national meetings. The National Safety Team Lead (Bureau Safety Officer) will represent the SHMT, by signature for all official policy, documentation and correspondence generated as a result of Team objectives.

All members of the Team shall have an equal voice and equal voting privileges, including designated field office managers and representatives. The Team is empowered to formulate partnerships, agreements and other positive associations to enhance the diversity and strength of BLM's safety and occupational health program.

***Membership by Designation:*** All members shall be designated as active committee participants through the BLM Manual process (BLM Manual 1112) signed by the Director, Bureau of Land Management (or chosen representative). The membership designation shall remain in effect until superseded by explicit manual change or executive redirection.

***Responsibilities:***

***1. Team Leader -***

- A. Moderates each meeting, with appropriate facilitation.
- B. Provides liaison between the SHMT and other groups or individuals in the organization when/where necessary as required or requested by the SHMT.
- C. Arranges or coordinates arrangements for SHMT meeting places and prepares final agenda(s).
- D. Ensure actions and/or key requirements are assigned to committee members or subgroups.
- E. Ensure appropriate follow-up and conclusion of all action items through the most effective means necessary (ie; electronic mail, voice mail, conference calls or physical review at the time periodic meetings are convened).

***2. Team Members -***

- A. Full cooperation and authority to participate as equal partners with equal votes at SHMT meetings, subordinate sessions and peripheral workgroups.

- B. Ensure new members are appointed, through need recognition and consensus vote.
- C. Identify and pursue any training and developmental needs of the Team.
- D. Responsible for informing respective Associate State Director's of significant accomplishments, needs and issues. (Note: When appropriate the Bureau Safety Manager will brief the Field Committee of pivotal SHMT proceedings or transactions.)
- E. Interpret OSHA regulations, Industry safety standards and Bureau Policies for the customer base. Recommend and develop applicable or supplemental policies applying uniform guidance and direction. Provide wide distribution for these interpretations, information and related data via most effective means available.
- F. Team minutes will be the responsibility of the host member of the meeting and shall be distributed to all appropriate members, customers and the BLM DASHO within 30 days following SHMT meetings.

***Meeting Frequency and Location:*** The SHMT shall meet semi-annually, unless additional gatherings are necessary driven by the events of a given time frame, event or emphasis. The location(s) of the meetings shall vary according to the preference of the Team.

***Concurrence (names, duty titles, signatures & dates of standing committee members):***  
 We the undersigned do hereby concur with the articles and provisions of this National Safety and Health Management Team Charter. This charter shall remain in place until superceded by full agreement of the appointed SHMT membership or appropriate management officials.

_____	_____	_____
_____	_____	_____
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# Appendix 2

**BUREAU OF LAND MANAGEMENT,  
COMPETENCY-BASED HUMAN RESOURCES MANAGEMENT,  
GS-018 SAFETY MANAGER/  
COLLATERAL DUTY SAFETY OFFICER  
COMPETENCY FRAMEWORK**

## **Introduction**

The Bureau of Land Management (BLM), like much of the rest of the Federal government, has elected to move toward a competency-based human resources process. Competencies are the technical skills, knowledge, and behavioral characteristics required to successfully perform the duties of a specific position. Competencies should be used in applicant referral and selection, employee training and development, and performance management.

The purpose of the GS-018 Safety and Occupational Health Management competency framework is to identify:

1. The competencies required for successful performance as a State Safety Manager, full-time safety professional, or field office Collateral Duty Safety Officer within the BLM.
2. The training resources that are available for developing the competencies.

Unlike many administrative and management occupations, the GS-018 series qualification standard has an individual occupation requirement. To qualify for positions at the GS-7 level and above, specialized experience must have been in or related to safety and occupational health positions. The competencies identified below should be used in the applicant referral process as quality ranking factors and in the selection process.

## **Competencies**

This framework identifies and defines the safety professional competencies common throughout the Bureau. The competencies are organized into three categories representing major cluster areas:

*Business Competencies* include those competencies related to common safety business practices and techniques. Safety professionals must become active participants in the business of the Bureau to implement a quality safety program.

*Professional Competencies* represent personal and analytical competencies required to perform safety functions.

*Technical Competencies* identify the technical skills and abilities required for successful performance. These competencies are further separated into basic, intermediate, and complex.

Proficiency in a particular competency is primarily the result of experience. Experienced employees frequently bring with them a basic understanding of these competencies and may not need the training listed. Training only provides a basic understanding of the theories and techniques of the specific competency and is the initial building block of proficiency. This is particularly true of technical training.

As proficiency is typically gained through experience, current safety professionals may possess adequate ability in the competencies listed. This document should be used as a guide to identify the skills, abilities, or personal characteristics the incumbent needs to possess and training available to assist them in their efforts. Training courses listed are examples and are not meant to be exhaustive.

Safety professional COMPETENCY FRAMEWORK		
Business Competencies	Professional Competencies	Technical Competencies
<ul style="list-style-type: none"> <li>• BLM Mission*</li> <li>• Customer Service*</li> <li>• Influencing/Negotiating*</li> <li>• Strategic Planning</li> </ul>	<ul style="list-style-type: none"> <li>• Communication*</li> <li>• Conflict Management</li> <li>• Creative Thinking*</li> <li>• Decisionmaking*</li> <li>• Diversity*</li> <li>• Flexibility*</li> <li>• Integrity/Honesty*</li> <li>• Interpersonal Skills*</li> <li>• Planning and Evaluating</li> <li>• Problem Solving*</li> <li>• Reasoning*</li> <li>• Self Management*</li> <li>• Statistical Analysis*</li> <li>• Teamwork*</li> <li>• Technology Application*</li> </ul>	<ul style="list-style-type: none"> <li>• Accident Investigation*</li> <li>• Health and Wellness**</li> <li>• Inspections*</li> <li>• Legal Issues*</li> <li>• Procurement and Contract Safety</li> <li>• Professional Practice*</li> <li>• Public Safety</li> <li>• Recreational Safety</li> <li>• Safety Management</li> <li>• Safety Standards*</li> <li>• Technical Proficiency*</li> <li>• Tort Claims**</li> <li>• Training Development*</li> </ul>

\* Competencies required of field office Collateral Duty Safety Officers

\*\* Some states have these functions/tasks aligned with the safety professional, some do not. They are not core competencies unless the State Director determines that the manager must perform these functions.

### Business Competencies

#### *BLM Mission*

Understands the mission and statutory basis for the Bureau. Maintains current knowledge of political and economic factors (both internal and external) that have an impact on the Bureau's objectives. Understands the Bureau's culture and how it influences organizational practice. Understands how the position fits into the goals and objectives of the Bureau.

#### *Customer Service*

Works with customers to assess needs, provide assistance, resolve problems, and satisfy expectations; knows the products and services, and is committed to providing quality products and services. Includes the ability to respond to safety and occupational health complaints or requests for information and technical data from customers, including management, the public, supervisors, and employees.

Effective Communication with Customer - U.S. Department of Agriculture (USDA) Graduate School

Customer Service Excellence - USDA Graduate School

Dealing with Angry Customers - USDA Graduate School

#### *Influencing/Negotiating*

Appropriately uses negotiation, persuasion, and authority in dealing with others to achieve Bureau

goals. Uses win-win techniques to identify ways to improve internal business practices and procedures, making them faster, better, or easier.

Supervisory Leadership Seminar - Office of Personnel Management (OPM)

#### *Strategic Planning*

Supports development of State/Center strategic plans, including vision and mission statements. Develops strategic plans that support overall organizational goals and objectives. Advises management on incorporation of safety goals and considerations into strategic plans.

Strategic Planning - USDA Graduate School

#### **Professional Competencies**

##### *Communication*

Expresses ideas, facts, and information in a clear and organized manner, both orally and in writing, to individuals or groups, in a style, tone, and level of detail appropriate to the audience and the occasion.

Briefing Techniques - USDA Graduate School

Clear Writing Through Critical Thinking - USDA Graduate School - OR -

Effective Writing - USDA Graduate School - OR -

Writing Analytical Reports - National Independent Study Center (NISC)

Communicating for Results - USDA Graduate School

##### *Conflict Management*

Resolves conflicts, confrontations, and disagreements in a positive and constructive manner.

Constructive Conflict Resolution - USDA Graduate School - OR -

Positive Approaches to Difficult People - USDA Graduate School

Responding to Conflict: Strategies for Improved Communication -

American Management Association (AMA)

##### *Creative Thinking*

Uses imagination to develop new insights into situations and applies innovative solutions to problems. Designs new methods where established methods and procedures are inapplicable or unavailable.

##### *Decisionmaking*

Understands and/or specifies goals and constraints. Generates alternatives. Considers values, risks, impact, and implications of decisions. Evaluates and chooses best alternatives. Makes decisions after seeking input from key stakeholders.

Program Planning and Analysis - NISC

Problem Solving and Decisionmaking - AMA

*Diversity*

Understands the need for and is able to work in a diversified workforce.

Diversity a business necessity for the millennium - OPM

*Flexibility*

Is open to change and new information. Adapts behavior or work methods in response to new information, changing conditions, or expected obstacles. Effectively deals with ambiguity.

*Interpersonal Skills*

Shows understanding, courtesy, tact, empathy, and concern. Develops and maintains relationships; may deal with people who are difficult, hostile, and distressed. Relates well to people from varied backgrounds and situations. Is sensitive to individual differences.

Interpersonal Communications - USDA Graduate School

*Planning and Evaluating*

Organizes work and sets priorities. Determines resource requirements, and the short-term or long-term goals and strategies to achieve them. Coordinates with other organizations or parts of the organization. Monitors progress and evaluates outcomes.

*Problem Solving/Reasoning*

Identifies problems. Determines the accuracy and relevance of the information. Uses sound judgement to generate and evaluate alternatives, and to make recommendations.

Problem Solving - USDA Graduate School  
Creative Problem Solving - USDA Graduate School  
Problem Solving and Decisionmaking - AMA  
Quantitative Methods - college level course  
Basic Statistics - USDA Graduate School

*Self Management*

Sets well-defined and realistic personal goals. Displays a high level of initiative, effort, and commitment toward completing assignments in a timely manner. Works with minimal supervision, is motivated to achieve, and demonstrates responsible behavior.

Managing Multiple Priorities - USDA Graduate School  
Time Management - USDA Graduate School

*Statistical Analysis*

Analyzes accident and incident data to determine root causes and trends. Develops effective countermeasures and/or training to deal with the issues.

**Basic Statistics - USDA Graduate School***Teamwork*

Works cooperatively with other team members and contributes to group solutions through constructive feedback, ideas, and suggestions. Facilitates the open exchange of ideas and information among team members. Fosters shared leadership, builds trust among team members, and creates commitment to team goals. Works effectively in teams with law enforcement, hazmat, fire, personnel, management, and field employees to effectively implement a comprehensive safety, occupational health, environmental, fire, and OWCP Program.

Positive Approaches to Difficult People - USDA Graduate School  
Succeeding in Work Teams - USDA Graduate School

*Technology Application*

Uses machines, tools, or equipment effectively. Uses computers and computer applications to analyze and communicate information in the appropriate format. Uses the Internet and the Intranet to research technical issues. Manipulates data in the Department's Safety Management Information System, if required.

Various Local Sources  
DOI Office of Managing Risk and Public Safety

**Technical Competencies***Accident Investigation*

Determines primary and secondary causes of accidents. Makes recommendations on corrective actions to prevent recurrence of similar type accidents. Monitors implementation to ensure recommendations are effective.

*Health and Wellness*

Develops and implements a physical fitness and nutrition information program, which may include providing a location and/or equipment for exercise, as budget allows.

*Inspections*

Inspects all Bureau facilities in the State to ensure compliance with safety, health, fire, and sanitation standards. Develops and implements revised procedures, countermeasures, and engineering controls to minimize or eliminate identified hazards. Identifies hazards that may not be technical violations of standards, but will improve safety and health conditions (best professional practices).

*Legal Issues*

Possesses knowledge of legal and litigation principles, (e.g., general liability, personal liability, administrative law, Federal and state occupational legal precedent).

*Procurement and Contract Safety*

Reviews equipment procurement requests and construction plans to ensure inclusion of necessary safety features and compliance with appropriate safety and occupational health standards (e.g., Life Safety Code, National Electrical Code, ADA)

*Professional Practice*

Possesses effective working knowledge of the ethics, principles, and practices of the safety professional.

*Public Safety*

Implements and manages a comprehensive plan for public safety on BLM lands encompassing a wide variety of uses. (e.g., mining, oil and gas exploration, minerals extraction, rangeland activities).

*Recreational Safety*

Conducts needs assessment; then develops implementation initiatives for management of safety issues affecting public land recreational users (e.g., hiking, camping, boating, swimming, hunting, fishing).

*Safety Management*

Manages a comprehensive safety and occupational health program covering a diverse set of program elements, including, but not limited to, a safety program evaluation, motor vehicle/transportation, occupational and industrial safety, outdoor and recreational safety, hazardous materials, construction plan review, construction safety methods, electrical safety, and occupational health.

*Safety Standards*

Possesses a comprehensive knowledge of, and ability to correctly apply, statutory, regulatory, and consensus safety, and occupational health standards to a broad spectrum of occupational and public venues.

*Technical Proficiency*

Possesses the knowledge and ability to apply technical expertise in a wide variety of professional safety disciplines, including electrical, radiation, chemical, watercraft, ergonomics, respiratory protection, and blood-borne pathogens.

*Tort Claims*

Receives and processes tort claims filed against the Bureau. Investigates incidents, prepares reports and legal case files, and assists the Solicitor's staff in defending the Bureau's position.

*Training Development*

Possesses the knowledge and ability to develop and monitor the status of employee safety and occupational health training, and to teach safety and occupational health topics to others from a base

of technical knowledge and teaching skills.

#### *Technical Training*

All State safety professionals are expected to successfully complete the following courses:

- Accident Investigation - OSHA 202 or DOI
- Briefing Techniques - USDA Graduate School
- Collateral Duty Course for Other Federal Agencies - OSHA 600
- Construction Safety Standards - OSHA
- Electrical Safety - OSHA 206
- Fundamentals of Industrial Hygiene - OSHA 121A
- Hazardous Materials Engineering - OSHA 201A
- Instructor Training - USDA Graduate School
- Inspection Techniques - multiple providers
- Life Safety Code - OSHA 207A
- Motor Vehicle and Transportation Safety - U.S. Department of Transportation Safety Institute (TSI)
- Principles of Ergonomics - OSHA 225A
- Principles of Safety and Occupational Health - multiple providers
- Safety Management - National Safety Council (NSC)
- Machinery and Machine Guarding Standards - OSHA 204
- Respiratory Protection - OSHA 222

All field office Collateral Duty Safety Officers are expected to successfully complete the following courses, as well as any additional courses required by their organizations:

- Accident Investigation - OSHA 202 or DOI
- Briefing Techniques - USDA Graduate School
- Collateral Duty Course for Other Federal Agencies - OSHA 600
- Inspection Techniques - multiple providers
- Principles of Safety and Occupational Health - multiple providers

Certification as a Certified Safety Professional (CSP) or equivalent meets the basic requirements for qualification as a GS-018. The training, study, and experience required to successfully complete the certification program provides a theoretical and practical understanding of the technical competencies. Safety professionals are encouraged to pursue professional certification. As certification will greatly enhance the professionalism of the safety program, safety professionals will be given up to 40 hours of work time to prepare for the examination.



