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To: Field Managers and Deputy State Directors  
From: State Director  
Subject: Mid-Year Safety Awareness

Leaders have the pivotal role in safety: Setting expectations for safe behavior and monitoring to see that safe behavior occurs. The operational environment exposes our workforce to a variety of hazards and the inherent risk associated with them. We must mitigate the hazards that could cause harm to our workforce. All managers and all supervisors should have a safety element included in their EPAP.

When we look back on the last six months there were many successes that make us proud. Our desire to continuously improve our employee protection efforts also shows us we can make improvements:

- Driving is one of the most hazardous things we do. Managers must emphasize the importance of wearing seatbelts, not exceeding posted speed limits, and the importance of understanding situational awareness. Violations of these rules should be dealt with firmly and quickly. Of the half million plus miles we put on our Government vehicles in the last six months, we had six reported accidents, with the majority of these involving striking wildlife, rocks and trees. Let's do our best to reduce the number of accidents in the months to come in FY2006.
- We have the responsibility to provide our employees with a safe and healthy workplace. Safe work practices are imperative to employee protection, as well as getting the job done. Leaders must ensure that workplaces under their control are free from recognized hazards. Additionally, worker violation of safety standards must be corrected immediately. We have had twenty recordable injuries in the first half of FY 2006, most from slips, trips, and falls. We need to ensure that our employees become more safety conscious and reduce injuries in the upcoming months of FY2006.
- Safety meetings and training require the active support of leadership. Managers and supervisors must participate in training when required, support training initiatives, and ensure that required training is offered to employees.

Contact our safety manager or your collateral duty safety coordinators for any assistance in relaying these important issues to employees. There certainly will be well-deserved victories in the next six months, but there will also be challenges for which we can and must prepare ourselves.

/s/ Alan Rabinoff  
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