

# United States Department of the Interior

BUREAU OF LAND MANAGEMENT  
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In Reply To:

1112 (930.KV) P

March 26, 2004

EMAIL TRANSMISSION – 3/26/04  
Information Bulletin No. MT-2004-051

To: State Management Team

From: State Director

Subject: Safety Program Management Review

DD: 05/17/2004

During the weeks of May 24 – June 4, 2004, the Bureau Safety Manager will conduct a Safety Program Management Review (PMR) in the Montana/Dakotas. This Safety PMR is not a facility safety inspection. It is designed to validate how well our offices are implementing Department of Interior and Bureau of Land Management policies and regulations, OSHA standards, and public law. Another objective of the PMR is to offer assistance to field offices on any safety-related issue; i.e., training, discussion of special compliance concerns, etc.

Attachment 1 is the proposed itinerary. Please ensure that you, your collateral-duty safety officer (CDSO), and key members of your staff are available for personal interviews.

Similar to past PMRs, the Bureau Safety Manager requests that each office prepare an organized three-ring notebook documenting how that Field Office is implementing the Safety Program. The notebooks should have separating dividers that are labeled with the six essential Safety Program elements and special emphasis programs:

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

The information in the binders should support responses to the PMR checklist (Attachment 2). Examples include: Field Manager Safety policy letter, Field Manager/Supervisor performance evaluation criteria, Field Office Action Plan, Individual Development Training Plans for collateral duty safety officer, position description for CDSO, annual inspection with Field Office responses, abatement plans, copies of risk assessments, Safety Committee charter and 1 year of minutes, Field Office Safety policies, copies of past year accident reports and OSHA logs for 3 years, Safety training documentation, etc.

The PMR notebooks should be returned to MT-930 by May 17, 2004.

If you have questions or have assistance requests, you may contact Karilynn Volk, at 406-896-5190, or Lisa Engelmann, at 406-896-5193.

Signed by: A. Jerry Meredith, Associate

Authenticated by: Aleta Zahorodny (MT-930)

#### 2 Attachments

- 1-Safety PMR Itinerary (1 p)
- 2-Safety PMR Checklist (8 pp)

#### Distribution w/attm.

Assistant Field Manager, Glasgow Field Station  
Assistant Field Manager, Havre Field Station  
AOs  
(WO-740), Bruce Prater, MIB, Room 2044

**Montana State Safety Program Management Review  
May 24 – June 4, 2004**

**At all locations hold in-briefing with Manager, Safety Committee and staff. Meet with CDSO and review PMR Checklist and Safety Program documentation.**

<b>DATE</b>	<b>TIMES</b>	<b>LOCATION/ACTIVITY</b>
<b>May 23, Sunday</b>		<b>Fly or Drive to Missoula, MT Overnight (ON) Missoula</b>
<b>May 24, Monday</b>	<b>8:00 - 11:00 11:00 2:00 - 5:00</b>	<b>Missoula FO Drive to Butte Butte FO ON Butte</b>
<b>May 25, Tuesday</b>	<b>7:00 8:30 - 11:30 12:00 - 5:00</b>	<b>Drive to Dillon Dillon FO Drive to Billings and ON Billings</b>
<b>May 26, Wednesday</b>	<b>8:00 – 11:00 1:00 – 5:00</b>	<b>Billings FO MSO ON Billings</b>
<b>May 27, Thursday</b>	<b>7:00 11:00 – 1:30 1:30 3:00 – 5:00</b>	<b>Drive to Malta Malta FO Drive to Havre Havre FS ON Havre</b>
<b>May 28, Friday</b>	<b>8:00 1:00 -4:00</b>	<b>Drive to Lewistown Lewistown FO ON Lewistown or Billings</b>
<b>May 29, Saturday</b>		<b>ON Lewistown or Billings</b>
<b>May 30, Sunday</b>		<b>ON Lewistown or Billings</b>
<b>May 31, Monday</b>	<b>3:00</b>	<b>Drive to Miles City ON Miles City</b>
<b>June 1, Tuesday</b>	<b>8:00 – 12:00 1:00</b>	<b>Miles City FO Drive to Belle Fourche ON Belle Fourche</b>
<b>June 2, Wednesday</b>	<b>8:00 – 11:00 12:00</b>	<b>SDFO Drive to Dickinson ON Dickinson</b>
<b>June 3, Thursday</b>	<b>8:00 – 11:00 12:00</b>	<b>NDFO Drive to Billings ON Billings</b>
<b>June 4, Friday</b>	<b>9:00</b>	<b>Billings: Out-briefing SD, ASD, DSDs, Billings FM or representatives</b>

## FY 2004 Safety and Occupational Health

### Program Management Review Checklist

Location: \_\_\_\_\_ Auditor: \_\_\_\_\_ Date: \_\_\_\_\_

Item #	Checklist Item	Comments	Y	N	FOLLOW/UP
	<b>I. Program Management Tools</b>				
	<b>Regulations, policy, and guidance</b>				
1	A. Is there a safety program document (safety manual or safety plan)? Is it current? Does it need additional information to be fully useful?				
2	B. Safety Policy Memorandums: 1. Does the District Manager/Field Office Manager have a <b>written</b> safety policy memorandum? _____ 2. Is a copy of the State Director's Safety Policy Memorandum available?				
3	C. Is there an Annual Safety Action Plan and specific project plans?				
4	D. Is there demonstrated top management commitment to safety and health? How demonstrated?				
5	E. Is safety performance part of the District/Field Managers performance evaluation?				
6	F. Is safety performance a part of all managers and supervisors performance evaluations?				

Item #	Checklist Item	Comments	Y	N	FOLLOW/UP
7	G. Are there goals in place to assist in meeting the Presidential SHARE initiative?				
8	H. Is there an Abatement Plan procedure, in accordance with 29 CFR 1960.30, in place?				
9	I. Are risk management procedures integrated into all operational decision-making?				
10	J. Are all supervisors trained in Risk Management? Is more Risk Management training needed?				
11	1. Are Risk Assessments used by supervisors for OJT and training new personnel?				
12	2. Do RAs adequately assess hazards and detail appropriate Protective Clothing and Equipment and other safety related equipment? (After the quality of the RA)				
13	3. Is Risk Management used to determine which high-risk operations require more frequent professional safety inspections?				
	<b>Program Resources</b>				
14	A. Is the safety function established at all necessary organizational levels?				
15	B. Is the safety function filled with Collateral Duty Safety Officer (CDSO) or full-time safety personnel?				
16	C. Are more full-time safety personnel needed?				

<b>Item #</b>	<b>Checklist Item</b>	<b>Comments</b>	<b>Y</b>	<b>N</b>	<b>FOLLOW/UP</b>
17	D. Do CDSOs spend at least 20% of their time on safety?				
18	E. Are financial resources adequate? How are the following areas funded?				
19	1. Personal Protective Equipment for employees?				
20	2. Promotional Materials and Awards Program.				
21	3. Required Safety Training.				
22	4. Correction of unsafe/unhealthful conditions.				
23	5. Are supplies, materials, and equipment adequate?				
24	F. Is there a Safety and Occupational Health Management committee?				
25	G. Is/are employee safety committees established?				
26	H. Are employees' rights protected, in accordance with public law?				
27	I. Does the Safety Manager or Collateral Duty Safety Officer report to senior management, DM/FM or ADM/AFM?				
28	J. Has the District or Field Office Safety Manager or CDSO established an effective working relationship with local OSHA and other related agencies, activities or information sources?				

	<b>OSHA Implementation</b>				
<b>29</b>	A. Are OSHA posters prominently displayed? Up-to-date?				
<b>30</b>	B. Is the OSHA Log maintained? Posted? Time period?				
<b>31</b>	C. Has there been an OSHA inspection? Have all deficiencies been abated?				
<b>32</b>	D. What are the procedures for reporting unsafe or unhealthful working conditions?				
	<b>II. Training</b>				
<b>33</b>	A. Are appropriate safety issues integrated in all non-safety training?				
<b>34</b>	B. Are safety personnel, including both full time professionals and collateral duty safety officers (CDSOs) provided training in accordance with BLM Core Competency standards? Training plans?				
<b>35</b>	C. Is a safety orientation given to all new and transferred employees, including job specific safety requirements (HAZCOM, BBP, etc.)? Are Risk Assessments used in training?				

<p><b>36</b></p>	<p>D. Is safety and occupational health training required by 29 CFR 1960 provided?</p> <ul style="list-style-type: none"> <li>- 29 CFR 1960?</li> <li>- Basic safety orientation?</li> <li>- Bloodborne Pathogens?</li> <li>- Confined Space?</li> <li>- Fire Prevention and Protection?</li> <li>- HAZCOM?</li> <li>- Hearing Conservation?</li> <li>- Heavy/specialized equipment operation?</li> <li>- Life Safety Code (Means of Egress)?</li> <li>- Lockout/Tagout?</li> <li>- Noise?</li> <li>- Other required specialized safety training?</li> <li>- Respiratory Protection Program?</li> </ul> <p>* This list is not complete, but simply a sample of required training.</p>				
	<p><b>III. Inspections</b></p>				
<p><b>37</b></p>	<p>A. Are required annual SOH inspections made by 29 CFR 1960 qualified safety professionals?</p>				
<p><b>38</b></p>	<p>B. Are follow-up procedures in place to ensure that corrective actions are taken and adequate? Re-inspections?</p>				

39	C. Are hazards identified by external agencies (OSHA, CASHE Audit, etc.) tracked and abated?				
40	D. Are requirements for periodic SOH inspections of special emphasis or high risk operations ID'd and made? How determined?				
41	E. Are procedures in place to provide assistance visits to field offices or resource areas?				
	<b>IV. Safety and Occupational Health Awareness and Promotion</b>				
42	A. Is there a Safety and Occupational Health awareness and promotion program?				
43	B. Are recognition and awards provided for effective safety performance?				
	<b>V. Accident Investigation and Reporting</b>				
44	A. Are effective accident investigation procedures in place and implemented?				
45	B. Are accident/incident report procedures in place and effective?				
46	C. Is statistical analysis of accidents provided to management?				
	D. VISITOR SAFETY				
47	1. Are visitor accidents input into SMIS?				
48	2. Quality/completeness?				
49	3. Are Visitor Accidents investigated to determine the cause?				
	<b>VI. Program Evaluation</b>				
50	A. Are performance metrics				

	(measurements) established?				
51	B. How are the results reported?				
52	C. Are corrective actions tracked?				
53	D. Are customer surveys utilized?				
54	E. Has there been an annual SOH Program Assessment?				
	<b>VII. Special Emphasis Programs</b>				
	A. Motor vehicle safety.				
55	1. Have employees who operate any vehicle as a job requirement been provided defensive driver training within three years?				
56	2. Is special driver training conducted for seasonal and temporary employees, those who operate heavy equipment, and other specialized mobile equipment?				
57	3. Is there a written distance driving policy (other than HB 1112-2? How many miles or hours? Is fatigue addressed? Weather?				
58	4. How is the distance driving policy monitored and enforced?				
59	5. Are monthly motor vehicle safety inspections conducted and documented?				
60	6. Are annual motor vehicle safety inspections conducted and documented?				
61	B. Have all CASHE audit recommendations been fully implemented, or is an abatement plan in place?				
62	C. Have all Fire Readiness Review findings been corrected?				
63	D. Have all Fire Readiness Review findings been corrected?				

64	E. Are there any outstanding physical security issues that you feel need attention by management?				
65	F. Is coordination with other BLM Programs effective?  - Aviation - Fire - Watercraft - Law Enforcement - Abandoned Mines - Engineering - Recreation - Hazardous Materials - Other				

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