

United States Department of the Interior

BUREAU OF LAND MANAGEMENT
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In Reply To:

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April 6, 2004

EMAIL TRANSMISSION – 4/6/04
Instruction Memorandum No. MT-2004-053
Expires: 9/30/05

To: All Montana State Office and Billings Field Office Employees

From: Deputy State Director, Division of Support Services

Subject: Montana State Office (MSO)/Billings Field Office (BiFO) DD: 4/26/04
Safety, Security, and Wellness Committee

The purpose of this memorandum is to meet the guidelines set forth in OSHA 29 CFR 1960, Subpart F, and Instruction Memorandum MT-2004-030, which require the State Office and each field office to have an effective safety committee that addresses site-specific issues; reviews accident reports, corrective action and trends; and actively supports the integration of safety into all program areas.

Additionally, the MSO/BiFO Safety Committee will include Security and Wellness. The intent of this Committee is to address safety and security concerns, recommend solutions, and promote health and wellness.

The Committee will be comprised of one representative from management including branch chiefs, and one representative from each of the following organizations: State Director's Staff, Division of Resources, Division of Support Services, and Billings Field Office. The Branch of Fire and Aviation is invited to submit nominations for this Committee or may establish a separate committee for their facility.

Prospective members will serve a 2-year term and should obtain permission from their supervisors to allow for time to participate in safety committee meetings and related projects. The Committee will meet on a quarterly basis.

If you have an interest in promoting safety and health, security, and wellness issues, and would like to be a part of the MSO/BiFO Safety, Security, and Wellness Committee team, please submit your name to Lisa Engelmann or Karilynn Volk, by April 26, 2004.

Signed by: Sandra L. Guches
Authenticated by: Aleta Zahorodny (MT-930)

1 Attachment

1-MSO/BiFO Safety, Security, and Wellness Committee Charter (2 pp)

CHARTER

SAFETY, SECURITY, AND WELLNESS COMMITTEE MONTANA STATE OFFICE (MSO)/BILLINGS FIELD OFFICE (BiFO)

I. INTRODUCTION

The MSO/BiFO Safety, Security, and Wellness Committee is being organized to (1) address safety and security concerns, (2) prevent or minimize personal injury and property loss or damage, and (3) promote health and wellness in the workplace.

II. PURPOSE

The purpose of this Committee is to provide counsel, assistance, and advice to the State Director, Associate State Director, Billings Field Manager, Deputy State Directors, Safety and Health Specialists, and Supervisors in continually improving the employee safety and health program; as well as facility security and wellness for the MSO/BiFO. The function of the Committee is to create and maintain interest in safety and health to help reduce accidents, assist in improving the safety and security aspects of the environment in which employees work and promote wellness and fitness among the workforce.

III. RESPONSIBILITY

It is the responsibility of this Committee to provide the State Safety and Health Specialists with essential information on and to make recommendations for improving safety and health conditions for all employees in the MSO/BiFO. This includes the following:

- A. to enhance safety awareness and educate employees on matters related to safety and health;
- B. to identify hazards and suggest actions for corrective abatement;
- C. to seek, listen, and respond to suggestions from employees, supervisors, and managers for ways to improve safety behavior and working conditions;
- D. to recognize employees who consistently support a safe working environment;
- E. to serve as an example by displaying an attitude supporting a safe working environment;
- F. to review and analyze accidents or near-miss incidents which could have educational value;
- G. to actively participate and support safety and wellness activities; and
- H. to assist with security issues, as needed.

IV. ORGANIZATION AND SUPPORT

The Committee membership is as follows:

- Supervisory Property Management Specialist
- Law Enforcement Officer
- Management Representative including Branch Chiefs
- Employee Representative(s) (State Director-910; Division of Resources-920, including Fire; Division of Support Services-930; and Billings Field Office-010)
- State Office Hazardous Materials (HAZMAT) Coordinator (ad hoc)
- State Safety Specialists

The Committee Chairperson will be selected from the membership. The Supervisory Property Management Specialist, Law Enforcement Officer, and State Safety Specialists are permanent members of the Committee. Management and Employee Representatives generally serve a 2-year term. Representatives may serve an additional term if willing to do so. A Program Manager may be requested to attend certain meetings should concerns arise in their area of expertise. Information regarding building maintenance and security will be shared with the appropriate personnel.

- A. Representatives will work through the Chairperson to keep management informed as to the Committee's activities.
- B. The Chairperson, with support from Safety staff, will be responsible for:
 1. coordinating the overall activities of the MSO/BiFO Safety, Security, and Wellness Committee;
 2. supporting the MSO/BiFO Safety, Security, and Wellness Committee in carrying out its mission in conjunction with, and under the guidance of, MSO/BiFO management and BLM Manual requirements;
 3. tracking assignments made to Committee Representatives concerning safety and health matters, to assure that they are accomplished in a timely manner; and
 4. preparing and developing agenda items for meetings.

V. MEETINGS

The MSO/BiFO Safety, Security, and Wellness Committee will meet quarterly. A quorum of four Committee Representatives must be present to transact business. Meetings to discuss urgent safety and health issues will be held as needed. Designated Representatives from each division/office must be present or send a replacement representative. Committee meetings are open to all interested employees, building maintenance personnel, and security guards.