

**STATE SAFETY COUNCIL
MEETING MINUTES (NetMeeting)
Host: Oregon State Office
May 5, 2004**

Attendance

Kathy Eaton - Deputy State Director for Management Services
Julia Dougan – Eugene District Manager (Chair)
Doug Parker – Medford - West Side Line Supervisor Representative
Mike Sweeny – Spokane - East Side Line Supervisor Representative
Steve Coley – Vale - East Side Non-Supervisor Representative
Shelby Gales – SORO, Safety Manager Office of Fire and Aviation
James Chandler - State Safety Manager (Recorder)

Agenda

- Welcome, Introductions, and Communication Check
- Quarterly Accident Trend Analysis
- Compliance Assessment – Safety, Health, and the Environment (CASHE)
Update: Funding Issues
- Status of BLM Manual Handbook 1112-2 update
Cramer Fire OSHA Citations and Corrective Actions
- New DOI 485 DM, Chapter 20, Personal Protective Equipment
- Status of DOI Safety Management Information System Upgrade to Meet
New DOL Requirements
- Bureau Requirement to Implement Risk Management and Phase Out
JHAs

Julia Dougan opened the meeting at 1:00 p.m. This meeting was conducted using NetMeeting from the OR/WA State Director's Conference Room. We appreciate Chris Cronk's assistance in getting the technology set up and working.

DISCUSSION

Shake-up in Safety

Jim Chandler announced that Bruce Prater was unexpectedly relieved as the Bureau Safety Manager last week. Phyllis McKoy will be acting Bureau Safety Manager until the position is filled. Should you have any unfinished business with Bruce, he can be reached at (202) 452-5102.

Accident Experience Review/Cumulative Comparison. 2nd Quarter FY 2004.

Note: All Statistical Data is drawn from Department of the Interior (DOI) Safety Management Information System (SMIS) database.

- **Personal Injury/Illness**

	01 Jan 04 - 31 Mar 04	01 Jan 03 - 31 Mar 03
Total Injury Cases	15	36
Total Illness Cases	1	6
Fatalities	0	0
Lost Time Cases	2	6
No Lost Time Cases	14	36
Light Duty	90**	0
Days Away From Work	41***	23

** 90 Days result of one knee strain

*** 37 Days result of one case – broken leg

The majority of our injuries are slips, trips, and falls that result in strains and sprains. The accident prevention plan for field workers being developed will help in our mishap prevention efforts for field employees. It is approximately 85% complete. It should also be noted that this Calendar Year (CY) the Federal Government will transition from using the traditional accident reporting/recording requirements in 29 CFR 1960 to the same system that general industry has been using throughout the Nation – 29 CFR 1904. Most Safety Managers received training in the new system at our workshop in December and the DOI SMIS system has been modified to comply with the new requirements. Additionally, the SMIS system is being modified to produce and forward electronic CA forms to the Department of Labor. The changes are significant and will require vigilance by supervisors inputting SMIS accident reports as well as safety managers reviewing cases in SMIS.

- **Vehicle Accident Experience**

Vehicle Accident Experience Cumulative Comparison 1st QRT FY 2003

	01 Jan 03 - 31 Mar 03	01 Jan 04 - 31 Mar 04
Total Incidents	10	15
Total Costs	\$11,525.00	\$15,528.00
Average Cost	\$1,152.00	\$1,035.20

Inattention and speed[ing] to fast for conditions are still the primary cause of our vehicle accidents. Supervisors must lead by example and safety briefings must include warnings about excessive speed and situational awareness. Some of the spike in our vehicle accidents appears to be connected to the severe winter weather we had in late December and early January.

CASHE Condition Assessments

For a District to be reported in “good” safety, health, and environmental condition as defined in the Performance Measure Data Specification 01.04.01.04 for FY 2004, they must have no more than 1 high priority CASHE finding open. For FY 2005 and subsequent years that number will fall to zero. All findings during a CASHE audit are prioritized with Risk Assessment Codes (RAC) for Safety findings and Priority Level Codes for Environmental findings. More serious findings are given a higher RAC Code or Priority Level Code.

In accordance with OR/WA Instruction Memorandum (IM) No. OR-2003-039, the State Safety Council reviewed the status of open high priority CASHE findings. The table below reflects the current condition as reported by the Districts; a negative reply was interpreted as no change and is reflected accordingly in the table.

Office	Priority IB	RAC	Reported “Good”
Burns	2	0	NO
Coos Bay	2	0	NO
Eugene	1	1	NO
Lakeview	9	1	NO
Medford	2	0	NO
Prineville	1	0	YES
Roseburg	2	0	NO
Salem	0	0	YES
Spokane	1	0	YES
Vale	15	1	NO
OSO	0	0	YES

District Safety Managers should work to develop Hazard Abatement Plans IAW BLM Manual 1112-1, Chapter 6.6C and OR/WA IM No. OR-2004-047, Safety & Health Program Assessment

and Facility Inspection Policy. This will allow findings left open on an evaluation to be noted as transferred to a funded and approved hazard abatement plan with interim control measures identified. Items on a hazard abatement plan that has been completed consistent with the above requirements are considered closed on the inspection/assessment report that identified them, and can be reported as such.

Accident Prevention Plan for Field Workers

This issue was carried over from the last meeting. The plan is approximately 85% complete and will outline specific Action Plan items for Districts to consider. The draft plan will be distributed to the field for comment prior to being finalized. The intention is to have the plan completed by mid June.

CASHE, WO-360, Issues

Budget challenges continue for the CASHE program. However, in a Field Committee conference call on May 6, 2004, \$75,000 was identified to reinstate all cancelled CASHE assessments for this year. This means that we may have an opportunity to conduct the Medford CASHE as scheduled and reschedule the Coos Bay CASHE. However, since both of these assessments have been formally cancelled, the decision to have them will be up to the District Manager. Funding for the remainder of FY 2004 CASHE assessments is being looked at now. Roseburg is our last scheduled CASHE for this year, June 7-11, and is currently not funded.

BLM Manual Handbook 1112-2 (Yellow Book) Update Status

The Safety and Health Management Team (SHMT) has reviewed all 28 Topics in the manual with assistance and input from the field. The final revisions were made at the SHMT meeting in Reno NV a few weeks ago. When the final draft is complete it will be sent out to the field one last time for comment. With a little luck it will be edited and published this year sometime.

Fire

Shelby Gales, SORO Fire Operations Safety Manager, reviewed the Cramer Fire OSHA Citations. Federal OSHA issued the USDA Forest Service 3 Citations; 1 serious, 1 repeat, and 1 willful. Citation 1, Serious, found that Complexity Analysis were not completed properly, resource support was inadequate, a remote weather station was inoperable, safety inspections were not completed as required, and safety training was inadequate. Citation 2, Willful, found that all 10 Fire Orders and 14 of the 18 Watch Out Situations were violated. Citation 3, Repeat, noted that Manager and Supervisor EPPRRs did not contain a safety element as required by 29 CFR 1960. The Forest Service has developed an action plan to correct these citations and, hopefully, to ensure that they do not recur. The plan will be restricted to FS Region 4 and does not contain any actions that the BLM must take. One requirement of the plan is for all Type 3 Incident Commanders to undergo recertification each year – the BLM is not doing this.

New DOI 485 DM, Ch 20

Essentially this change came from a challenge out of Alaska. A fire employee insisted that the BLM purchase him boots – the language in the existing 485 DM Ch 20 was not clear – to him anyway. This change addresses that issue – it gives the Bureaus discretion in what PPE we purchase for employees; within OSHA rules, of course. District Safety Managers were provided a copy of the new chapter with instructions to replace the existing chapter.

Status of DOI SMIS Upgrade

The DOI SMIS database is being updated to comply with the new accident reporting/recording requirements set forth in 29 CFR 1904. Additionally, the system is being changed to comply with a Department of Labor requirement that all OWCP (CA) Forms be electronically submitted. This will address a significant shortfall in the Bureaus (and Departments) accident reporting/recording process. Currently supervisors must complete appropriate CA Forms and complete a SMIS report for an accident to be properly input into the system. Having one avenue for input will eliminate duplicate cases and ensure that the two reports are consistent. These changes are taking place now and should be completed by the end of this calendar year.

Risk Management

WO IM 2004-167, dated 09/30/04, phases out the JHA and requires the use of the BLM risk management process and form (BLM Form 1112-5). The effective date is June 1, 2004, on that date we discontinue the use of the JHA for new hazard assessments. By January 1, 2007, all existing JHAs will be phased out (any hazard assessment must be reviewed every three years at a minimum). The form is available on the OR/WA State Safety Website at: <http://web.or.blm.gov/safety/> under the Risk Management button on the left side of the page. The IM requires that Risk Assessments be used to accomplish workplace hazard analysis and to document the need for PPE. The Director, OF&A, may authorize the use of JHAs in fire ops as needed.

Each District must add this requirement to their current Safety Action Plan(s) and ensure that the phase out of existing JHAs is accomplished by January 1, 2007.

Next Meeting

The next meeting will be in Portland the week of October 19, 2004. Exact time and location is to be determined.