

>> The Bureau of Land Management satellite network presents live from the BLM National Training Center in Phoenix, Arizona... "Safety for Supervisors, The Rules and the tools, "

Course 1112-01BC,

an overview for all BLM managers and supervisors on BLM safety programs.

And now the host of your program, Mary Jo Rugwell.

>> M. Rugwell: Good morning welcome to safety for supervisors, the rules and tools.

I'm your host, Mary Jo Rugwell.

I am the District Manager for the Southern Nevada District of the Bureau of Land Management in Las Vegas, Nevada.

Prior to arriving in Las Vegas in April of last year, I was privileged to serve as the Field Manager for the BLM's Kemmerer Field Office in southwestern Wyoming for four years.

My real introduction to the importance of safety in our daily lives, both at work and at home, was when I served as the assistant Field Manager for minerals and lands in Carlsbad, New Mexico, from June 2000 until the end of 2003.

Our Field Manager in Carlsbad, Leslie Theiss, was a real champion for safety, and her example helped me to "see the light" about how crucial it is to integrate safe habits and practices into everything we do.

We've got a great training session for you today, featuring some very experienced and talented BLMers who will bring you some of the latest information on this very important topic.

And the first of those is Kathy Greer from our National Safety Office.

Kathy is the Safety Program Manager for BLM and works out of the Washington Office.

Welcome, Kathy.

>> K. Greer: Thanks, Mary Jo.

It's great to be here.

Later in the broadcast, I'll be presenting on the topics of program reviews and measuring your success with Lisa Engelman.

Right now, however, I'd like to remind everyone of the course materials needed for this course.

Hopefully all of you have a copy of today's course guidebook.

Your guidebook contains the course outline for today's training and some materials that we will be using throughout today's presentation and has a blank page for notes at the end.

We have something new to introduce as a companion aid to our course materials.

The Knowledge Resource Center, or KRC, as it will be referred to throughout the broadcast.

Instructions on how to access the KRC are shown on the bottom of the table of contents page in your guidebook.

The KRC is a repository of training materials from many program areas and we've included safety materials related to this broadcast.

In fact, this broadcast will be posted there for future reference.

Mary Jo?

>> M. Rugwell: Thanks, Kathy, and just like any class, there will be an opportunity to ask questions and offer comments about the material being presented.

We ask that if you have questions to fax or e-mail them to

the following number/address during the broadcast and we'll get them on during our Q&A segment of the show.

You'll also have the opportunity to use push-to-talk at the end of the broadcast to ask questions of our panel.

BLM's Assistant Director for Business and Fiscal Resources, Janine Velasco, has prepared some opening remarks for us on the importance of the Bureau's safety program.

Let's go to Janine.

>> J. Velasco: On behalf of the Director and executive leadership team I would like to welcome you to our safety training course for supervisors and work leaders, the rules and the tools.

I appreciate your taking the time to participate in today's class.

We've looked forward to this workshop and believe that we have some ideas that will help you as you strive to create a safe and healthful environment for your employees.

First, let me state how important a commitment to a safe and healthful BLM work site is to me and other members of the ELT.

None of us want to get that phone call on a Friday evening, the one where you're reporting we just had an employee fatally injured.

BLM has suffered a total of 10 employee fatalities over the last ten years.

And long before we experienced any of those fatalities, we had many warning signals that unsafe conditions and unsafe behaviors were present.

How do we know that?

Because we also experienced almost 9,000 injuries in that time period.

More than 1800 of which were serious enough to keep our

employees from coming back to work the next day.

And in some cases, they were never able to come back.

If we had prevented those accidents, it's likely we would have also prevented some of those fatalities.

From my experiences at BLM, I know that supervisors have many responsibilities and juggle multiple priorities.

I know you are busy all day long and sometimes it seems as though you can never catch up on your workload.

However, we should never neglect one of our most important responsibilities as a supervisor, ensuring the safety and well being of our employees.

We also recognize that maintaining safe work sites at BLM poses some unique occupational safety and health challenges that you don't find at Disneyland.

These can include... wild animals, toxic materials, oil and gas fuel hazards, rugged terrain and temperature extremes, wildland fires, terrible roads and on and on.

You get the picture.

You live it every day.

And for all of these reasons we must live a culture at BLM where working safely and managing exposure to hazards is valued.

Does this mean you can't get the mission done?

No.

It means you recognize the hazards, provide the knowledge and resources, and teach employees to get the job done without risking life or limb.

We have to make time to teach our employees to work safely and make time to recognize and reward them for working safely, and finally, when necessary, discipline an employee or supervisor so they understand that we have zero

tolerance for unsafe behaviors.

Make no mistake... creating a culture of safety requires time, effort and resources.

But it also saves you money, days of lost productivity, paper work and most importantly, the very lives of you and your employees.

In this respect, creating a culture of safety is like making an investment.

This commitment to safety provides other direct benefits to supervisors, including higher employee morale, greater productivity, less OWCP paper work and consequently more money for your programs and enhanced communication between you and your employees.

Did you know that BLM paid over \$8 million in OWCP compensation and other direct costs for accidents?

And that large insurance companies in the private sector, we have data showing that for every dollar of direct cost for accidents there are \$2 to \$4 of indirect costs.

Just imagine what could have been done with that \$28 million in your office had we simply invested more money, more time in making safety a habit and not an afterthought.

So if you agree that we have an obligation to get our employees home safely every day and if you agree that it will take more than simply saying, work safely, then you will understand the goal of this course is to give you practical information on how to establish and maintain a safe and healthful work environment.

If you do this well, our employees will go home healthy and safe every night.

As managers and supervisors, we need to be clear about our own commitment to provide a safe and healthful environment for all of our employees and the visiting public.

And to protect property from accidental loss or damage.

So pay attention, ask questions, and get smart about safety.

>> K. Greer: Thanks, Janine.

That was a powerful reminder regarding the lives that have been lost in BLM

Next, let's here from Carole Carter-Pfisterer, who recently took over Janine's position as the Assistant Director-Human Capital Management in Washington.

Let's listen as she tells us more.

>> C. Carter-Pfisterer: Hello.

My name is Carole Carter-Pfisterer, and I'm really pleased to have this excellent opportunity to address you today as the newly appointed designated agency safety and health official for the Bureau of Land Management.

I have worked in DOI and its bureaus for over 30 years, and I am in full agreement with the statements you just heard from Janine Velasco who is now the new Assistant Director for W0800.

I want to amplify Janine's comments and communicate my views as well.

I know BLMers have a can-do attitude toward mission accomplishment.

I also know that we can't afford to let any unsafe behaviors reduce our ability to accomplish our goals.

When you consider the lost productivity costs of one accident and multiply that by the hundreds of accidents that we have in our Bureau each year, those numbers add up to many projects that didn't get completed.

We know that there is a correlation between safe practices and good business management.

Your commitment, involvement and mine will be fundamental to the success of our BLM safety program.

You set the tone in your office for acceptable behaviors and accountability for safe performance.

The training that you are taking today will provide you with information from experienced professionals who have seen the negative consequences of risk taking.

In the same way that you would use environmental best management practices to prevent adverse impacts to our public lands, these safety and occupational health professionals will provide you with best practices, the tools that you can use to prevent injury to our most important resource, our people.

Thank you for your time.

>> M. Rugwell: Thanks to Carole for those great words of wisdom.

As Carole stated, it's up to every one of us to keep the workplace safe so that accidents never happen.

Right now I'd like to introduce you to Travis Kilpack, State Safety Manager for Utah.

Hello, Travis.

>> T. Kilpack: Thanks, Mary Jo.

It's good to be here in sunny, Arizona.

Today I'll be discussing what really gets to the heart of any safety program and that is accident prevention.

>> M. Rugwell: Also joining us for this segment and from Utah is Randy Peterson.

Randy is the Color Country District Safety Specialist.

It looks like we have good representation from Utah today.

>> R. Peterson: Yes, Travis and I work together quite a bit, so it's good to also be able to work with him for this course.

>> K. Greer: Before we let Travis and Randy present their segment, Mary Jo and I would like to give you a bit of an overview.

Our course today is titled "the rules and the tools."

I'd like to begin by telling you about some of those rules.

The first issue that we want to address today is rights and responsibilities.

Agencies, supervisors, and employees have different rights and responsibilities.

Agencies have responsibilities for protecting their employees and for providing a safe and healthful workplace.

You may have heard this referred to as the general duty clause and what this statement means is the agency is obligated to protect its employees from recognized hazards in the workplace, even if there's no OSHA standard that applies to the specific situation.

In effect, the general duty clause obligates the agency to take additional steps toward safety to ensure employee protection.

>> M. Rugwell: OSHA uses it as the basis for most citations against an employer.

Remember that OSHA can cite an agency for violating OSHA standards.

BLM takes any OSHA citation very seriously.

By the way, BLM offices have received OSHA citations.

The National Safety Office is compiling a list of those and will be posting them on their website so that you can read them.

This is important so that you can ensure that your office isn't doing any of those same things that would cause you to receive a citation for a repeat violation.

Let's get back to the mandate to maintain a safe and healthful work environment.

It is the basis of all federal safety programs and as supervisors, we must implement that responsibility in some very specific ways as outlined by OSHA.

>> K. Greer: Let's take a look at your course guidebook to see what some of those responsibilities are.

Look at page 1 to see the list for agency responsibilities.

Supervisory responsibilities are listed on page 2 and employee rights and responsibilities are listed on page 3.

As you skim over those, do they look familiar?

You may have noticed them listed on the OSHA poster that is required to be posted in your facility.

>> M. Rugwell: For each of the responsibilities we have provided an explanation in plain English of what that means as well as some examples of how to implement each of those.

Take a look at an entry for an employee's rights to report unsafe or unhealthful conditions.

In BLM we encourage all employees to report unsafe conditions to their supervisor or work leader.

In one of our training segments today you'll hear more about hazard recognition, but for now we'll focus on your responsibilities in taking action once you have been notified that an unsafe condition exists.

>> K. Greer: As an example of an employee's right to report unsafe conditions, employees are encouraged to report the presence of abandoned mines.

As a supervisor you would be responsible that measures are

taken to reduce the hazard until it could be permanently abated.

In the AML example abatement maybe as simple as providing signage or flagging to alert people to the fact that the hazard exists, all the way to providing barriers or mine closure.

Note that employees have the right to report those unsafe conditions without fear of reprisal for reporting them.

In other words, we encourage employees to be on the lookout for unsafe conditions so that we can get them corrected and keep our work safe place.

The list of supervisory responsibility goes on to discuss accident record keeping, personal protective equipment, PPE and other topics.

We're not going to cover all of them in this section today so please refer back to these pages and examples provided.

It's also listed on the OSHA poster of your safety bulletin board.

>> M. Rugwell: Now that you've heard about some of the rules let's move onto our next topic, accident prevention, to hear about some of the tools.

In this segment, we will discuss the importance of accident prevention and documentation.

Randy Peterson is going to start with a talk about hazard recognition and Travis Kilpack will discuss the importance of documentation.

Randy, Travis, take it away.

>> R. Peterson: Thanks, Mary Jo.

We have a lot of information to cover in this segment, so let's jump right in.

Many times when hazards are identified, we hear one of the most dangerous statements in the work environment...

"that's the way we've always done it."

Frequently, while investigating an incident or looking into improving work practices we hear this statement.

It can be said a number of ways, some of which might be I've done it that way a thousand times, that has been there forever, or I told someone to fix that months ago, and so on.

The fact is, many times we keep doing things the way we've always been doing them, and in turn, keep injuring employees the same old way.

Our practices need to be corrected in order to prevent accidents.

We use inspections and workplace hazard analysis as tools to prevent accidents.

Travis will discuss these tools in more detail, but first I'd like to address a few of the reasons why you need to take action promptly when you notice hazards or when they are reported to you.

We've all heard the quote, the bureau's most precious resource is its employees.

Safety is everyone's job.

As supervisors, you have the responsibility to protect this precious resource and provide for a safe working environment free from recognized hazards.

So how do we do this?

I'd like to take a couple of minutes and review some of the tools that the Bureau has developed to help us identify hazards and provide protection for our employees.

Tool number 1... employee reports of unsafe, unhealthful working condition.

Employees are responsible for identifying potentially hazardous conditions and correcting them when they have the

ability and the knowledge to do so.

This is usually done verbally and on an informal basis.

However, employees may feel the need to take more formal action.

For those occasions, the employee report of unsafe or unhealthful working condition, BLM form 1112-4, may be used.

If faced with a hazard and an employee always has the right to decline a task because of the reasonable belief that there is an imminent risk of death or serious injury.

This can be done when there is insufficient time for hazard reporting and abatement actions to occur.

Employees may also submit formal complaints alleging workplace hazards directly to OSHA.

However, the secretary of labor encourages employees to use the Bureau in-house hazard reporting procedure as the most expeditious means to achieve abatement.

Complaints outside the Bureau may serve as the basis for investigations or inspections by OSHA officials.

Therefore, employees should not contemplate such actions unless in-house efforts prove to be ineffective.

Having open communication with employees and addressing concerns quickly and efficiently can prevent problems and misperceptions by employees.

Failure to act on a hazard report from an employee or failing to keep employees informed of your actions and progress could lead to an OSHA complaint.

But the primary reason to abate a hazard is to prevent an incident or injury from occurring.

You are the key to ensuring that employee reports of unsafe conditions are investigated.

This responsibility cannot be delegated to the safety manager or to the employee.

Supervisors to whom reports are made are responsible for investigating those reports and implementing controls to protect employees from the hazard.

And always, follow up to ensure corrective actions have been taken.

If you'd like to look at some examples of control measures that can be taken to reduce hazardous conditions, take a look page 6 of your course guidebook.

The second tool I would like to mention is risk management.

Risk management is a continuous five-step systematic process for identifying and managing the risks associated with any BLM operation.

Employees and supervisors should work together in the development of risk assessments to ensure that all tasks in the operation are identified and that all hazards identified are eliminated or mitigated to their lowest level.

After the risk assessment is complete, a decision to either accept or reject the risk must be made at the appropriate level in the chain of command.

I could spend the rest of the day discussing risk management, but there is already an online training course developed that fully explains all of the concepts.

For more detailed training on this topic, please check out the risk management course in DOI Learn, or look at the risk management video clips from our last satellite course, which are posted in the KRC.

When a hazard is identified, there are three ways to mitigate it.

The preferred method is to engineer out the hazard or provide administrative controls for minimizing the hazard.

If one of these methods is not feasible, then supervisors must provide adequate personal protective equipment or PPE.

As part of an effective PPE program, supervisors must follow up with training and ensure that employees properly use the equipment.

So when you are filling out one of those risk assessments or are trying to make your workplace safer, how do you identify hazards?

One of the most effective ways to identify hazards is through inspections.

We have many safety inspections within the Bureau that can identify hazards and provide recommendations for correcting them.

There are CASHE audits, national and state program management reviews and annual facility inspections.

The most important part of an inspection is the corrective actions taken.

This is where your role is so important.

Supervisors must assure prompt abatement of a hazard.

Many hazards are simple to correct and can be corrected within 30 days of notification.

If the hazard cannot be corrected within 30 days a written abatement plan must be completed on BLM form 1112-8, hazard abatement plan, and submitted to the safety officer who conducted in the spec shun.

During the time between notification and hazard abatement, you must also provide administrative controls in order to reduce the hazard to an acceptable level.

An effective employee must be trained concerning the hazard, and any new procedures, until it has been fully abated.

Routine inspections of all operations, workplaces and

facilities is a continuous part of every supervisor's responsibility.

You should periodically inspect your areas of responsibility and processes around the job site.

You don't have to be an expert on all safety regulations to conduct a routine inspection, but you are required to understand OSHA standards applicable to your area of responsibility.

The Bureau has once again provided some help in the 1112-2 manual with facilities safety inspection check lists.

This can be used to help you conduct routine inspections and eliminate hazards.

Why should you immediately address a hazard?

Even if it's not a serious one?

Well, OSHA advises us that we should accept no unnecessary hazard regardless of its severity.

Okay.

Tool number 3... training and promotion.

Supervisors are required to ensure that their employees understand how to complete job assignments in a safe manner.

Training employees to conduct their job safely is one of your responsibilities.

The 1112-2 manual can assist you with identifying required safety training.

Safety officers are also an excellent source for identifying employee training needs and can help to organize such training.

Many of these required safety classes have been developed and are available through DOI Learn, which can also help you track and record employee training.

Another aspect of training is to meet with new employees and provide employee orientation.

Part of this orientation should be to identify the employee's training needs and schedule that training.

During the new employee orientation, take time to provide information regarding possible hazards that might be encountered around the office or out in the field.

The last two I'd like to mention is accident reporting.

Accident investigation and reporting will be covered later in this training but it is important to note as a tool for hazard recognition.

By ensuring that accurate reports are completed, you can look at the data to find trends and identify causes.

Once an accident has occurred, it's too late to prevent it.

But how many accidents do we see repeated time and time again?

The most important part of an accident report is to identify causes and provide corrective actions.

By doing so, you can ensure that these hazards are removed from future tasks to improve work processes.

This can eliminate additional injuries and possible death of an employee.

Hopefully these tools can help you to fulfill your responsibilities to keep your work environment as safe as possible.

As you're already aware, documentation is essential part of any program.

Records for training, inspections and even copies of risk assessments are important documents in the safety program so that we can take credit for all that work.

In the eyes of most inspectors or investigators, if it isn't written down, it didn't happen.

Travis, tell us about some of the record keeping requirements that we have in the safety program.

>> T. Kilpack: Sure, Randy.

Records are vital to a successful safety program.

Documentation of your inspections, corrective actions, and the training that you have provided for your employees is your way of proving that you have taken appropriate steps to provide a safe working environment.

Have you ever completed an analysis of the hazards in your workplace?

If not, ask your collateral duty safety officer or safety specialist to assist you with identifying those hazards.

An analysis can be a simple walkthrough or more complex review, depending upon the type of operations conducted in your work area.

You're required to review and document your workplace hazard analysis annually.

This can be as simple as examining the past review to ensure that there have been no changes or a thorough, complex analysis of a new work area.

Again, you must document that the review has occurred.

In the event of an investigation, you will be asked to provide these records.

OSHA investigations, accident investigations, even minor mishap in investigations will look at your training inspection documentation.

In a recent OSHA inspection of a BLM facility, four of five citations involved the documentation of training for an employee.

Essentially, even though the regulations were in place, the training was conducted, the citations still occurred because the supervisor could not produce proof of the training.

In an effort to assist you in organizing your safety program, we have placed a sample of a safety program organizer for you to use on the KRC.

By working through each tab of the program organizer and documenting your hazard analysis inspections, training, risk assessments and training materials, you will develop the required documentation.

Your employees should be able to review that documentation at any time.

>> R. Peterson: This organizer is a new idea with BLM and looks very detailed.

How this help the supervisor?

>> T. Kilpack: You're right, the organizer is new, however, contents are not new at all.

In fact, all of the sections within the organizer are required by OSHA, DOI and BLM regulations.

The idea is this provides a single location for you to keep all your documentation together for easy review and retrieval.

In the beginning organizing the book may appear to be complex and a little more work for you but once the book is completed, you will have a much stronger grasp of your own safety program.

Then, when OSHA, CASHE or safety inspector reviews your programs, you will be well organized and have the answers.

>> R. Peterson: Earlier you mentioned documenting inspections.

What inspections do we need to document?

>> T. Kilpack: That's a great question.

Earlier you mentioned formal inspections, the PMRs, CASHE audits and annual safety inspections, and OSHA inspections.

But formal inspections are not the only inspections conducted within the work area.

As a supervisor, you should be conducting periodic walkthrough inspections.

Many of you are shaking your head right now wondering, how can we do all of this and still do our jobs?

Well, I would present to you that this is already a major part of what you do.

You already visit your areas, meet and greet your employees and conduct tailgate sessions.

However, you need to document your actions.

A checklist is a great way to accomplish this.

Create a checklist unique to your area.

As you walk through your area, make notes about the hazards you find and corrections that you have made.

We have provided a general checklist for you to review so that you can begin creating your own on page 187 of the BLM manual handbook 1112-2.

And we have posted additional check lists on the KRC.

If you correct an action of an employee who is acting unsafely or you correct an unsafe condition, document your actions on a check sheet.

Write it down so you can review it in the future.

Someone like me will ask you for it.

>> R. Peterson: Man, Travis, why do we need to document so much?

>> T. Kilpack: By documenting your inspections and corrective actions you can actually see trends and be able to determine exactly what training your employees need.

Our employees frequently blocking the eye wash station, removing machine guards or not completing necessary checks?

Do you need to add these items to your periodic training sessions?

What is the root cause of these trends?

Are you frequently finding problems in the same areas?

Are you frequently having the same failures?

Do you need to conduct training or is there another underlying cause?

For example, if you need to change light bulbs in exit light every other month, is it really the bulb, or is there an electrical issue?

Are the same employees getting hurt?

Minor injuries may show trends towards underlying issues that left uncorrected can lead to a more serious accident.

Review of your past check lists will help you to develop training for common issues.

All of us should be conducting annual safety training.

By reviewing these common issues you will be able to focus training on subjects that need attention and spend less time on subjects that have taken root as part of your safety culture.

By thoroughly documenting your inspections, training and analysis, you will not only make your program safer and easier to maintain, but also be -- to transition into the position, which will also result in a safer work environment.

By maintaining a well documented program, you maintain strong continuity of information.

An acting supervisor will know exactly where to find information necessary for your safety program when needed.

>> R. Peterson: While the Bureau does not expect a supervisor to know all of the safety regulations, you are expected to know how to apply tools for basic hazard identification, risk assessments and mitigation requirements.

The Bureau manual handbook 1112-2 provides you with a basic reference tool.

If you need assistance, your collateral duty safety officer, safety specialist and State Safety Manager are available to help you evaluate a hazard.

So let's take a few minutes and identify some of OSHA's top 10 workplace hazards.

Travis, what have you got for it?

>> T. Kilpack: My father, a long-time police officer, used to tell me if it looks wrong, it probably is.

Well, in safety we can say the same thing.

If it looks wrong, it probably is.

Remember, even if a hazard is not specifically identified in a regulation, but you determine that there is a hazard, then you are bound by the general duty clause to correct that hazard.

While you are walking around your work areas we want you to look for hazards and correct them.

Now, we can show you pictures of obvious unsafe acts.

Everyone has seen the forklift holding the forklift or the worker on a metal ladder using a metal drill in a swimming pool.

But we want to show you some safety findings that may not be so obvious but are frequently seen in BLM work sites.

In a recent inspection we found an eye wash station that was clearly meant to remove any and all debris and contaminants from the worker's eye.

The problem here is the eye wash would also remove the eyes in the process as the pressure is well above the ANSI standard of 30 PSI.

So what other findings would a supervisor consider and need to look at with this system?

ANSI states an eye wash station must be activated with a single and simple motion from off to on in one second or less.

The industry standard is a push pedal that remains open with a single motion forward as the worker approaches the station.

In this case, the worker must locate a ball valve handle and pull the valve while adjusting the pressure with the valve.

Another consideration with this unit would be temperature.

Since it's located outside, freezing may be a problem.

If this unit is used throughout the year a heating element would need to be installed.

How about chemical containers?

We'll discuss a lot of that later in this broadcast, but chemical containers must indicate the chemical, the hazard of the chemical, and any protective equipment that is required to use.

In the case of this spray tank, there's no markings of what chemical is in the tank.

Also, the chemical contents, the tank and equipment would exceed the load limits of the ATV.

Fall protection.

Along with scaffolding ranked highest in OSHA citations throughout the nation.

In this picture we see a set of doors that lead to a mezzanine storage area from a warehouse.

With the doors open, there's a risk of a worker falling from the mezzanine.

Any working surface above four feet must be protected from workers falling.

In this case, a restraining device, such as a chain or fall arrest system must be installed in order to prevent workers from falling when the doors are open.

Here a good effort was made to install railings to protect workers from falling, however, they forgot the mid-rail.

How about electrical wiring?

One of the most common findings we have seen would be the use of extension cords as permanent wiring.

Here two extension cords are attached to a wall running up and over a garage bay in order to provide power for a custom-built mezzanine.

Electrical systems... everywhere I go I see signs indicating that electrical boxes and panels should be kept clear of storage.

Panels should have an unobstructed access with no storage within 36 inches of the panel.

There are multiple findings in this picture.

Can you see them all?

We have a blocked panel.

We have storage on top of the panels.

And the ladder blocking the panel, does anybody notice the additional findings?

Here we have damaged steps.

Within BLM we do not have a career field that is trained to access and maintain electrical panels.

In the case of an open electrical panel, we would rely on contractors to perform that type of work.

If your workers are exposed to an open electrical panel, you would be required as a supervisor to train your employees concerning that hazard in the exposed panel.

Machine guarding...

Machine guard.

There we got it.

All right.

Machine guarding.

In the case of this radial arm saw, the blade guard has been removed here.

As a supervisor, if you find a worker that's using a tool or machine where the machine guards have been removed, immediately stop the operation or remove the tool and machinery from use.

On this table saw, the machine guard, the blade guard and the ripping knife have both been removed.

Perhaps a lesser known regulation in the requirement is to install chuck guards on a drill press.

It is not common to purchase a press with the guard already installed so one must be purchased and installed separately.

This requirement was defined in a 1992 OSHA interpretation

in the machine guarding regulations.

Also, an antirestart device must be installed on all of these machines if they are not manufactured into the switch.

From my last example, slips, trips and falls are the most common accidents reported in BLM.

Uneven walking surfaces, cords across walkways or slippery surfaces must be addressed and corrected as soon as possible.

This past year a single slip and fall in a break room resulted in a 45-day lost time mishap.

This is just a small sample of hazards that a supervisor should be aware of.

A Powerpoint has been posted on the KRC to show you additional examples of right and wrong findings.

Be sure to utilize your safety specialist for any assistance you may need in examining your work centers.

While conducting and documenting your inspections and risk assessments, you will determine your need for specific OSHA programs that will be discussed later in the broadcast.

Finally, I would like to end by saying, that if you do all these things, then you can be assured of having a safer work environment.

Mary Jo?

>> M. Rugwell: Thanks, Travis, thanks, Randy, you both made some really great points.

Next we would like to roll a taped segment with Michelle Ryerson on accident investigation and reporting.

For those of you following along in the guidebook, we are on page 9.

Michelle is the safety manager for the office of fire and

aviation located at NIFC and she will be on the line at the end of the broadcast to help answer any questions you may have.

So let's go to Michelle.

>> M. Ryerson: Regardless of how vigilant we are with safety, the reality is we cannot remove all hazards from the workplace and accidents can result.

When they do, you as supervisors need to know how to handle them.

Let's first discuss the importance of reporting.

Reporting is key to the successful safety and health program and provides the best means of information for safety program managers to identify trends and ensure adequate prevention and mitigation measures are in place.

To highlight this, let's look at the safety triangle.

This may look familiar to you.

This triangle depicts statistically for every 600 incidents or near misses, one will result in a fatality.

This is very important to treat near misses or a close call as important as accidents.

You as supervisors play an important role in this reporting effort.

To emphasize this point, let's discuss a real life scenario.

An employee was operating an ATV on an unimproved steep two-track road.

The operator lost control of the ATV and dismounted.

The ATV operator was not hurt, nor was there any property damage to the equipment.

So would you report this?

Hopefully your answer is yes.

These types of incidents can be reported through the safety management information system, or SMIS, using the supervisor selection button.

SMIS is the accident reporting tool we use within the Department of Interior to report all accidents and incidents.

For the fire and aviation program, employees or supervisor can complete a safe net for near misses or safecom for aviation near misses.

When the unexpected does happen and an accident occurs, you as a supervisor have the responsibility to ensure the accident is investigated.

And that all reports and paper work are completed.

As part of this responsibility, you will need to seek assistance from someone in your office or state who is trained in accident investigations.

Many of you view this as just a paper work exercise, but accidents are reported for several reasons, and not all of those reasons may be apparent.

First of all, our agency and OSHA policies require accident reporting and investigation.

But foremost, the primary reason why we need to know the details of an accident is to prevent it from happening again.

Our goal is to always reduce accidents and prevent them from recurring.

The cost of accidents are monetary, but we also suffer from program and production lost and employee pain and suffering.

The question to ask is... why do we keep having accidents?

Well, accidents occur when risk management mitigations are inadequate or fail.

Or when faced with unknown or unmitigated hazards.

In most cases, they are due to human error and management failures.

Very rarely are accidents due to equipment failure.

Sometimes the cause of an accident is underlying or latent and only through accident investigations are we able to uncover the actual causal factors.

Accident statistics are one way to target specific areas that need improvement through trend analysis.

This may impact the programming of funds for such things as training or equipment upgrades.

It's not only important to your local office to know what happened in an accident and why, but it's important to the entire Bureau as well.

A good example of trends we can all remember was the Firestone tire recall.

Once a nationwide trend was identified, the tires were recalled and lives and property were saved.

So remember to instill in your employees the importance of reporting all incidents and close calls.

Some incidents may seem insignificant but collectively they are very important.

So, what do you do you due when an employee notifies you they have been involved in an accident?

First off, ask your employee if they are okay and if anyone else was hurt or otherwise involved.

Next, determine the seriousness of the accident and advise your employee of the proper procedures that should be followed based on whether or not it is what we call a serious

accident.

Procedures for serious accidents are more complex.

So I'll define and discuss those in just a few minutes.

Remember to gather as much information as possible.

Ask about road conditions, lighting conditions, weather.

Anything that might be related to the cause of the accident.

Ask your employee to write up a statement about exactly what happened, including obtaining names and contact information about any witnesses, description of any property damage and the location of the accident.

If necessary, and if you have a trained accident investigator on your staff, send them out or call the local law enforcement to do some investigating.

Finally, make sure you always follow up with the employee to go over what happened, including what could be done in the future to prevent it from happening again.

When the employee returns to the office, you'll need to discuss the accident and complete the SMIS accident report together.

At this point, you outline any corrective actions with them, and together fill out the rest of the forms.

When a vehicle accident occurs, several forms need to be filled out.

These should be kept in the vehicle.

These forms include the safety management information system or SMIS worksheet, the standard form 91 motor vehicle report form and any standard form 94 witness statements.

The reporting may seem redundant but the forms go to different offices and are used for different purposes.

An accident, not only does a SMIS report need to be filed but in cases of personal injury, a CA-1, notice of traumatic injury, needs to be filled out electronically by the employee through SMIS.

Please do not use a paper form to submit your CA-1.

The process is much faster and our records more accurate if we use SMIS to file those forms.

If there is an occupational illness, you would use a CA-2 form, claim for occupational illness, but for this example we'll just concentrate on injuries.

Those of you not familiar with SMIS reporting system, it can be found at WWW.SMIS.DOI.gov.

Or you can contact your district or safety manager for assistance with SMIS.

The reason that the supervisor is responsible for filling out the SMIS report is so that he or she is aware of the circumstances of the accident, can identify mitigation or corrective actions and determine possible costs associate with the accident.

Remember, accident reports are not used for punitive reasons.

We do not want in any way to inhibit employees from reporting accidents which can help us determine risk management weaknesses.

Finally, remember, that SMIS reports are due within six days of the accident occurring.

As a supervisor, it's very important that you emphasize to your employees that time is critical in reporting accidents.

Time is especially critical if a serious accident has occurred.

What would you as a supervisor have to do in this case?

Well, in that case you would have a lot of immediate actions to take, including notifying higher officials.

One of the first calls to make is to notify your State Safety Manager that a fatality or serious accident has occurred.

The State Safety Manager will ensure that higher officials are notified and that a serious accident investigation team, or SAIT, needs to be activated.

Let me define a serious accident.

A serious accident means any of the following criteria.

Number one, any property damage exceeding \$250,000.

This applies to any private or government property.

A perfect example would be the Lou deny ranch prescribed fire where we had millions of dollars of damage to private property.

Number two, is three or more employees are hospitalized overnight, number three if there is a fatality, and number four any accidents that a State Director, DASHO or Bureau save me manager feel warrant further investigation.

It should be noted that fire, aviation or boating accidents have a specific investigation criteria.

For instance, fire-related accident investigations must conform to guidance in the interagency standards for and fire aviation operations.

Or better known as the Red Book.

Aviation accidents are investigated by the Department of Interior's aviation management directorate and the national safety transportation board.

The SAIT will be deployed from the national level and the members will consist of a team leader, accident investigation advisor or manager and chief investigator and

appropriate technical specialists.

These are all trained and experienced professionals who serve throughout the BLM.

If the accident was fire related, an interagency representative will also be included as a team member.

Team members will not be from the state that sustained the accident to avoid a conflict of interest.

To help you prepare for such an incident, you will need to develop a pre-accident plan.

A good pre-accident plan should list everyone who needs to be notified immediately and their phone numbers.

You can find a sample of the pre-accident plan in the NTC's Knowledge Resource Center, or KRC.

It's a good idea to keep one of these in your office so you won't be scrambling for a list of people and phone numbers to contact in a stressful emergency situation.

The NWCG agency administrator's guide to critical incident management, is also a tool I highly recommend local offices to use to plan and prepare for an accident.

This guide can be obtained online at the following website.

The employee casualty guide is also a guide you should refer to.

It provides step-by-step guidance on how to handle casualties that occur on the job.

Copies of the employee casualty guide can be obtained through your HR officer or online through our electronic posting at the Washington Office IB's at the following website.

It is posted as IB 2006-109, employee casualty guide for managers and supervisors.

The information in these guides should be reviewed and

updated as often as contact information changes.

They are listed in the reference section of your coursework book.

Although we hope to never have to deal with a serious accident, we have to be prepared if one does occur.

These situations can be very chaotic and stressful, so it helps to have guidance to turn to quickly.

As a supervisor, your specific responsibilities would be first to ensure that emergency aid is provided to any victims, steps are taken to prevent others from becoming victims, and notify your next level supervisor, and notify your local safety specialist or safety manager.

Your next step should be to protect the accident site.

Rope off the scene and post someone to keep unnecessary people or possibly animals from entering.

This may require assistance by your local or BLM law enforcement.

You also need to protect evidence from being altered or removed.

Make a sketch of the scene and take photographs.

This is especially important if there is perishable evidence that cannot be preserved.

The exact position of the evidence can be extremely important to the accident investigators.

So you may be wondering what to expect from this SAIT.

Your role is important to the team.

You will be expected to assist and cooperate with them.

Your local agency administrator will conduct an in brief with the team and you should expect to be there.

You may be able to provide them a list of witnesses, local points of contact and other pertinent information related to the accident.

Your office may also be requested to provide administrative support to the team.

As a supervisor, one of the things you won't have to do, though, is to notify OSHA.

This notification will be made by your State Safety Manager.

That contact must be made within eight hours of the occurrence.

So it's very important that you notify your local safety specialist or safety manager immediately after a serious accident has occurred.

Once the accident investigation is complete, a final report will be generated.

This report goes through the Bureau's safety office or fire and aviation directorate for fire-related SAIs to the Bureau Director for approval.

The local office may receive copies only after the report has been approved by the Bureau Director.

So please don't ask team members for an advance copy.

The team has 45 days from the time of the accident to complete their report before it is routed to the Bureau Director for approval.

This gives them time to complete a thorough investigation and to develop recommendations based on their findings.

It is important to remember the purpose of serious accident investigation is to prevent similar accidents or incidents from recurring and that it is not to be used for punitive actions.

Investigations are an important part of our safety program,

and your state safety managers there are to help you with this process if you have any concerns or need further information.

>> M. Rugwell: Thanks, Michelle.

There really is a lot to think about when it comes to accident investigation and reporting.

We look forward to hearing from you later in the training.

Okay.

It's now my pleasure to introduce more members of the BLM safety community who are joining us for the remainder of this training today.

First up is Lisa Engelman, central safety zone specialist for Montana-Dakota's BLM.

I understand you were the producer the last time this course was presented as a satellite broadcast.

It's good to have you on this side of the camera this time, Lisa.

>> L. Engelman: Thanks, Mary Jo.

I can't believe it's been seven years since we produced the course the last time and it's kind of fun to be on this side of the camera.

>> M. Rugwell: Next I would like to introduce Louis Rowe from the Washington Office.

>> L. Rowe: Thanks, Mary Jo.

>> M. Rugwell: Next let me introduce Ken Higgins, State Safety Manager for last.

Welcome, Ken.

>> K. Higgins: I'm glad to be here.

Hello, everybody.

Today I'm the guy who is going to dash all your hopes of just winging it on your safety program.

I'll be covering OSHA's written program and the critical impact they can have on keeping a safe work environment.

>> M. Rugwell: Finally today we have commander Ed Perez of the National Safety Office.

Ed is our occupational health program manager for BLM and also serves in the public health service.

>> E. Perez: Thanks for the intro.

I have a presentation exposure assessments I think you'll enjoy and I think you'll enjoy the demonstration I will be providing later.

>> M. Rugwell: I've heard about that demo, Ed, and I think it makes a good point, too.

Thanks, everyone, for being here today.

As you can see, we have a wide variety of experience represented here.

We're looking forward to what you have to tell us.

First, let's hear from Ken Higgins, who is going to tell us written OSHA programs.

Ken?

>> K. Higgins: Thanks, Mary Jo.

When you talk with safety people you'll often hear them refer to programs.

As you know, the Bureau is largely made up of mission-specific programs such as the wild horse and burro, fire and aviation and fluid minerals programs.

In fact, safety and occupational health is a Bureau program.

But when safety people refer to programs, they're usually referring to safety programs required by OSHA for 10 common workplace hazards.

OSHA requires these programs to be in writing, in place, up to date and operating effectively.

They are respiratory protection, hearing conservation, blood-borne pathogens, lock-out/tag-out,

confined space entry,

hazard communication, emergency action plan, fire safety plan, radiation protection and control and personal protective equipment, or PPE.

These topics weren't plucked out of thin air.

They all relate to hazards that put employees at a substantially increased risk of serious injury, illness or death if they aren't properly managed.

So, do we create and maintain these programs just to meet OSHA requirements?

That's partially the reason.

OSHA will cite your workplace for not having these programs in place and effectively implemented.

But it's to serve as real world planning tools for reducing serious hazards.

You'll also hear them referred to as plans.

When properly implemented these programs reduce the risk of fatalities, serious injuries or job related diseases if your workplace and that's just the right thing to do.

At the most fundamental level our humanity we care about the safety and well being of the people around us.

There are less altruistic reasons for having good programs, though.

Poorly executed safety programs fail to prevent injuries and that means they are aren't cost effective for the organization.

High Worker's Compensation costs, greatly decreased worker productivity, poor morale and potential for bad publicity are common effects of a fatality or serious injury in the workplace.

That damages our public image, reduces your ability to meet your goals and performance measures and ultimately has a negative effect on your bottom line.

So why do these need to be written programs?

First, the health and safety issues, these programs address, are more complex than they might seem at first glance.

As complex issues, they require planning and organization and the written program is the blueprint for getting that done.

Another reason to put them in writing is that safety must be integrated into our everyday operations in order for it to be meaningful and effective.

A written program formalizes and reinforces our commitment to accomplishing that objective by laying out the specifics of who is threatened by the hazard, the training that's required, the actions we'll take to address the hazard and who is responsible for performing those actions.

But it's extremely important to remember that a nice, tidy written program in a three-ring binder sitting proudly on a shelf in a safety office is not a safety program until it has been fully implemented in your workplace.

So let's very briefly look at each of these programs to give you some idea how they might apply to your workplace.

The first two programs we will look at are probably the most complex, hearing conservation and respiratory protection.

Both deal with protecting workers from exposure to physical hazards.

Both require employee training, precise measurements and monitoring of exposures and medical oversight.

Ed will discuss measuring and monitoring exposures a little later.

As a supervisor, the main thing you need to take away today is that you cannot put your employees in any kind of respirator or hearing protection without consulting your safety specialist for guidance.

A very common program is blood borne pathogens which deals with serious diseases transmitted through contact with human blood or other bodily fluids.

In BLM's world, this is important because employees working in the field are expected to provide first aid for their coworkers -- to injured coworkers.

All safety programs have an employee training component.

This program consists almost entirely of training.

For employees who are not medical providers or whose jobs do not otherwise routinely expose them to human body fluids or medical wastes, this is a fairly simple program.

Awareness level training is both the primary tool and the primary goal.

The fourth program is lock-out/tag-out, also referred to as an energy control program.

The purpose is just that, to protect workers from being exposed to unplanned releases of electrical or mechanical energy.

This is accomplished by training employees to secure or lock out and clearly identify or tag out the controls of any circuitry or machinery they are working on in order to prevent accidental activation by themselves or another

worker.

The challenge for supervisors is to ensure that their employees perform lock-out/tag-out every single time it's needed.

Next up is confined space.

This refers to spaces employees may have to enter in order to perform their work but which are restricted in overall size or difficult to exit.

The exact criteria are spelled out in OSHA standards.

This is required mainly because often the deadly atmosphere.

Atmospheric testing of confined spaces is a major component of the program.

The main point to take away with you today is that you must consult your safety person for guidance before any of your employees enters a tank, hole or tunnel or goes through any type of hatch or manhole into an enclosed space.

Hazard communication, or hazCOM for short, is also referred to as an employees right to know program.

This refers to their right to know and your responsibility to inform them about the safety and health hazards of any chemical product they are exposed to on their job.

This is the program that requires you to have the material safety data sheet, or MSDS for every chemical product in your workplace.

It also requires containers to be labeled and all affected employees to be trained in various hazards of chemical products.

By labeling I am referring to the manufacturer's label.

In this case you see no label whatsoever.

Whereas manufacturer's labels provide the basic information

we need to determine if a product could be hazardous to our health or safety.

As a supervisor, you're front line in ensuring your employees are adequately trained, they're acquiring an MSDS for every product they purchase and not using unlabeled containers of any kind.

Two other written programs required in most workplaces are the fire prevention plan and emergency action plan sometimes called an occupant emergency plan.

The purpose of the fire prevention plan is self-evident.

Fire prevention plans outline the fire hazards that may exist in an office and the methods used to prevent fires.

For example, you may list flammable paint as your hazard, as a hazard, but your plan should also note that you store it in an approved flammable storage cabinet and the facility has fire extinguishers and/or sprinkler system.

I placed a sample in the written KRC for you.

The emergency action plan details what your procedures will be for evacuating and accounting for your employees in emergency situations such as building fires, bomb threats or earthquakes.

If your building doesn't have an emergency action plan, consult with your safety person and develop one now.

Fire prevention plans are frequently combined with emergency action plans into one overall prevention and response plan.

The next program we'll look at is the radiation protection and control program.

The program spells out what precautions will be taken to control our employees' exposures to ionizing radiation sources.

It's specifies how they will be trained, how exposure will be measured and how their health will be monitored.

Right now you may be thinking, gee, I don't know why I have to know about radiation control programs.

We don't have any radioactive stuff.

But the truth is that radiation is not that uncommon in the modern world.

Common sources are oil and gas production wastes and mining ores and wastes.

There are also areas where naturally occurring radiation is present at high levels.

And also some engineering and well logging devices have radioactive elements inside them.

Our last OSHA required program is personal protective equipment, or PPE.

PPE refers to any protective equipment worn by an employee on their body.

We're going to look at PPE in more depth.

PPE includes head, eye, hand, foot and hearing protection as well as more specialized protective devices based on special activities and hazards.

A risk assessment is required to determine if PPE is needed for a particular type of work.

If PPE is still needed after all other mitigations have been addressed, your folks will need to be part of a PPE program before putting on any type of PPE.

Before we look further into PPE, let's take a little side trip into basic safety 101, control measures.

Two basic requirements for all safety programs are that they identify the specific hazards in the workplace and describe the control measures you will take to reduce those hazards.

Control measures are actions or procedures that reduce or eliminate a hazard and they generally fall into three categories.

Engineering, administrative and personal protective equipment.

Generally an engineering control measure should always be attempted first.

An engineering control is the elimination or reduction of a hazard by physically altering the design, location or action of the hazard source.

For example, an air compressor in a warehouse generates 103 decibels of sound and it runs most of the day.

This is more than enough to require hearing conservation program for employees working in the same area.

An engineering solution to the noise problem might be to enclose it in a soundproof structure, reduce the noise in the workplace to a safe level.

An administrative control is the second best choice.

In the compressor example, could that mean rotating employees that are exposed to the noise hazard with other employees from other areas of the warehouse so that they split up the exposure and prevent any one of them from being continuously exposed and exceeding allowable levels.

PPE's should be the control measure of last resort for worker protection.

The fundamental flaw of all that the PPE is the potential for incorrect use.

The only thing with worse than an inadequately protected worker is a worker that thinks they're protected from hazards in their workplace when they're not.

In our compressor example, an appropriate PPE would be earplugs or ear muffs.

But either the engineering or administrative control could accomplish the goal without relying on them to maintain constant attention to proper PPE use.

If you do require a PPE program it should identify your specific hazards, address administrative and engineering control measures as well as PPE required for the job, why was PPE chosen over engineering or administrative controls, identify what types of PPE are to be used, identify purchase authority, who is authorized to purchase the PPE and describe the maintenance and cleaning methods and replacement schedule for each type of PPE used.

And identifying -- most importantly, perhaps, identifying the training and education requirements to use PPE.

A recent OSHA interpretation has made it clear employers are required to fully fund the purchase of all necessary PPE for their employees, and I should note that the interpretation specifically continues the long standing exception of footwear and prescription safety glasses from the requirement.

I hope that this has helped you understand the importance and necessity of having written safety programs.

There's a simple checklist in the KRC to assist you in determining whether these programs apply to your workplace.

Your safety specialist is there to assist you putting the programs you need together.

In many cases they will already have programs available for you to adopt to your specific needs.

>> M. Rugwell: Thanks, Ken.

Those written programs include important technical documents.

If supervisors need help in determining if they need a plan, or in writing a plan, they definitely need to contact their district or State Safety Manager for assistance.

And now, Ed Perez will look at our industrial hygiene

program and the importance of exposure assessments.

Ed?

>> E. Perez: Thanks, Mary Jo.

When we think about safety and health programs all too often supervisors don't have a full awareness of what element are required to implement a comprehensive occupational health program.

One of the primary reasons is lack of understanding of industrial hygiene techniques and exposure assessment.

Most occupational health programs require some exposure assessment component.

I think it would be helpful to go over some definitions to help us understand what exposure assessment means and what role you as a supervisor play in exposure assessment.

These definitions are in your guidebook on page 15.

Industrial hygiene: the science that deals with the recognition, evaluation and control of hazards in workplaces in order to prevent illness among employees.

Exposure assessment: the qualitative or quantitative determination made by an industrial hygienist or other appropriately trained individual, of an employee's exposure to a chemical, biological or physical agent.

Employee exposure: an exposure to chemical, physical or biological agents that occurs in the workplace regardless of the use of personal protective equipment.

This is essentially the potential for exposure, how concentrated or intense is the hazard in the work environment.

Industrial hygienist: a professional qualified by education, training and experience to anticipate, recognize, evaluate and develop controls for occupational health hazards.

Dose: the amount of energy or substance absorbed in a unit volume of an organ or individual.

For our purposes, how much substance, be it chemical, physical, biological, is being taken in by the body.

Throughout our work activities there may be instances where employees come into contact with a chemical, physical or biological agent.

It is important that we assess and evaluate what the potential exposure to these agents are in terms of dose and take the proper precautions to protect workers from these agents.

500 years ago, a famous chemist and student of medicine, Paracelsus, was quoted as saying, "it's the dose that makes the poison."

Well, what exactly did he mean by that?

Let's take a look at an example.

I have in this flask a complex mixture of acids.

It is a solvent and dissolves many substances.

It is used extensively in lacquers.

Some of the chemicals made from this substance include diethyl phthalate, which is used in making rubber.

This is certainly an ugly sounding formula, isn't it?

However, if I subscribe to the philosophy of Paracelsus, I might be brave enough to ingest some, as long as the dose was right.

The mystery liquid is wine and the hazardous ingredient is ethanol.

Now, let me demonstrate what happens if I continue to increase the dose with several more glasses...

>> K. Higgins: Hey, Ed, can I help with this demo, too?

>> E. Perez: Well, maybe we should just talk about what would happen instead.

As we increase the dose of this substance, there are some predictable effects on our system.

Some of you may be very familiar with those effects.

Our body uses processes to take up and metabolize physical agents, such as ethanol.

A few key points we should note here.

First, not all ugly sounding or looking chemical formulas immediately constitutes a health risk.

Second, whether or not there is a toxic effect depends on the quantity of the hazardous chemicals taken into the body.

Third, in some cases, the compounds may be reported to actually provide a beneficial effect to the body in small doses.

Now let's look at a second example.

In this bag I have vapors from a cleaning solvent that contains toluene.

Cleaning solvents containing toluene are common in many shop areas.

Toluene is a known hazardous agent.

If your workers are using a solvent or degreaser with toluene, then there are several questions that are immediately raised:

how much of the substance is being vaporized?

This obviously will determine the quantity of the solvent in the environment.

Several things can affect the vaporization rate, including

surface area, temperature, air pressure and vapor pressure.

Can the solvent penetrate the skin and move to the blood or target organs?

In the case of toluene, it may affect the nervous system.

Low to moderate levels can cause tiredness, confusion, weakness, loss of appetite.

High levels can cause unconsciousness.

High levels of toluene may also affect your kidneys.

The kidneys then are what are called a targeted organ.

in contrast to toluene, there are substances that are nonfat soluble and will not penetrate the skin.

Therefore, they don't impact targeted organs.

Is there a strong odor produced?

Some compounds are odorless.

Some hazardous agents may actually have a somewhat pleasant odor to them.

For example, Heptanl.

Should employees wear a respirator?

This can reduce worker efficiency.

If you feel that the employee should wear a respirator, what kind will provide adequate protection?

Should we install a ventilation system?

This can be expensive.

If we will spend large sums of money, we better know that it is necessary.

There are a lot of questions that are raised.

Those who are entrusted with watching over the safety and health of our employees have many decisions to make as they try to sort out the answer to those questions.

>> K. Higgins: Ed, in the case of the toluene, wouldn't it be better to just substitute another less hazardous product as the control measure?

>> E. Perez: Sure, that would be the easiest solution.

But sometimes employees really do have to use a hazardous chemical product.

So that is where the proper occupational exposure assessment comes in.

Why is exposure assessment important?

As a supervisor, one of your primary responsibilities is to help provide a safe and healthful workplace for BLM employees.

One of the major objectives of this course is hazard recognition.

Recognizing an exposure hazard is one of your responsibilities.

Before we get too far into the comprehensive exposure assessment, let me clarify the supervisor's role and what the expectations are.

We are reviewing the steps in an exposure assessment so that you will be familiar with those steps and the process.

We believe it will be helpful to understand the steps before you bring someone in to conduct the assessment.

Why might we conduct an exposure assessment?

There is a link to a diagram on page 15 in your course guidebook.

This diagram summarizes a comprehensive exposure assessment approach.

If we take a look at this diagram, we see that exposure assessment is a continual process of evaluating, reevaluating and trolling hazards in the workplace.

think of exposure assessment as the process of determining "what dose is the employee getting?"

And "at what point does the dose become hazardous enough that we need to take action?"

With compliance monitoring, we focus on the maximum risk employee to determine whether exposures are above or below established limits.

For several agents, OSHA has mandated that exposure assessment be conducted in certain ways.

Specific monitoring requirements for OSHA regulated agents that may be encountered by BLM employees are summarized in a link identified on page 15 in your course guidebook.

Let's look at a couple of these exam as examples...

For example, the lead construction standard.

BLM may have maintenance employees using lead-based paints or sanding and scraping surfaces that have lead-based paint.

The standard talks about 8 hour shift personnel sampling for initial monitoring even if a negative exposure assessment is anticipated.

Formaldehyde is often used as a specimen preservative by wildlife biologists.

29 CFR 1048(d) requires each employer who has a workplace covered by this standard to monitor employees by representative sampling to determine their exposure to

formaldehyde.

So, how is an exposure assessment done?

Well, there are four different methods that can be used.

Area monitoring... this includes things such as using colorimetric detector tubes to collect discrete samples or grab samples.

This information can be used to estimate work shift or task exposures.

Another example is estimating noise dose using area noise data.

Modeling... calculations can be used to characterize/estimate exposures.

Examples are the box model with input for generation and removal rates.

A hybrid between 1 and 2 may be the use of instruments such as the wet bulb globe temperature meter that measures environmental information that is used to calculate heat stress index, used to estimate the heat stress a worker could be experiencing.

Actually, heat stress provides a great example of progressive screening from rough indices to more refined indices to physiological monitoring.

Objective data... this can be "old" monitoring data, less than 12 months old, or may come from the literature or manufacturer's information.

Personal monitoring... may be active or passive.

Active samples use pumps, Passive samples rely on diffusion.

May require lab analysis or may be direct reading.

We should reserve this method for compliance requirements, special cases and for uncertain exposures.

For example, in this photograph we would want to assess that the proper respirator and hearing protection is being used.

a comprehensive program of exposure assessment involves a continual process of collecting information, prioritizing controls and gathering follow-up information.

As you can see, the process of exposure assessment requires a thorough understanding of industrial hygiene evaluation and analysis.

I haven't gone into characterization, occupational exposure limits, judging the exposure and many more aspects that the industrial hygienist needs to contemplate, but I believe this section has demonstrated the requirements and some of the components of occupational exposure assessment.

you will probably have some questions for me, so please fax and send them and I will answer them during our Q&A segment later in the broadcast.

>> M. Rugwell: Thanks, Ken and Ed.

That was a great overview and I bet our audience has some questions.

Before we move on, I'd like to remind you that if you have questions for any of our presenters to fax them or wait until the end of the broadcast to use the push-to-talk system.

Next we have Kathy Greer here to present some information on how to measure successes in your safety program.

Kathy?

>> K. Greer: Thanks, Mary Jo.

I've really enjoyed the other presentations today.

Now we're headed into the home stretch.

To conclude our final segment this morning, I'd like to tell you about ways you can identify your accomplishments and measure the successes in your safety program.

As with many program areas in BLM, we also conduct national program management reviews or PMRs of the safety program in each state.

You heard our experts briefly mention those PMRs and I would like to provide you more details on those.

The National Safety Office conducts those reviews every third year.

State safety offices may conduct internal PMRs of field or district offices on a three-year cycle as well.

PMRs provide us with a picture of how well a safety program is being managed and in each state or district.

They help us to identify where corrective actions are needed to do strengthen a program and to ensure that we also are in compliance with BLM and other federal policies.

PMRs are not the same as facility safety inspections which are designed to identify and correct safety hazards in each facility.

PMRs are used to evaluate implementation of your safety program and we also include special emphasis areas during those reviews.

Special emphasis areas are determined by trend analysis, new initiatives or special requests from our Director.

Some of the recent areas of special emphasis include implementation of the Bureau's risk management program, check-in, check-out procedures for field going personnel, seat belt use and site security issues.

We named this broadcast the rules and the tools to help you understand what your supervisory roles are and to help you identify your -- identify ways to improve your safety program.

The National Safety Office also uses PMRs to identify best practices in our Bureau.

We know some great things are being done in BLM and we want to share those ideas with offices that can benefit from your successful ideas.

These best practices from past PMRs are posted on our national safety website.

You can check out those ideas at the address listed on the screen.

If you also have a success story that we just haven't identified yet, and you feel that it should be shared with other offices across the Bureau, please contact your State Safety Manager or the National Safety Office.

Your state safety managers have also been provided with examples of best practices found during PMRs, and they are a great resource for you as well.

PMRs aren't the only gauge of success for a safety program, and they only happen every three years.

So what are some other ways that you can measure your success?

Traditionally accident rates have been the only measure that was used to determine if a safety program is doing well.

Or not so well.

As supervisors, you have many responsibilities related to managing your safety program.

You know that a good safety program involves much more than just not having an accident.

Certainly your goal is to reduce and prevent accidents from happening.

To achieve that goal requires some work.

Inspections have to be completed to ensure that our equipment and facilities under good shape, training has to be completed to ensure your employees are knowledgeable of proper procedures and practices.

EPAPs have to be completed to ensure your employees have developed good safety habits.

The list goes on.

Some leading indicators you can use to measure your successes are the percent of employees trained, the number of risk assessments developed and used for tailgate safety sessions each year, or the time it takes to correct a hazard once it has been identified.

Did you reach all of the goals you set in your annual safety action plan?

If so, those accomplishments should be noted.

And speaking of annual safety action plans, here's Lisa Engelman to tell you about why we use annual safety action plans.

Lisa has developed a few for her offices.

Lisa, why would supervisors pay attention to those action plans?

>> L. Engelman: Because they're required by Bureau policy.

>> That was easy.

>> L. Engelman: Actually, those annual action plans have a lot of value if used correctly.

A good action plan does set goals to reduce accidents.

As Kathy stated, they're a great way to measure your

success at the end of the year.

Goals keep us on track with what needs to be accomplished each year.

We establish those goals based on program requirements that come from the national and state level.

All of our goals need to be measurable and should be based on what needs to be accomplished or improved in each office.

So one plan doesn't really fit all office across the Bureau.

At the end of the year those plans can become an annual report as a record of all the goals that have been completed.

They can also roll up to the State Director's annual assurance statement.

Your State Safety Manager will develop the basic plan for your state so that districts can tier their plans off the state action plan.

Kathy also mentioned best practices have been identify during PMRs.

One of those best practices is the Glenwood springs, Colorado, Field Office annual safety action plan.

In their plan, each employee, supervisor and manager was assigned a safety duty during the year would that help the office accomplish all its safety goals.

This is a great way to ensure each employee takes responsibility for at least one aspect of the office safety program.

Some employees conducted monthly inspections of fire extinguishers while others coordinated training such as first aid, defensive driving or chainsaw training.

If you would like to see a copy of this plan, it's posted

on the KRC and reference in your guidebook on page 16.

Active participation by all employees ensures that the program doesn't depend on just the safety officer or the safety committee to complete these goals.

The action plan is link to the Field Office manager safety memo so it definitely has management support.

>> K. Greer: Yes, that was a model that we thought could be used by other offices within the Bureau as well.

Lisa, should employee training be addressed in a safety action plan?

>> L. Engelman: Absolutely.

It's always addressed as a goal in my action plans.

The safety program has probably more training requirements than other programs in BLM but the safety program affects every program in BLM.

A complete list of safety training requirements is provided in BLM manual handbook 1112-2.

If you don't have a copy of our little yellow handbook, you can access it online at the National Safety Office website listed on page 16 of your guidebook.

Or you can obtain a copy from your local safety officer.

Training is an important part of how we improve ourselves and our Bureau's performance.

I can't stress enough how important it is for the supervisors to spend time with new employees and to provide them with a new employee orientation.

NTC will be completing a comprehensive new employee orientation training module in DOI Learn.

This is a great opportunity for supervisors to share their expectations with new employees to introduce them to risk assessments associated with their duties, and to determine

which safety training will be required for their jobs.

Kathy?

>> K. Greer: Thanks, Lisa.

We appreciate those tips on where to find safety training requirements and the sample action plan from Colorado.

As I mentioned at the beginning of this segment, accident rates have traditionally been the way we measure our program success.

They aren't the only way to determine if your program is on track.

But they are still helpful.

As Lisa mentioned, annual safety action plans need to have goals to reduce accidents.

As part of the safety, health and return to employment or share initiative, Bureaus have set goals to reduce accidents by 3% annually.

Has your office been able to achieve this goal?

How do you know what your accident statistics are?

How does your office compare to other offices in your state?

And how does your state compare to other offices in BLM?

SMIS, or the safety management information system, is our accident recording database for DOI.

Your safety officer can obtain statistical information for you and provide you a trend analysis to help you determine if you are having fewer or more accidents in your office.

Trend analysis is useful to help you pinpoint what types of accidents are occurring in your office and to help you set goals in those action plans to reduce a particular type of accident.

For instance, if your office has increasingly spent more money replacing bumpers or trailer taillights, it's probably time to place more emphasis on safe practices for backing up vehicles and trailers.

Are your office accident rates higher, or are they helping to lower rates in your state?

SMIS information is a good way for you to determine the status for your office.

Ask your district safety officer if you need more information.

In closing, I would like to remind you that you are the key to the success of the safety program in your office.

Supervisors set the tone for employee safety and supervisors lead by example.

If you make safety an important part of the job, so will your employees.

Success depends on your involvement and your leadership.

Back to you, Mary Jo.

>> M. Rugwell: Excellent.

Thanks to both of you for reminding us that we do most of our work safely and it's important for us to document those successes.

Joining us once again are Randy and Travis.

Welcome back, guys.

And we have Michelle from the NIFC joining us via push-to-talk.

Michelle, are you there?

I don't hear her, but hopefully she is there.

Now we're going to go ahead and open up the push-to-talk for questions from our audience.

We also will be checking the fax to see if we have any questions that have been faxed in.

Do we have anybody from the field?

Okay.

I don't hear anybody on the push-to-talk.

This looks like a question from the Utah state office.

Is there a similar requirement for MSHA standards for our people entering surface and underground mines?

I am sorry, MSHA standards for our people entering surface and underground mines?

You want to take that one, Travis?

>> T. Kilpack: Yeah.

Wow.

That's a tough one.

There are MSHA standards we would follow, and there's a lot of regulations involving confined space and whatnot with MSHA.

We would have to consult those.

Right off the top of my head I can't quote them, regulations or the OSHA regulations, but there are similar regulations in there.

So if they have a question, definitely contact their safety manager and we can definitely work out those and get into those regulations and find out how they apply to what the jobs that we're doing.

>> R. Peterson: Generally in Alaska, for example, if we have folks going into underground mines, as one example,

they take the MSHA training, mine entry training, which includes rescue, air monitoring and it's the same exact training that miners take.

Yes, there's some overlap.

>> M. Rugwell: Thanks, guys.

Do we have anybody on the push-to-talk?

Okay.

We have some more faxed questions.

This one I will go ahead and take.

It says: I'm a new supervisor.

Can I delegate safety tasks to staff members?

As we pointed out in the broadcast, the responsibility to provide a safe working environment is definitely something that the supervisor must do.

While we're not out there on our own and while we certainly have plenty to do, at the end of the day, the responsibility is ours.

You certainly can get help from your state safety officer, from your collateral duty safety officer, from zone safety person to help you work through safety issues and do investigations, but ultimately you cannot delegate the responsibility for safety to anybody else.

It really is your responsibility as a supervisor.

I think we have another question that maybe Kathy can take.

>> K. Greer: I have one that was faxed into -- I don't know where this one came from.

The question was: how often should I request a SMIS report for my area?

I would recommend that depending on the number of accidents

in your office that you request a report at least monthly.

At a minimum I would ask for one of these quarterly.

What I would ask for would be a summary of the accidents that have occurred in the area, and I think the sooner that you can get that information, the better, because if there's any kind of negative trend that's developing, you want to turn that around as soon as possible.

Another thing by request is an annual report.

Now, I know that our office has developed a very comprehensive annual SMIS report this past year, and we'll be releasing that pretty quickly now, but I think you can ask for SMIS reports from your collateral duty safety officer or from your State Safety Manager or your district safety officer as frequently as you feel that it's necessary to gain that information.

>> M. Rugwell: Louis, I think you have a faxed question from Missoula, Montana, is that correct?

>> L. Rowe: That's correct.

I have an excellent faxed question here.

As supervisors of employees who are required to work in or around contractor operations on BLM lands, are we obligated to report accidents or near misses that occur on BLM lands as a result of the contractor operations?

The next part of that question is likewise, then: should we be requiring contractors to report accidents, near misses or discovered unsafe work practices or conditions that occur on our lands to BLM via specific contract language?

The best way to answer that is to answer the second one first.

When we have contractors working on BLM property, BLM lands, within BLM jurisdiction, we should have very tight contractor language that specifies the contractor must run a safety and melt program that meets the requirements of that state.

Now, our employees fall under federal OSHA.

The contractor employees will invariably fall under the state program requirements.

So your contractor language or contract should state that they must follow all regulations that affect them within that state, municipality, local jurisdictions as well.

When we have accidents on BLM land, even if they're contractor involved, there's still a potential for tort claims against BLM.

So we also want to include contract language that requires them to report their accidents, whether it be the public that's visiting, the contractor personnel or an accident that affects our resources.

Because we want to know that up front as soon as possible.

We may want to have our own people investigating or we may want to make sure that the contractor has called OSHA if, in fact, the contractor had a fatality or something like that.

So we do have a responsibility to make sure that the contractor is aware that they have to run a safety program.

We should not run that safety program for them.

If you step across that line and you begin taking charge of their operations when they have an accident, we're now the group that will receive the lawsuit.

So be very clear with that.

If you have a contracting officer that would like more explanation, please have that person call me directly in my office in Washington D. C.

I'll be happy to talk about that ad nauseum.

The answer, I think, covered both of these questions.

If there's any more thoughts about that, please fax that in and I will be happy to address that further.

>> M. Rugwell: Do we have anybody on the line with the push-to-talk?

Not hearing anyone.

I think, Lisa, you have a faxed question there.

>> L. Engelman: Yes, this question states: how do I know as a supervisor what training my staff needs to have yearly.

Your best source of information to find out that requirement is to contact either your collateral duty safety officer, your district, zone or state safety specialist and then also has been mentioned several times today that there is a training list or checklist in this 1112-2 that you can go ahead and use for reference.

>> M. Rugwell: Thanks, Lisa.

We're still waiting to hear from the push-to-talk system.

Is there anyone out there that would like to ask a question of any of our learned panel here?

>> Participant: I have a question for the industrial hygienist.

There seems to be some uncertainty about the standards for who needs to be in a hearing program.

I think that's led some folks to require a bunch of people to be in it that may not be necessary.

We have folks that run a chainsaw for a couple hours at a time several times a season.

It seems that they wouldn't need to be in a hearing conservation program, but we're often told that they need to be.

Can we get some clarification on those standards or perhaps pointed toward some standard guidelines for the Bureau?

>> E. Perez: Yes, sure, I would be happy to help you out with that.

Traditionally as an industrial hygienist if we don't have exposure monitoring information we may just be conservative and put everybody into some kind of PPE.

But what you really need to do the risk assessment, measurements, and see what that individual is exposed to.

You can put somebody into hearing protection but you need to do the second step, that exposure assessment portion.

You can go out with a sound level meter to give you a general survey, see what kind of decibels these individuals are being exposed to.

Then you go out with there with a dosimeter and figure out the exposure for the time they're working out there.

29 CFR 1910.101 is the hearing conservation program that we adhere to under the OSHA standard.

That program pretty much outlines what you a need to do, what the definitions are, what the exposure levels are and you need to actually go back, like I said, do the actual measurements to determine whether there is an exposure.

Once you determine the exposure is there, then you need to have the full-blown hearing conservation program in place.

Does that answer your question?

>> Participant: The guidelines in OSHA seem to assume that when someone is exposed to noise they're exposed to it 8 hours a day, 365 day as year and we rarely have employees that are exposed to that degree.

All of our folks that are running chainsaws are obviously wearing hearing protection, and we feel that's adequate to not even need to have them in a hearing conservation program.

>> E. Perez: You cannot assume that.

You must actually go throughout and duty assessment.

You need to determine whether the hearing protection you provided is adequate.

You need to do the actual measurements.

There are some decibel levels where exposure can only be for half an hour, 15 minutes.

Again, going out with the actual instrumentation, making that determination with the exposure level, what the decibels are, you can go back to the standard and look what the requirement is for that particular decibel level.

So I can't emphasize enough that you really got to go out there and do the actual measurements.

You can assume that, hey, listen, likelihood is not -- that anything -- anything was being exposed to anything but you really should not be making that assumption.

You really need to go out there, do the measurements and make the determination based on scientific data and not just some kind of qualitative approach.

>> M. Rugwell: Does that answer your question, caller?

>> Participant: Yes, thank you.

>> M. Rugwell: Thank you very much.

Do we have anybody else on push-to-talk?

Okay.

I think we have some more questions that are coming from the fax.

Kathy, do you think that -- sorry, hang on just a second here.

Here we go.

Here's a question that I think maybe Ken can take.

Ken, where can we get some ideas on how to hold an effective tailgate session?

>> K. Higgins: The KRC covers that a bit and also there's a link to the Washington website, the Washington safety office website.

They have some links in there as well.

There are lots of subscription programs that have tailgate sessions on CD.

There's lots of free ones on the internet.

University of Vermont has a whole series of them that are free if you go to their website.

They're pretty copious and, of course, as always, your safety specialist can point you in the right direction.

>> M. Rugwell: Great.

The KRC, as we mentioned, is the Knowledge Resource Center, which is really a great place to go for answers to questions.

Here's a question for Ed.

Ed, where do we get personal protective equipment when we need it?

>> E. Perez: There are several areas you can go to get personal protective equipment.

Several stores online that sell personal protective equipment.

Local distributors of personal protective equipment.

Again, as the employer, we are required to provide personal protective equipment for our employees once we have conducted an assessment.

So I go back to that assessment situation.

Go back, find out what your assessment says with regard to what the hazards are and what mitigations you can use.

If you determine one of those mitigations is PPE, certainly you can go online.

There are companies like lab safety, Grainger, a whole assortment of them that we can go out and buy the necessary equipment.

Make sure that it's rated accordingly.

ANSI is the standard that we're looking at.

If you're looking at a piece of personal protection equipment, there will be a standard listed next to it.

Make sure it's compliance with -- that equipment is in compliance with the ANSI standard.

We don't expect you to know every ANSI standard, but if you look at that the equipment and make sure it has that label, in the case of respirators, looking for a NIOSH certification on the respirator and cartridge itself.

Does that answer the question?

>> M. Rugwell: Thanks, Ed.

That's a good answer.

>> L. Rowe: I would like to add something to Ed's very good answer there.

When OSHA comes out to your work site and sees some wearing a respirator or wearing some type of specific PPE, like a hard hat that you've issued to them, they're going to ask for risk assessment.

They would like to see a written document that shows that you as a supervisor or manager have given this thought, and that you gave them the PPE only because you couldn't control that hazard exposure some other way.

So don't go down and buy 50 Bullard hard hats and start giving those out to everybody.

Make sure that you've got the proper work that leads up to that, which is saying we do have a fall hazard exposure here, things are falling off the roof.

We can't mitigate it by putting um some type of protective barrier, we can't move the entrance to wherever these -- this building's entrance is, so we must issue this type of protective equipment.

And in several facility cases that I've been involved with in DOI, that was one of the first questions OSHA asked us, was, why did you give PPE and what's the rest of it?

So be very careful with that.

Talk to your supervisor, talk to your safety manager, talk to some professionals about other ways to mitigate that hazard before you give that PPE.

Got to stress that.

>> K. Higgins: I would like to add something as well.

One of the problems with PPE, it's pretty readily available.

You can go anywhere and get it, usually a local hardware store or anywhere, which means it's easy to put employees into it without doing the prior work, the assessments.

One of the things we see as we inspect around field offices are lots of filter dust masks, and everyone out there needs to know, those are considered respirators.

Even though they're simple and they look like they don't mean anything, you're still putting your employee in a respirator.

So think about that before you go out and buy some.

>> M. Rugwell: That's good to remember.

Now before we wrap up, Louis has a few parting thoughts he would like to share with us.

>> L. Rowe: Again, my name is Louis Rowe, and I want to thank you for taking time from your busy day to participate in this training schedule.

I'm the chief of safety and health for BLM, and since I'm the new face to most of you, I should tell you just a bit of my history and where I come from.

I came here from the National Park Service where I was their national safety program manager for the last four years.

I also worked in the field for NPS, and I previously worked for OSHA, the Department of Defense, US Marine Corps, doing safety and occupational health as well as other stuff involving a pack, a rifle, and some dirty boots.

I want to make a point.

I understand the reality of mission accomplishment.

I want to go on record as a chief of safety and say that accomplishing our mission is critical.

Both for BLM as well as for our many stakeholders that depend on us.

Now, that may not be what OSHA would want me to say, but I'm not going to give you that empty platitude that safety is first and then maybe we'll get our job done afterwards.

That doesn't hold up in the reality of everyday life in your field.

So, if the safety guy says mission is critical, where does employee safety fit in?

Let me ask you: do we need to make a choice between the two?

Are they mutually exclusive?

Can we get the mission done without throwing somebody under the bus?

You've been entrusted with somebody's son or daughter, so why can't we get the job done safely?

This, my friends, is where we separate great supervisors from someone just earning a paycheck.

Because with forethought and preplanning, you can get the job done a time, on budget and still communicate and establish an organizational culture where safe and healthful work site is the norm.

I want to leave you with three management activities you can start doing today.

They are guaranteed to reduce incidents of accidents or injuries.

First, your employees watch you and take their cues from you.

They are judging your actions good or bad every day and you know this is true because you have done it yourself with your supervisors.

That he saying work safely once a month at the safety meeting isn't going to hack it.

You have got to commit to your employees' safety and it must be crystal clear to all employees.

Here are examples of ways to do that.

Weave safety into your conversations every day.

Ask about risk assessments.

Look at personal protective equipment that your people are wearing.

Attend safety training with your employees or be there to start the class and to hand out the certificates at the end.

If you've already had that training.

Ask questions about the hazards you see.

Do your employees see it the same way as you?

Are you giving them your philosophy?

And remember, to develop a culture of accomplishing work safety, this can't be a flavor of the day or a passing fad.

You have got to walk the walk, day in and day out.

You've got to stay on it every day.

By the way, this doesn't cost a penny.

So no complaints about budget issues.

Second, you need to know that 80% of BLM accidents and injuries are caused by unsafe behaviors, not unsafe conditions.

So change behaviors by taking time to praise your employees for making safe decision.

Counsel or teach employees when they make decisions that lead to unsafe behaviors.

And immediately and fairly discipline employees when they exhibit you be safe or unacceptable behaviors you have previously addressed with them.

We call that tough love and that's why you get paid the big bucks.

By the way, that doesn't cost a penny, either.

Third, you plan your annual budget, you plan your work assignments and you plan accomplishing that EIS the State Director asked for.

Why wouldn't you plan your annual safety program objectives.

Work with your state safety program manager or other full-time professionals who find out who got injured the there's a three years and how.

Set aside a day so you and all your employees can review these accidents and come up with actions to prevent recurrence.

We see the same accidents year in and year out in BLM

Delegate those actions and follow through like any other project.

Make sure it gets done.

Other activities you can do include spring or fall house cleaning.

Give attention to safety.

Divide into teams of employees and supervisor.

Have maintenance on call to immediately fix everything that is broken or hazardous.

It's a positive signal to your employees.

Assign topics of training for groups to research and develop, like your AED plan.

We're getting older folks.

Or what training is required by OSHA to enter that pump station 25 feet under ground?

It is a fact the more knowledgeable our workforce is of the hazards they experience the fewer accidents BLM will have?

Yes.

By the way, you may spend some money here, but that will be far less than the \$8 million in Worker's Compensation costs BLM will pay this year.

At the National Safety Office we work closely with state safety managers, with the ASDs, DSDs, we liaison with the Department sister bureaus and OSHA and we are always available to answer your questions if your state safety manager is unavailable or refers you to us, commander Perez or to Kathy Greer.

So thank you for taking time to participate in this training session and remember, those rules and tools you've learned today should be put to good use immediately.

>> M. Rugwell: Thanks, Louis.

Great words to remember.

I've really enjoyed working with this crew and want to say thanks again for everyone's participation today.

First of all, Randy Peterson and Travis Kilpack, thanks, guys.

Michelle Ryerson from NIFC.

Ken from Alaska.

Ed.

Lisa Engelman from Montana.

Kathy Greer.

And, of course, Louis Rowe.

We'd also like to thank everyone here at the National Training Center for all of their assistance.

There's a great staff here that helps us get through these things.

And we also want to give a shout to shorty, who is our producer in the booth today.

Shorty is the Wyoming State Safety Manager.

>> Whew-who shorty.

>> If you had questions and we weren't able to get to them, please submit the questions through the Knowledge Resource Center or KRC.

It's a great resource to help you get answers on any of today's topics.

I'd also like to mention appear good source of information on many aspects of BLM's national safety program can be found on its website.

The address is posted on the screen.

Also, your district, zone or State Safety Manager can direct you to any number of resources and is a valuable contact for all things safety.

This concludes our Safety for Supervisors training today.

We hope that you found this a valuable resource to understanding all of the responsibilities you have as a supervisor.

Remember that you will need to complete the post test for this course as soon as possible.

The post test will be available to you beginning Friday morning through your DOI Learn my courses link that you previously visited to register for the class.

You'll need to complete the post test to get credit for the course and to obtain your course completion certificate.

We hope that you've enjoyed today's training as much as we've enjoyed bringing it to you.

Again, be safe, and so long from the National Training Center in Phoenix.