

Attachment 2: Guidelines and background for completing Risk Management Worksheets (RMW)

Every identified Radio Infrastructure (RI) Site has an assigned telecommunications team member designated as the RI Site Point of Contact (POC). Assignment is located at: <http://teamspace/projects/radiomgmt/Lists/Towers/AllItems.aspx>. State Telecommunications is required to ensure this website maintains an entry for every RI Site. The Action plan and the RI Site List should match. Work with the State Telecommunications Lead if new RI sites should be added.

The purpose of the RMW is to provide information not only to the telecommunications specialist, but to any individual off the street with no or limited knowledge of the risks associated with the RI Site. The RMW must be written using common terms with any use of technical jargon clearly explained. You should literally be able to give this RMW to a person off the street, and know if they adhere to it, they will be aware of all the risks at a site. To that end, personnel working on the RMWs are encouraged to give drafts to personnel completely unassociated with safety or telecom for their review and feedback.

The RI Site POC is not required to write the RMW. It can be written by other personnel. However, as the RI Site POC, the subject matter expert, and the most qualified individual to identify telecommunications-specific risks that could not otherwise be identified, the RI Site POC must be intimately involved in the risk identification and wording process, and approving of each individual entry.

Normal access to an occupied RI Site such as an office area, guard station, field office, etc. may not require an RMW for general access. However, the specific task of working on the communications equipment at that site will warrant an RMW as that task can involve things such as work on or around electricity, telecommunications maintenance work on or around radio frequency transmitters, cable, and antennas that can emanate hazardous RF power and/or cause RF burns, climbing ladders and roofs, increased risk of electrocution from lightning if working on or near antenna and cabling during thunderstorms, and so on.

One RMW can be utilized for multiple locations as long as those locations contain applicable hazards, and unique hazards specific to unique locations are specifically identified within a clearly identifiable section. The need to add more than a few site-specific entries to an RMW should be considered an indicator that a separate RMW is required for the site.

It is very easy for a qualified person who does the job day-in and day-out to lose the ability to identify what could be considered a risk to someone else. It is even easier to miss items a qualified support person sees as obvious common sense, but completely unrecognized to the uninitiated layperson. Additionally, it is understood the task of proper development and publishing of an RMW may be unfamiliar to the RI Site POC. As such, we are asking the district safety person to closely work with the RI Site POC as they begin their work. We ask District Safety personnel to complete a minimum of two site walk-throughs with the site POC as RMWs are developed. The first walkthrough, we ask the District Safety person take the lead, helping to identify and document risks, and aid the site POC in documenting items that could

ultimately go toward filling out the form. District Safety will continue this process on unique radio infrastructure sites until they are comfortable the site POC is knowledgeable enough to take the lead. The site POC will then assume the lead role. This process will continue until the District Safety person is satisfied the RI Site POC can complete the task unguided. Since the IM established all RMWs require approval of District Safety, investment in time up front will significantly aid in the reduction of issues and time on the back-end. Considering that both District Safety and the RI Site POC are required to complete safety inspections of each RI Site annually, we believe the coordination impact will be minimal. The bulk of the work will be in the writing of the RMW.

The RI Site POC will complete an annual review of each RMW (for that RI site) at the same time they complete their annually required RI Site safety inspections. Future changes to an RMW will require State Telecommunications Lead and District and/or State Safety review prior to signature authority. Further direction in tracking annual RMW reviews will be forthcoming by the State Telecommunications Lead.

Many RI sites are located in facilities not owned by the BLM, or are BLM facilities we share with others. Site POCs are responsible to communicate risks at their BLM-owned locations with any entity located within one of our BLM-owned buildings and/or within the BLM-owned security fence. Over the next 12 months, the State Telecommunications Lead will work with appropriate BLM personnel to develop a web-based location accessible to all BLM personnel and the general public. All RMWs will be stored and maintained centrally and site POCs can direct cooperators to that site.