

**Arizona State Office
Bureau of Land Management
Safety and Occupational Health Action Plan
FY 2010**

Action Item Description	Target Due Date	Responsibility	Status or Accomplishments
<ul style="list-style-type: none"> • Identify Safety Program funding needs for all Field Offices and fund out of State Safety Budget. Distribution will be made to all Districts during FY 2010 	<p>During FY 2010 to be complete by August 2010</p>	<p>State Safety Manager (SSM)</p>	
<ul style="list-style-type: none"> • Prepare and issue the following Safety Program Policies: <ol style="list-style-type: none"> 1. Arizona Safety Action Plan 2. State Driving Policy 3. State Directors Safety Policy 4. Trailing Policy 5. Respirator Protection Policy <p><u>Note:</u> WO will be finalizing Driving Policy Guidance and Trailing Policy.</p> 	<p>Complete by August FY 2010</p>	<p>SSM</p>	
<ul style="list-style-type: none"> • Prepare for and assist with the following Audits for FY 2010: <ol style="list-style-type: none"> 1. CASHE Audit Gila District and Field Offices 2. District in Arizona to have Safety PMR Evaluation – To Be Determined (TBD) 3. CASHE Audit of Radio Sites - TBD 4. Annual CASHE Updates 	<p>February 2010 June 2010 July 2010</p>	<p>SSM</p>	

Action Item Description	Target Due Date	Responsibility	Status or Accomplishments
<ul style="list-style-type: none"> Review all CASHE findings and correct. Report Status to CASHE Contractor (Aarcher). Continue to Establish State in Good and Safe Condition. @100% Object is Zero Repeats. 	September 2010	Field Office (FO) Collateral duty Safety Officer (CDSO)/SSM	
<ul style="list-style-type: none"> Schedule and continue to train Managers and Supervisors in the Risk Management Process. To be completed for all Field Offices. Develop Safety Stand-Down Day Training. 	August 2010 April 2010	SSM/District Safety Managers (DSM)s SSM/DSMs	
<ul style="list-style-type: none"> Conduct Annual Facility Inspections at all Facilities with qualified Safety Officers. 	August 2010	SSM/DSM/ CDSO	
<ul style="list-style-type: none"> Provide safety training for State Safety Personnel (DSM/CDSOs) and Safety Committee: <ol style="list-style-type: none"> Life Code Safety Training Construction 10-Hour Training On-Line Training from WO Develop training for CDSOs, Full-time Safety Officers and Safety Committees. 	August 2010	SSM/DSM/ CDSO	
<ul style="list-style-type: none"> Update Critical Incident Management Team (Continuity of Operations [COO]) and provide Emergency Response Training and Guidance. 	June 2010	SSM/Point of Contact (POC) for COO	