



A D V A N C E    C O P Y

# United States Department of the Interior

OFFICE OF THE SECRETARY  
WASHINGTON, D.C. 20240



## Memorandum

To:            Heads of Bureaus/Offices

From:         Assistant Secretary, policy, Management and Budget

Subject:      Implementation of the Department's Safety  
                 Management Information System

The Department's Safety and Occupational Health Staff (SOHS) has completed its installation of the Safety Management Information System (SMIS) hardware and has loaded several software packages that the Bureaus/Offices may use. The SMIS has been designed to assist line management and professional safety and health staffs within the Department to have access to meaningful accident prevention information as well as Departmentwide accident report data. The SMIS will feature generic data analysis reports as well as provide Bureaus/Offices the ability to generate unique reports.

The most significant software package is Version 1.98 of DI-134, which is the package to be used to record all employee, contractor, and public accident reports related to Departmental operations and facilities. A copy of this software package and supporting documentation has been provided under separate cover to your Bureau/Office Safety Manager for implementation.

Another software package is BRSAFEY, a Word-search program that allows the user to easily locate key words and phrases in the Bureau of Reclamation Construction Safety Standards. Similar packages are expected to be added for the Occupational Safety and Health Administration (OSHA) General Industry and Construction Safety Standards.

We appreciate the assistance that your Safety Manager has provided in the design of the SMIS. As with *any new* software package, we expect your staff to identify modifications that will further enhance the effectiveness of these managerial tools. We expect to have a contractor aboard very soon to operate, modify, and maintain the SMIS, as well as to provide SMIS program support to your staffs.

Lou Gallegos



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October 5, 1990

Memorandum

To: Bureau Safety Managers

From: Manager, Safety and Occupational Health Staff

Subject: Implementation of the DI-134 Data Entry Program

At long last, the DI-134 Data Entry Program is ready for implementation. Attached are five items:

1. A floppy disk containing Version 1.98 of the modified National Park Service DI-134 software program.
2. A copy of the format of Version 1.98 for your potential use. (Reclamation-based SMIS data for FY85-89 is being reformatted to this standard, and **FY90** data will be reformatted after the year-end reports are prepared.)
3. A copy of the "Safety Management Information System Guidelines," which will explain how to use the DI-134 program and other SMIS programs. (Your special attention is directed to Chapters A and F of the Guidelines.)
4. An advance copy of a memorandum from the Assistant Secretary, Policy, Management and Budget, to your Director regarding the SMIS implementation.
5. A list of all current Organization Codes used in the PAYPERS system. Many of the organization names on this list do not adequately identify the work unit, so each Bureau needs to prepare its own list of ORG NAMES vs OSHA SITE CODES. The DI-134 program has space for a 35-character ORG NAME.

Our contract for operating the SMIS has been approved and we expect the contractor to be aboard very soon. We also have an agreement with the Western Region of the National Park Service for their programmer, Long Tran, to complete three remaining features of the DI-134 program. These features include:

1. A transfer scheme so the accident data may be recognized as it is transferred up to three times - Field to Region, Region to Bureau, and Bureau to Department.

2. A scheme for identifying records that have been modified by a DI-134-c after the initial DI-134 record has been transmitted to the Region.

3. A routine for each Bureau or Region to build and maintain its own ORG NAME vs OSHA SITE CODE look-up table.

We anticipate that as the SMIS is used, the need for modifications will be identified and we will take appropriate measures to enhance its usefulness. For example, Reclamation has requested that another data field of 10 characters be added so they may record the Spec/Contract Number for contractor accidents. This same field could be used by other bureaus for different purposes. Let us know of your special needs.

If you have any FY 1990 accident reports which have not been entered into the Reclamation-based SMIS, please get them in so we may close 1990 records in early November and run our annual reports.

We appreciate your assistance in designing the new SMIS and look forward to your continued patience and assistance as we work out the remaining glitches.



Carl A. Bishop

Attachments