

**FY 2005 Safety and Occupational Health Management Program Action Plans**

**1. STRATEGIC PLAN GOAL: Facilitating Accountability & Program Improvement Through Evaluation and Monitoring.  
Identifying and Abating Unsafe Situations**

<b>Bureau or Office</b>	<b>Action Item Description</b>	<b>Date Started and Date Completed</b>	<b>Responsibility</b>	<b>Status or Accomplishments</b>
Office of Surface Mining	Conduct Safety and Health Program Evaluations in two OSM offices to ensure that DOI objectives are met to reduce injuries to OSM employees and minimize loss of equipment.	October 04/ to September 05	OSM Safety and Occupational Health Manager, Division of Administration	In progress
Office of Surface Mining	Conduct One Aviation Safety Program Evaluation in OSM to ensure that DOI Aviation objectives are met to reduce injuries and fatalities for employees.	October 04/ to September 05	OSM Aviation Safety Manager, Division of Administration, Office of Aircraft Services	In progress

**FY 2005 Safety and Occupational Health Management Program Action Plans**

**2. STRATEGIC PLAN GOAL: Facilitating Accountability & Program Improvement Through Evaluation and Monitoring. Identifying and Abating Unsafe Situations.**

<b>Bureau or Office</b>	<b>Action Item Description</b>	<b>Date Started and Date Completed</b>	<b>Responsibility</b>	<b>Status or Accomplishments</b>
Office of Surface Mining	Implement an Agency-Wide Hearing Conservation Plan to reduce the chances of hearing loss to OSM employees.	Oct 04 to Sept 05	OSM Safety and Occupational Health Manager, collateral duty safety officers, Chief, Division of Administration Managers and supervisors	In progress

**FY 2005 Safety and Occupational Health Management Program Action Plans**

**3. STRATEGIC PLAN GOAL: Providing Safety and Health Resources**

<b>Bureau or Office</b>	<b>Action Item Description</b>	<b>Date Started and Date Completed</b>	<b>Responsibility</b>	<b>Status or Accomplishments</b>
Office of Surface Mining	Conduct a quarterly conference call with collateral duty safety officers to share safety and health resources, maintain safety team approval and to discuss, plan and implement safety team activities.	October 04/ to September 05	OSM Safety and Occupational Health Manager, collateral duty safety officers	In progress
	Coordinate with the conference operator and Collateral Duty Safety Officers.	October 04/ to September 05	OSM Safety and Occupational Health Manager	In progress
	Prepare Conference Call Agenda	October 04/ to September 05	OSM Safety and Occupational Health Manager, collateral duty safety officers.	In progress
	Conduct Conference Call	October 04/ to September 05	OSM Safety and Occupational Health Manager, collateral duty safety officers	In progress
	Revise the Safety and Health Program as an outcome of conference call activities.	October 04/ to September 05	Chief, Office of Administration, OSM Safety and Occupational Health Manager.	In progress

**4. STRATEGIC PLAN GOAL: Fostering a Safety and Health Culture**

<b>Bureau or Office</b>	<b>Action Item Description</b>	<b>Date Started and Date Completed</b>	<b>Responsibility</b>	<b>Status or Accomplishments</b>
Office of Surface Mining	Continued emphasis on preventing accidents and reducing number of days on Continuation of Pay (COP) and Lost Time Injuries to comply with SHARE initiatives	October 04/ to September 05	OSM Safety and Occupational Health Manager, Chief, Division of Administration.	In progress
	Monitor OWCP reports and associated costs and prepare report for the supervisors. Make OWCP presentations at selected management meetings, to inform managers of OWCP costs.	October 04/ to September 05	OSM Safety and Occupational Health Manager, Chief, Division of Administration	In progress
	Conduct follow-up calls to supervisors of new OWCP cases until employee returns to duty, Conduct return to work interviews with the injured employees.	October 04/ to September 05	OSM Safety and Occupational Health Manager, Chief, Division of Administration, collateral duty safety officers	In progress
	Work with Local Managers, Employees, Personnel Officer, Medical Personnel Services, and Department of Labor Office for ways to reduce accidents and alternative work assignments for injured employees. Including a quarterly meeting with the Personnel office to address OWCP issues. Also explore the possibility of instituting a case management program at OSM to	October 04/ to September 05	OSM Safety and Occupational Health Manager, Supervisors, Chief, Division of Administration	In progress

	assist injured employees in returning to work. Identify at least two long term OWCP cases to reduce from the long term rolls			
--	--	--	--	--

**FY 2005 Safety and Occupational Health Management Program Action Plans**

**5. STRATEGIC PLAN GOAL: Fostering a Safety and Health Culture**

<b>Bureau or Office</b>	<b>Action Item Description</b>	<b>Date Started and Date Completed</b>	<b>Responsibility</b>	<b>Status or Accomplishments</b>
Office of Surface Mining	To provide internal training to ensure personnel are proficient in their responsibilities and to address individual office requirements	October 04/ to September 05	OSM Safety and Occupational Health Manager, Chief, Division of Administration, Manager, Supervisor	In progress
	Prepare appropriate FY 05 Training Plan for each location	September 04/ to October 04	OSM Safety and Occupational Health Manager, Collateral Duty Safety Officer, Manager, Supervisor,	In progress
	Coordinate Training Plan with appropriate, AD, Regional Director, Field Office Director	September 04/ to October 04	OSM Safety and Occupational Health Manager, Collateral Duty Safety Officer, Manager, Supervisor	In progress
	Schedule and Conduct Training Note: The training on this plan becomes mandatory safety and health training for the agency. This includes evaluation of the training by each office for effectiveness using a training evaluation form provided by the OSM Safety and Occupational Health Manager.	October 04/ to September 05	OSM Safety and Occupational Health Manager, Collateral Duty Safety Officer, Manager, Supervisor, Regional Director, Field Office Director	In progress

**FY 2005 Safety and Occupational Health Management Program Action Plans**

**5. STRATEGIC PLAN GOAL: Fostering a Safety and Health Culture** (continued)

<b>Bureau or Office</b>	<b>Action Item Description</b>	<b>Date Started and Date Completed</b>	<b>Responsibility</b>	<b>Status or Accomplishments</b>
	Prepare semi-annual reports on training needs and rescheduled or proposed changes to the Plan. This will help assess training needs in the event of changes in accident types, injuries, etc.	October 03/ to September 05	OSM Safety and Occupational Health Manager	In progress
	Prepare Quarterly Safety Activity Report. This will enable an assessment of safety activities and assist in DOI reporting requirements. This report is due five days after the quarter ends.	Jan /05 - Jan/ 05 April/05 - April /05 July/05 - July /05 Oct/05 - Oct./05	Collateral Duty Safety Officer, Supervisor, Regional Director, Field Office Director	In progress

**FY 2005 Safety and Occupational Health Management Program Action Plans**

**6. STRATEGIC PLAN GOAL: Promoting Safety and Health Awareness/Communications**

<b>Bureau or Office</b>	<b>Action Item Description</b>	<b>Date Started and Date Completed</b>	<b>Responsibility</b>	<b>Status or Accomplishments</b>
Office of Surface Mining	Each OSM office will participate in the Department Safety Day by performing meaningful safety activities to raise safety and occupational health awareness	April 05/ to April/05	OSM Safety and Occupational Health Manager, Chief, Division of Administration, Collateral Duty Safety Officer, Regional Director, Field Office Director, Manager, Supervisor	In progress
	Develop a list of suggested implementation actions	October 05/ to January 05	OSM Safety and Occupational Health Manager, Collateral Duty Safety Officer	In progress
	Circulate suggested list of Safety Day activities to the collateral duty safety officers	January 05/ to January 05	OSM Safety and Occupational Health Manager, Chief, Division of Administration	In progress
	Discuss Safety Day activities on a conference call with the Collateral Duty Safety Officers	February 05/ to February 05	OSM Safety and Occupational Health Manager, collateral duty safety officers	In progress
	Conduct Safety and Health awareness activities on the DOI Safety Day.	April 05/ to April 05	OSM Safety and Occupational Health Manager, Chief, Division of Administration, Regional Director, Field Office Director, Collateral Duty Safety Officer, Manager, Supervisor	In progress
	Report Safety and Health awareness activities conducted on Safety Day to the OSM Safety and Occupational Health Manager	May 05/ to May 05	Chief, Division of Administration, Regional Director, Field Office Director, Collateral duty Safety Officer	In progress



**FY 2005 Safety and Occupational Health Management Program Action Plans**

**7. STRATEGIC PLAN GOAL: Providing Safety and Health Resources**

<b>Bureau or Office</b>	<b>Action Item Description</b>	<b>Date Started and Date Completed</b>	<b>Responsibility</b>	<b>Status or Accomplishments</b>
Office of Surface Mining	Conduct an OSM Bureau National Meeting with collateral duty safety officers, to discuss agency objectives and determine priority issues to be addressed on the Annual Action Plan and to provide training for the collateral Duty Safety Officers	April. 05/ to April 05	Chief, Division of Administration, OSM Safety and Occupational Health Manager.	In progress
	Determine priority list of items to be included on the Fiscal Year 2006 Safety Management Program Action Plan	April 05/ to April 05	Chief, Division of Administration, OSM Safety and Occupational Health Manager	In progress
	Discuss DOI Safety and Health activities and OSM implementation program actions	April 05/ to April 05	Chief, Division of Administration, OSM Safety and Occupational Health Manager, Collateral Duty Safety Officer	In progress

**FY 2005 Safety and Occupational Health Management Program Action Plans**

**8. STRATEGIC PLAN GOAL: Promoting Safety and Health Awareness /Communications**

<b>Bureau or Office</b>	<b>Action Item Description</b>	<b>Date Started and Date Completed</b>	<b>Responsibility</b>	<b>Status or Accomplishments</b>
Office of Surface Mining	Write a monthly Safety and Health Safety Talk and distribute to all OSM offices via Electronic Mail	October 04/ to September 05	OSM Safety and Occupational Health Manager.	In progress
Office of Surface Mining	Develop a OSM Safety Award Program to promote safety and health awareness	October 04/ to September 05	Chief, Division of Administration, OSM Safety and Occupational Health Manager, Collateral Duty Safety Officer, Supervisor	In progress