

Office of Surface Mining Reclamation and Enforcement
Safety and Occupational Health Management Program



FY 2011 Action Plans

**Office of Surface Mining Reclamation and Enforcement
Safety and Occupational Health Management Program
FY 2010 Action Plans**

1. STRATEGIC PLAN GOAL: Enhance the role of Leadership in promoting a culture of safety

Item No.	Action Item Description	Start Date and Completion Date	Participant(s)	Status or Accomplishments
1.1	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 10/ to September 2011	OSM Safety and Occupational Health Manager, Chief, Division of Administration.	
1.2	Monitor OWCP reports and associated costs and prepare a quarterly report for the supervisors. Make OWCP presentations at selected management meetings, to inform managers of OWCP costs.	October 10/ to September 2011	OSM Safety and Occupational Health Manager, Chief, Division of Administration	
1.3	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 10/ to September 2011	OSM Safety and Occupational Health Manager, Chief, Division of Administration, collateral duty safety officers	
1.4	Work with Local Managers, Personnel Officers, 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.	October 10/ to September 2011	OSM Safety and Occupational Health Manager, Supervisors, Chief, Division of Administration, Personnel OWCP Officer	

1.5	To provide internal training to ensure personnel are proficient in their responsibilities and to address individual office requirements. Also to make all offices aware of online safety and health training that is available.	October 10/ to September 2011	OSM Safety and Occupational Health Manager, Chief, Division of Administration, Manager, Supervisor	
1.6	Prepare appropriate FY Training Plan for each location	September 10/ to December 2010	OSM Safety and Occupational Health Manager, Collateral Duty Safety Officer, Manager, Supervisor,	
1.7	Coordinate Training Plan with appropriate, AD, Regional Director, Field Office Director	September 10/ to December 2011	OSM Safety and Occupational Health Manager, Collateral Duty Safety Officer, Manager, Supervisor	
1.8	Schedule and Conduct Training. Each office will publish an annual training schedule that includes actual dates and times of training classes. This will enable OSM employees and managers to plan their attendance. Much of this training will be available online at DOI Learn. 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 Manager.	October 10/ to September 2011	OSM Safety and Occupational Health Manager, Collateral Duty Safety Officer, Manager, Supervisor, Regional Director, Field Office Director	
1.9	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 10/ to September 2011	OSM Safety and Occupational Health Manager	

1.10	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 /2011 Apr/2011 July/2011 Oct/2011	Collateral Duty Safety Officer, Supervisor, Regional Director, Field Office Director	
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2. STRATEGIC PLAN GOAL: Engage employees in reaching safety and health commitments

Item No.	Action Item Description	Start Date and Completion Date	Participant(s)	Status or Accomplishments
2.1	Conduct Safety and Health Program Evaluations in OSM regional offices to ensure that OSM and DOI objectives are met to reduce injuries to OSM employees and minimize loss of equipment.	October 10/ to September 2011	S&OH Manager, Division of Administration	
2.2	Conduct an Aviation Safety Program Evaluation in OSM to ensure that OSM and that OSM and DOI aviation DOI objectives are met to reduce injuries and fatalities to employees.	August 2010 to August 2011	Aviation Safety Manager, Division of Administration, Aviation Management Directorate (NBC)	
2.3	Implement an Agency-Wide Safety and Occupational Health and Motor Vehicle Safety Operation Policy to prevent accidents and incidents involving people and property, prevent occupational illnesses and to encourage employees to operate motor vehicles in a safe and healthful manner.	October 10/ to September 2011	- S&OH Manager, - Collateral Duty Safety Officers - Chief, Division of Administration - Managers and Supervisors	
2.4	Each OSM Office will conduct its Annual Facility	October 10/ to	S&CH Manager	

	Inspection to abate unsafe conditions. GOV motor vehicles will also be checked for safety equipment etc.	September 2011	Collateral Duty Safety Officers Managers and Supervisors	
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3. STRATEGIC PLAN GOAL: Identify, evaluate, and control employee exposures to workplace hazards

Item No.	Action Item Description	Start Date and Completion Date	Participant(s)	Status or Accomplishments
3.1	Each OSM office will participate in the Department Safety Week by performing meaningful safety activities to raise safety and occupational health awareness in the workplace	April 2010/ to May 2011	OSM Safety and Occupational Health Manager, Chief, Division of Administration, collateral duty safety officers, Regional Director, Field Office Director, Manager, Supervisor	
3.2	Develop a list of suggested implementation actions	October 10/ to January 2011	OSM Safety and Occupational Health Manager, collateral duty safety officers	
3.3	Circulate suggested list of Safety Week activities to the collateral duty safety officers	January 2011/ to January 2011	OSM Safety and Occupational Health Manager, Chief, Division of Administration	
3.4	Discuss Safety Week activities on a conference call with the Collateral Duty Safety Officers	January 2011/ to February 2011	OSM Safety and Occupational Health Manager, collateral duty safety officers	
3.5	Apply the Department-wide Risk Assessment System (RAS) for prioritizing the correction of health and	September 10/ to October 2011	OSM Safety and Occupational Health Manager, Chief, Division	

	safety deficiencies in OSM occupied space, Implement DM Ch 6 Abatement and Inspection program.		of Administration, Regional Director, Field Office Director, collateral duty safety officers, Manager, Supervisor	
3.6	Report Safety and Health awareness activities conducted during Safety Week to the OSM Safety and Occupational Health Manager	June 2011/ to June 2011	Chief, Division of Administration, Regional Director, Field Office Director, collateral duty Safety Officers	
3.7	Write a monthly safety and health safety talks and distribute it to all OSM Offices via Electronic Mail	October 10/ to September 2011	OSM Safety and Occupational Health Manager, Division of Administration	
3.8	Purchase safety DVD's and make them available to all OSM offices	August 10/ to August 11	OSM Safety and Occupational Manager, Chief, Division of Administration	

4. STRATEGIC PLAN GOAL: Implement, evaluate, and continuously improve the DOI Safety and Health Program and meet or exceed all Federal safety and health regulations and requirements

Item No.	Action Item Description	Start Date and Completion Date	Participant(s)	Status or Accomplishments
4.1	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. Lessons learned will also be discussed and implemented. Coordinate with the conference operator and collateral duty safety officers. Prepare agenda and conduct conference Call	October 10/ to September 2011	OSM Safety and Occupational Health Manager, collateral duty safety officers	
4.2	Revise the Safety and Health Program as an outcome of conference call activities.	October 10/ to September 2011	Chief, Division of Administration, OSM Safety and Occupational Health Manager.	
4.3	Participate in the development of DOI Budget Safety Initiatives	October 10/ to September 2011	S&OH Mgr	
4.4	Develop OSM Budget Safety Initiatives (Green Book)	October 10/ to December 2011	S&OH Mgr	
4.5	Conduct an OSM Bureau National Safety Conference 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.	June 2011/ to June 2011	Chief, Division of Administration, OSM Safety and Occupational Health Manager.	
	Determine priority list of items to be included on the	October 10/ to	Chief, Division of	

4.6	Fiscal Year 2011 Safety Management Program Action Plan	December 10	Administration, OSM Safety and Occupational Health Manager	
4.7	Discuss DOI Safety and Health activities and OSM implementation program actions.	October 10/ to December 10	Chief, Division of Administration, OSM Safety and Occupational Health Manager, Collateral Duty Safety Officer	