

FY 2003 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**

Bureau or Office	Action Item Description	Date Started and Date Completed	Responsibility	Status or Accomplishments
Office of Surface Mining	Conduct Safety and Health Program Evaluations in three OSM offices to ensure that DOI objectives are met to reduce injuries to OSM employees and minimize loss of equipment.	October 02/ to September 03	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 02/ to September 03	OSM Aviation Safety Manager, Division of Administration, Office of Aircraft Services	In progress

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

Bureau or Office	Action Item Description	Date Started and Date Completed	Responsibility	Status or Accomplishments
Office of Surface Mining	Implement an Agency-Wide Hearing Conservation Plan to reduce the chances of hearing loss to OSM employees.	Oct 02/ to Sept 03	OSM Safety and Occupational Health Manager, collateral duty safety officers, Chief, Division of Administration Managers and supervisors	In progress

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3. STRATEGIC PLAN GOAL: Providing Safety and Health Resources

Bureau or Office	Action Item Description	Date Started and Date Completed	Responsibility	Status or Accomplishments
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 02/ to September 03	OSM Safety and Occupational Health Manager, collateral duty safety officers	In progress
	Coordinate with the conference operator and Collateral Duty Safety Officers.	October 02/ to September 03	OSM Safety and Occupational Health Manager	In progress
	Prepare Conference Call Agenda	October 02/ to September 03	OSM Safety and Occupational Health Manager, collateral duty safety officers.	In progress
	Conduct Conference Call	October 02/ to September 03	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 02/ to September 03	Chief, Office of Administration, OSM Safety and Occupational Health Manager.	In progress

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

Bureau or Office	Action Item Description	Date Started and Date Completed	Responsibility	Status or Accomplishments
Office of Surface Mining	Continued emphasis on preventing accidents and reducing number of days on Continuation of Pay (COP) and Lost Time Disabilities	October 02/ to September 03	OSM Safety and Occupational Health Manager, Chief, Division of Administration.	In progress
	Monitor OWCP reports and associated costs and prepare report for the supervisors	October 02/ to September 03	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	October 02/ to September 03	OSM Safety and Occupational Health Manager, Chief, Division of Administration	In progress
	Work with local managers, employees, Personal 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.	October 02/ to September 03	OSM Safety and Occupational Health Manager, Supervisors, Chief, Division of Administration	In progress

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

Bureau or Office	Action Item Description	Date Started and Date Completed	Responsibility	Status or Accomplishments
Office of Surface Mining	To Provide internal training to ensure personnel are proficient in their responsibilities and to address individual office requirements	October 02/ to September 03	OSM Safety and Occupational Health Manager, Chief, Division of Administration, Supervisors	In progress
	Prepare appropriate FY 03 Training Plan for each location	September 02/ to September 02	OSM Safety and Occupational Health Manager, Collateral Duty Safety Officer, Supervisor, Manager	In progress
	Coordinate Training Plan with appropriate, AD, Regional Director, Field Office Director	September 02/ to October 02	OSM Safety and Occupational Health Manager, Collateral Duty Safety Officer, 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 for effectiveness using an evaluation form provided by the OSM Safety and Occupational Health Manager.	October 02/ to September 03	OSM Safety and Occupational Health Manager, Collateral Duty Safety Officer, Supervisor, Regional Director, Field Office Director	In progress

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

Bureau or Office	Action Item Description	Date Started and Date Completed	Responsibility	Status or Accomplishments
	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 02/ to September 03	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 /03 - Jan/ 03 April/03 - April /03 July/03 - July /03 Oct/03 - Oct./03	Collateral Duty Safety Officer, Supervisor, Regional Director, Field Office Director	In progress

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

Bureau or Office	Action Item Description	Date Started and Date Completed	Responsibility	Status or Accomplishments
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 03/ to April/03	OSM Safety and Occupational Health Manager, Chief, Division of Administration, Collateral Duty Safety Officer, Supervisors	In progress
	Develop a list of suggested implementation actions	October 02/ to January 03	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 03/ to January 03	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 03/ to February 03	OSM Safety and Occupational Health Manager, collateral duty safety officers	In progress
	Conduct Safety and Health awareness activities on DOI Safety Day.	April /03 to April 03	OSM Safety and Occupational Health Manager, Chief, Division of Administration, Regional Director, Field Office Director, Collateral Duty Safety Officer	In progress
	Report Safety and Health awareness activities conducted on Safety Day to the OSM Safety and Occupational Health Manager	May 03/ to May 03	Chief, Division of Administration, Regional Director, Field Office Director, Collateral duty Safety Officer	In progress

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7. STRATEGIC PLAN GOAL: Providing Safety and Health Resources

Bureau or Office	Action Item Description	Date Started and Date Completed	Responsibility	Status or Accomplishments
Office of Surface Mining	Conduct an OSM Bureau National Meeting with collateral duty safety officers, in conjunction with the Annual DOI Safety Seminar to discuss agency objectives and determine priority issues to be addressed on the Annual Action Plan.	Mar./03 to Mar 03	Chief, Division of Administration, OSM Safety and Occupational Health Manager.	In progress
	Determine priority list of items to be included on the Fiscal Year 2004 Safety Management Program Action Plan	Mar 03/ to April 03	Chief, Division of Administration, OSM Safety and Occupational Health Manager	In progress
	Discuss DOI Safety and Health activities and OSM implementation program actions	April 03/ to April 03	Chief, Division of Administration, OSM Safety and Occupational Health Manager, Collateral Duty Safety Officer	In program

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

Bureau or Office	Action Item Description	Date Started and Date Completed	Responsibility	Status or Accomplishments
Office of Surface Mining	Write a monthly Safety and Health Safety Talk and distribute to all OSM offices via Electronic Mail	October 02/ to September 03	OSM Safety and Occupational Health Manager.	In progress