

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



FY 2009 Action Plans

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

Item No.	Action Item Description	Start Date and Completion Date	Participant(s)	Status or Accomplishments
1.1	Conduct Safety and Health Program Evaluations at selected field offices to ensure that OSM and DOI objectives are met to reduce injuries and minimize loss of equipment.	October 08/ to September 09	S&OH Mgr, Division of Administration	
1.2	Conduct an Aviation Safety Program Evaluation to ensure that OSM and DOI aviation objectives are met to minimize injuries and fatalities to employees.	October 08/ to September 09	Aviation Safety Mgr, Division of Administration, Aviation Management Directorate (NBC)	
1.3	Implement a Motor Vehicle Safety Operation Policy to encourage employees to operate motor vehicles in a safe and healthful manner.	October 08/ to September 09	- S&OH Mgr, - Collateral Duty Safety Officers - Chief, Division of Administration - Managers and Supervisors	
1.4	Each OSM Office will conduct its Annual Facility Inspection to identify and abate unsafe conditions. Government motor vehicles will also be checked for safety equipment etc.	October 08/ to September 09	S&OH Mgr, Collateral Duty Safety Officers Managers and Supervisors	

2. STRATEGIC PLAN GOAL: Provide Safety and Health Resources

Item No.	Action Item Description	Start Date and Completion Date	Participant(s)	Status or Accomplishments
2.1	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. Prepare agenda and conduct conference call. Revise the Safety and Health Program as an outcome of conference call activities.	October 08/ to September 09	Chief, Division of Administration, S&OH Mgr, Collateral Duty Safety Officers	
2.2	Participate in the development of Budget Safety Initiatives	October 08/ to September 09	S&OH Mgr	
2.3	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. Provide training for the Collateral Duty Safety Officers.	October. 08/ to March 09	Chief, Division of Administration, S&OH Mgr	
2.4	Determine a priority list of items to be included on the Fiscal Year 2008 Safety Management Program Action Plan. Discuss DOI Safety and Health activities and OSM implementation program actions.	October 08/ to March 09	Chief, Division of Administration, S&OH Mgr Collateral Duty Safety Officers	

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

Item No.	Action Item Description	Start Date and Completion Date	Participant(s)	Status or Accomplishments
3.1	Continue emphasis on preventing accidents and reducing number of days on Continuation of Pay (COP) and Lost Time Injuries to comply with SHARE initiatives	October 08/ to September 09	S&OH Mgr, Chief, Division of Administration.	
3.2	Monitor OWCP reports and associated costs and prepare a quarterly report for supervisors. Make OWCP presentations at selected management meetings to inform managers of OWCP costs.	October 08/ to September 09	S&OH Mgr, Chief, Division of Administration	
3.3	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 08/ to September 09	S&OH Mgr, Chief, Division of Administration, Collateral Duty Safety Officer	
3.4	Collaborate with managers/supervisors, employees, 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 08/ to September 09	S&OH Mgr, Supervisors, Chief, Division of Administration, Personnel OWCP Officer	
3.5	Provide internal safety training and awareness of available online safety and health training. Prepare appropriate FY Training Plan for each location and coordinate Training Plan with appropriate, AD, Regional Director, Field Office Director	October 08/ to September 09	S&OH Mgr, Chief, Division of Administration, Managers, Supervisors, Collateral Duty Safety Officer, Regional Director, Field Office Director	

3.6	<p>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. Training will be offered online at DOI Learn.</p> <p>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.</p>	October 08/ to September 09	S&OH Mgr, Collateral Duty Safety Officer, Managers, Supervisors, Regional Director, Field Office Director	
3.7	<p>Prepare semi-annual reports on training needs and rescheduled or proposed changes to the plan that will help assess training needs in the event of changes in accident types, injuries, etc.</p>	October 08/ to September 09	S&OH Mgr	
3.8	<p>Prepare Quarterly Safety Activity Reports. This will enable an assessment of safety activities and assist in DOI reporting requirements. This report is due five days after the quarter ends.</p>	Jan 09 April 09 July 09 October 09	Collateral Duty Safety Officer, Supervisors, Regional Director, Field Office Director	

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

Item No.	Action Item Description	Start Date and Completion Date	Participant(s)	Status or Accomplishments
4.1	Each OSM office will participate in the Department Safety Day by performing meaningful safety activities to raise safety and occupational health awareness	October 08/ to April 09	S&OH Mgr, Chief, Division of Administration, Collateral Duty Safety Officers, Regional Director, Field Office Director, Manager, Supervisor	
4.2	Circulate suggested list of Safety Day activities to the Collateral Duty Safety Officers and discuss Safety Day activities on a conference call with the Collateral Duty Safety Officers	October 08/ to February09	S&OH Mgr, Collateral Duty Safety Officers	
4.3	Conduct Safety and Health awareness activities on the DOI Safety Day. Report Safety and Health awareness activities conducted on Safety Day to the S&OH Mgr.	October 08/ to April 09	S&OH Mgr, Chief, Division of Administration, Regional Director, Field Office Director, Collateral Duty Safety Officers, Managers, Supervisors	
4.4	Prepare a monthly safety and health safety tip and Distribute to all OSM employees. Provide Safety videos to all OSM offices when needed	October 08/ to September 09	S&OH Mgr, Division of Administration Collateral Duty Safety Officers	

