

United States Department of the Interior

BUREAU OF LAND MANAGEMENT

Lewistown Field Office

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In Reply To:

1112 P

May 18, 2004

EMAIL TRANSMISSION

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Expires: 9/30/2005

To: Field Office Employees (MT060)

From: Field Manager, Lewistown (MT060)

Subject: Lewistown Field Office Safety and Health Policy

The policy of the Lewistown Field Office is to endorse safety as a key component of our organization. Our obligation to one another is to maintain a working environment where employees can count on having the training, skills and resources to get their work done efficiently and safely; and where the public can utilize their public lands in a safe and enjoyable manner.

Supervisors at all levels are responsible for accident prevention, employee training and are accountable to ensure that employees under their supervision observe appropriate safety and occupational health rules and regulations. Management will maintain a safe and healthful environment and promptly evaluate and take action to correct hazards reported by employees, the public, or identified through an inspection or accident investigation. All employees are directed to comply with established health and safety standards and to promptly report all hazards to their supervisor or a member of the Field Office Safety Committee for correction.

The Lewistown Field Office Safety Committee consists of management and employee representatives from all Field Office management units. The committee is responsible for making recommendations on how to improve safety and health in the workplace and at our public facilities. They have been charged with the responsibility to define problems and remove obstacles to accident prevention, identify hazards and recommend corrective actions, and help identify employee safety training needs. This responsibility does not rest solely with the Safety Committee. The successful identification and elimination of hazards and unsafe practices require the focused cooperation of all employees.

The development and maintenance of a shared sense of safety awareness and responsibility across all levels and activities of the Lewistown Field Office are even more important than compliance with policy and regulation. To tolerate unsafe conditions or practices is equivalent to promoting these threats, and contributes to the overall weakening of our organization. A threat to the safety and well being of any employee or member of the public is cause for concern throughout the Field Office, and an opportunity for us all to practice mutual accountability.

I encourage each employee to participate in the development and maintenance of a culture of safety awareness. Each one of us can make a difference when we take personal responsibility for the health and safety of ourselves, fellow employees, and the visiting public.

Signed by: David L. Mari

Authenticated by: Linda E. Birdwell (MT065)