**Safety Officer (2024)**

**Checklist #5**

| **Location:** |       |
| --- | --- |
| **Date:**MM/DD/YY |       |
| **Respondent:**First, Last |       |
| **Reviewed by:**First, Last |       |

**For the National Preparedness Review, you will need to have the following items available for review:**

| **CHECKLIST ITEM #** | **DOCUMENTATION** |
| --- | --- |
| 1 | Annual unit safety plan |
| 3, 11 | Risk assessment forms |
| 5, 6 | Documentation for the items listed |
| 9 | Authorization to drive (completed BLM Form 1112-11) |
| 10 | Safety data sheets (SDS) |
| 13 | Documented local module safety sessions (tailgate safety session) |
| 19 | Serious Incident or Fatality (SIOF) Response Plan |
|  | [*Interagency Standards for Fire and Fire Aviation Operations*](https://www.nifc.gov/standards/guides/red-book) |

| **CHECKLIST ITEM #** | **CHECKLIST REFERENCES** |
| --- | --- |
| 6f | Employee Orientation Checklist (<https://www.nifc.gov/standards/blm-preparedness-review>) |

***Key Code: E = Exceeds Standard, M = Meets Standard, NI = Needs Improvement, NR = Not Reviewed***

| **ITEM** | **DESCRIPTION** | **CODE****(E/M/NI/NR)** | **REMARKS** |
| --- | --- | --- | --- |
| 1 | An annual unit safety plan and action plan is developed, approved, and signed by the District Manager/AADM. *[RB Ch 2, Safety Table]* |       |       |
| 2 | An individual has been designated as the safety specialist/officer and provides technical support for all aspects of the safety and occupational health for the fire management organization.*[RB Ch 2, Safety Table; BLM Manual 1112]*  |       |       |
| 3 | Risk Assessments (RAs)*[H-1112-1]*  |  |  |
|  | 1. Assists employees and managers with development of RAs and RA training for nonsuppression-related fire activities and ensures compliance with Risk Assessment process and policy.
 |       |        |
|  | 1. Assists employees and managers with development of RAs and RA training for suppression-related activities and ensures compliance with Risk Assessment process and policy.
 |       |       |
| 4 | A safety committee or group, which includes fire program representation, is organized monitor safety and health concerns and activities.*[RB Ch 2, Safety Table]* |       |       |
| 5 | Written safety and health programs required by OSHA are in place and being implemented to include fire personnel.*[RB Ch 2, Safety Table; H-1112-1]* |  |  |
|  | 1. Bloodborne pathogen
 |       |       |
|  | 1. Confined space (if applicable)
 |       |       |
|  | 1. Hazard communications
 |       |       |
|  | 1. Hearing conservation program
 |       |       |
|  | 1. Lock out/tag out (if applicable)
 |       |       |
|  | 1. PPE standard
 |       |       |
|  | 1. Respirator program (if applicable)
 |       |       |
|  | 1. Heat Stress Prevention Plan implemented, and Cold Stress Prevention Plan implemented (if applicable)
 |       |       |
| 6 | Employees are provided mandatory safety and health training for the following programs (if applicable):*[RB Ch 2, Safety Table; H-1112-1]* |  |  |
|  | 1. RT-130, *Wildland Fire Safety Training Annual Refresher*
 |       |       |
|  | 1. Bloodborne pathogens (BBP)
 |       |       |
|  | 1. BLM Operational Risk Management

*[DOI Talent]* |       |       |
|  | 1. CPR
 |       |       |
|  | 1. Defensive driving
 |       |       |
|  | 1. Employee Orientation Checklist
 |       |       |
|  | 1. Fire tool use and maintenance
 |       |       |
|  | 1. First aid
 |       |       |
|  | 1. Hazard communication
 |       |       |
|  | 1. HAZMAT – First Responder Awareness Level
 |       |       |
|  | 1. Materials of trade
 |       |       |
|  | 1. OHV/UTV operator
 |       |       |
|  | 1. Risk assessment (RA)
 |       |       |
|  | 1. Specific training identified by RA
 |       |       |
| 7 | Safety publications are available to all employees including:*[RB Ch 2, Safety Table]* |  |  |
|  | 1. *Safety and Health Management,* *H-1112-1*
 |       |       |
|  | 1. *DOI Occupational Safety and Health Program - Field Manual*
 |       |       |
|  | 1. *Incident Response Pocket Guide*
 |       |       |
| 8 | Procedures are in place to monitor work capacity test (WCT) results and ensure medical examination policies are followed (before red cards are issued).*[RB Ch 2, Safety Table]* |       |       |
| 9 | Procedures are in place to ensure all drivers have authorization to drive through completion of BLM form *1112-11* prior to operating GOV vehicles.*[RB Ch 7; H-1112-1]* |       |       |
| 10 | Safety data sheets (SDS) are present, accessible, and available for all hazardous materials used and stored in the work area.*[RB Ch 2, Safety Table]* |       |       |
| 11 | Supervisors and work leads are consulting safety specialists prior to the procurement of specialized PPE and in accordance with agency direction and supported by a risk assessment.*[RB Ch 2, Safety Table; RB Ch 7; H-1112-1]* |       |       |
| 12 | Proper PPE is being purchased (e.g., ANSI, NIOSH, NFPA 1977) as appropriate and meets manufacturer and policy requirements. *[RB Ch 2, Safety Table; RB Ch 7; H-1112-1]* |       |       |
| 13 | Supervisors and/or work leaders ensure that job specific tailgate safety meetings are held and documented. *[RB Ch 2, Safety Table; H-1112-1]* |       |       |
| 14 | Procedures are in place for reporting unsafe or unhealthy working conditions.*[RB Ch 2, Safety Table; H-1112-1]* |       |       |
| 15 | Supervisors and employees are trained in the use of the Safety Management Information System (SMIS) and Employees’ Compensation Operations & Management Portal (ECOMP).*[RB Ch 2, Safety Table; H-1112-1]* |       |       |
| 16 | Property damage and personal injuries are documented using the Safety Management Information System (SMIS). Personal injuries are also entered into Employees’ Compensation Operations & Management Portal (ECOMP) if filing an OWCP claim.*[485 DM 7; H-1112-1; RB Ch 2, Safety Table]* |       |       |
| 17 | Using SMIS, injury data is monitored and reviewed to determine trends affecting the health and welfare of employees.*[RB Ch 2, Safety Table]* |       |       |
| 18 | Formal safety inspections of physical facilities are made by a qualified inspector at least once each fiscal year.*[RB Ch 2, Safety Table; H-1112-1]* |       |       |
| 19 | Serious Incident or Fatality (SIOF) Response Plan established and maintained.*[RB Ch 2]* |       |       |