

## **United States Department of the Interior**

## BUREAU OF INDIAN EDUCATION Washington, D.C. 20240

IN REPLY REFER TO:

MAY 0 3 2018

## Memorandum

To:

School Administrators

From:

Tony L. Dearman

Director, Bureau of Indian Education

Subject:

Safety Bulletin Board

Please work with your school safety committee and/or your collateral duty safety officers in establishing a safety bulletin board. The safety bulletin board should be centrally-located in an area that is accessible to all employees, such as a break room, training room, hallway, etc. These bulletin boards should be reviewed monthly to ensure that information is up-to-date.

## Items you must include are:

- 1. BIE Director's Commitment to the Safety and Health Program
- 2. DOI Poster Occupational Safety and Health Protection for Employees
- 3. Occupational Safety and Health Administration (OSHA) 300A Summary Required from February 1 April 30
- 4. Most recent Annual Safety and Health Inspection Report
- 5. What A Federal Employee Should Do When Injured At Work (CA-10 Form)
- 6. Indian Affairs (IA) Employee Office of Workers' Compensation Programs (OWCP) Checklist
- 7. IA Supervisor OWCP Checklist
- 8. Serious Accident Notification Form
- 9. Employee Report of Unsafe or Unhealthful Working Condition Form
- 10. Emergency Contact Information Form

Additional items you may want to include on the safety bulletin board are: safety newsletters, safety committee meeting minutes, notices for upcoming meetings, trainings, or other safety-related events, first-aid procedures, CPR procedures, etc.

If you have questions about this requirement, please contact Gabriel Draper, BIE Safety and Occupational Health Manager, by telephone at (505) 563-5368 or by email at <a href="mailto:gabriel.draper@bia.gov">gabriel.draper@bia.gov</a>.

Thank you for your attention to this important matter.