



**Memorandum of Understanding
Between the
Bureau of Ocean Energy Management
And the
Bureau of Safety and Environmental Enforcement**

I. Purpose

This Memorandum of Understanding (MOU) establishes the working relationship between Bureau of Ocean Energy Management (BOEM) and the Bureau of Safety and Environmental Enforcement (BSEE) in managing the BOEM Safety and Occupational Health (SOH) Program. This MOU is intended to help both agencies minimize duplication of effort and describe specific roles and responsibilities of the two Bureaus.

II. Background

A Department of the Interior (DOI) Safety and Occupational Health Evaluation was conducted at the BOEM during March thru May 2016. Information was gathered at select BOEM offices to gauge the effectiveness of the BOEM SOH Program, including the safety and occupational health support that BOEM receives from the Bureau of Safety and Energy Enforcement (BSEE) under the Reimbursable Support Agreement (RSA). The information gathered was evaluated against the first evaluation report conducted in 2012 to determine the overall condition of the BOEM SOH Program and any changes and/or improvements since the last evaluation. The evaluation resulted in a number of recommendations to be addressed and have been documented in the BOEM Abatement Plan (Attachment 2).

III. Administrative RSA

BSEE provides assistance and guidance to BOEM management to implement the BOEM's safety and health programs; including the development and coordination of BOEM's safety program policies, directives, and alternate or supplemental standards and guidelines.

BSEE:

- Provides BOEM with all occupational safety and health related programs support ensuring that BOEM policies and practices meet or exceed safety standards prescribed by regulatory agencies;
- Maintains active role in the BOEM Safety Council. Required BSEE participants include BSEE CDSOs (Collateral Duty Safety Officers) and the BSEE Safety Manager.
- Provides BOEM Safety Council with assistance in establishing and maintaining safety program goals and objectives.

- Ensures operational and facility surveys, inspections, and evaluations are conducted annually at both Headquarters and Regional Offices for identifying hazards within the workplace;
- Reviews accident/incident information recorded in the DOI Safety Management Information System (SMIS) for BOEM to determine the accuracy and completeness of the information and to take appropriate action to correct deficiencies. Coordinates the use of SMIS to support BOEM's needs for collecting, assimilating, and analyzing accidents (employee, contractor, or visitor) involving injuries, illnesses, and property damage related to BOEM's operations and/or facilities;
- Manages BOEM's Health and Wellness and Automated External Defibrillator (AED) Programs at both Headquarters and Regional Offices; and
- Serves as the BOEM representative on the DOI Safety and Occupational Health Council giving BOEM a voice in the development and revision of Department policies, directives, procedures, and guidance documents that affect BOEM.

IV. Roles and Responsibilities

BOEM Leadership Safety Council (LSC): BOEM DASHO and BOEM senior leadership will be primary members of the BOEM LSC. BSEE Safety and Occupational Health Manager will be an advisory member. The LSC will meet quarterly, or on an as-needed basis. The LSC will:

- Direct the implementation of SOH program initiatives and enhancements
- Determine collective action to achieve program objectives and goals
- Sponsor Regional Safety Committees in all BOEM locations
- Support Safety Committees with information, policy, and timely resourcing to resolve safety challenges
- Serve as approval authority for bureau SOH Committee recommendations
- Use information from SOH Evaluations to populate, prioritize, and measure progress toward continuous improvements, goals, and objectives in strategic and annual action plans.
- Establish long and short range strategic goals and action plans

BOEM DASHO:

- Will review SOH evaluations and direct that actions are taken for continuous improvement and to correct deficiencies
- Ensure that newly developed policy reflects the BOEM organizational structure, clearly assigns responsibilities within line management and is rolled out in a manner that sets policy and implementation expectations and timetables under strategic and annual planning.

BOEM/BSEE Joint Regional Safety Committees: BOEM Collateral Duty Safety Officers (CDSOs) will participate to advise and assist in the implementation of the safety program. BSEE's Safety and Occupational Health Manager, BSEE GOMR Regional Safety Manager and BSEE CDSOs will actively participate to support the Joint Regional Safety Committees. Other interested employees are also encouraged to become a Joint Regional Safety Committee member. The Joint Regional Safety Committees will:

- Carry out actions in support of the SOH program

- Assist in creating strategic safety goals and annual action items, monitor results and measure performance,
- Participate in facility safety inspections.
- Work to ensure hazards are abated and communicate progress and expectations to BOEM offices.
- Participate in development of long and short-range strategic goals and action plans.

BOEM Collateral Duty Safety Officers CDSOs: Refers to employees assigned a collateral duty of safety. The CDSOs assist management in managing the Safety and Occupational Health Program. BOEM CDSOs will:

- Participate as members of the Joint Regional Safety Committees.
- Develop proficiency in hazard recognition and workplace inspection processes.
- Perform inspections in regional offices under the oversight of the BSEE Safety and Occupational Health Manager.
- Inform Regional Directors or other appropriate authorities to facilitate correction of deficiencies that are not promptly addressed or that require management/leadership attention.
- Work with supervisors to identify high hazard activities that warrant Job Hazard Analysis (JHA) development.

BOEM Regional Directors:

- Ensure that applicable supervisors and employees understand the JHA policy, receive appropriate training, and prepare JHAs for applicable activities.
- Request technical guidance and assistance from the BSEE SOH Manager as needed.

BOEM Supervisors:

- Ensure the safety of employees under their direction.
- Ensure that applicable employees understand the JHA policy, receive appropriate training, and prepare JHAs for applicable activities.
- Identify high hazard activities that warrant JHA development, particularly field work and will involve employees directly affected by the work activity in JHA preparation.
- Ensure that employees are reviewing JHAs prior to the start of work and that the JHAs are updated as job steps and/or hazards change as well as conduct pre-job or pre-travel briefings with employees prior to the activity.
- Request technical guidance and assistance from the BSEE SOH Manager as needed.

BSEE Safety and Occupational Health Manager:

- Serve as an advisory member of the LSC and provide the direction and guidance necessary to establish and maintain safety program goals and objectives, and the processes and procedures necessary to carry them out.
- Provide support to the LSC and Joint Regional Safety Committees in establishing long and short range strategic goals and action plans.

- Provide the necessary guidance to Joint Regional Safety Committees to carry out safety program goals and objectives.
- Provide guidance to identify high hazard activities that warrant JHA development, particularly field work and will involve employees directly affected by the work activity in JHA preparation.
- Provide draft policy to the BOEM DASHO on establishing the JHA requirement and arrange JHA training for applicable supervisors.
- Update or re-write BOEM safety and occupational health policy to replace the outdated MMS/BOEMRE legacy policy.
- Serves as the BOEM representative on the DOI Safety and Occupational Health Council giving BOEM a voice in the development and revision of Department policies, directives, procedures, and guidance documents that affect BOEM.
- Perform SOH Evaluations on a periodic and scheduled basis.
- Assist BOEM leadership in identifying gaps in the SOH program.
- Provide support to Regional Directors and line management in response to annual action planning.
- Utilizes communication and reporting mechanisms to inform BOEM Headquarters and Regional leadership of activities, issues, solutions, and recommendations for the safety program and support activities. Immediately inform BOEM leadership of any BOEM safety issues that require prompt leadership attention.
- Offer training and education opportunities for Regional Directors and other line management to educate them on their program responsibilities and successful implementation of newly developed BOEM policy.
- Establish a quarterly conference call among BOEM CDSOs to establish proficiency over time and discuss current issues and required actions. Assist newly assigned BOEM CDSOs and safety committee members in developing proficiency in hazard recognition and walkthrough inspections by providing appropriate training, mentoring, and on-the-job assistance.
- Ensures operational and facility surveys, inspections, and evaluations are conducted annually at both Headquarters and Regional Offices for identifying hazards within the workplace (in coordination with BOEM CDSOs).
- Reviews accident/incident information recorded in the DOI Safety Management Information System (SMIS) for BOEM to determine the accuracy and completeness of the information and to take appropriate action to correct deficiencies.
- Coordinates the use of SMIS to support BOEM's needs for collecting, assimilating, and analyzing accidents (employee, contractor, or visitor) involving injuries, illnesses, and property damage related to BOEM's operations and/or facilities.
- Manages BOEM's Health and Wellness and Automated External Defibrillator (AED) Programs at both Headquarters and Regional Offices.
- Prepare programs for driver safety and hazard analysis.
- Establish and maintain an active diving safety program.

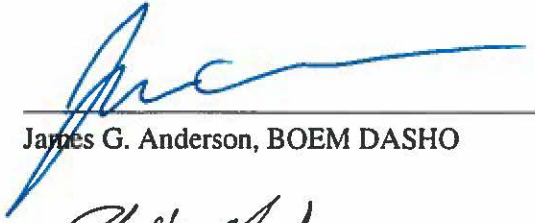
BSEE DASHO:

- Monitor effectiveness of BSEE services provided under the RSA and engages with the BOEM leadership to assure the support provided is adequate and appropriately targeted to meet BOEM goals and needs.

V. BOEM Abatement Plan

BSEE and BOEM agree to carry out the tasks assigned to the responsible parties as listed in the BOEM Abatement Plan.

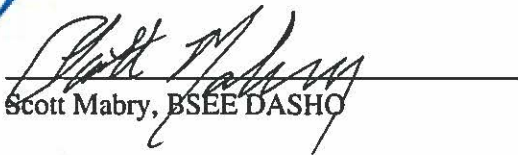
VI. Signatures



James G. Anderson, BOEM DASHO

2/16/17

Date



Scott Mabry, BSEE DASHO

2/16/17

Date