

**DEPARTMENT OF THE INTERIOR
MINERALS MANAGEMENT SERVICE MANUAL**

TRANSMITTAL SHEET

Release No. 320

SUBJECT: Administrative
 Part 485 Safety and Occupational Health Program
 Chapter 3 Annual Action Plans and Status Reports

EXPLANATION OF MATERIAL TRANSMITTED:

This manual chapter provides policy and responsibilities for the development and submission of the Minerals Management Service's annual safety and occupational health program reports.

Director

FILING INSTRUCTIONS:

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485	3	1	320

OPR: Chief of Staff, Administration and Budget
Date: October 27, 2008

**Minerals Management Service
Minerals Management Service Manual**

Effective Date: October 27, 2008

Series: Administrative

Part 485: Safety and Occupational Health Program

Chapter 3: Annual Action Plans and Status Reports

Originating Office: Chief of Staff, Office of Administration and Budget

1. **Purpose.** This chapter provides policy and responsibilities for the development and submission of annual safety and occupational health program reports.

2. **Policy.** The Minerals Management Service (MMS) will develop annual Safety and Occupational Health Program (SOHP) action plans, monitor progress, and report results to management and the Department.

3. **Authority.** 485 DM 3 Annual Action Plans and Status Reports

4. **Responsibilities.**

A. The MMS Safety Council will develop an annual Action Plan each fiscal year which will set goals and objectives for the enhancement of the SOHP's performance. Goals should be specific, programmatic, and measurable with responsibility for implementation clearly identified. The Plan will be approved by the Bureau Safety Manager (BSM) and a copy provided to the Departmental Designated Agency Safety and Health Official (DASHO) by August 31 each year.

B. By November 15 of each year, the BSM will provide the Departmental DASHO a status report of SOHP accomplishments for the preceding fiscal year.