

In Reply Refer To:
1121 (950)

(Date)

Memorandum

To:

From:

Subject: Safety Office Approval for Purchase of Personal Protective Equipment (PPE)

Bureau of Land Management (BLM) policy and Occupational Safety and Health Administration (OSHA) regulations require that all types of necessary PPE must be provided to employees by the Bureau and purchased at Government expense. An approved/signed Risk Assessment (RA) must accompany this attachment prior to authorizing the purchase of this PPE ***unless the State or District Safety Manager has an approved/signed copy on file.***

The State Safety Manager has delegated the authority to approve the purchase of PPE to all District Safety Managers according to *BLM Manual Handbook 1112-1, Safety and Health Management, 15.4. C.*

I have analyzed the hazards associated with the duties of BLM employee (First/Last Name):
_____, and I approve the purchase, at the Governments
expense of the following items of PPE:

Employee's Supervisor

Date

By signing this document you are also indicating that the PPE is documented on an approved/signed RA. The employee/card holder should keep this record available in the event a procurement auditor requests proof that this PPE is authorized for purchase.

State/District Safety Manager

Date

I concur that these expenditures by the employee's office are justifiable because of the nature of work hazards encountered by the employee listed on this document, or on file RA during the performance of his/her duties.