



United States Department of the Interior  
NATIONAL BUSINESS CENTER  
Washington, DC 20240



April 9, 2009

Memorandum

To: NBC Senior Leadership Team  
From: Douglas J. Bourgeois  
Director  
Subject: Safety and Health Awareness Events

Secretary Salazar proclaimed April 6-10, 2009, as Safety and Health Awareness Week with the theme, "Our Lives, Our Work, Our Safety." The proclamation directed all bureaus and offices to plan activities that spotlight employee safety and health during the months of April and May.

NBC is proud to be this year's sponsor for the DOI Safety and Health Awareness annual events for the Interior Complex. The primary week of activities is scheduled for May 18 – 21, 2009, and will include safety and health fairs with exhibits, contests, health classes, and fitness activities such as "Take the Stairs Day" and guided health walks. In addition, we have lined up a number of lectures and fun activities that begin this week and continue through Safety & Health Week in May. A calendar of activities is attached. In Boise, the NBC Aviation Management Directorate is holding activities this week that include an employee-sponsored healthy food potluck lunch and a wellness walk. Additionally, guest speakers will present fire prevention, safety, and crime prevention seminars.

Please ensure that safety and health activities are conducted at each of your locations before May 29, 2009. Some possible suggestions for activities include:

- Review and discuss the injuries and accidents that occurred over the past year
- Conduct building emergency evacuation review and drills
- Hold fire extinguisher training in cooperation with the local fire department
- Organize a fun run/walk around the office community promote use of the building's stairs
- Find an employee willing to present a healthy cooking demonstration and food tasting

NBC employees are very successful in carrying out their day-to-day routines without incident. However, employees should remain vigilant and safety and health must continue to be integrated into all our daily work operations. I encourage you to use this DOI annual safety and health awareness campaign to serve as a reminder to all NBC personnel that their safety matters – at work and at home.

For additional information, please contact the NBC Safety Manager, Mr. Stephen D'Antoni at (202) 501-8693 or email [stephen\\_d'antoni@nbc.gov](mailto:stephen_d'antoni@nbc.gov).

