



UNITED STATES DEPARTMENT OF THE INTERIOR  
 Bureau of Indian Education  
 1011 Indian School Rd NW, Suite 332  
 Albuquerque, NM 87104

May 6, 2022

IN REPLY REFER TO:  
 Branch of Safety Management

MEMORANDUM

To: Associate Deputy Director, Bureau Operated Schools, BIE  
 Associate Deputy Director, Tribally Controlled Schools, BIE  
 Associate Deputy Director, Navajo Schools, BIE  
 Education Program Administrators, BIE

Through: Deputy Bureau Director, BIE School Operations

From: Safety and Occupational Health Manager, BIE

SUBJECT: Collateral Duty Safety Officers (CDSO) and Safety Committees Designation

On March 9, 2022, Director Dearman issued a memorandum directing all BIE schools to comply with OSHA Regulation 29 CFR 1960.58, including the BIA Safety and Health Handbook for Field Operations, and Executive Order 12196. As part of such mandates, is the immediate requirement to identify a Collateral Duty Safety Officer at each school location and install the local Safety Committee. (See attached memorandum). The guidance and information provided below requests your support in communicating with your schools the below requirements and the needed response.

**ACTION:** Designate a staff member as your schools Collateral Duty Safety Officer (CDSO), and establish your school's safety committee, **no later than May 20, 2022**. Submit your designations to [donald.dryer@bie.edu](mailto:donald.dryer@bie.edu).

Each School's required safety committee shall include the following school staff:

1. Principal
2. Collateral Duty Safety Officer
3. Janitor/Custodian
4. School Nurse
5. Facilities Manager

If your school would like to change the makeup of their safety committee, they may submit a request to the BIE, Branch of Safety Management. Each safety committee shall meet at least once each month to discuss safety hazards and concerns identified during the previous month. The Goal for the BIE to have established Safety Committees and CDSO's at all schools, is **May 30, 2022**. Your management support in meeting this deadline is much appreciated.

If you have any questions or concerns, please reach out to Donald Dryer: [donald.dryer@bie.edu](mailto:donald.dryer@bie.edu) or via telephone at: (505) 563-5217.

Attachment: March 9, 2022 Collateral Duty Safety Officer Memorandum  
Current list of Collateral Duty Safety Officers, by School or Facility

cc: Sharon Pinto, Deputy Bureau Director, School Operations, BIE  
Tony Dearman, Director, BIE