U.S. DEPARTMENT OF HOMELAND SECURITY
ANNUAL OCCUPATIONAL SAFETY AND HEALTH (OSH) REPORT
FISCAL YEAR 2004

AGENCY   **United States Coast Guard**   **DATE 3 February 2005**
2100 2nd St., S.W.
Washington, D.C. 20953

EMPLOYEES
Civilians   6,937
Military   42,248 (includes an annual average of 2,022 active reservists.)

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EXECUTIVE SUMMARY

The Coast Guard's FY04 Annual Occupational Safety and Health (OSH) Report highlights the challenges and accomplishments of the service's safety and environmental health (SEH) program and summarizes its goals for the coming year. This report fulfills the Coast Guard's obligation to report the results of its safety program to the Department of Homeland Security (DHS).

In March 2003 the Coast Guard transitioned from the Department of Transportation (DOT) to DHS. Coast Guard civilian injuries and illnesses continue to be processed through DOT's Workers' Compensation Information System (WCIS). (It is unknown how long this will continue.) Data for this report came from a variety of sources: DOT/WCIS, Coast Guard Human Resources, and from the CG E-Mishap system. Our web-enabled E-Mishap system enables the field to easily report military and civilian injuries through the internet.

Expanded Coast Guard operational response since 9/11 continues to explain some of the increase in military mishaps due to new missions and continued call-up of reserves. In the face of these operational challenges, however, Coast Guard personnel continued to effectively manage safety risks. Although, we had no on-duty military or civilian fatalities, there were five off-duty military fatalities. Even though this represents a 44% decrease, off-duty mishaps and fatalities remain a concern. Our greatest challenge continues to be translating on-duty operational risk management principles into off-duty behaviors, where motor vehicle mishaps, sports injuries, and other hazards of routine life continue to exact a troubling toll of lives and injuries.

In addition to the human impact and the negative effect on the Commandant's three tenets of People, Readiness, and Stewardship, injuries and illnesses and their associated costs continue to be a concern. Based on the 335 cases in the WCIS system, civilian injury and Illness costs paid out in FY04 increased 10.7% to $8.6 million, even though the number of cases dropped 5.4%. The overall Coast Guard civilian SHARE (Safety, Health, and Return to Employment) results, the successor to OSHA's Federal Worker 2000, were mixed for FY04.

Over the past several years the Coast Guard has stressed risk management: balancing mission, environment, and expected outcomes to achieve the best results with the lowest risk. Risk management principles are beginning to take root in both Coast Guard policy and culture. Team Coordination Training and Crew Resource Management concepts maximize the impact each member of a cutter, small boat or aircraft crew can make on its safe operation. This risk management approach enables us to improve our readiness, to emphasize the growth, development and well being of our people, and to reinforce our stewardship of the public trust.
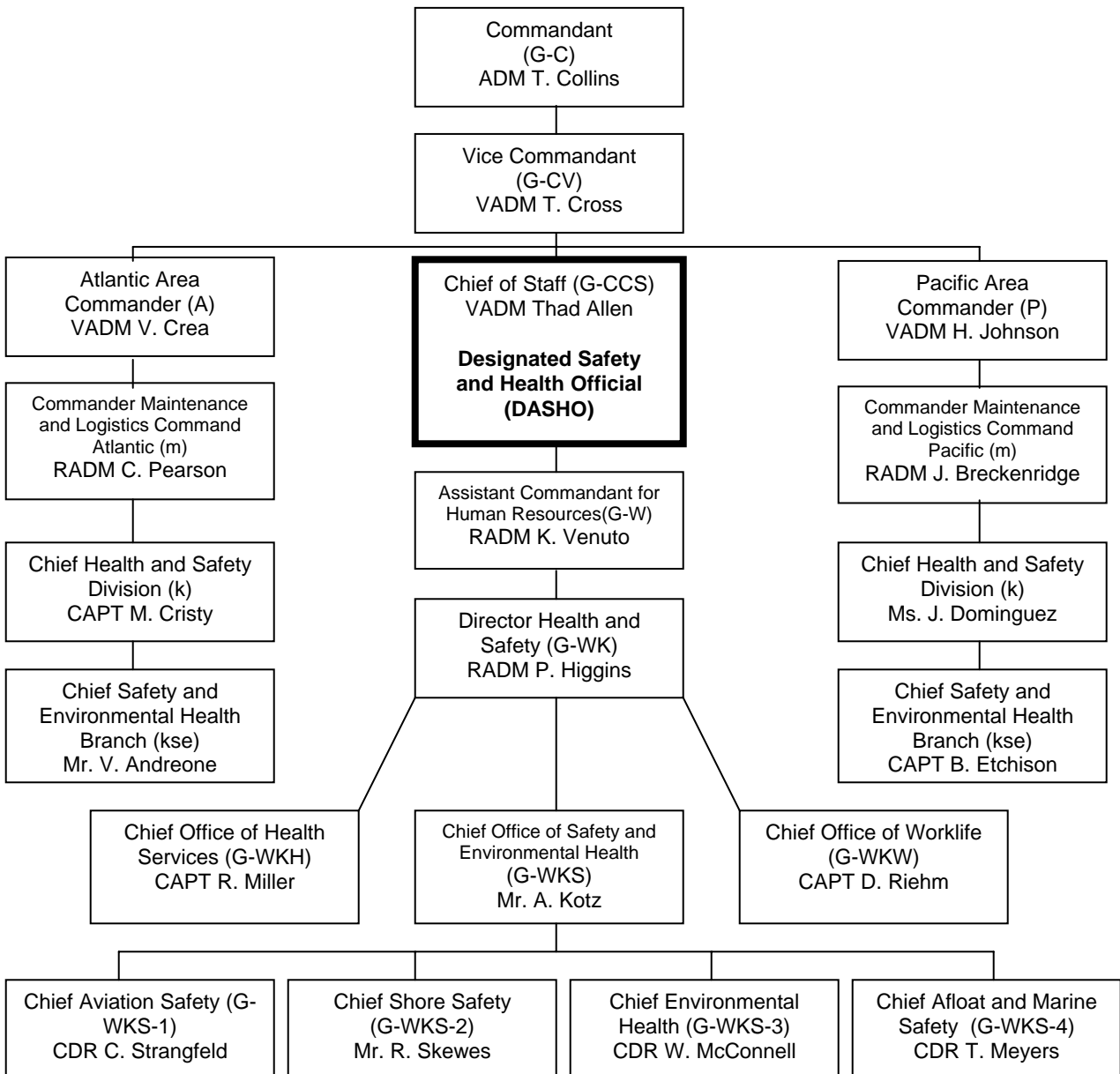

INTRODUCTION

Coast Guard safety and environmental health policy is developed by the Office of Safety and Environmental Health (SEH) at headquarters. SEH policies are implemented in the field with support from the two Maintenance and Logistics Commands, MLCPAC (Pacific) and MLCLANT (Atlantic).

In FY04 the Coast Guard was comprised of a 6,937 member civilian workforce and 42,248 military members, including an annual average of 2,022 active duty reservists. We also have over 33,000 unpaid volunteer Auxiliarists. Although military members and military-specific operations may not be subject to OSHA jurisdiction, the Coast Guard's internal policy continues to apply and meet applicable OSHA regulations and standards. Accordingly, our safety program seeks to protect all members of our diverse workforce from injury and occupational disease, to minimize property losses, and to maintain operational readiness.

The Coast Guard is a military service that is charged with five overarching roles: maritime safety, maritime mobility, maritime security, national defense, and protection of natural resources. Specific missions include: search and rescue, maintenance of aids to navigation, interdiction of drugs and illegal migrants, enforcement of fishery and other maritime laws, administration of bridges over navigable waterways, enforcement of environmental and pollution laws, securing of ports and waterways, domestic and international ice-breaking, emergency response, enforcement of commercial vessel safety regulations, and homeland security. Fatigue and unusually long hours accompany many of the missions, as the increases in operational demands in the wake of 9/11 continued throughout FY04. These factors present unique challenges to the safety and environmental health program.

In the conduct of these missions, Coast Guard personnel take cutters, small boats, and aircraft, as well as themselves, into the most demanding environments, working long hours and often operating heavy or complex equipment. To safely carry out missions under such difficult conditions, the safety program relies on military and civilian employees using risk management principles to maximize mission effectiveness while minimizing risks.

U.S. COAST GUARD SAFETY AND ENVIRONMENTAL HEALTH
FY04 ORGANIZATIONAL CHART

Commandant
(G-C)
ADM T. Collins

Vice Commandant
(G-CV)
VADM T. Cross

Atlantic Area
Commander (A)
VADM V. Crea

Chief of Staff (G-CCS)
VADM Thad Allen

**Designated Safety
and Health Official
(DASHO)**

Pacific Area
Commander (P)
VADM H. Johnson

Commander Maintenance
and Logistics Command
Atlantic (m)
RADM C. Pearson

Assistant Commandant for
Human Resources(G-W)
RADM K. Venuto

Commander Maintenance
and Logistics Command
Pacific (m)
RADM J. Breckenridge

Chief Health and Safety
Division (k)
CAPT M. Cristy

Director Health and
Safety (G-WK)
RADM P. Higgins

Chief Health and Safety
Division (k)
Ms. J. Dominguez

Chief Safety and
Environmental Health
Branch (kse)
Mr. V. Andreone

Chief Safety and
Environmental Health
Branch (kse)
CAPT B. Etchison

Chief Office of Health
Services (G-WKH)
CAPT R. Miller

Chief Office of Safety and
Environmental Health
(G-WKS)
Mr. A. Kotz

Chief Office of Worklife
(G-WKW)
CAPT D. Riehm

Chief Aviation Safety (G-WKS-1)
CDR C. Strangfeld

Chief Shore Safety
(G-WKS-2)
Mr. R. Skewes

Chief Environmental
Health (G-WKS-3)
CDR W. McConnell

Chief Afloat and Marine
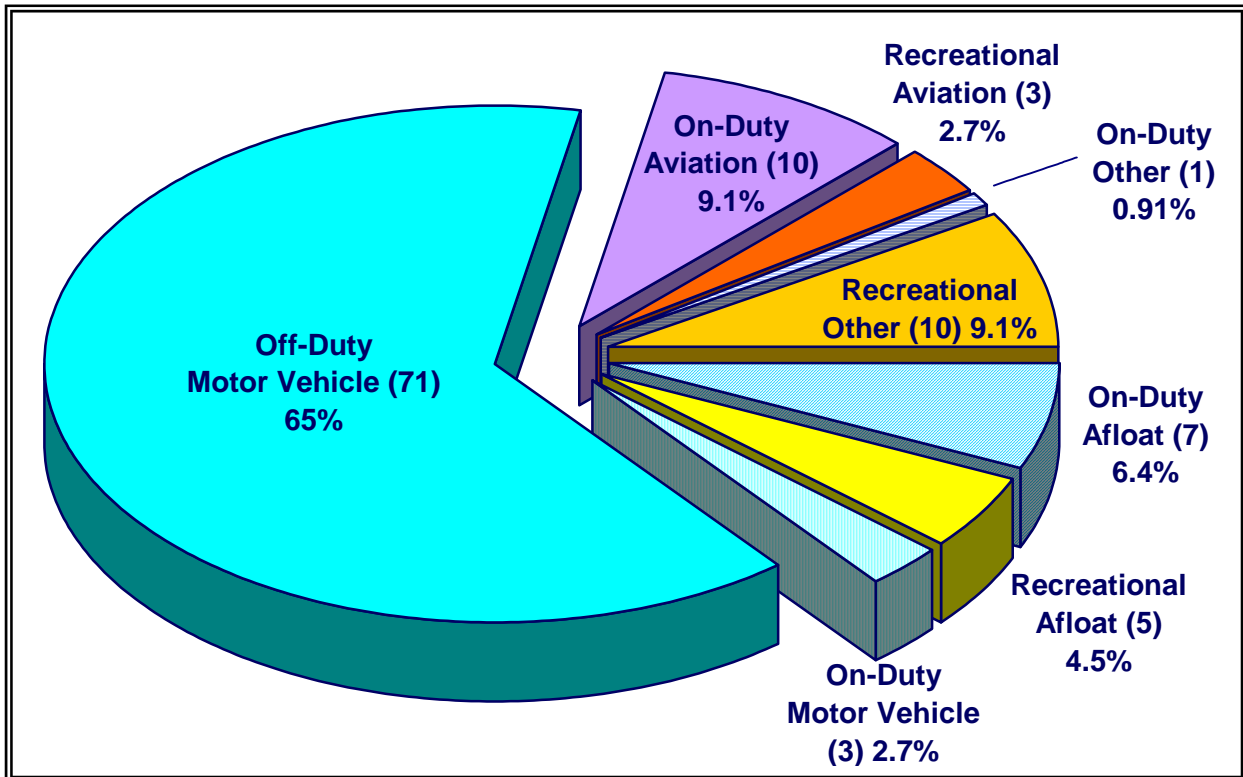Safety (G-WKS-4)
CDR T. Meyers

1. STATISTICS & ANALYSIS

1a. INJURY/ILLNESS STATISTICS - The civilian injury/illness statistics were provided by USCG Human Resources (HR). At this time the USCG's civilian workers' compensation program remains with DOT. Military injury/illness statistics were provided through the Coast Guard E-Mishap System.

AGENCY: U.S. COAST GUARD						
	FY99	**FY00**	**FY01**	**FY02**	**FY03**	**FY04**
Civilian Population	5,818	5,940	6,022	6,442	6,697	6,937^
Military Population	36,738*	37,166*	37,153*	39,004*	40,387 (includes an annual average of 2,103 reservists. Does not include 30,000 auxiliarists.)	42,248* (includes 2,022 active reservists. Does not include auxiliarists.)
^Note: FY04 Civilian figures are from G-WPC-5.						
*Note: FY04 Military populations provided by G-WP-1.						
TOTAL CASES INJURY/ILLNESS (number of injuries/illness with and without days away from work)						
Civilian	450	396	333	334	354	341
Military Total	630	790	786	1,175	1,154	1,148
Military On-Duty	334	376	364	553	521	587
Reserves On Duty					38	10
Auxiliarists On-Duty					14	7
Military Off-Duty	296	414	422	622	581	561
TOTAL CASE RATE (rate of all injury/illness cases per 100 employees)						
Civilian	7.73	6.67	5.52	5.18	5.29	4.92
Military On-Duty	0.91	0.99	0.98	1.42	1.42	1.39
Military Off-Duty	0.81	1.11	1.14	1.59	1.44	1.33
LOST TIME CASES (number of cases that involved days away from work)						
Civilian	291	257	233	258	240	288
Military On-Duty	186	170	120	207	280	265
Military Off-Duty	129	115	189	359	348	398
LOST TIME CASE RATE (rate of only the injury/illness cases with days away from work per 100 employees)						
Civilian	5.00	4.33	3.87	4.00	3.58	4.15
Military On-Duty	0.44	0.43	0.33	0.53	0.70	0.63
Military Off-Duty	0.35	0.31	0.52	0.92	0.86	0.94
LOST WORK DAYS (number of days away from work)						
Civilian	427	724	837	569	485	634
Military On-Duty	1,281	1,469	753	1030	2,195	1997
Military Off-Duty	1,568	1,184	2,181	3,704	1,616	4,430
LOST WORK DAY RATE (per 100 Employees)						
Civilian	7.76	12.52	12.91	8.89	7.24	9.14
Military On-Duty	3.03	3.54	2.09	2.64	5.44	4.73
Military Off-Duty	4.27	3.19	5.87	9.50	4.00	10.49
FATALITIES						
Civilian	0	0	2 (Auxiliary)	0	0	0
Military On-Duty	0	0	2	0	1	0
Military Off-Duty	7	10	11	9	9	5

FATALITY TRENDS FY1994 – FY2004

Recreational Aviation (3) 2.7%

On-Duty Aviation (10) 9.1%

On-Duty Other (1) 0.91%

Off-Duty Motor Vehicle (71) 65%

Recreational Other (10) 9.1%

On-Duty Afloat (7) 6.4%

Recreational Afloat (5) 4.5%

On-Duty Motor Vehicle (3) 2.7%

This look at the Coast Guard's fatality data for FY94 – 04 reveals that for the 110 fatalities--on and off duty--that occurred over the last 11 years, the vast majority (65%) were due to motor vehicle accidents. (For this 11-year period the percentages add up to slightly under 100% due to rounding.)

Since FY94 it is evident that the majority of fatalities occurred to off-duty Coast Guard Members:

- 65% (71 members) were lost to off-duty motor vehicle or motor vehicle-related mishaps.
- 9.1% (10 members) were lost to off-duty recreational activities.

In FY04 there were five fatalities, all off-duty military. There were no civilian fatalities. This represents a 50% decrease when compared with a total of 10 fatalities in FY03: one on-duty (non-operational) and nine off-duty.

1b. OFFICE OF WORKERS' COMPENSATION PROGRAMS (OWCP) COSTS.

AGENCY: U.S. COAST GUARD – Civilian Chargeback and COP Costs						
	FY99	**FY00**	**FY01**	**FY02**	**FY03**	**FY04**
Chargeback	$7,129,169	$7,331,423	$7,207,731	$7,844,390	$7,433,189	$8,226,932
Continuation of Pay (COP)	$403,093	$385,003	$419,494	$382,930	$321,588	$384,631
TOTAL: Chargeback + COP	**$7,532,262**	**$7,716,426**	**$7,627,225**	**$8,227,320**	**$7,754,777**	**$8,611,563**

The $8.6 million paid in 2004 represents the dollars paid on all open Coast Guard cases, those that occurred in FY04 as well as those that had occurred in previous years.

WCIS Reports that in FY04 the Auxiliary had 29 cases with $209,804 total OWCP costs.

REDUCING CONTINUATION OF PAY COSTS (COP)

G-WPC-3a, the Coast Guard Office of Workers' Compensation Program (OWCP), sought to reduce FY03 OWCP program costs. It began by identifying unauthorized COP costs (COP hours/days that employees took but were not authorized to take). By identifying the reasons for these COP costs, and by charging these costs back to employees, they were able to reduce $122,889 in unauthorized FY03 COP costs to $6,382. This $6,382 was from COP taken by employees who have now separated from Federal service and had had their leave records closed-out by the payroll office. It was deemed not to be cost effective to attempt to re-claim the remaining $6,382.

There were various reasons for employees' showing up on unauthorized COP reports. In some cases for example, the individuals had valid OWCP claims, but misunderstood the COP entitlement and used more traumatic injury leave then allowed. In other cases, there was no approved injury on file with OWCP, and therefore they were not entitled to COP.

1c. SIGNIFICANT TRENDS AND MAJOR CAUSES OR SOURCES OF LOST TIME DISABILITIES.

AGENCY: U.S. COAST GUARD			
FY04 MAJOR TRENDS			**MAJOR CAUSES/SOURCES OF EACH TREND** (Statistics taken from WCIS Nature of Injury Report 11/3/04)
Nature	**% of Total**	**% of Cost**	**Nature of Injury** - It is evident that when you add Sprains and Back Sprains that the total for sprains is significant: 31.9% of the total cases and 47.8% of the cost.
Sprain (not back)	17.9%	25.4%	
Sprain – Back	14.%	22.4%	
Contusion	13.4%	7.5%	
Laceration	9.3%	1.9%	
Pain/Swelling	6.9%	6.7%	
Cause of Injury	**% of Total**	**% of Cost**	**Cause of Injury** – Falls continue to be the major cause of injury. Slips, trips, and falls represent 27.9% of the total cases and 34.5% of the injury costs.
All falls	22.5%	25.6%	
Handling tools	13.1%	4.8%	
Unknown	8.1%	2.2%	
Handling Machinery	6%	7.6%	
Slips / trips	5.4%	8.9%	

2. SHARE - SAFETY, HEALTH, AND RETURN TO EMPLOYMENT

(SHARE focuses on Coast Guard Civilian Employees) On 9 January 2004, DOL formally introduced SHARE. The SHARE goals differ slightly from the goals of the Federal Worker 2000. The following DOL/OWCP website provides a description of the program and links to appropriate documents: http://www.dol-esa.gov/share/.

2a. The following illustrates the Coast Guard's SHARE results.

GOAL 1 - Reduce the overall <u>Total Injury Case Rate</u> (total number of injuries/illnesses per 100 employees) by at least 3% per year. FY03 figures are the new baseline.

Total Case Rate = <u># of injuries/illnesses for the year   X   100</u>
# of civilian employees

Goal 1 – Reduce the TOTAL Injury Case Rate per 100 employees AGENCY: U.S. COAST GUARD (Civilians Only)								
FY03	**FY04**		**FY05**		**FY06**		**Was Goal Met in FY04?**	
Baseline	**Goal**	**Actual**	**Goal**	**Actual**	**Goal**	**Actual**	**Yes**	**No**
5.51	5.35	**4.92**	5.19		5.03		**X**	

The goal was met. There were <u>341</u> total civilian cases in the E-Mishap System (341 x 100 / 6,937 = 4.92 injuries per 100 employees).

GOAL 2 - Reduce Lost Time Case Rate by at least 3% a year. FY03 figures are the baseline.

Lost Time Case Rate = <u># of injuries/illnesses with lost time X   100</u>
# of civilian employees

Goal 2 – Reduce the LOST Time Case Rate per 100 employees AGENCY: U.S. COAST GUARD (Civilians Only)								
FY03	**FY04**		**FY05**		**FY06**		**Was Goal Met in FY04?**	
Baseline	**Goal**	**Actual**	**Goal**	**Actual**	**Goal**	**Actual**	**Yes**	**No**
3.58	3.47	**4.15**	3.37		3.27			**X**

The goal was not met. There were 288 civilian cases in WCIS that had lost time. (288 x 100 / 6,397 = 4.15 lost time cases per 100 employees)

GOAL 3 - Improve the timeliness of reporting of injuries and illnesses to the Department of Labor by 5% per year. FY03 rates are the new baseline. (Improvement means the rates increase.)

Goal 3 – Improve timeliness of reporting injuries/illnesses to Dept. of Labor (CA-1 & CA-2) AGENCY: U.S. COAST GUARD (Civilians and Auxiliarists Only)									
	FY03 % in 14 Days	FY04 % in 14 Days		FY05 % in 14 Days		FY06 % in 14 Days		Was Goal Met in FY04?	
	Baseline	Goal	Actual	Goal	Actual	Goal	Actual	Yes	No
USCG Civilian	45.5%	47.78%	**74.1%**	50.2%		52.71%		X	
USCG Auxiliary	42.7%	44.84%	**67%**	47.08%		49.43%		X	

The Civilian FY04 goal was met. According to data provided by HR, 235 out of 318 cases filed in WCIS were filed within 14 days.

The Auxiliary FY04 goal was met: six of the nine cases filed in WCIS were filed within 14 days.

GOAL 4 - Reduce the lost production day (LPD) rate (i.e. lost production days due to injury or illness per 100 employees) by 1% per year.
The FY03 civilian base rates were determined using 485 LPD for a LPD base rate of 7.24; the FY03 military base rates were determined using 2,195 military on-duty LPD for a LPD base rate of 5.44.

Lost Production Day Rate = $\frac{\text{\# of lost days for the year} \times 100}{\text{\# of employees}}$

Goal 4 – Reduce the Lost Production Day (LPD) Rate per 100 employees AGENCY: U.S. COAST GUARD									
	FY03	FY04		FY05		FY06		Was FY04 Goal Met?	
	LPD Rate	Goal	Actual	Goal	Actual	Goal	Actual	Yes	No
Civilians	7.24	7.17	**9.14**	7.1		7.03			X
Military On-Duty	5.44	5.39	**4.73**	5.33		5.28		X	
Military Off-Duty	4.00	3.96	**10.49**	3.92		3.88			X

(Civilian and military data provided by MLCLANT Safety, Environmental Health, and Food Services Branch.)

Civilian goal was not met. There were 634 civilian LPD: 634 x 100 / 6,937 = 9.14 lost production days per 100 civilian employees.

Military on-duty goal was met. There were 1,997 military on-duty LPD: 1,997 x 100 / 42,248 = 4.73 lost production days per 100 military members.

Military off-duty goal was not met. There were 4,430 military off-duty LPD: 4,430 x 100 / 42,248 = 10.49 lost production days per 100 military members.

2b. Programs established and initiatives launched in support of the SHARE Initiative.

With much of the Coast Guard's workforce operating away from experienced supervision and in dynamic and unpredictable circumstances, as it has since 1999, the safety program continues to prescribe a more proactive risk management strategy to identify risks before mishaps occur.

The Maintenance and Logistic Commands, Safety, Environmental Health, and Food Service Branches, Atlantic and Pacific, [MLC (kse)] began following up on civilian workers' compensation cases to ensure that data was also entered into the Coast Guard's E-mishap system that was introduced in FY03.

To reduce the recurrence of off-duty military mishaps, MLC Pacific [MLCPAC (kse)] has become an advocate of intrusive leadership, which is being practiced by the other military services. A link to the Army's ASMIS (Army Safety Management Information System) is now on the MLCPAC (kse) website for use by Coast Guard unit personnel.

The Safety Division of the Coast Guard's Aircraft Repair and Service Center (ARSC) in Elizabeth City, NC has worked with the facility's Clinic to improve injury/illness reporting with the goal of reducing mishaps and the lost work days associated with those mishaps. Each quarter the Safety Division is required to present the facility's Command Staff with a Safety and Health Brief that includes injury/illness trends. Overtime hours are included in the facility's trend analysis, which gives a more precise picture of the actual injury/illness trends.

The Coast Guard Yard in Baltimore, MD is planning to provide additional resources to its Safety Staff by restoring the Safety and Occupational Health Inspector position. This billet would provide the Safety Staff with the ability to do daily oversight inspection of the waterfront industrial work activities to identify potential sources of injury so that improvements could be made before injuries occur.

The Clinic, the Occupational Nurse, and the Safety Staff at the Coast Guard Yard have teamed up to improve the timeliness of injury reporting and to return employees to work in a timely manner. One result of this joint effort was a 50% decrease in back injuries in FY04. To prevent mishaps from recurring, the Safety Staff, during its mishap investigation, works to uncover the root cause(s) of a mishap and then shares that information with the industrial shops and the command through the review process.

3. MOTOR VEHICLE / SEAT BELT SAFETY

a. **Number of motor vehicle accidents experienced by federal civilian employees in FY 2004, while on official Coast Guard business.**

There were two (2) on-duty civilian motor vehicle accidents (mishaps) for 2004.

b. **Mechanism in place to track the percentage of seat belt usage by employees. How this information is tracked, the usage percentage, and the number of employees involved in motor vehicle accidents in FY 2004 who were wearing seat belts and the number who were not.**

As directed by Executive Order 13043 and Coast Guard Commandant Instruction (COMDTINST) M5100.47, Chapter 10, we perform an Annual Seat Belt Survey at entry

points of various Coast Guard facilities nationwide. The survey encompasses Coast Guard military and civilian personnel, Coast Guard military dependents, and contractor personnel. Seat belt use percentages from the various facilities are calculated to provide an annual seat belt use rate for the Coast Guard.

The combined Coast Guard seat belt use rate for the FY03 survey totaled 87%. While this surpasses the national average of 79%, our results fall short of our 100% goal. On the positive side, there were some facilities that had 100 percent usage.

In FY04 there were two (2) motor vehicle mishaps involving Coast Guard civilians. All personnel involved were wearing seat belts. These two motor vehicle mishaps resulted in five lost workdays and $9,850 government property damage.

The Coast Guard Headquarters Office of Safety and Environmental Health (G-WKS), publishes an ALCOAST Seat Belt Survey message to all Coast Guard units providing results of the annual seat belt survey, annual motor vehicle mishap numbers including the number of Coast Guard fatalities, days hospitalized and lost workdays of Coast Guard members due to motor vehicle mishaps. The message also provides references to National Traffic Safety Campaigns (e.g., Click It or Ticket; You Drink, You Drive, You Lose). G-WKS also publishes a Holiday Traffic Safety message providing statistics and precautionary tips for driving during the holiday and winter season. Our quarterly seasonal safety messages often include motor vehicle safety information.

c. **Efforts taken to improve motor vehicle safety and seat belt usage. (Copies of informational materials describing the Coast Guard motor vehicle / seat belt safety program and or initiatives are attached to this report.)**

The Coast Guard Promotes national driver safety campaigns, and provides unit level training courses (e.g., American Automobile Association AAA Defensive Driver Course and National Safety Council Driver Improvement Program).

The Coast Guard has teamed with the U.S. Army to use the Army Safety Management Information System (ASMIS) risk assessment trip planning program. Using ASMIS, personnel input information on vehicle type, trip itinerary, and other related information. Personnel receive a hazard assessment of their proposed trip and a list of recommendations to lower the travel risk. As a means of intrusive leadership, supervisors of military personnel using the system review the travel plans with the member and make recommendations to the member on reducing the travel risk.

Another initiative recently undertaken was the incorporation of a Motor Vehicle mishap data collection screen into our E-Mishap database. The new screen incorporates National Highway Transportation Safety Association (NHTSA) data collection criteria contained in the Model Minimum Uniform Crash Criteria. These changes in how we collect motor vehicle mishap data accomplish two goals: one it allows the Coast Guard to collect a greater range of motor vehicle mishap data to be used for statistical analysis to identify where the Coast Guard needs to channel its education and training resources. Secondly, it allows the Coast Guard to provide a comparative analysis to accident trends in the private sector and government.

G-WKS has recently revised the Motor Vehicle Safety policy for the Coast Guard (COMDTINST M5100.47, Chapter 10). This document requires military personnel to

wear seat belts during the on- and off-duty operation of private motor vehicles or government vehicles and civilian employees to wear seat belts during on-duty operation of a private or government motor vehicle and any time on a government facility.

4. TRAINING

a. Coast Guard Safety and Environmental Health (SEH) personnel participate in the development of and attendance at the Navy and Marine Corps annual Navy Occupational Safety and Health (NAVOSH) Conference.

b. Coast Guard SEH personnel actively serve on task forces of the DOD Defense Oversight Safety Committee (DSOC): Motor Vehicle Safety Task Force and the Installation and Operations Task Force. RADM Higgins, G-WK, attends the DSOC meetings.

c. Coast Guard SEH personnel actively participate in the semi-annual Joint Service Safety Conference and the technical working groups and are hosting the spring 2005 conference.

d. The Unit Safety Coordinator's Course continues to provide safety awareness and hazard recognition training for collateral duty safety officers. We trained over 2000 personnel in safety and environmental health topics at a cost of $2.1 million.

e. Coast Guard Instructors have trained 102 personnel in the Motorcycle Safety Foundation MSF Basic Rider Course.

f. In support of required Emergency Response First Responder Operations (FRO)/Awareness (FRA) training, a service-wide web-based electronic performance support system (EPSS) was developed for Weapons of Mass Destruction (WMD) detection and protective equipment.

g. A Confined Space Awareness film is being developed for inclusion on the Coast Guard SEH web site. All military and civilian personnel will be required to view this film if they could be exposed to a confined space during the performance of unit missions.

h. Aircraft Repair & Service Center (ARSC) – All new supervisors are required to attend the National Safety Council's Supervisory Safety Training within the first year of becoming a supervisor. Four new supervisors attended training in FY04.

i. Coast Guard Yard – The Yard provided safety training to all waterfront (industrial) employees in hearing conservation, hazard communication, fire evacuation, personal protective equipment, environmental awareness, confined space entry, and heat stress.

5. ACCOMPLISHMENTS

a. **FY04 initiatives to control trends and major causes of fatalities and lost time disabilities. Copies of policies and related materials are attached to this report.**

1) To assist employees in identifying risks, G-WKS provided the following ALCOAST messages to all employees on safety-related topics: Spring, Summer, Fall and Winter Safety Precautions; Holiday Traffic Safety; Buckle Up America / Seat Belt Use Survey; Fire Prevention Week. Periodic "lessons learned" messages are sent out to Coast Guard personnel following high potential incidents.

2) Motor Vehicle Safety Chapter - Current chapter draft is in final clearance and is expected to be completed by third quarter FY05.

3) Three policies/documents were completed
   a) Occupational Medicine Surveillance and Evaluation Program, Chapter 12 of the Safety and Environmental Health Manual, COMDTINST M6000.18 - The OMSEP is the physical examination process for the Coast Guard's Occupational Health Program.
   b) Asbestos, Lead, and Radon in Coast Guard Housing, COMDTINST 6260.1A - Establishes a safety and health risk assessment standard and prescribes responsibilities for the identification, evaluation and management of asbestos-containing materials (ACM), lead, and radon in Coast Guard controlled housing and Child Development Centers (CDC).
   c) Technical Guide: Practices for Respiratory Protection, COMDTINST M6260.2D - Provides technical information necessary for the safe use of respiratory protection devices and requirements for administering the respiratory protection program. Intended users are units with work environments or activities where respiratory protection is required.

b. **Describe accomplishments and initiatives**

1) **Accomplishments for assessing the effectiveness of SEH programs**
   a) A task force comprised of MLCLANT - Safety, Environmental, and Food Service Branch (kse), MLCPAC (kse), and Headquarters safety and environmental health personnel completed and implemented a major revision of the program used to assess the effectiveness of the SEH programs.
   b) MLCLANT (kse) completed 207 Shore Customer Assistance and Training (CAT) visits, 46 vessel CAT visits and 96 Food Service (FS) CAT visits.
   c) MLCPAC (kse) conducted 108 vessel and shore annual risk assessment surveys, 36 Food Service Assistance Team visits, plus Buoy Tender Round-ups and Food Service Symposiums.

2) **Accomplishments in the following areas**

   a) **Hazard identification, assessment, and resolution of SEH problems; prevention (recognition) and control strategies**
      1. Unit Safety Assessment Tool (USAT) - A web-based tool has been developed to enable Coast Guard units to complete self assessments of their safety programs. The tool will be used by the units for independent assessments of their SEH programs and by the MLCs for preparation for MLC risk assessment surveys of the units.

2. Implementation of Army Safety Management Information System (ASMIS) - A risk management program that provides personnel with a risk analysis tool for motor vehicle trip planning based on the information provided by the individual. This system also implements intrusive leadership by the supervisor to review the trip plan with the member prior to approval of leave.
3. The Coast Guard's Aircraft Repair and Service Center (ARSC) Safety Division in Elizabeth City, NC is currently conducting Job Safety Analysis (JSA) of each shop workspace with input from supervisors and work leaders.
4. The Coast Guard Shipyard's Safety Staff conducts frequent inspections of high hazard industrial activities and provides monthly safety training topics to the industrial shops based on mishap trends.

b) **Awards programs for recognizing outstanding achievers**
   1. The Coast Guard supports the GEICO Award program that recognizes excellence in drug and alcohol abuse prevention, fire safety and traffic safety. G-WKS manages the nomination process.

c) **Accountability and performance standards for managers, supervisors and employees.**
   1. Coast Guard Commandant, Admiral Collins, continuously expresses his commitment to the well being of Coast Guard personnel in Coast Guard-wide safety-related messages and initiatives.
   2. Annual ALCOAST messages (to the entire Coast Guard) from Headquarters Flag Officers and similar District level messages stress command and individual roles and responsibilities in managing risks both on and off duty. Particular attention continues to be given motor vehicle mishaps.
   3. ARSC
      a. The ARSC Safety Division is now placed in the facility's Command Staff.
      b. The ARSC Safety Division ensured that when special safety stand downs are conducted, the Commanding Officer and the Executive Officer attend all the meetings.
      c. The ARSC Safety Division includes senior managers and union representatives on the Safety Committee.
   4. Coast Guard Yard
      a. The Yard's leadership routinely reviews the effectiveness of the safety and occupational health program by incorporating the safety measures in with other critical business measures, which are reviewed on a quarterly basis by the Yard's Executive Steering Committee. The Safety Manager is a standing committee member.

3) **Unique or significant accomplishments**
   a) G-WKS completed a new COMDTINST 5100.49, Shore Facility Emergency Action Plans that provides direction to the Coast Guard's 800 facilities in developing and implementing emergency plans. The six enclosures to the Instruction include:
      1. Guidelines for developing an emergency plan
      2. An Operational Risk Management Tool for identifying and prioritizing hazards
      3. Template for a Facility Emergency Action Plan
      4. List of internet and intranet resources
      5. Template for an Employee Emergency Response Guide

      6. Template for a PowerPoint presentation for training employees in emergency preparedness.

b) Implementation of National Fire Incident Reporting System (NFIRS). The Coast Guard has established an MOU with the Naval Safety Center to use the DOD NFIRS data collection system for fire and emergency reporting. This process will enable the Coast Guard to collect fire incident data collectively as a service and extract data such as numbers of fire and medical emergency calls, Coast Guard facility fire loss in dollars, and other data that can support the need for fire department resources. It will also be used to supply data elements to the U.S. Fire Administration to collect fire data for all federal fire departments.

c) Aircraft Repair and Supply Center (ARSC)
      1. The ARSC Safety Division re-wrote the ARSC Safety Manual.
      2. The Safety Division recommended the substitution of wheat/cornstarch as the abrasive blast media that has improved the environment, reduced employee exposure, and eliminated a hazardous waste stream. Also improved the filter media in the abrasive blasting facility, which saved approximately $1 million by diverting the installation of a new capture system.
      3. The ARSC received the Gold Award for Quality from the Coast Guard Commandant. This could not have happened without the dedication of the workforce to Quality, Safety, and Productivity. ARSC also became ISO 9000 (Quality) certified and is working on the ISO 14000 (Environmental) certification.

d) Coast Guard Yard
      1. The Safety Staff is updating chapters on the Yard's Safety and Occupational Health Manual: mishap reporting, crane safety, forklift safety, fire protection, and confined space entry.
      2. The Safety Staff conducts monthly briefs with Shop Heads to review safety/mishap data.

6. RESOURCES
Significant one time or additional permanent resources allocated to the OSH program in FY04.

The FY04 SEH budget was increased $175,000. A temporary Lieutenant billet was assigned to the Afloat and Marine Safety Division, G-WKS-4. The Aviation Safety Division, G-WKS-1, received an intern position. Ten E-7 Marine Safety Technician Chiefs (MSTCs) were added to field SHE resources, specifically to address WMD training and equipment requirements. The Aviation Safety Division received an intern position.

7. FY05 AND BEYOND – GOALS, OBJECTIVES, AND STRATEGIES

Each year, the exact timing of activities involving additional resourcing is dependent on approval of funding or deferral or cancellation of funding proposals. Involvement of all levels of the chain of command is essential to manage risks and reduce mishaps. We will initiate new efforts to achieve that involvement.

With the Coast Guard's workforce continuing to increase to manage post-9/11 challenges, additional resources will be needed to provide safety support. Requests for additional

personnel have been submitted to support not only the larger workforce, but also new Homeland Security safety issues. To achieve its mission, the Coast Guard must sustain mission capability and readiness with properly trained and equipped personnel.

Safety and environmental health concerns simply cannot be addressed as adequately with a safety and health support community that is not growing at the rate that the operations community is growing. Existing field unit staff members can only assume so many collateral duties and still remain effective.

In conjunction with DHS, extensive requirements for a comprehensive risk management information system were developed. Six legacy DHS organizations participated in the development of those requirements.

High profile safety related issues continue to include the protection of Coast Guard forces. Extensive efforts continue in safety Chemical, Biological, Radiological, Nuclear, and High-Yield Explosive (CBRNE) support, such as:
- Defining the roles and responsibilities of safety professionals
- Specification and purchase of personal protective equipment, monitoring and detection equipment, and communication equipment
- Specifying and delivering specialized training requirements

Both MLCLANT (kse) and MLCPAC (kse) plan to emphasize motor vehicle safety interventions, particularly in the area of off-duty motor vehicle mishaps.

With the implementation of the Sector construct within Coast Guard field operations, G-WKS will continue to work to ensure that the role of safety professionals is well defined and responsive to field commander needs.

Summary of Policies and Initiatives:
1. Asbestos, Lead, and Radon in Coat Guard Housing, COMDINST 6260.1A
2. Motor Vehicle screens for the E-Mishap System
   - Add Mishap screen
   - Motor Vehicle
   - Trailering
   - Motor Vehicle Mishap Reports
3. Occupational Medical Surveillance & Evaluation Program, COMDTINST M6000.18, Chapter 12
4. Shore Facility Emergency Action Plan, COMDTINST 5100.49
5. Technical Guide: Practices for Respiratory Protection, COMDTINST M6260.2D
6. ALCOASTs
   - Results of 20043 Seat Belt Survey – ALCOAST 152/04
   - Buckle-Up America Campaign – 241/04
   - Technical Guide: Practices for Respiratory Protection – 271/04
   - 2004 Summer Safety Precautions – 296/04
   - Facility Emergency Action Plans – 2004

ADDENDUM TO THE FY04 COAST GUARD ANNUAL OSH REPORT

The following information was requested by DHS and sent to them on 26 April 2005 to close out Goal #2 from SHARE 2000, which was previously requested by OSHA for the Annual OSH Report. This information was not requested for the FY04 Annual OSH Report and therefore, was not included in our

report. The Coast Guard had two sites listed: Baltimore Yard and Elizabeth City. The following table was taken from the FY03 report and expanded to show FY04.

Reduce the Lost Time Case Rate (LTCR) by 10% a year. AGENCY: U.S. COAST GUARD (Civilians Only)									
Work Site Location	**FY96 Baseline**	**FY01**		**FY02**		**FY03**		**FY04**	
		Goal	**Actual**	**Goal**	**Actual**	**Goal**	**Actual**	**Goal**	**Actual**
Baltimore	12.64	10.1	11.47	9.09	12.58	8.18	7.96	7.36	**7.0**
		Goal	**Actual**	**Goal**	**Actual**	**Goal**	**Actual**	**Goal**	**Actual**
Elizabeth City, NC	6.14	4.98	5.64	4.43	6.19	3.99	3.87	3.59	**3.05**
# Employees		**FY01**		**FY02**		**FY03** (as of 10/31/03)		**FY04**	
Baltimore		N/A		N/A		788 (+ 192 non-permanent)		980 Total	
Elizabeth City		N/A		N/A		560 (+ 35 non-permanent)		590 Total	

In FY04, Baltimore met its goal with a LTCR of 7.0. Baltimore had a total of 144 injuries (Baltimore statistics) with 69 that had lost time for a LTCR of 7.0. (69 x 100 / 980 = 7.0)

In FY04, Elizabeth City met its goal with a LTCR of 3.05. Elizabeth City had a total of 37 injuries (WCIS statistics). According to ARSC, there were a total of 18 injuries with lost work time for a LTCR of 3.05 lost time cases per 100 employees. (18 x 100 / 590 = 3.05)

The following data is being provided for reference.

	Personnel	**Total Number of Cases**	**Number of Cases with Lost Time**	**Lost Work Days**
ELIZABETH CITY DUTY LOCATION (This info provided by HR 4/26/05)				
Support Center	70	7		
National Strike Force Coord. Center	13	1		
Air Station E-City	5	0		
ARSC	485	29		
Av Tech Trng Ctr.	5	0		
C-130 Aircraft Project Office	6	0		
CEU Cleveland	2	0		
HQ	4	0		
E-City Totals	**590**	**37**	**18**	**46**
BALTIMORE Totals (This info taken from Baltimore's FY04 Annual Report.)	**980**	**144**	**69**	**786 (plus 641 restricted work days)**