

FY 2005 Department of Homeland Security Annual Occupational Safety and Health Report to the Secretary of Labor

Fiscal Year: 2005

Date: 20 January 2006

Name of Department: U.S. Department of Homeland Security

Name of Component: U.S. Coast Guard

Address: United States Coast Guard
2100 2nd St., S.W.
Washington, D.C. 20953

Number of Federal Civilian Employees covered by this report:

Civilians : 7,000

Military : 42,619 (includes an end of year estimate of 1,687 active reservists.)

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U.S. Coast Guard Executive Summary

The Coast Guard's FY-05 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), until such time as DHS adopts its own system. Data for this report came from a variety of sources: DOT/WCIS, Coast Guard Human Resources, and from the Coast Guard E-Mishap system. Our web-enabled E-Mishap system continues to enable field units to easily report military and civilian injuries through the internet.

During FY-05, Coast Guard safety and environmental health personnel provided substantial support to significant operational responses, including Hurricanes Katrina and Rita. Support included classic environmental health expertise in the realm of food, water, sewage, and habitability, as well as site safety support for remediation activities. An acute exposure tracking tool was developed to track Coast Guard personnel who were potentially exposed to hazardous substances.

Expanded Coast Guard operational response since 9/11 continues to explain some of the increase in military (on-duty) mishaps due to new missions and reserve call-ups. 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 eight off-duty military fatalities. While this is a 60% increase from FY-04 (5 off duty fatalities), it is consistent with the average number of fatalities over the past 6 years (8.3). 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 322 cases in the WCIS system, civilian injury and illness costs paid out in FY-05 increased 1.8% to \$8.7M, even though the number of cases dropped 12.8%. The overall Coast Guard civilian SHARE (Safety, Health, and Return to Employment) results, the successor to OSHA's Federal Worker 2000, were improved but mixed for FY-05. The total injury case rate, lost time case rate, and timeliness goals were met; the lost production day rate goal was not met.

The Coast Guard continues to stress risk management: balancing mission, environment, and expected outcomes to achieve the best results with the lowest risk. Risk management principles have taken 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.

United States Coast Guard

INTRODUCTION

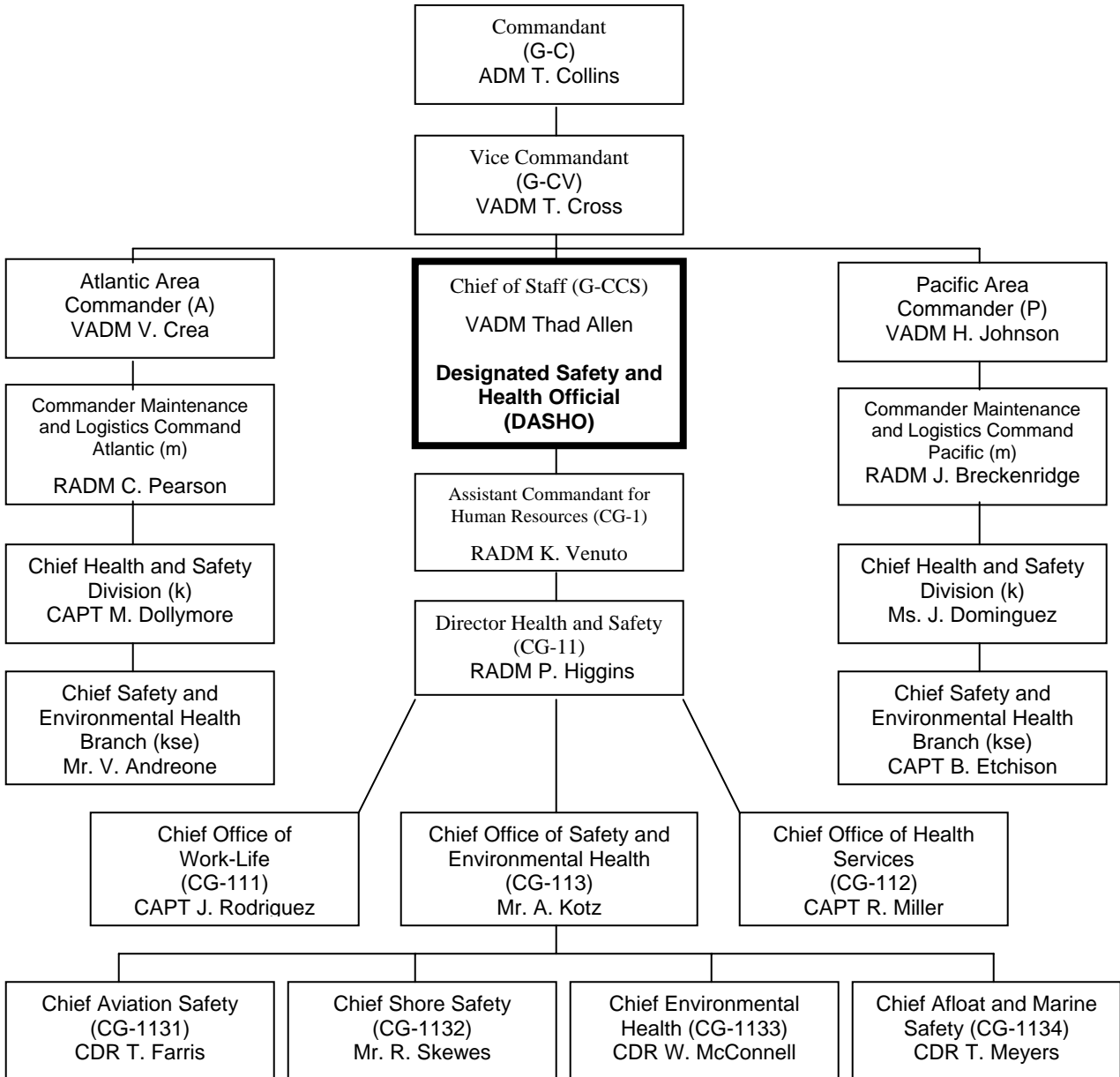
In FY-05 the Coast Guard was comprised of a 7,000 member civilian workforce and 42,619 military members, including an end-of-year estimate of 1,687 active duty reservists. We also have over 30,000 unpaid volunteer Auxiliarists (civilian volunteers). Although military members and military-specific operations 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, recreational boating safety, marine safety, 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 FY05. 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.

Coast Guard safety and environmental health policy is developed by the Office of Safety and Environmental Health (SEH), Commandant (CG-113), at Headquarters. SEH policies are implemented in the field with support from the two Maintenance and Logistics Commands (MLC), MLCPAC (Pacific) and MLCLANT (Atlantic).

U.S. COAST GUARD SAFETY AND ENVIRONMENTAL HEALTH FY05 ORGANIZATIONAL CHART

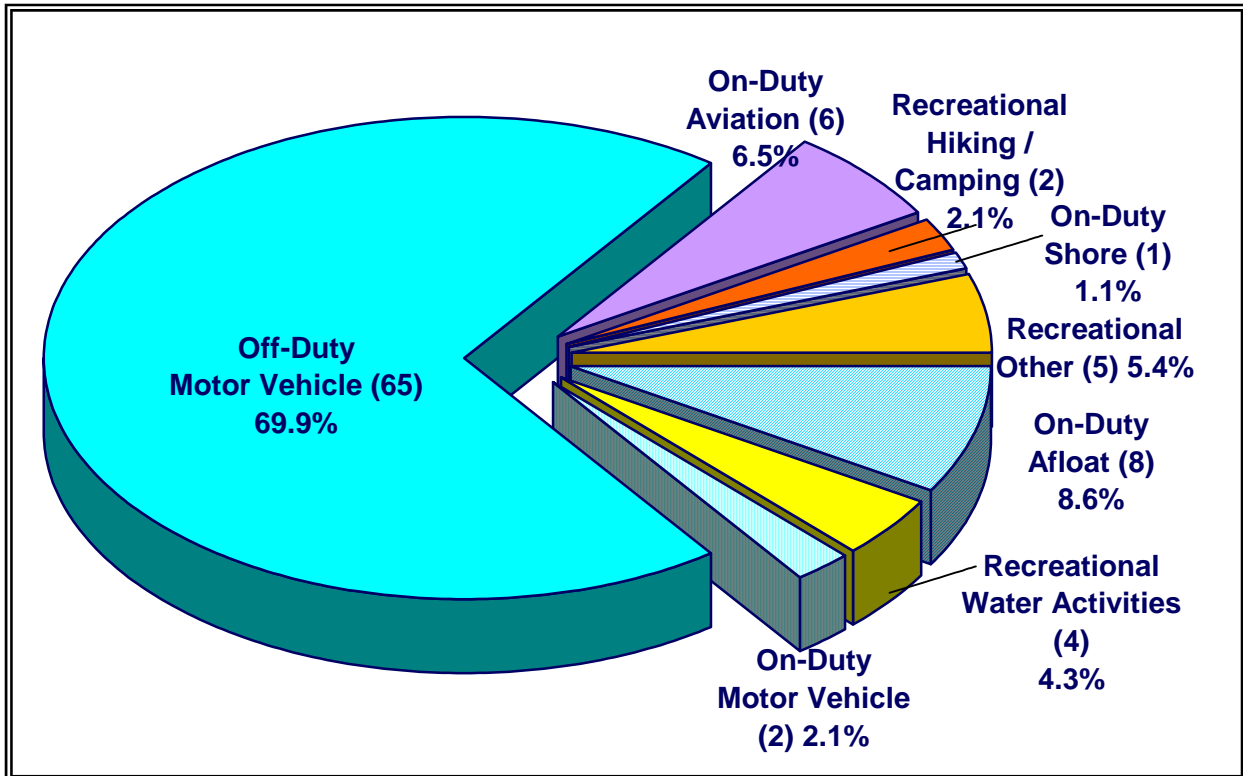


1. STATISTICS

1a. INJURY / ILLNESS STATISTICS -- The civilian injury/illness statistics were provided by USCG Human Resources (CG-1). 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. Data marked with an asterisk (*) were adjusted due to correct errors or to adjust from chargeback or calendar year to fiscal year data.

AGENCY: U.S. COAST GUARD						
	FY00	FY01	FY02	FY03	FY04	FY05
Civilian Population	5,940	6,022	6,442	6,697	6,937^	7,000^
Military Population	37,166	37,153	39,004	40,387 Includes an annual average of 2,103 reservists.	42,248 Includes 2,022 active reservists.	42,619* Includes an end of year estimate of 1,687 reservists.
*Note: FY04 and 05 Civilian population figures are from GG-12A						
*Note: FY05 Military population figures are from GG-12A						
TOTAL CASES INJURY/ILLNESS (number of injuries/illness with and without days away from work)						
Civilian & Auxiliary	396	333	334	389*	360*	322
Military Total	790	786	1,175	1,140*	1,158*	1,149
Military On-Duty	376	364	553	521	587	594
Reserves On Duty				38	10	31
Military Off-Duty	414	422	622	581	561	524
TOTAL CASE RATE (rate of all injury/illness cases per 100 employees)						
Civilian	6.67	5.53*	5.18	5.81*	5.19*	4.60
Military On-Duty	1.01*	0.98	1.42	1.38*	1.41*	1.47
Military Off-Duty	1.11	1.14	1.59	1.44	1.33	1.23
LOST TIME CASES (number of cases that involved days away from work)						
Civilian	257	233	258	252*	290*	236
Military On-Duty	170	120	207	237*	269*	298
Military Off-Duty	115	189	359	376*	397*	393
LOST TIME CASE RATE (rate of only the injury/illness cases with days away from work per 100 employees)						
Civilian	4.33	3.87	4.00	3.76*	4.18*	3.37
Military On-Duty	0.46*	0.32*	0.53	0.59*	0.64*	0.70
Military Off-Duty	0.31	0.51*	0.92	0.93*	0.94	0.92
LOST WORK DAYS (number of days away from work)						
Civilian	724	837	569	485	634	608
Military On-Duty	1,469	753	1,030	2,195	1,997	2,320
Military Off-Duty	1,184	2,181	3,704	1,616	4,430	4,968
LOST WORK DAY RATE (per 100 Employees)						
Civilian	12.19*	13.90*	8.83*	7.24	9.14	8.69
Military On-Duty	3.95*	2.03*	2.64	5.43*	4.73	5.44
Military Off-Duty	3.19	5.87	9.50	4.00	10.49	11.66
FATALITIES						
Civilian	1 (contractor)	2 (Auxiliary)	0	0	0	0
Military On-Duty	0	2	0	1	0	0
Military Off-Duty	9*	10*	9	9	5	8

MISHAP FATALITY TRENDS FY1996 – FY2005



This look at the Coast Guard's fatality data for FY96 – 05 reveals that of the 93 fatalities, on- and off-duty, which occurred over the last 10 years, the vast majority (69.9%) were due to motor vehicle accidents.

Since FY96 it is evident that the majority of fatalities (81.7%) occurred to off-duty Coast Guard Members:

- 69.9% (65 members) were lost to off-duty motor vehicle or motor vehicle-related mishaps.
- 11.8% (11 members) were lost to off-duty recreational activities.

In FY05 there were 8 fatalities, all off-duty military. There were no civilian fatalities. This represents a 60% increase when compared with a total of 5 fatalities in FY04, all of which were also off-duty, however it is in line with the average number of Coast Guard fatalities over the past 6 years, which is 8.67.

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

AGENCY: U.S. COAST GUARD – Civilian Chargeback and COP Costs						
	FY00	FY01	FY02	FY03	FY04	FY05
Chargeback	\$7,331,423	\$7,207,731	\$7,844,390	\$7,433,189	\$8,226,932	\$8,443,154
Continuation of Pay (COP)	\$385,003	\$419,494	\$382,930	\$321,588	\$384,631	\$321,631
TOTAL: Chargeback + COP	\$7,716,426	\$7,627,225	\$8,227,320	\$7,754,777	\$8,611,563	\$8,764,785

The \$876 million paid in 2005 represents the dollars paid on all open Coast Guard cases, those that occurred in FY05 as well as those that had occurred in previous years.

WCIS Reports that in FY05 the Auxiliary had 19 cases with \$77,629 total OWCP costs.

REDUCING CONTINUATION OF PAY COSTS (COP)

CG-1213, the Coast Guard Office of Workers' Compensation Program (OWCP), continues to reduce OWCP program costs. By identifying unauthorized 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. An additional \$79,315 was recouped in FY-04. FY-05 figures are not available at the time of this report, due to changes in our payroll system.

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 than 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			
FY05 MAJOR TRENDS			MAJOR CAUSES/SOURCES OF EACH TREND (Statistics taken from WCIS Nature of Injury Report 12/20/05)
<u>Nature</u>	<u>% of Total</u>	<u>% of Cost</u>	
Sprain (not back)	17.2%	21.2%	Nature of Injury – Sprains and Back Sprains account for 28.5% of injury cases, and 51.2% of the cost of injuries.
Sprain – Back	11.3%	30.0%	
Contusion	11.6%	12.9%	
Pain/Swelling	11.6%	7.8%	
Laceration	1.00%	2.7%	

<u>Cause of Injury</u>	<u>% of Total</u>	<u>% of Cost</u>	Cause of Injury – Handling Tools replaced Falls as the major cause of injury. Handling Tools, Packaged and Fabricated Materials, Machinery and Furniture account for 33.9% of the total cases and 52.5% of the injury costs. Slips, trips, and falls represent 24.5% of the total cases and 20.8% of the injury costs.
Handling Tools	20.1%	17.5%	
All Falls	15.1%	10.3%	
Slips / Trips	9.4%	10.5%	
Unknown	8.8%	3.4%	
Handling			
- Packaged Mat'l	1.9%	13.6%	
- Fabricated Mat'l	4.1%	11.1%	
- Furniture	3.1%	7.6%	
- Machinery	4.7%	2.7%	

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

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

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

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

Total Case Rate = (# of injuries/illnesses for the year X 100) / (# 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 FY05?	
Baseline	Goal	Actual	Goal	Actual	Goal	Actual	Yes	No
5.51	5.35	5.19*	5.19	4.60	5.03		X	

The goal was met. There were 322 total civilian cases in the WCIS System (322 x 100/7,000 = 4.60 injuries per 100 employees). *Note that the FY-04 rate was adjusted to reflect FY vice chargeback year.

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

Lost Time Case Rate = (# of injuries/illnesses with lost time X 100) / (# 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 FY05?	
Baseline	Goal	Actual	Goal	Actual	Goal	Actual	Yes	No
3.76*	3.65*	4.18	3.54	3.37	3.43		X	

The goal was met. There were 236 civilian cases in WCIS that had lost time.
 (236 x 100 / 7,000 = 3.37 lost time cases per 100 employees) *Note: The FY-03 baseline (and subsequent goals) was adjusted due to an error found in past calculations.

GOAL 3 - Improve the timeliness of reporting of injuries and illnesses to the Department of Labor by 5% per year. FY03 rates are the 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	FY04		FY05		FY06		Was Goal Met in FY05?	
	% in 14 Days	% in 14 Days		% in 14 Days		% in 14 Days			
	Baseline	Goal	Actual	Goal	Actual	Goal	Actual	Yes	No
USCG Civilian	45.5%	47.8%	74.1%	50.2%	72.6%	52.7%		X	

The FY05 goal was met. According to data provided by HR, 220 out of 303 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 = (# of lost days for the year X 100) / (# of employees)

Goal 4 – Reduce the Lost Production Day (LPD) Rate per 100 employees									
AGENCY: U.S. COAST GUARD									
	FY03	FY04		FY05		FY06		Was FY05 Goal Met?	
	LPD Rate	Goal	Actual	Goal	Actual	Goal	Actual	Yes	No
Civilians	7.24	7.17	9.14	7.1	8.69	7.03			X
Military On-Duty	5.43*	5.38	4.73	5.33	5.44	5.28			X
Military Off-Duty	4.00	3.96	10.49	3.92	11.66	3.88			X

Civilian and military data provided from CG E-Mishap System by MLCLANT (kse) staff.

Civilian goal was not met. There were 608 civilian LPD: 608 x 100 / 7,000 = 8.69 lost production days per 100 civilian employees.

Military on-duty goal was not met. There were 2,320 military on-duty LPD: $2,320 \times 100 / 42,619 = 5.44$ lost production days per 100 military members.

Military off-duty goal was not met. There were 4,968 military off-duty LPD: $4,968 \times 100 / 42,619 = 11.66$ lost production days per 100 military members.

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

The Coast Guard's workforce continues to operate away from experienced supervision and in dynamic and unpredictable circumstances, as it has since 2001. The safety program continues to prescribe a more proactive risk management strategy to identify risks before mishaps occur.

The Safety, Environmental Health, and Food Service Branches at both Maintenance and Logistic Commands, MLCLANT (kse) and MLCPAC (kse), continue to follow up on civilian workers' compensation cases to ensure that data was also entered into the Coast Guard's E-mishap system. Data from the WCIS system is provided to MLCLANT (kse) from the CG-113 staff at Headquarters. Personnel supervisors are notified of the need to file a mishap in addition to the workers compensation claim.

Coast Guard safety staffs at Headquarters and both MLCs continue efforts to reduce the recurrence of off-duty military mishaps, through their advocacy of intrusive leadership, which is being practiced by the other military services. To evaluate the risks associated with private motor vehicle travel, a link to the Army's ASMIS (Army Safety Management Information System) is now accessible through Coast Guard websites 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 continues to work 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 hired a term Safety and Occupational Health Inspector for its safety staff. The incumbent provides 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. As a result, continuation of pay (COP) days have been reduced, even though lost time cases have increased. 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 2005, while on official Coast Guard business.

There were no civilian motor vehicle accidents (mishaps) for 2005. There were, however, 376 military motor vehicle mishaps, resulting in 6 motor vehicle fatalities, all of which were off-duty.

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 2005 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 performed an Annual Seat Belt Survey at entry points of various Coast Guard facilities nationwide. The survey encompassed Coast Guard military and civilian personnel, Coast Guard military dependents, and contractor personnel. Seat belt use percentages from the various facilities were calculated to provide an annual seat belt use rate for the Coast Guard.

The combined Coast Guard seat belt use rate for the FY05 survey totaled 87.5%. While this surpasses the national average of 79%, our results fall short of our 100% goal.

As noted earlier, there were no motor vehicle mishaps involving Coast Guard civilians, however, there were 376 motor vehicle mishaps involving military personnel, resulting in 6 fatalities. In only one of these fatal mishaps was the failure to use personal protective equipment (PPE) a contributing factor (an ATV operator failed to wear his helmet). Changes to our E-Mishap system have resulted in improved motor vehicle data collection capability, which should allow us to better assess the effectiveness of seat belts and other PPE in the future.

The Coast Guard Headquarters Office of Safety and Environmental Health (CG-113), published its FY-05 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 provided references to this year's National Driver Safety Campaign (i.e., Click It or Ticket). CG-113 also published a Fourth of July and Summer Safety message, a Labor Day Weekend Motor Vehicle Safety message, and a Holiday Traffic Safety message providing statistics and precautionary tips for driving during these "higher risk" driving periods, and holiday seasons. Quarterly seasonal safety "precautions" messages (Fall, Winter, Spring and Summer) were also published, all of which included motor vehicle safety information.

c. Efforts taken to improve motor vehicle safety and seat belt usage.

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). In addition, both MLC (kse)

staffs have video lending libraries that contain materials that address a myriad of motor vehicle safety issues.

The Coast Guard has teamed with the U.S. Army to provide Coast Guard access to 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. During FY-05, Coast Guard personnel provided input for the development of a new ASMIS-2 program.

Motor Vehicle mishap data continues to be collected in our E-Mishap database, based on National Highway Transportation Safety Association (NHTSA) data collection criteria contained in the Model Minimum Uniform Crash Criteria. This increased amount and quality of data allows for better analysis of mishap casual factors, so that Coast Guard education and training resources can be targeted to mishap causes, and permits comparative analysis to accident trends in the private sector and government.

New Coast Guard Motor Vehicle Safety policy (COMDTINST M5100.47, Chapter 10) was developed and is managed by CG-113. Policy changes include requirements for 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 attend the Navy and Marine Corps annual Navy Occupational Safety and Health (NAVOSH) Professional Development Conference.
- b. Coast Guard SEH personnel actively serve on the Motor Vehicle Safety Task Force of the DOD Defense Oversight Safety Committee (DSOC). RADM Higgins, the Coast Guard Director of Health and Safety (CG-1)1, attends the DSOC meetings.
- c. Coast Guard SEH personnel actively participate in the semi-annual Joint Services Safety Conference (JSSC) and the associated technical working group meetings, including Motor Vehicle Safety and Training and Education work groups. The Coast Guard hosted the spring 2005 JSSC conference.
- d. The Unit Safety Coordinator's Course continues to provide safety awareness and hazard recognition training for collateral duty safety officers. We trained nearly 3,000 personnel in safety and environmental health topics at a cost of \$2.4 million in 81 resident and contract training courses.
- e. Coast Guard Instructors (military and contract) trained 131 personnel in the Motorcycle Safety Foundation MSF Basic Rider Course in FY-05.

- f. Aircraft Repair & Service Center (ARSC) – The AR&SC initiated quarterly Safety Stand-downs for all production workers and military personnel, and held a pre-holiday safety stand-down to address on- and off-duty safety issues. Mandatory safety training for production workers is now available via the Web. All new supervisors are required to attend the National Safety Council's Supervisory Safety Training within the first year of becoming a supervisor.
- g. Coast Guard Yard – The Yard offered monthly safety training sessions and new employee orientation training. Topics included hearing conservation, hazard communication, fire evacuation, personal protective equipment, environmental awareness, confined space entry, and heat stress. Risk assessment training was provided for 82% of the Yard workforce this year.

5. ACCOMPLISHMENTS

a. **FY05 initiatives to control trends and major causes of fatalities and lost time disabilities.**

- 1) To assist employees in identifying risks, CG-113 provided the following ALCOAST messages to all employees on safety-related topics: Spring, Summer, Fall and Winter Safety Precautions; Holiday Traffic Safety; Fourth of July and Summer Safety; Labor Day Weekend Motor Vehicle Safety; Holiday Traffic Safety; Seat Belt Use Survey; and Fire Prevention Week. Periodic "lessons learned" messages are sent out to Coast Guard personnel following high potential incidents.
- 2) Fire Safety and Prevention policy is undergoing revision, and should enter concurrent clearance later this year.
- 3) A Coast Guard Working Group focusing on addressing Environmental, Occupational and Safety issues of Coast Guard firing range operations was established in less than one month. This working group is in the process of creating effective policies to prevent lead and excessive environmental pollution in our Coast Guard firing ranges.
- 4) Final drafts of the following policies/documents were completed this year:
 - a) Coast Guard Heat Stress Instruction. This new instruction addressed vessel heat injury prevention, and introduced shore facility heat injury prevention. In addition, the new instruction included heat injury prevention requirements for Coast Guard hazardous material response operations, and Maritime Safety & Security Team boarding operations, which have never been addressed in previous policies.
 - b) Coast Guard-wide Safe Work Practices Guideline for the Prevention of Lead Exposures in Firing Ranges. This guideline will be incorporated as part of larger Coast Guard Best Management Practices instruction, which will prevent significant lead exposures to Coast Guard personnel and lead contamination to the surrounding environment.
- 5) The following policy was completed this year:
 - a) Motor Vehicle Safety - Chapter 10, COMDTINST M5100.47, Safety and Environmental Health Manual. Specific changes include the addition of detailed maximum on-duty driving time provisions, and command requirements to ensure personnel operating all terrain vehicles (ATV), snowmobiles, trucks, trailers, vans

and sport utility vehicles are properly trained to use, and have demonstrated their proficiency to operate, these vehicles. All military motorcycle operators are now required to complete training and wear prescribed personal protective equipment (PPE) while operating a motorcycle on- and off-duty. Also added is a requirement for all ATV operators on official business and onboard a Coast Guard facility to complete approved training and to wear prescribed PPE, and for all military ATV operators to wear prescribed PPE whenever operating an ATV.

b. Describe accomplishments and initiatives:

1) Accomplishments for assessing the effectiveness of SEH programs.

- a) The Headquarters safety staff (CG-113) developed an MLC Self Assessment Tool, designed to evaluate MLC compliance with SEH policy and effectiveness of SEH programs within the MLC area of responsibility. The MLC (kse) staffs subsequently conducted their self-assessment, and submitted their evaluations to CG-113. No significant discrepancies were noted in either MLC assessment. Final review and any subsequent on-site MLC visits have been delayed due to significant CG-113 staff shortfalls in CY-05.
- b) MLCLANT (kse) completed a combination of 427 Customer Assistance and Training (CAT) and Food Service Assistance and Training (FSAT) visits (154 FSAT and 273 CAT) to Coast Guard (CG) units within their geographical area of responsibility. Teams identified 3,663 hazardous conditions or unsafe work practices and trained 2,128 personnel in safety, health, and food service-related topics.
- c) MLCPAC (kse) conducted 117 vessel and shore annual Risk Assessment Surveys (RAS), YY 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) – This web-based tool was developed in FY-04 to enable Coast Guard units to complete self assessments of their safety programs. It has been used by field units this past year for independent assessments of their SEH programs and by the MLCs for preparation for MLC risk assessment surveys of the units. An annual review of the USAT database elements, and an analysis of data collected thus far is scheduled for early CY-06.
 2. Version 2 of the Army Safety Management Information System (ASMIS-2) - This risk management program provides personnel with a risk analysis tool for motor vehicle trip planning based on the information provided by the individual. This system also incorporates intrusive leadership by requiring the supervisor to review the trip plan with the member prior to approval of leave. Coast Guard personnel provided design input for ASMIS-2 in FY-05, and it is slated for release later in CY-06.
 3. MLCLANT (kse) personnel conducted 110 health risk assessments which addressed issues such as asbestos, indoor air quality, mold, lead, noise, water, and general industrial hygiene.

4. MLCPAC (kse) personnel conducted 55 industrial hygiene projects addressing a myriad of safety, environmental health and industrial hygiene issues, including several evaluations of Coast Guard firing ranges.
5. The Coast Guard's Aircraft Repair and Service Center (ARSC) Safety Division in Elizabeth City, NC conducted bi-annual facility inspections, and held quarterly department head briefings at which illness and injury data was discussed. They also developed an on-line program where employees can submit work requests to address safety issues.
6. The Coast Guard Yard's Safety Staff conducted frequent inspections of high hazard industrial activities and provided monthly safety training topics to the industrial shops based on mishap trends. Union presidents were notified of safety inspections, and of any necessary changes in procedures.
7. A team of Headquarters and MLC personnel are scheduled to meet in early CY-06 to standardize the management of the Hazardous Conditions Notification (HCN) databases used by the MLC staffs.

b) Awards programs for recognizing outstanding achievers.

1. The Coast Guard continued to support the GEICO Award program that recognizes excellence in drug and alcohol abuse prevention, fire safety and traffic safety. CG-113 managed the nomination process, and coordinated the awards banquet in FY-05 which honored personnel from all military services.

c) Accountability and performance standards for managers, supervisors and employees.

1. Coast Guard Commandant, Admiral Collins, has issued a policy statement on Safety and Occupational Health, expressing his commitment to the well being of Coast Guard personnel. He has also issued an "Occupational Safety and Health Protection for Members of the United States Coast Guard" (OSHA) statement detailing rights and responsibilities for Coast Guard personnel. Periodic Coast Guard-wide safety-related messages and initiative are also distributed.
2. Annual ALCOAST messages (sent to all Coast Guard units) 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 to motor vehicle mishaps.
3. Aircraft Repair and Supply Center (ARSC)
 - a. The ARSC Safety Division resides in the facility's Command Staff and the Commanding Officer and the Executive Officer attend all safety stand-downs when they are conducted.
 - b. The ARSC Safety Division includes all department level managers and the union president on the Safety and Health Committee.
 - c. Items obtained from the on-line program hazard-reporting program and bi-annual facilities inspections are given to managers for corrective action.
4. Coast Guard Yard
 - a. The Safety Specialist, and the two Environmental Protection Specialists that address safety concerns, now work for the Safety and Quality Manager, who is a direct report to the Commanding Officer.

- b. Time and attendance sheets are cross-referenced with the OSHA 300 Log to track traumatic injuries, and all mishaps are investigated by the safety staff.
- c. 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.

3) Unique or significant accomplishments

- a) Coast Guard personnel provided Safety and Environmental Health support in the aftermath of Hurricanes Katrina and Rita. Support included classic Environmental Health in the realm of food, water, sewage, and habitability, as well as site safety support for remediation activities.
- b) CG-113 personnel developed a Coast Guard Hurricane Katrina/Rita employee acute exposure tracking registry. MLC completion of the registry's online questionnaire is intended to capture critical deployment information for all CG personnel. Tracking allows members to report circumstances that may have lead to exposures (e.g. – who potentially exposed, where, when, how long).
- c) MLC personnel provided response support for a myriad of operational events, including the Indonesian Tsunamis, the Seladang Ayu vessel sinking, a barge explosion, a small boat mishap, and a tank vessel oil spill.
- d) CG-113 completed development of a continuity of operations (COOP) plan for the Health and Safety Directorate (CG-11), which became the template for development of the overall Human Resources Directorate (CG-1) COOP plan.
- e) CG-1131, Aviation Safety Division, developed a proposal for extending the cockpit strategic napping policy for use on the Commandant's aircraft, thus increasing the safety envelope for these pilots.
- f) Aircraft Repair and Supply Center (ARSC)
 - 1. The Safety Division implemented a proposal developed last year to use wheat/cornstarch as an abrasive blast media, which has improved the environment, reduced employee exposure, and eliminated a hazardous waste stream. They also improved the filter media in the abrasive blasting facility, which saved approximately \$1 million by diverting the installation of a new capture system.
 - 2. ARSC implemented a web-based safety and health information system that includes training modules.
 - 3. Annual Safety Stand-downs are now conducted, in lieu of the annual schedule formerly used.
- g) Coast Guard Yard
 - 1. Continued efforts by the safety staff and on-site occupational nurse have realized a reduction in the number of continuity of pay (COP) days.
 - 2. The newly hired safety specialist completed 10 safety and occupational health inspections on the waterfront and on visiting ships.
 - 3. Military and civilian personnel receive "new employee" orientation training.

6. RESOURCES

Significant one time or additional permanent resources allocated to the OSH program in FY05.

The “temporary” industrial hygienist assigned to the CG-113 Headquarters staff completed a productive 2-year assignment; however, no extension of this position could be obtained.

The CG Yard will continue to seek permanent funding for the temporary Safety Specialist position.

Several resource proposals for motor vehicle safety programs, risk management information system development, and aviation safety quality assurance enhancements were submitted in FY-05 for future consideration, but none are expected to survive budget review. The overall outlook for FY-06 and FY-07 budget cycles is also bleak.

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

The primary emphasis in FY-06 and beyond will be to continue to develop strategies to reduce off-duty fatalities. Policies will be reviewed, and strategies/initiatives developed, to reduce motor vehicle and recreational mishaps, which are the largest source of off-duty injuries and fatalities within the Coast Guard. Both MLCLANT (kse) and MLCPAC (kse) plan to emphasize motor vehicle safety interventions at the field level, particularly in the area of off-duty motor vehicle mishaps. Included in this goal will be efforts to more proactively manage and track military and civilian injuries and illnesses.

During FY-06, safety personnel will consolidate Coast Guard Confined Space Entry (CSE) policy into a single source policy document. It is envisioned that a matrix incorporated into a CSE Chapter in the Safety and Environmental Health Manual will guide the user through various CSE scenarios.

Efforts to complete the revision of the Safety and Environmental Health Manual and other applicable safety and environmental health instructions, will continue in FY-06.

As the new Sector organization approaches final operational construct, CG-113 will continue to work to ensure that the role of safety professionals (e.g., the Sector Safety Manager) is well defined and responsive to field commander needs.

In conjunction with DHS, efforts will continue to pursue a comprehensive department-wide risk management information system, designed to improve both management of workers compensation claims and safety risks.

Efforts will also continue to seek resource support for motor vehicle safety programs, Coast Guard e-mishap and risk management information system development, and aviation safety quality assurance enhancements.