FY 2007 U.S. Coast Guard Annual Occupational Safety and Health Report to the Secretary of Labor
(Comprehensive Report Format)

Name of Department/Agency: **U.S. Coast Guard**

Address: **2100 2nd Street, S.W.**
Washington, D.C. 20953

Number of federal civilian employees this report covers: **7,688**

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Executive Summary

<u>Statistics</u>
- **Injury and Illness Trends—**

	FY 2006	FY 2007	Change
Number of Federal Civilian Employees,	7282	7688	+406
Total Cases Injury/Illness	344	281	-63
Total Case Rate	4.60	3.55	-1.05
Lost Time Cases	236	212	-24
Lost Time Case Rate	3.37	2.76	-0.61
Total Chargeback	$8,752,693	$9, 173, 666	+$420, 973 (+5%)

The number of total and lost time injury and illness cases and rates were all down from FY 2006. The total worker's compensation costs were up, and have been increasing over time as the injury and illness rates have been steadily declining. The cost of medical care in the United States is thought to account for at least some of the increase.
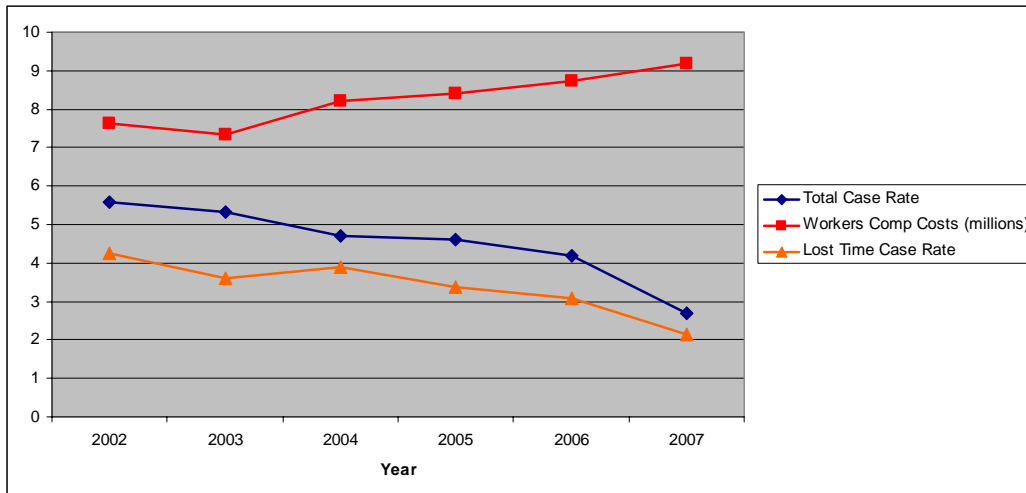
The areas of greatest concern involve the more ergonomically-related injuries, to include sprains (not back) injuries and back sprains. Sprains (not back) account for the most common type of injury, with levels in FY 2007 nearly the same as FY 2006. The costs associated with these types of injuries are also the highest in FY 2007, with a slight decline in costs from the previous year for sprains (not back). There was a significant cost increase associated with back sprains from the previous year, even with a significant decline in the prevalence of back sprains from the previous year.

The aging workforce conducting physical labor is likely impacting the elevated numbers of sprains (not back) injuries. And, although back sprains significantly decreased from last year, the costs associated with back sprains increased significantly. The cost may be associated with longer healing time for the aging workforce.

Contusions, Lacerations and Traumatic Injury combined accounted for more than 1/3 of injuries in FY 2006, with a decline to 27% of all injuries in FY 2007. Contusions did, however, represent the most significant decline in nature of injury and cost. Traumatic Injury accounts for the biggest cost increase. Many younger workers at Coast Guard industrial facilities, such as those involved in student training and apprenticeship programs, are more likely to experience fractures and lacerations. Senior workers, although perhaps more vulnerable to ergonomic physical stressors, have learned to avoid physical impact related injuries.

Falls, including All Falls and Fall on Floor/Work Surfaces, accounted for about 20% of the causes of injury in FY 2007, down from 26% in FY 2006. Cost associated with falls declined dramatically in FY 2007 to 20% of costs from 38% of costs in FY 2006. Injuries from Handling Tools or Instruments represents the largest increases in FY 2007 both in terms of cause of injury and cost, with cost increased by 10% in FY 2007. Costs associated with Handling of Packaged Materials saw the most significant decline in cost.

The numerous policies, programs and initiatives in place throughout the Coast Guard to control negative trends appears to be positively impacting injury and illness trends. Corresponding to the downward trend in injuries and illness, however, is an upward trend in workers compensation costs. The upturn is likely related to the upward trend in the cost of medical treatment in the United States in general.

The framework for a safe and healthy work environment for all personnel begins with Coast Guard leadership and enjoys ownership at all levels. Leadership continues to be engaged and promotes safe and healthy work environments, starting with the Commandant. Coast Guard Headquarters continues to use data as the basis for determining the safety program's way forward; field level components provide on-site support to units around the country. Support includes assessment of policy and program implementation, risk assessment and management, hazard tracking and abatement, safety stand downs, and training.

All reportable mishaps are investigated to identify root cause and are documented in the e-Mishap on-line reporting system and incorporated into the OSHA 300 Log. While the most serious mishaps always receive intense scrutiny, there is also substantial effort focused on the less serious mishaps and near misses to intervene proactively before a more serious outcome occurs.

- **Fatalities and Catastrophic Accidents —** There were no fatal or catastrophic incidents involving civilians in FY 2007.

OSH Initiatives

Safety, Health, and Return-to-Employment (SHARE) Initiative — The Coast Guard met all four SHARE goals in FY 2007. The Coast Guard will establish its Headquarters SHARE Working Group in early 2008. The triumvirate of safety, human resources and medical have agreed to commence with the SHARE effort. Coast Guard field organizations with higher civilian populations do institute return-to-employment practices and case management through collaboration between the safety, human resources and medical staffs.

- **Motor Vehicle/Seat Belt Safety** — There were three minor motor vehicle mishaps involving Coast Guard civilians in FY 2007. No injuries were reported. In all cases, operators and occupants were wearing seatbelts. The combined (civilian and military) Coast Guard seat belt use rate for the FY 2007 survey totaled 92.3%, up slightly from FY 2006. The FY 2007 rate also surpasses the national average of 82%, but falls short of the 100% goal. The survey did not discern whether the seat belt user was a civilian or military Coast Guard employee.

- **Recordkeeping Requirements** — The Coast Guard utilizes an on-line mishap reporting system, e-Mishap, that enables expedient reporting of mishaps and serves as a repository for mishap data. The mishap reporting system also generates the recording and recordkeeping forms required under 29 CFR 1904.29, with the exception of the OSHA Form 301, *Incident and Illness Incident Report*. The mishap data is used to conduct trend analysis to obtain critical information that enables the Coast Guard to develop targeted intervention strategies. The analyses utilize both lagging and leading indicators. Leading indicators result in a more proactive approach whereby high potential and near-miss mishaps are analyzed and trends identified to prevent future mishaps that result in more serious outcomes. Safety personnel work jointly with the operational, engineering and acquisition communities to develop optimal solutions for eliminating or mitigating risk.

  Through FY 2007, the e-Mishap system has resulted in identification of numerous emerging trends, identified by not only Coast Guard safety professionals, but also by the Coast Guard operational elements, resulting in data driven intervention solutions. The system also enables the Coast Guard to respond to data calls from internal and external sources to provide data in a timely manner.

- **Workplace Violence** — The Coast Guard has a zero tolerance policy for workplace violence and implements a robust Work-Place Violence and Threatening Behavior Program. The Coast Guard experienced five minor workplace violence incidents in FY 2007 involving civilians. The cases were referred to the appropriate resources for counseling; none resulted in criminal charges. The Coast Guard's Work-Place Violence and Threatening Behavior

Program dovetails well with the Coast Guard's zero tolerance policy that enables its safety and health practitioners to focus on more critical emphasis areas.

- **Employee Support** — There are 112 Coast Guard safety and health courses, with 66 directly sponsored through the Coast Guard Safety and Environmental Health Program. Training includes classroom, practical and web-based training. In FY 2007, Coast Guard civilians were beneficiaries of 3,417 safety and health training quotas, at a cost of approximately $2.3 million. 113 Coast Guard civilians attended training sponsored through the Coast Guard Safety and Environmental Health Program.

  In addition to the extensive safety and health training for its civilian and military members, the Coast Guard provides multiple opportunities for professional development of its safety and health practitioners through the year. The safety and health program provides funding for attendance at conferences and courses. Additionally, the Coast Guard provides funding for one active duty personnel per year to attend an industrial hygiene/ environmental health graduate program; there is immediate benefit realized by both the civilian and military membership as more educated practitioners are available to manage and implement field-level safety and health programs.

  Coast Guard field safety and health professionals are actively engaged in supporting the OSHA Federal Safety and Health Councils (FSHC). One Coast Guard civilian in the Hampton Roads, Virginia area serves as the FSHC Vice President. One active duty member serves as a FSHC officer in Miami.

  Coast Guard safety and health management strongly supports and encourages participation in FSHCs. Coast Guard active duty safety and health professionals are frequently FSHC members and attend meetings as their work and travel schedules permit.

  The Coast Guard provides multiple opportunities for professional development of its safety and health practitioners through the year.
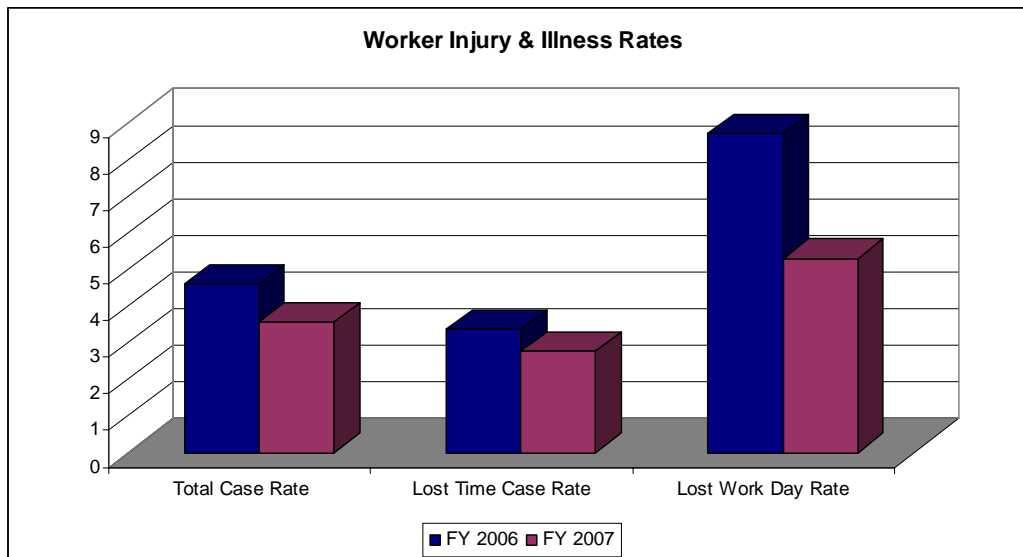
Detailed Report

I. Statistics

A. Injury and Illness Statistics

    a. <u>Injury and illness rates</u>

The Coast Guard civilian population increased in FY 2007 by approximately 5%, yet injury and illness rates were down in all categories. The most positive decline occurred in the Lost Work Day Rate, followed by the Total Case Rate.

Worker Injury & Illness Rates

	FY 2006	FY 2007	Change
Number of Federal Civilian Employees, including full-time, part-time, seasonal, intermittent workers	7282	7688	+406
Total Cases Injury/Illness (number of injury/illness cases—no lost-time, first aid, lost-time and fatalities)	344	281	-63
Total Case Rate (rate of all injury/illness cases per 100 employees)	4.60	3.55	-1.05
Lost Time Cases (number of cases that involved days away from work)	236	212	-24
Lost Time Case Rate (rate of only the injury/illness cases with days away from work per 100 employees)	3.37	2.76	-0.61
Lost Work Days (number of days away from work)	6.08	4.23	-1.85
Lost Work Day Rate (per 100 employees)	8.69	5.30	-3.39

b. Facilities with high injury and illness rates

The Coast Guard Office of Safety and Environmental Health utilizes monthly workers compensation data and mishap data to assess the status and types of injury and illness in the workplace. In FY 2008, as part of the SHARE Initiative, the Coast Guard will commence with in-depth analysis of workers compensation data and mishap data to ensure a more targeted approach to reducing injuries and illnesses in the workplace.

The Coast Guard shipyard (The Yard) and Aircraft Repair and Supply Center are the two main industrial facilities with large numbers of civilians. Both safety programs are making significant progress within their organizations. Both have engaged the leadership and supervisory personnel in understanding their policies and programs, have extensive education and awareness programs, and expend a large amount of time performing workplace risk assessments.

B. Fatalities and Catastrophic Incidents

There were no fatalities or catastrophic incidents involving Coast Guard civilians in FY 2007.

Fatalities/ Catastrophic Events	Cause—FY 2007
1	0
2	0
3	0
4	0

Fatality and Catastrophic Accident Investigations

There were no fatalities or catastrophic incidents involving Coast Guard civilians in FY 2007.

C. Office of Workers' Compensation Programs Costs

	CBY 2006	CBY 2007
Total Chargeback	$8,752,693	$9, 173, 666
Total Continuation of Pay (COP)	Data not available	Data not available
Total Chargeback + COP	Data not available	Data not available
Chargeback for Cases that occurred in the CBY	Data not available	Data not available

Total chargeback costs in FY 2007 were up approximately 5%, likely reflective of increased medical costs in general. COP figures are not available for FY 2006 and FY 2007 due to problems in obtaining this information from the new payroll system and WCIS system.

D. Significant Trends and Major Causes or Sources of Lost Time Disabilities

   a. Tracking accidents

The areas of concern involve ergonomically-related injuries, to include sprains (not back) injuries and back sprains, and injuries from falls. Collectively, Contusions, Lacerations and Traumatic Injury accounted for 27% of all injuries in FY 2007.

Sprains (not back) account for the most common type of injury, with levels in FY 2007 nearly the same as FY 2006. The costs associated with these types of injuries are also the highest, with a slight decline in costs from the previous year for sprains (not back), but a significant cost increase in back sprains from the previous year, even with a significant decline in the prevalence of back sprains from the previous year.

The aging workforce conducting physical labor is likely impacting the elevated numbers of sprains (not back) injuries. And, although back sprains significantly decreased from last year, the costs associated with back sprains increased significantly. The cost may be associated with longer healing time for the aging workforce.

Nature of Injury
Prevalence vs. Cost
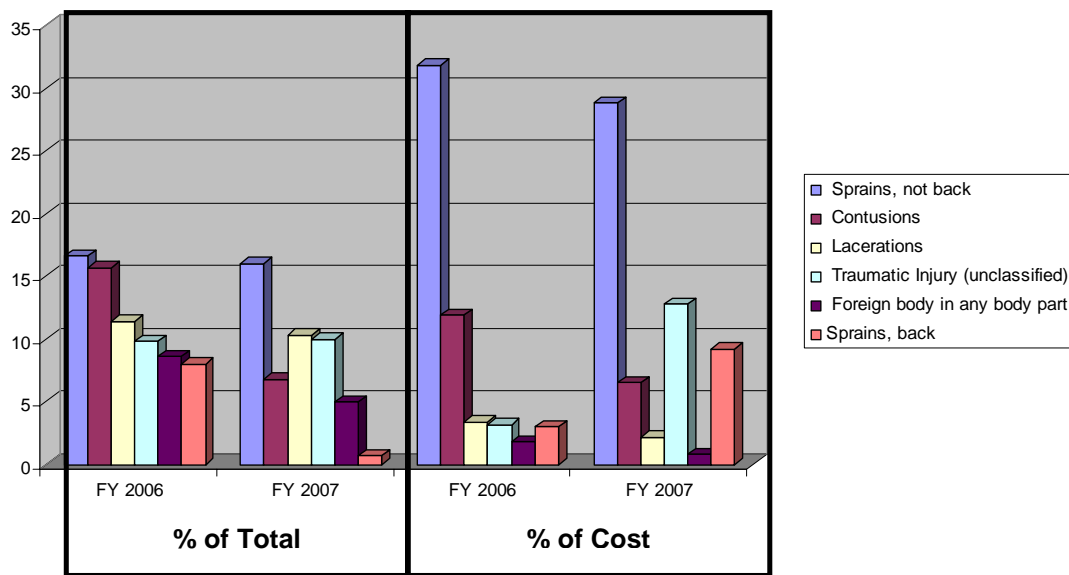
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industrial facilities, such as those involved in student training and apprenticeship programs, are more likely to experience breaks, fractures and lacerations. Senior workers, although perhaps more vulnerable to ergonomic physical stressors, have learned to avoid physical impact related injuries.

Falls, including All Falls and Fall on Floor/Work Surfaces, accounted for about 20% of the causes of injury in FY 2007, down from 26% in FY 2006. Cost associated with falls declined dramatically in FY 2007 to 20% of costs from 38% of costs in FY 2006. Injuries from Handling Tools or Instruments represents the largest increases in FY 2007 both in terms of cause of injury and cost, with cost increased by 10% in FY 2007. Costs associated with Handling of Packaged Materials saw the most significant decline in cost.

**Cause of Injury
Prevalence vs. Cost**
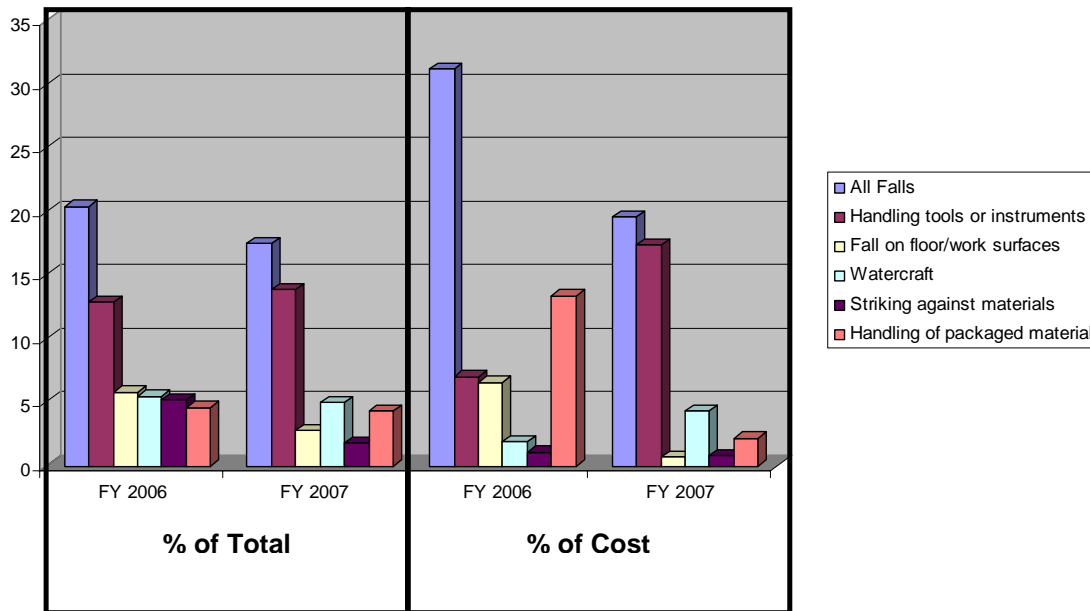
FY 2007 Major Trends			Description
Nature (i.e. sprains, contusions, etc.)	**% of Total**	**% of Cost**	
Sprains, not back	16.0	28.8	-0.6% of Total; -3% of Cost
Contusions	6.8	6.5	-8.9% of Total; -5.4% of Cost
Lacerations	10.3	2.2	-1.1% of Total; -1.2% of Cost
Traumatic Injury (unclassified)	10.0	12.8	+0.2% of Total; +9.6% of Costs
Foreign body in any body part	5.0	0.8	-3.6% Total; -1.0% of Cost
Sprains, back	0.7	9.2	-7.3% of Total; +6.2% of Cost
Cause of Injury (i.e., slips, handling tools, etc.)	**% of Total**	**% of Cost**	
All Falls	17.5	19.6	-2.9% of Total; -11.6% of Cost
Handling tools or instruments	13.9	17.4	+1.0% of Total; +10.4% of Cost
Fall on floor/work surfaces	2.8	0.7	-3.0% of Total; -5.9% of Cost
Watercraft	5.0	4.3	-0.5% of Total; + 2.4% of Cost
Striking against materials	1.8	0.8	-3.4% Total; -0.3% of Cost
Handling of packaged material	4.3	2.2	-0.3% of Total; -11.2% of Cost

b. <u>Controlling Trends</u>

> **Comment [I1]:** Per the OSHA report template, the numbers represent major trends as requested; the remainder of the 100% is comprised of numerous, minor data points made up of a myriad of injury categories.

The numerous policies, programs and initiatives in place throughout the Coast Guard to control negative trends appear to be positively impacting injury and illness trends. Corresponding to the downward trend in injuries and illness, however, is an upward trend in workers compensation costs. The upturn is likely related to the upward trend in the cost of medical treatment in the United States in general.

The framework for a safe and healthy work environment for all Coast Guard personnel begins with Coast Guard leadership and enjoys ownership at all levels. The leadership continues to be engaged and promote safe and health work environments, starting with the Commandant. Coast Guard Headquarters continues to use data as the basis for determining safety program's way forward; field level components provide on-site support to units around the country. Support includes assessment of policy and program implementation, risk assessment and management, hazard tracking and abatement, safety stand downs, and training.

All reportable mishaps are investigated to identify root cause and are documented in the e-Mishap on-line reporting system and incorporated into the OSHA 300 Log. While the most serious mishaps always receive intense scrutiny, there is also substantial effort focused on the less serious mishaps and near misses to intervene proactively before a more serious outcome occurs.

E. Contract Workers and Volunteers

The number of contractors employed by the U.S. Coast Guard is not available. The Coast Guard Auxiliary, an all volunteer force, includes 37, 559 members. In FY 2007, the auxiliary force experience a total of 6 minor mishaps.

II. OSH Initiatives—SHARE, Motor Vehicle and Seat Belt Safety, Recordkeeping, Workplace Violence, and Establishments

A. SHARE—Safety, Health, and Return-to-Employment Initiative

a. SHARE Analysis

All four SHARE goals were met in FY 2007.

1. Reduce total injury and illness case rates by 3% per year

The goal was met.

The rate in FY 2007 was down 23% from FY 2006.

2. Reduce lost time injury and illness case rates by 3% per year

The goal was met.

The rate in FY 2007 was down 18% from FY 2006.

3. Increase the timely filing of injury and illness claims by 5% per year[1]

The goal was met.

71.5% of claims were filed within 14 days in FY 2007, well above the baseline goal of 55%.

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[1] Under the SHARE extension, which began in FY 2007, all agencies are now required to achieve at least a 50% timely filing rate under Goal 3. Agencies for which a 5% per year improvement from their FY 2003 baseline results in a FY 2007 goal higher than 50% will have their performance tracked against that formula-driven target, except that no agency's goal is required to exceed 95%. In FY 2008 and FY 2009, the minimum thresholds will rise to 55% and 60%, respectively; for each year all agencies must meet the minimum level or their formula-driven goal, whichever is higher, up to a maximum of 95%.

4. Reduce the rate of lost production days due to injury and illness by 1% per year.[2]

The goal was met.

The rate in FY 2007 was down 39% from FY 2006.

b. SHARE Programs/Initiatives

There is currently no established Coast Guard Headquarters SHARE Program. The Cost Guard will establish its Headquarters SHARE Working Group in early 2008. The triumvirate of safety, human resources and medical have agreed to commence with the SHARE effort. The two Coast Guard industrial facilities do, however, institute return-to-employment practices and case management through collaboration between the safety, human resources and medical staffs.

B. **Motor Vehicle / Seat Belt Safety**

a. Number of motor vehicle accidents experienced by employees in FY 2007.

There were 3 reportable motor vehicle mishaps involving civilians in FY 2007. None of the mishaps involved personal injury. There were no civilian motor vehicle mishaps in 2006.

	FY 2006	FY 2007	Change
Number of motor vehicle accidents experienced by employees	0	3	+3
Number of accidents resulting in personal injury	0	0	0
OWCP costs of accidents	0	$1328.79	+$1328.79
Vehicle repair costs due to accidents	Data not available	Data not available	Data not available
Amount of liability claims against the agency due to accidents	0	0	0

b. Mechanisms in place to track the percentage of seat belt usage by employees.

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.

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[2] Under the SHARE extension, Goal 4 targets also have been slightly modified. Agencies with a FY 2003 baseline Lost Production Day Rate (LPDR) at or below 15 days are charged with maintaining an LPDR of 15 or less. All other agencies will have their progress measured against the formula-driven target of reducing LPDRs by 1% per year, except that no such target is required to be fewer than 15 days.

The combined Coast Guard seat belt use rate for the FY 2007 survey totaled 92.3%, up slightly from FY 06. The FY 2007 rate also surpasses the national average of 82%, but falls short of our 100% goal.

There were three minor motor vehicle mishaps involving Coast Guard civilians. No injuries were reported. In all cases, operators and occupants were wearing seatbelts.

Coast Guard tracks use of driver and passenger seat belts in motor vehicle mishaps through the Coast Guard E-Mishap reporting system.

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    c.   <u>Efforts taken to improve motor vehicle safety and seat belt usage.</u>

The U.S Coast Guard is implementing an On-Line Defensive Driving Course (DDC) developed by the National Safety Council (NSC). Government Accounting Services has partnered with NSC to provide training to all commands that operate GSA contract vehicles. The training will be offered at no cost to the command to aid in reducing the cost of damage to government motor vehicles. Vehicle damage costs exceeded one million dollars in FY 2007.

The Coast Guard promotes National Driver Safety Campaigns and provides unit level training courses. In FY 2007, Coast Guard field programs conducted and/or coordinated National Safety Council (NSC) 6-hour Defensive Driving Courses, and Automobile Association of America (AAA) 8-hour Driver Improvement Courses to over 1,000 military and civilian members, including dependents. In addition, Coast Guard field programs have video lending libraries that contain materials that address a myriad of motor vehicle safety issues.

The Coast Guard Headquarters Office of Safety and Environmental Health published its FY 2007 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., Over the Limit, Under Arrest).

The Coast Guard continues to collect motor vehicle mishap data in the 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 permit comparative analysis to accident trends in the private sector and government.

The Coast Guard Motor Vehicle Safety policy (COMDTINST M5100.47, Chapter 10) is undergoing revision to reflect the information obtained during the year's motor vehicle and motorcycle mishap investigations. Policy changes included: revision to terminology and policy to ensure alignment with the newly revised Motor Vehicle Manual, COMDTINST M11240.9 (series) (e.g., use of the OF-346 Operator's Permit, emergency vehicles and special purpose motorized equipment (SPME) requirements; change in requirements for reporting government vehicle damage; and, inclusion of specific actions available to Commanding Officers to deal with unsafe drivers.

The Coast Guard 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.

The Coast Guard commenced with formal, standardized motor vehicle mishap investigations for fatal incidents involving military members in an off-duty status to identify human factors that caused and contributed to each mishap. The plight of off-duty motor vehicle mishaps continues to negatively impact the Coast Guard, most directly the units to which these young members are assigned. The off-duty motor vehicle mishap investigation and analysis process incorporates motorcycle mishaps, which are a high priority area of interest at all management levels within the Coast Guard and other military services. The Coast Guard will analyze the results of these investigations to act on recommendations arising therefrom. The resultant efforts will also be made available to the Coast Guard civilian community.

During FY 2007, the Coast Guard launched the U.S. Army's on-line risk assessment trip planning program, the Army Safety Management Information System (ASMIS). Known as the Travel Risk Planning System, or TRiPS, 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. The ultimate purpose of the tool is to ensure supervisors take a keen interest in their employee's travel plans in their off-duty time. The assessment tool is also available to civilian employees.

The Coast Guard Commandant issued ALCOAST 507/07, *Off-Duty Motor Vehicle Mishaps.* The message contains general orders from the Commandant for all military members to obey all applicable laws; to wear seat belts in a moving vehicle while on or off duty; and, for motorcyclist to wear a certified helmet and protective clothing per coast guard instructions regardless of state requirements. Failure to comply may result in administrative and/or other action under the uniform code of military justice.

C. Recordkeeping Requirements

Component	YES	NO	Please describe if you checked "YES."
Agency Wide	☒	☐	e-Mishap Reporting System is used Coast Guard wide that enables any employee to enter a mishap into the reporting system and enables widest dissemination of mishap information throughout the organization
Web based	☒	☐	e-Mishap Reporting System
Excel based	☐	☒	
Access based	☐	☒	
Paper only	☐	☒	
Includes no injury and near-miss accidents	☐	☒	
Includes OWCP data	☐	☒	
Generates OSHA 300 forms	☒	☐	e-Mishap Reporting System
Generates OSHA 300A forms	☒	☐	e-Mishap Reporting System
Generates OSHA 301 forms	☐	☒	
Generates multiple reports	☒	☐	e-Mishap Reporting System
Other	☐	☒	

The Coast Guard utilizes an on-line mishap reporting system, e-Mishap, that enables expeditious reporting of mishaps and serves as a repository for mishap data. The mishap reporting system also generates the recording and recordkeeping forms required under 29 CFR 1904.29, with the exception of the OSHA Form 301, *Incident and Illness Incident Report*. The mishap data is used to conduct trend analysis to obtain critical information that enables the Coast Guard to develop targeted intervention strategies. The analyses utilize lagging indicators, and more proactively, leading indicators to analyze high potential and near miss mishaps with potential to result in more serious outcomes. Safety personnel work jointly with the operational, engineering and acquisition communities to develop optimal solutions for eliminating or mitigating risk.

Through FY 2007, the e-Mishap system has resulted in identification of numerous emerging trends, identified by not only Coast Guard safety professionals, but also by the Coast Guard operational elements, resulting in data driven intervention solutions. The system also enables the Coast Guard to respond to data calls from internal and external sources to provide data in a timely manner.

The mishap data is used to conduct trend analysis to obtain critical information that enables the Coast Guard to develop targeted intervention strategies. The analyses utilize lagging indicators, and more proactively, leading indicators used to analyze high

potential and near miss mishaps with potential to result in more serious mishaps. Through FY 2007, the e-Mishap system has resulted in identification of numerous emerging trends, identified by not only Coast Guard safety professionals, but also by the Coast Guard operational elements, resulting in data driven intervention solutions. The system also enables the Coast Guard to respond to data calls from internal and external sources to provide quality data in a more timely manner.

D. Workplace Violence

a. Workplace Violence Incidents

There were 5 minor workplace violence incidents in FY 2007, all of which were dealt with at the local level, none of which resulted in criminal charges, and all of which were referred to the appropriate work-life consultant for assistance. Details of each case are unavailable.

Incidents	Cause—FY 2007
1	Case details are unavailable.
2	Case details are unavailable.
3	Case details are unavailable.
4	Case details are unavailable.

b. Workplace Violence Programs/Initiatives

The Coast Guard has a zero tolerance policy for workplace violence and implements a robust Work-Place Violence and Threatening Behavior Program. Each Coast Guard command must provide a safe work environment that does not tolerate workplace violence behaviors and actions. Each command has an established Crisis Intervention Team (CIT) which only the commanding officer or civilian director of the organization in which the situation occurred may convene. Employees obtain these services or resources by contacting the Employee Assistance Program Coordinator (EAPC) at their Regional Work-Life Staff. Work-Life Staffs are located at 13 Integrated Support Commands CG-wide.

The Coast Guard's Work-Place Violence and Threatening Behavior Program establishes prevention and intervention policy and procedures for managing workplace violence and threatening behavior in the U.S. Coast Guard. The Program is guided by both a Department of Homeland Security (DHS) and Coast Guard policy document: *DHS Workplace Violence Prevention Procedures* (July 11, 2006) and Commandant Instruction 5370.1A, *Work-Place Violence and Threatening Behavio*r. The following services and resources are available within the Work-Place Violence and Threatening Behavior Program:

- Command Consultation
- Coast Guard Investigative Services
- Coast Guard Legal Services
- Chaplain

- Employee Assistance Program Coordinator
- Employee Assistance Program Counseling Services (1-800-222-0364)
- Local Security and/or Law Enforcement Officer
- Military/Civilian Personnel Support

The program is well-established and is thought to be working well as evidenced by the infrequent (less than 10 per year) convening of a Crisis Intervention Team.

The impact on the Coast Guard safety and health program is that, in the absence of significant workplace violence issues, the safety and health program is freed to focus on other areas requiring emphasis.

E. Agency Establishments

Provided to Department of Homeland Security for submittal to OSHA.

III. Employee Support

A. OSH Training

In FY 2007, 113 civilians received training sponsored by the Coast Guard Safety and Health Program. This training represents a small portion of the overall Coast Guard Safety and Health training effort provided through Headquarters; in FY 2007, Coast Guard safety and health training quotas enabled 3,417 individuals to be trained at a cost of approximately $2.3 million. In addition to classroom and practical training, web-based training and videos are also being used more commonly.

Hundreds more received training at the local level at Coast Guard field facilities and units. The Yard and Aircraft Repair and Supply Center conduct routine safety and health training for their civilian employees and supervisors. The safety and health field practitioners provide thousands of hours of safety and health training at the field level. Topics cover a myriad of safety and health topics, based on need. Motor vehicle safety is being taught more and more frequently based on the need to emphasize safe driving behaviors.

In addition to the extensive safety and health training for its civilian and military members, the Coast Guard provides multiple opportunities for professional development of its safety and health practitioners through the year. The safety and health program provides funding for attendance at conferences and courses. Additionally, the Coast Guard provides funding for one active duty personnel per year to attend an industrial hygiene/ environmental health graduate program; there is immediate benefit realized by both the civilian and military membership as more educated practitioners are available to manage and implement field-level safety and health programs.

Training programs are continually being developed, updated, and modified to meet the needs of the Coast Guard. Safety education and awareness is also incorporated into

Coast Guard leadership training venues. Training is becoming more and more standardized to ensure quality and consistency in both instructors and curricula. There is tremendous focus on areas outside of traditional safety topics as well; the Coast Guard also includes safety culture-based training such as Operational Risk Management , Crew Endurance Management, and Team Coordination Training. Training is a cornerstone of the Coast Guard's success; the overall small military and civilian population, relative to other U.S. military entities, assures that the safety and health training efforts reach a broad audience comprised of members who have had the same training and are well equipped to implement safe work practices on a collective basis to reduce injuries and illnesses in the work environment.

	Types of Training Provided in FY2006	Number Trained
Top management officials	Data is unavailable.	Data is unavailable.
Supervisors	Data is unavailable.	Data is unavailable.
Safety and health specialists	Data is unavailable.	Data is unavailable.
Safety and health inspectors	Data is unavailable.	Data is unavailable.
Collateral duty safety and health personnel and committee members	Data is unavailable.	Data is unavailable.
Employees and employee representatives	Data is unavailable.	Data is unavailable.

B. Field Federal Safety and Health Councils

a. Involvement

Coast Guard field safety and health professionals are actively engaged in supporting the OSHA Federal Safety and Health Councils (FSHC). One Coast Guard civilian in the Hampton Roads, Virginia area serves as the FSHC Vice President. One active duty member serves as a FSHC officer in Miami.

b. Underline Field Council Support

Coast Guard safety and health management strongly supports and encourages participation in FSHCs. Coast Guard active duty safety and health professionals are frequently FSHC members and attend meetings as their work and travel schedules permit.

C. Other Support Activities

Safety and Health managers strongly promote professional development for Coast Guard safety and health practitioners. In addition to the extensive safety and health training for its civilian and military members, the Coast Guard provides multiple opportunities for professional development of its safety and health practitioners through the year. The safety and health program provides funding for attendance at conferences and courses. Professional certification is strongly encouraged.

IV. Accomplishments

A. FY 2007 Accomplishments

- Evaluations

The Department of Homeland Security conducted two high-level reviews of the Coast Guard's Safety and Environmental Health Safety and Environmental Health Program. The two Coast Guard regional safety and health programs conduct program evaluations at the field level on an ongoing basis. The results of the DHS Safety Program Evaluation substantiated the need for greater engagement in the SHARE Initiative and the need to ensure civilian performance standards include safety and health performance criteria. Regional level evaluations cover the wide array of Coast Guard safety and health policies, programs, practices, procedures, and worksite conditions. There are ~1,198 aviation, afloat, and shore units within the Coast Guard; each has a designated collateral duty safety officer who conducts worksite inspections; each unit undergoes periodic safety and health evaluations from the field safety and health practitioners.

- Return-to-work

Initial evaluation for Coast Guard civilian on-the-job injuries is made by health services personnel located at the Coast Guard clinic, where available. With the exception of emergency first aid and/or lifesaving measures, the extent of care provided depends on the severity of the injury and the capabilities of the health care facility. In the case of injuries not involving emergency first aid or lifesaving measures, the clinic provides treatment and/or refers the employee to the civilian or other Federal source of health care as designated by the patient. Upon the employee's return to work, the clinic health services personnel review the employee's primary care giver's diagnosis and recommendation for extent of physical ability to return to work. When the paperwork

has been reviewed and is deemed adequate and reasonable, the employee is referred to the human resources (HR) office, who in turn, coordinates the return to work activities with the employee's supervisor. Where the documentation is not considered adequate or the recommended return to work activities considered inappropriate, the clinic refers the case to HR for adjudication. An occupational health nurse follows the employee's return to work status to ensure the employee is being employed in accordance with medical provider's recommendations.

- Performance Standards

The Coast Guard does not currently incorporate safety and health performance criteria in civilian performance evaluations.

- Recognition

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.

C. Achievements of Fiscal Year 2006 Goals

The Coast Guard commenced mid-year with an extensive level of effort towards reducing the frequency and severity of off-duty private motor vehicle mishaps, the number one cause of accidental death for Coast Guard active duty members. The major focus was on the investigation and analysis of these mishaps in a systematic, consistent manner to identify causal and contributing factors to make recommendations for action. The Coast Guard began conducting focus groups with young service members to obtain from them what some viable solutions might be. One of the two regional safety programs has launched a "Don't Let Your Guard Down" campaign to heighten awareness of the problem and educate motor vehicle and motor cycle operators. Motor vehicle safety training efforts continued through FY 2007, with new initiatives being developed for FY 2008 and beyond.

The Safety and Environmental Health Manual (SEH) was not reissued in FY 2007. This was a result of changes in management within the program, and pending changes in the larger Coast Guard organizational construct. The effort will continue in FY 2008.

The Safety and Environmental Health Program continues to address how safety needs to look within the new Coast Guard to ensure continuity of service delivery while remaining a critical asset to the operational readiness of the organization.

The initial efforts to develop and implement a Risk Management Information System continue.

V. Resources

The Safety and Environmental Health Program received assistance from a Reserve Coast Guard member who is a PhD Epidemiologist. The reservist assessed the status of the e-Mishap Reporting System, revealing both strengths and weaknesses of the current system that will be incorporated into any future Risk Management System design considerations.

The Program was allotted two questions in the Coast Guard Organizational Assessment Survey, to be taken by all Coast Guard members, to determine whether employees believe that "Managers/supervisors and co-workers actively communicate and promote on and off-duty safety practices."

VI. Goals, Objectives, and Strategies

The movement towards a more data-driven, results-based safety and health program will continue in FY 2008. This will include obtaining contractor services to perform data mining that will provide timely, consistent and therefore more reliable data for trend analysis. The Safety and Environmental Health Program will commence with developing internal requirements for a Risk Management Information System.

The Safety and Environmental Health Program will spearhead the Coast Guard Headquarters SHARE Initiative. The first part of the process will consist of an in-depth analysis of workers compensation and related mishap data to serve as the guideposts for direction.

The engagement in the Coast Guard organizational transformation will continue in FY 2008. The effort will incorporate greater emphasis on the preventative activities to include even greater inculcation of safety within the organizational culture and a focus on a systems safety approach.

Motor Vehicle Safety will remain a major effort for the Coast Guard in FY 2008. The results of the mishap investigation analyses will provide indications of program direction, in conjunction with input from focus groups. There will be a concerted effort to quantify efficacy of motorcycle safety training.

Mishap investigations will continue to be a major focus of the Program. There will continue to be emphasis on minor mishaps, high potential mishaps, and near misses.

During FY 2008, policy re-writes will fully engage field level safety and health practitioners to ensure the policy is driven from the field to meet the needs of the operational organization. This will require establishment of working groups who will meet on a routine basis to formulate the policy.

VII.   Questions/Comments

Coast Guard has no questions or comments at this time.

Appendix I

	Name	Official Title	Telephone	E-mail
Subagency Name:				
OSH Manager:				
Other Contact:				
Subagency Name:				
OSH Manager:				
Other Contact:				
Subagency Name:				
OSH Manager:				
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	Name	Official Title	Telephone	E-mail
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OSH Manager:				
Other Contact:				
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Subagency Name:				
OSH Manager:				
Other Contact:				

Appendix II

To return to the report please double click on this hyperlink—

Fatalities/ Catastrophic Events	Cause—FY 2007
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