



Department of Energy
Office of Science
Washington, DC 20585

Office of the Director

May 2, 2005

MEMORANDUM FOR DISTRIBUTION

FROM:

Raymond L. Orbach
RAYMOND L. ORBACH
DIRECTOR

SUBJECT:

Electronic Reporting of Worker Injury Data and Tracking
of Users/Students Injury Data

Beginning in June of 2005, I would like all Office of Science (SC) laboratories to submit injury data electronically into the Department's Computerized Accident/Incident Recordkeeping and Reporting System (CAIRS) to assure more timely data. Electronic submittals can be done either through CAIRS Direct Data Entry or by CAIRS Bulk Upload Processing.

Secondly, beginning in July 2005, I would like the Science complex to track injuries to our scientific visitors, including students. The CAIRS is establishing separate organizational codes for scientific visitors for each SC laboratory. Since it may not be possible to accurately determine the manpower expended by scientific visitors at our laboratories, we will not be including their injury statistics as part of the laboratories' data in tracking progress towards our goals. However, we will be tracking and following scientific visitor data as an important indicator of our corporate safety performance.

Jay Larson has already begun working with site office staff on electronic data submittals and other related CAIRS issues, and he can be reached at jay.larson@science.doe.gov or at 301-903-9869.

Finally, I want to take this opportunity to reiterate the Office of Science safety goals we set in 2003. I established our "Best in Class" goal as each SC laboratory achieving in FY 2007 the lowest decile of injury rates for research and development facilities with 1000+ employees. The lowest decile rates for Total Recordable Case (TRC) and Days Away, Restricted or Transferred (DART) injury categories are 0.65 and 0.25, respectively. Our interim goal is for each SC laboratory to achieve the lowest quartile rates in FY 2005 for TRC and DART, which are 1.17 and 0.50.

We have made great strides in safety since we established our goals in 2003. We cannot maintain "World Class" status in Science without outstanding operations. Thank you for all the hard work you have done for the Office of Science.



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