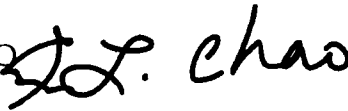


SEP 23 2004

SECRETARY OF LABOR  
WASHINGTON

MEMORANDUM FOR THE HEADS OF EXECUTIVE DEPARTMENTS AND  
AGENCIES

FROM: ELAINE L. CHAO



SUBJECT: Safety, Health and Return-to-Employment (SHARE) Initiative

We are nearing the close of the first year of the three-year SHARE initiative, promoting the Safety, Health and Return-to-Employment of Federal workers injured on the job. In January, President Bush committed the administration to improved safety and health in the Federal workplace and asked me to lead the initiative across government. On January 15, I announced the four SHARE goals that would be the focus of our efforts:

- Reduction in total case rates for injuries and illnesses
- Reduction in case rates for lost time injuries and illnesses
- Improvement of the timeliness of filing notices of injury and illness
- Reduction in the rates of lost production days due to injuries and illnesses.

Federal agencies were invited to set their own challenging annual targets for the three years of the initiative against FY 2003 baselines. The Occupational Safety and Health Administration and the Office of Workers' Compensation Programs (OWCP) have worked closely to raise awareness and understanding of the four SHARE goals, help agencies measure their progress, and give assistance in the form of training and information. Many Federal agencies have made significant improvements against the targets they chose, especially in timely reporting of injuries and illnesses to OWCP. At the end of the 3<sup>rd</sup> quarter, agencies overall were well ahead of the target improvement of 5% over the FY 2003 mark in timely reporting.

As I prepare to report our first year's progress to the White House -- and as all Federal agencies engage in planning for FY 2005 and beyond -- I urge you to look at your agency's performance under each of the SHARE goals and recommit to significant improvement in the next two years. With the experience of the last eight months, we are all now in an excellent position to reach for a greater measure of accomplishment in the coming years. The need has not diminished. The most recent chargeback bills sent to agencies for their injury compensation costs totaled \$2.5 billion, and injuries continue at a pace of over 160,000 each year.

By September 30, 2004, I am asking each of you to notify John L. Henshaw, Assistant Secretary of Labor for Occupational Safety and Health (202-693-2000), of any increases you believe would be appropriate in your SHARE targets for FY 2005 and FY 2006. I strongly urge that you challenge your organizations to reach for substantially greater improvements against these critical goals than the minimum levels set forth in my memorandum of January 15, 2004 (attached). In light of the successes most agencies have already achieved, and in light of the critical importance of the health, safety and productivity of the Federal workforce, I hope you will give serious attention to raising some or all of your goals for the coming two years.

Attachment

cc: Designated Safety and Health Officials