

SELECTIVE SERVICE SYSTEM

FY06 Annual Report on Occupational Safety and Health

Fiscal Year: 2006

Name of Agency: Selective Service System

Address: 1515 Wilson Blvd., Suite 400, Arlington, VA 22209

Number of Federal Civilian Employees Covered by This Report: 137

Name of Occupational Safety and Health Program Manager: Calvin Montgomery

Official Title: Manager, Logistics Division

Telephone Number: 703-605-4038

E-mail Address: cmontgomery@sss.gov

Name of Additional Contact for OSH-Related Matters: Verona Ballard

Official Title: Human Resources Officer

Telephone Number: 703-605-4040

E-mail Address: vballard@sss.gov

Executive Summary

As a small government Agency, the Selective Service System (SSS) employs approximately 154 full-time and 57 part-time civilian employees, all of whom work in an office environment. In addition to the National Headquarters located in Arlington, Virginia, the SSS has three regional offices located in or near Chicago, Atlanta and Denver. The Agency's Data Management Center is co-located with the regional office in the Chicago area and employs 51 civilian workers in a data entry and mail distribution center.

The Agency has experienced no job related deaths and, fortunately, very few on-the-job injuries. We have experienced one automobile accident in the past four years—individual not a current Federal employee but was a volunteer acting of behalf of the Agency conducting Agency business. Our continuing goal is to have no on-the-job injuries. Given the small size of our workforce, even one injury, though unacceptable, may distort the reporting data away from the Safety, Health and Return-to Employment (SHARE) Initiative goals.

In Fiscal Year 2006, SSS experienced three on-the-job injuries, one of which resulted in lost time (4-hours); this is one less injury than the data reported for FY2005. Our data is discussed below and summarized on graphs attached.

Detailed Report

1. Statistics

- a. In Fiscal Year 2005, the size of the Selective Service System decreased from its FY 2003 and FY 2004 employment level to a ceiling of 154 FTEs—in FY 2006 that number remains unchanged.
- b. SSS reported four (4) injury and illness cases in FY 2006, one of which was a lost time case. There were no changes in lost time cases in FY 2006. The actual injury and illness case rate for FY 2006 was 0.01 percent, and the lost time case rate was less than one (1) percent.
- c. SSS' workers' compensation costs for charge-back year 2006 increased by 18.3 percent from charge-back year 2005.

2. Safety, Health, And Return-to Employment (SHARE) Initiative

- a. The FY 2006 SHARE Goals:
 - (1) Reduce total injury and illness case rates:
 - (a) President's SHARE Initiative - by at least 3 percent per year: SSS did not achieve its FY 2005 goal as injuries reduced from five in 2004 to only four (4) in 2005.
 - (b) Agency SHARE Initiative – reduce to 1 injury. Not met.
 - (2) Reduce lost time injury and illness case rates:
 - (a) President's SHARE Initiative - by at least 3 percent per year: Accomplished over the 2002 to 2004 timeframe; goal not met with regard to reduction from 2004 to 2005.
 - (b) Agency SHARE Initiative – reduce to zero cases of lost time injury and illness: Goal not met in 2006; one lost case in 2006.
 - (3) Improve the timely filing of notices of injury and illness:
 - (a) President's SHARE Initiative - by at least 5 percent per year: Accomplished.
 - (b) Agency SHARE Initiative – achieve 75 percent of filings within the deadline. Accomplished. Four cases all submitted timely.
 - (4) Reduce lost production day rates due to injury or illness:

- (a) President's SHARE Initiative - by at least 1 percent per year: Accomplished.
- (b) Agency SHARE Initiative – reduce rate of loss to 45 days: Accomplished. One case with less than 45 days of COP.

b. Summary:

- (1) SSS met not meet its FY 2006 goal in reducing the number of injury cases received, the rate of injury cases actually decreased by one in FY 2006, from five cases to four.
- (2) We did not achieve our goal of zero as the case rate for lost time injuries and illnesses in that we had one case that resulted in lost time for FY 2006.
- (3) Timelines for submission of cases reflect accomplishment of our FY 2006 SHARE goal of submitting 100 percent of cases on time.
- (4) There was only one case with lost time, which reflects accomplishment of our FY 2006 goal.

c. SSS Initiatives in Support of SHARE.

SSS has download the Department of Labor's on-line OWCP training program to its Intranet and is providing this training to managers and supervisors via e-mail invitation. We will continue to inform and follow-up with senior personnel regarding the requirements and procedures for dealing with injury claims, the application process and the timelines for submission.

As previously noted, we continually strive to meet our goal of zero on-the-job injuries. In 2006, we saw that even one injury results in mission failure. Since we fell short of our FY 2006 goals, we are setting the same goals for the next two fiscal years and will strive to reach the zero injuries, Agency-wide by FY 2007. It is believed that the new requirement for managers to review the on-line OWCP training annually will assist in reaching our goal.

3. Motor Vehicle/Seat Belt Safety:

- a. All drivers of government vehicles are required to annually review the GSA video on driver safety and operation. Passengers are required to wear seat belts prior to any vehicle being put into motion. Usage rates are tracked only by observation and immediate enforcement.

- b. All drivers are encouraged to be vigilant in early morning and evening rush hour traffic. The Agency provides flexible working hours to enable drivers to better manage their commute and arrive at work between 6 a.m. and 9 a.m. Telework is encouraged as another means for reducing the number of commuters.
- c. Drivers are instructed to park in well-lighted areas. There is garage parking available in the National Headquarters building; parking is provided for vanpools and handicapped drivers.

4. Training:

All drivers are encouraged to maximize the free on-line GSA training on vehicle operation. Use of the Agency's Employee Assistance Programs is encouraged for workplace issues. Training is provided to managers and supervisors on general office safety issues and posters and pamphlets are used to address safety awareness. General safety concerns have been addressed at all-hands meetings. The Agency sponsors a health and wellness program, including gym participation. Determinations on reasonable accommodations are made quickly to address access/egress issues as well as ergonomic aspects of the office space environment.

5. Accomplishments:

- a. No vehicle accidents in the last seven years by current Agency Federal employees as a result of enforcing strict compliance with GSA standards.

6. Resources:

- a. Utilize the General Service Administration and Department of Labor online resources.

7. SHARE Goals for FY 2006 and 2007:

As mentioned previously, given the small size of the Agency's workforce and the limited number of injuries, we are again setting goals for FY 2006 and 2006 that will move the Agency towards a safer work environment.

- a. Reduce total case rate for injuries and illness to one;
- b. Reduce to zero as the case rate for lost time injuries and illnesses;
- c. Improve our timeliness of filing notices of injury and illness to 100 percent, and,

- d. Reduce the rate of loss production days by ten percent, to less than 41 days.