



UNITED STATES DEPARTMENT OF LABOR

PRESIDENT'S REPORT

**THE SECRETARY OF LABOR'S REPORT  
TO THE PRESIDENT  
ON  
FEDERAL DEPARTMENT AND AGENCY  
OCCUPATIONAL SAFETY AND HEALTH  
PROGRAM ACTIVITY**

**FISCAL YEAR 2010**



PREPARED BY THE OFFICE OF  
FEDERAL AGENCY PROGRAMS  
OCCUPATIONAL SAFETY AND  
HEALTH ADMINISTRATION



**SECRETARY OF LABOR**  
**WASHINGTON, D.C. 20210**

**SEP 29 2011**

The President  
The White House  
Washington, D.C. 20500

Dear Mr. President:

In accordance with the requirements of Section 19 of Public Law 91-596, the Occupational Safety and Health Act of 1970 (the Act) and Executive Order (EO) 12196, I am forwarding to you the fiscal year (FY) 2010 report summarizing the status of safety and health in the Federal government.

Section 19(b) of the Act directs the Secretary of Labor to submit an annual report to the President summarizing the occupational safety and health (OSH)-related activities of Federal Executive Branch departments and agencies. The enclosed report fulfills that responsibility by summarizing FY 2010 activities. The report is based on three major sources of information:

- Annual reports submitted by Federal Executive Branch departments and agencies to the Assistant Secretary of Labor for Occupational Safety and Health;
- Data generated from reports of injuries and illnesses submitted by Federal civilian employees to the Department of Labor's Office of Workers' Compensation Programs; and
- Data and reports generated from the Occupational Safety and Health Administration's (OSHA's) electronic Integrated Management Information System enforcement database for accident abstracts that originate from the Accident Investigation (OSHA-170) Form.

The body of the report is organized into four major sections and three appendices:

- The first section provides information on Federal agency responsibilities with respect to OSH programs as delineated by the Act, EO 12196, and Title 29 CFR Part 1960.
- The second section provides information on OSHA activities under the categories of enforcement, oversight, and compliance assistance.
- The third section contains reports on various types of OSH committees, including certified safety and health committees; agency self-evaluations; efforts agencies made to discover and control injury and illness trends; and a summary of Federal civilian

employee fatalities as reported by the individual departments and agencies in their annual reports.

- The fourth section includes summaries of Federal agency OSH-related activities as reported by the departments and agencies in their annual reports.
- The appendices include Executive Summaries for the smaller independent agencies; OSH-related resources and information; and a list of non-responding agencies.

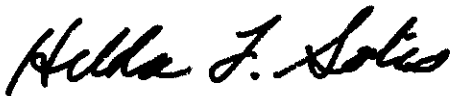
In FY 2010, the total Federal civilian workforce (less the United States Postal Service (USPS)) increased by 8.1% (from 2,045,142 to 2,210,356 employees). Total injury and illness cases for FY 2010 increased approximately 3.4% (from 65,767 to 67,996), but, due to the increase in employment, there was a 3.4% decrease in the total case rate. At the same time, the number of lost time cases increased by 5.1% (from 30,360 to 31,915), representing a 1.4% decrease in the lost time case rate.

Agencies reported that a total of 53 Federal civilian workforce fatalities occurred during FY 2010. According to agency reports, the Department of the Army had the highest number of fatalities, reporting 12 deaths, all resulting from traumatic injuries. The Departments of Interior (DOI) and Commerce (DOC) reported nine and seven fatalities, respectively. DOI noted that five employees died in aviation accidents, two employees while operating off-highway vehicles, one employee drowned while working at a canal, and one employee died while operating a motor vehicle. According to DOC, all seven fatalities were related to the Decennial Census: one employee was murdered and the other deaths were due to motor vehicle accidents. The remaining 25 fatalities were primarily caused by motor vehicle accidents.

Workers' compensation costs for all of the Federal government (less the USPS) were nearly \$1.6 billion in chargeback year (CBY) 2010. Workers' compensation benefits provided to employees include payments for medical treatment, rehabilitation services, death benefits, and replacement of lost wages. These workers' compensation costs represent a 1.1% decrease compared to CBY 2009. Workers' compensation costs for nearly half of the Executive Branch departments decreased.

I hope you find this report useful. I have also included two copies of the report for transmission to the respective Houses of Congress. If you have any questions, please have a member of your staff contact Assistant Secretary for Occupational Safety and Health, David Michaels, PhD, MPH at (202) 693-2302.

Sincerely,



HILDA L. SOLIS  
Secretary of Labor

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## OVERVIEW

This report fulfills the Secretary of Labor's annual responsibility, as set forth in Section 19(b) of the Occupational Safety and Health Act of 1970 (the Act), to inform the President about the status of safety and health throughout the Federal civilian workforce. As required, this report provides a summary of the reports agencies submitted to the Secretary. It also includes a summary of activities the Occupational Safety and Health Administration (OSHA) conducted at or with Federal agencies.

The mandates for agency heads in establishing occupational safety and health programs, providing guidance and direction, and reporting include the following:

- Section 19(a) of the Act [29 U.S.C. 668(a)] directs the head of each Federal agency to establish and maintain an effective and comprehensive occupational safety and health program which is consistent with the occupational safety and health standards promulgated under Section 6 of the Act (29 U.S.C. 655).
- Section 19(a)(5) of the Act [29 U.S.C. 668(a)(5)] requires Federal agency heads to make an annual report to the Secretary of Labor with respect to occupational accidents and injuries and the agency's program under this section for providing safe and healthful places and conditions of employment.
- Executive Order 12196, *Occupational Safety and Health Programs for Federal Employees*, signed by President Carter on February 26, 1980, guides the heads of Federal Executive Branch agencies in implementing Section 19 of the Act, and directs the Secretary of Labor to issue a set of basic program elements to assist the various Federal agencies in carrying out their responsibilities.
- Title 29 CFR Part 1960, *Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters*, establishes the requirements for agency heads to implement safety and health programs in their agencies.

## FORMAT

The body of this report is organized into four major sections and includes three appendices. The first section provides information on Federal agency responsibilities with respect to occupational safety and health (OSH) programs as delineated by the Act, Executive Order (EO) 12196, and Title 29 CFR Part 1960. This section is divided into five subsections: Program, Standards, Workplace, Records, and Inspections and Investigations. Each subsection lists the relevant agency responsibilities and provides a discussion of each responsibility along with hyperlinks to the specified reference(s).

The second section provides information on OSHA activities under the categories of enforcement, oversight, and compliance assistance. The third section contains reports on various types of OSH committees, including certified safety and health committees (CSHCs); agency self-evaluations; and efforts agencies made to discover and control injury and illness trends, as reported by the individual departments and agencies in their annual reports.

The fourth section includes summaries of Federal agency OSH-related activities as reported by the departments and agencies in their annual reports. This section includes two subsections:

- Summaries for the 18 major departments and 5 largest independent agencies including sections on *Statistics*, *OSH Initiatives*, *Employee Support*, *Accomplishments*, and *Goals*. The five largest independent agencies are the Environmental Protection Agency, General Services Administration, National Aeronautics and Space Administration, Social Security Administration, and Tennessee Valley Authority.
- Agency *Statistics* summaries for the smaller independent agencies. This subsection also includes a summary of compiled information on the 18 “micro agencies” that had fewer than 100 employees and reported no injuries or illnesses during FY 2010.

The appendices include:

- **Appendix A:** Executive Summaries for the smaller independent agencies. For the smaller independent agencies that provided executive summaries of their annual reports, we have included the full text of those summaries. The summaries were edited for basic formatting and pagination, but were not edited for content, grammar, or typographical errors. OSHA will be reaching out to the agencies to rectify any reported errors or deficiencies.
- **Appendix B:** OSH-related resources and information for Federal agencies.
- **Appendix C:** List of Non-Responders. The Act, EO 12196, and 29 CFR Part 1960 all require the heads of Federal agencies to submit annual reports on their OSH programs to the Secretary of Labor. Each agency’s report must include information on the work-related injuries and illnesses its employees experienced during the specified fiscal year, along with other information on its OSH program. According to 29 CFR 1960.71(a)(1), the report is due annually by January 1. Despite the regulatory requirement to submit the report, and contacts by OSHA to inform the agencies of their responsibility, some Executive Branch agencies still failed to provide the required report.



## EXECUTIVE SUMMARY

In Fiscal Year (FY) 2010, the Occupational Safety and Health Administration (OSHA) and Federal agencies took a variety of steps to protect the health and safety of Federal employees. This report provides general FY 2010 injury and illness statistics for this sector. In addition, the report summarizes the efforts Federal Executive Branch agencies and OSHA made to improve occupational safety and health programs for Federal workers.

The report is divided into four sections: Injury and Illness Trends, OSHA Activities, Agency Activities, and Agency Summaries. The Agency Summaries section of the report includes employment, injury and illness, and workers' compensation data for the departments and 47 independent agencies of the Executive Branch of the Federal government for fiscal year FY 2010. Summary data is also provided for another

15 "micro-agencies" which submitted reports; have fewer than 100 employees; and reported no injuries, illnesses or fatalities during the fiscal year. In addition, there are appendices that provide further details on the report's sections.

As in prior years, this report assesses trends and progress made by the departments and agencies, and the Federal government as a whole [less the U.S. Postal Service (USPS)]<sup>1</sup>, in improving workplace safety and health. The report also provides information about the types of support OSHA has provided to Federal agencies, including enforcement, oversight, and compliance assistance activities. In addition the report describes the actions Federal agencies took in FY 2010 to analyze trends and improve their occupational safety and health (OSH) programs.

## INJURY AND ILLNESS TRENDS

### INJURY, ILLNESS, AND FATALITY STATISTICS

OSHA uses injury and illness claims data reported to the Department of Labor's (DOL's) Office of Workers' Compensation Programs (OWCP), together with employment data reported by the Office of Personnel Management (OPM), to calculate agency injury and illness incidence rates. In FY 2010, the total Federal civilian

workforce (less the USPS) *increased* by 8.1% from 2,045,142 to 2,210,356 employees. Total injury and illness cases for FY 2010 *increased* approximately 3.4% (from 65,767 to 67,996), but, due to the increase in employment, there was a 3.4% *decrease* in the total case rate. At the same time, the number of lost time cases *increased* by 5.1% (from 30,360 to 31,915), representing a 1.4% *decrease* in the lost time case rate.<sup>2</sup>

<sup>1</sup> On September 28, 1998, Congress amended the Occupational Safety and Health Act (the Act) to make it applicable to the U.S. Postal Service in the same manner as any other employer subject to the Act. Therefore, the U.S. Postal Service is not included in this report.

<sup>2</sup> These totals include claims reported by the Executive, Legislative and Judicial branches of the Federal government (less the USPS). OSHA did not include claims that did not satisfy certain criteria. OSHA reviewed claims for FY 2010, excluding claims that were later denied by OWCP because the injured or deceased person did not meet the definition of "employee" under the Federal Employees' Compensation Act (FECA); the employee did not establish a fact of injury or illness; the employee was not injured in the performance of duty; or there was no causal relationship shown to exist between the claimed injury or illness and the medical condition found. Claims that were submitted in FY 2010 but not yet reviewed by OWCP were included in the analysis OSHA conducted.

Agencies reported that a total of 53 Federal civilian workforce fatalities occurred during FY 2010. According to agency reports, the Department of the Army had the highest number of fatalities, reporting 12 deaths, all due to traumatic injuries. The Departments of Interior (DOI) and Commerce (DOC) reported nine and seven fatalities, respectively. DOI noted that five employees died in aviation accidents, two employees while operating off-highway vehicles, one employee drowned while working at a canal, and one employee died while operating a motor vehicle. According to DOC, all the fatalities were related to the Decennial Census: one employee was murdered and the other deaths were due to motor vehicle accidents.

## **WORKERS' COMPENSATION COSTS**

Workers' compensation costs for all of the Federal government (less the USPS) were nearly \$1.6 billion in chargeback year (CBY) 2010 (July 1, 2009 – June 30, 2010). Workers' compensation benefits provided to employees include payments for medical treatment, rehabilitation services, death benefits, and replacement of lost wages. Of course, the nearly \$1.6 billion does not include indirect costs such as property damage, investigation time, personnel replacement and training, and extra supervisory time. Nor does it include intangible costs to the injured workers, the workers' families, and the community. These workers' compensation costs represent a 1.1% decrease compared to CBY 2009. Workers' compensation costs for nearly half of the Executive Branch departments decreased.

## **OSHA ACTIVITIES**

In FY 2010, OSHA engaged in a wide range of activities to assist Federal agencies in improving their OSH programs. OSHA continued to develop effective means of communication with Federal agencies to ensure that agencies could easily access OSH-related information. In general, OSHA's activities fell into three categories—enforcement, oversight, and compliance assistance. Enforcement primarily focused on inspections to identify

violations of OSHA standards. Oversight activities ranged from monitoring injury and illness rates to providing leadership in identifying issues specific to Federal agencies. Finally, compliance assistance included consultation activities that assisted Federal agencies in understanding both the importance of providing safe and healthy working environments and methods for doing so.

## **AGENCY ACTIVITIES**

### **OCCUPATIONAL SAFETY AND HEALTH COMMITTEES**

Federal agencies described a range of OSH committees and the benefits their agencies gained from these committees. Agencies primarily described internal OSH committees developed without regulatory

requirements. In addition, a handful of agencies continued to maintain Certified Committees which are regulated by 29 CFR Subpart F.

Any Executive Branch agency can form a Certified Safety and Health Committee (CSHC) under 29 CFR Part 1960, Subpart F

to monitor and assist an agency's OSH program. Agencies with OSHA approved CSHCs must have committees at both the national and field/regional levels. The national level committees provide policy guidance, while the local committees monitor and assist in the execution of the agency's OSH policies. When appropriately implemented, the CSHC allows an agency to be exempt from unannounced OSHA inspections. Currently five agencies have OSHA-approved CSHCs. They include the Department of Labor, General Services Administration, Tennessee Valley Authority, Central Intelligence Agency, and U.S. International Trade Commission. OSHA plans to develop further guidance for agencies and encourages those agencies whose annual reports indicate strong operational committees to consider creating certified committees.

Several agencies described a variety of ways in which committees helped to address safety and health issues in the workplace. OSH committees (including non-certified committees) were used to assess safety procedures for specific jobs or draft safety policies for a worksite. The Court Services and Offender Supervision Agency reported that its Pretrial Services Agency's safety committee met on a quarterly basis and discussed topics such as facility safety and health related issues. The Environmental Protection Agency reported that most of its major locations have established OSH committees. These committees have met on a regular basis to discuss local and national OSH-related initiatives and issues, and have had a positive impact on OSH performance. Other agencies reported that efforts had been made to reestablish safety and health committees that had become inactive in recent years.

## **SELF-EVALUATIONS**

29 CFR Part 1960.79 requires that agencies conduct self-evaluations of their OSH programs. The assessments should determine both the extent to which the agency's program is developed in accordance with EO 12196 and the corresponding Part 1960 regulations, as well as whether the OSH program has been implemented effectively in all agency field activities. Although a few agencies did not distinguish between workplace inspections and program self-evaluations, most agencies reported conducting some type of reviews of their OSH programs. Many agencies performed their own evaluations using a variety of tools, while others requested assistance from outside experts. In general, agencies reported that self-evaluations resulted in improvements to different aspects of their OSH programs. OSHA is developing guidance to help agencies meet the requirements of the regulations and to increase the consistency of self-evaluations across agencies.

## **CONTROLLING TRENDS**

This year OSHA again asked agencies how they determined any OSH-related trends, such as specific causes and types of injuries or hazardous jobs or tasks. Agencies responded by describing a range of analysis methods, from manual cataloging of incidents to real-time computer monitoring of OSH-related data as entered into an information system. In general, agencies with a greater number of employees, or higher incidence rates, used information systems and monitored the data more frequently. Some of the agencies mentioned analyzing "near-misses" as well as actual accidents or incidents.

## AGENCY SUMMARIES

Each year, OSHA asks agencies to provide information on a variety of OSH-related topics and programs. While some of the information, such as OSH accomplishments and goals for the coming year, is requested annually, OSHA requests other information based on findings from previous annual reports or emerging trends in the Federal government. In FY 2010, OSHA asked agencies for information on their Federal employees stationed at posts overseas and their plans for ensuring the safety and health of their Federal workforce in the event of a pandemic flu.

### OVERSEAS EMPLOYEES

The legislative provisions of the OSH Act, EO 12196, and 29 CFR Part 1960 require agencies to provide safe and healthful workplaces for Federal employees without geographical limits. In the event that OSHA is notified of an occupational safety and health concern at an overseas location, OSHA notifies the appropriate agency and requests that it investigate the issue. OSHA also requires that the agency provide a report on the results of its investigation.

To help determine how to best assist agencies with providing safe and healthful workplaces for their overseas employees, in FY 2010 OSHA again requested that agencies provide information on whether any of their Federal employees were stationed overseas and how they ensured that those employees were provided with safe and healthful workplaces.

According to agency reports, more than 120,000 Federal employees worked outside the boundaries of the United States.<sup>3</sup> The State Department reported the largest number of overseas employees, noting that it

had nearly 50,000 employees stationed overseas. The Department has a robust overseas OSH program and also includes provisions for safe and healthful living conditions for its overseas employees, as well as other Federal employees stationed at embassies. The majority of the remaining overseas employees (nearly 65,000 workers) are employed by the various defense agencies: the Departments of Defense (other agencies) and the Army, Air Force, Navy, and U.S. Marine Corps. The Department of Defense (DoD), its various subagencies, and the other military departments extend their OSH programs and coverage to include their overseas Federal civilian employees. Several independent agencies also reported an overseas Federal workforce, most of whom are covered under either the State Department or DoD OSH programs.

### INTEGRATING OSH AND EMERGENCY RESPONSE

Various EOs and legislative acts require executive branch agencies to develop and implement plans for responding to or maintaining agency operations in the event of emergencies or disasters. Depending on the specific event, some agencies may respond to the site of an event, and must account for the health and safety of their Federal employees during such a response. Other agencies, with no duty to respond, must still plan for continuing their operations should an event affect their business sites. Nearly every department and agency in the Federal government reported that they had some type of plan for dealing with emergency response and continuity of operations (COOP). Most agencies also reported that these plans either contained provisions for ensuring the safety and health of their Federal personnel, or were

<sup>3</sup> Some agencies provided information regarding their overseas OSH programs, but cited security purposes for declining to specify the number of employees stationed overseas.



developed with the input of OSH personnel.

## ANNUAL INFORMATION REQUESTS

### MOTOR VEHICLE AND SEAT BELT SAFETY PROGRAMS

Most agencies noted specifically that they were in compliance with EOs 13043 and 13513. EO 13043 requires the use of seat belts in motor vehicles and EO 13513 bans texting while driving. In addition, agencies reported that they continued to provide programs to limit the likelihood and impact of motor vehicle accidents.

Many departments and agencies required defensive driving courses, the majority using courses through the General Services Administration or National Safety Council. Several agencies also reported having programs to encourage seat belt use, such as decals in vehicles, or reminders on employee websites or in break rooms. The State Department reported that its in-vehicle event data recorder (DriveCam®) program at some posts overseas appears to have significantly reduced fatalities. The event data recorders track and capture risky driving behaviors such as speeding, tailgating, failing to scan ahead, and using cell phones while driving.

While several agencies reported tracking seat belt use after an accident – many using information from police reports – few had any full-time tracking of seat belt use at other times. A number of agencies mentioned having random compliance checks, including one agency that reported using camera surveillance.

### EMPLOYEE SUPPORT

Agencies reported having a range of employee support activities for OSH-related activities. Some reported that employee

training was largely based on job responsibilities. Some also reported making special efforts to ensure that collateral duty OSH personnel received the appropriate training. In addition, several agencies reported that collateral duty employees were encouraged to seek professional OSH certification and participate in professional OSH organizations. Agencies also provided support by maintaining OSH websites, distributing OSH awards, publishing OSH newsletters, and encouraging participation in DOL-sponsored Field Federal Safety and Health Councils (FFSHCs). Many agencies reported that they also supported employees' safety and health by encouraging healthy lifestyles through providing fitness centers, subsidizing gym memberships, sponsoring health fairs, and offering a variety of other health-related services such as screenings and physicals.

### ACCOMPLISHMENTS

Agencies reported on a range of accomplishments, from providing a variety of ergonomically correct office furnishings and equipment to providing yoga classes. Several agencies reported encouraging employees to become certified in First Aid, cardiopulmonary resuscitation (CPR), and the use of automatic external defibrillators (AEDs). In addition, some agencies reported adding risk assessments to their safety policies, incorporating safety considerations into their building plans for new facilities, and including safety in management performance standards. As in prior years, agencies also reported on their success in participating in OSHA's Voluntary Protection Programs (VPP).

**FY 2011 GOALS**

Agencies reported on a wide range of OSH goals for FY 2011. Several agencies reported on plans to reduce the incidence of work-related injuries and illnesses, and incorporate more extensive analyses of

OSH-related information from reports on incidents and near-misses. Agencies also reported on plans to join OSHA's VPP, participate in FFSHCs, abate specific workplace hazards such as noise, and expand OSH training.

**AGENCIES FAILING TO SUBMIT ANNUAL REPORTS**

OSHA did not receive reports from 16 independent agencies, even after contacting them to ensure they had received the initial request. Of the 16, the following four agencies have failed to submit reports consecutively since FY 2008:

- American Battle Monuments Commission
- Council on Environmental Quality
- Small Business Administration
- U.S. Commission of International Religious Freedom

The following five agencies have failed to submit reports for the last two fiscal years (FY 2009 and FY 2010):

- Armed Forces Retirement Home
- Federal Housing Finance Agency
- Merit Systems Protection Board
- U.S. Commission of Fine Arts
- U.S. International Trade Commission

DOL will work with agency heads to ensure that all agencies submit an annual report to OSHA. A complete list of those agencies not submitting an annual report is provided in Appendix C.



# **AGENCY OSH RESPONSIBILITIES**

## **AGENCY RESPONSIBILITIES ACCORDING TO SECTION 19 OF THE OSH ACT, EXECUTIVE ORDER 12196, AND 29 CFR PART 1960**

Federal Executive Branch agencies have a variety of responsibilities with respect to their occupational safety and health (OSH) programs as delineated by the Act, EO 12196, and Title 29 CFR Part 1960. This section summarizes those responsibilities into five subsections: Program, Standards, Workplace, Records, and Inspections and Investigations. Each subsection lists the relevant agency responsibilities and provides a discussion of each responsibility along with hyperlinks to the specified reference(s).

### **PROGRAM**

#### **Establish and maintain an effective and comprehensive OSH program**

All three documents<sup>4</sup> require agencies to establish and maintain OSH programs that comply with the program requirements of [29 CFR Part 1960](#) and OSHA's occupational safety and health regulations as described in the relevant parts of [Title 29 Code of Federal Regulations](#).

#### **Operate an OSH management information system**

[EO 12196](#), paragraph 1-201(j), requires each agency to maintain a system for managing its OSH information, which must include maintaining records the Secretary requires. While the EO does not mandate an electronic information management system, many such systems are available and can facilitate maintaining, analyzing, retrieving, and tracking OSH-related information.

#### **Develop and implement OSH program evaluation procedures**

[29 CFR 1960.78](#) requires agencies to evaluate the effectiveness of their OSH programs and include the results of those self-evaluations in their annual reports to the Secretary. According to [29 CFR 1960.79](#) these self-evaluations must include

qualitative assessments of the extent to which the OSH programs comply with [EO 12196](#) and [29 CFR Part 1960](#), and analyses of whether the agency has effectively implemented its OSH program in all its field activities.

#### **Appoint a DASHO and other OSH officials at appropriate levels**

[EO 12196](#), paragraph 1-201(c), and [29 CFR 1960.6](#) require each agency to designate an official who will be responsible for managing and administering the agency's OSH program. This Designated Agency Safety and Health Official (DASHO) must have "sufficient authority" to effectively represent and support the agency head with regard to the OSH program; [1960.6](#) states that the DASHO should be an Assistant Secretary or equivalent. [29 CFR 1960.6\(c\)](#) also requires the agency to designate OSH officials at appropriate levels throughout the agency to ensure implementation of an effective OSH program.

#### **Submit an annual report to OSHA and include a summary of OSH program self-evaluation findings**

All three documents require each agency to send an annual report to the Secretary with

<sup>4</sup> [EO 12196](#), paragraph 1-201(b); [The Act](#), Section 19(a); [29 CFR 1960.1\(a\)](#)



respect to OSH-related accidents and injuries and its OSH program. The agency must include a summary of its self-evaluation findings in the annual report. It must also include any information or data the Secretary requests. OSHA's Office of Federal Agency Programs formulates the annual report request and analyzes the agency reports.

**Ensure adequate financial and other resources for effective OSH program implementation and administration**

[29 CFR 1960.7](#) stipulates that each agency must provide the resources to implement and administer its OSH program. The regulation lists several resources that a Federal agency OSH program must include, such as sufficient personnel, personal protective equipment, hazard abatement, OSH-related sampling and analyses, training, technical information, and medical surveillance – but it does not limit the resources to this list.

**Include appropriate OSH criteria in managers' and supervisors' performance appraisals**

According to [29 CFR 1960.11](#), agencies must include OSH-related performance measures as part of the performance evaluations for any management official in charge of an establishment, any supervisory employee, or any other appropriate management official. The regulation further requires that the evaluation must measure the employee's performance "in meeting requirements" of the agency's OSH program, consistent with the manager's or supervisor's assigned responsibilities and authority.

**Post the OSHA poster or equivalent and provide a copy to the Secretary**

[29 CFR 1960.12](#) requires the agency to "post conspicuously in each establishment"

and keep posted, a poster informing employees of the "provisions of the Act, Executive Order 12196, and the agency occupational safety and health program." The poster must include core OSHA-provided text along with other information specific to the agency. The agency must also provide a copy of this poster to the Secretary.

**Promote OSH-related employee awareness**

Along with conspicuously posting the "OSHA poster," [29 CFR 1960.12](#) – specifically paragraph (e) – requires agencies to use their ordinary information channels (such as newsletters, bulletins, handbooks, website, etc.) to promote employees' awareness of OSH-related issues. While the standard does not define "occupational safety and health matters," nor does it specify the frequency with which an agency must "promote...awareness," simply posting the "OSHA poster" does not satisfy the requirements of this paragraph.

**Establish anti-discrimination and -reprisal procedures for OSH-related activities**

Both [EO 12196](#), paragraph 1-201(f), and the Code of Federal Regulations ([29 CFR 1960.46](#)) require agencies to establish procedures assuring that no employee is subject to "restraint, interference, coercion, discrimination or reprisal" for OSH-related activities. Various OSH-related regulations afford employees rights and privileges related to reporting OSH issues and participating in OSH-related activities. Agencies must establish procedures to assure that employees can exercise their rights and/or participate in OSH-related activities without becoming subject to discrimination or reprisal.

<sup>5</sup> [EO 12196](#), paragraph 1-201(l); [The Act](#), Section 19(a)(5); [29 CFR 1960.71\(a\)](#)

**Provide CSHCs with all agency information relative and necessary to their duties**

If an agency has established a Certified Safety and Health Committee (CSHC) per [Subpart F](#) of 29 CFR Part 1960, it must provide that CSHC with “all agency information” relative to the Committee’s duties. According to the standard, such information can include (but is not limited to): OSH policies and programs; available OSH-related human and financial resources; accident, injury, and illness data; material safety data sheets; inspection reports; abatement plans; and reprisal investigation reports.

**Provide OSH training to top management, supervisors, OSH inspectors, collateral duty personnel, CSHC members, employees, employee representatives**

[EO 12196](#), paragraph 1-201(k), requires OSH-related training for several levels of agency employees. 29 CFR Part 1960 [Subpart H](#) specifies the necessary OSH-related training for all levels of agency employees. Agencies must provide at least the listed required training for the designated employee level, but may provide more extensive or comprehensive training for an employee at any level.

## STANDARDS

**Comply with applicable OSHA and 1960 alternate standards**

All three documents<sup>6</sup> require agencies to comply with all applicable OSHA standards issued under Section 6 of the Act – or an OSHA-approved alternate standard.

**Adopt emergency temporary and permanent supplemental standards as necessary and appropriate if no OSHA standard exists**

According to [29 CFR 1960.18](#), if there is no OSHA standard that applies to a particular worksite, job, condition, or other workplace exposure, an agency must implement an emergency temporary supplemental standard to protect its employees. Subsequent to implementing an emergency temporary supplemental standard, the agency must

develop and implement a permanent supplemental standard to continue to assure a safe and healthful workplace and adequate employee protection.

**Notify OSHA and the other Federal agency if another agency’s standard conflicts with an OSHA standard**

[29 CFR 1960.19\(c\)](#) stipulates that, in the unlikely event of another agency’s standard interfering with an OSHA standard, the head of the agency discovering such a conflict must notify the other Federal agency and the Secretary. The agencies will then undertake joint efforts to resolve the conflict.

The paragraph also requires compliance with the more protective of the conflicting standards until the conflict is resolved.

<sup>6</sup> [EO 12196](#), paragraph 1-201(d); [The Act](#), Section 19(a); [29 CFR Part 1960, Subpart C](#)

## WORKPLACE

### Provide safe and healthful workplaces and working conditions

All three documents require that Federal workplaces and working conditions be safe and healthful and free from recognized serious hazards. According to [1960.2\(v\)](#), a serious hazard or condition is one that has the “substantial probability” of causing death or serious physical harm. [29 CFR 1960.1\(g\)](#) clarifies that Federal employees who work in private sector establishments are covered by their respective Federal employer’s OSH program and the agency is responsible for assuring safe and healthful workplaces and conditions for these employees.

### Ensure timely response to employee reports of unsafe/unhealthful conditions

[EO 12196](#), paragraph 1-201(h), requires agencies to respond to employee reports of hazardous conditions. It also requires agencies to inspect the situation within 24 hours for “imminent dangers,” within three working days for potentially “serious” conditions, and within 20 working days for other conditions.

### Promptly abate unsafe/unhealthful conditions

Both [EO 12196](#), paragraph 1-201(e), and [Part 1960](#) require agencies to promptly abate unsafe or unhealthful working conditions. While [29 CFR 1960.28\(d\)\(3\)](#) recognizes that some hazards can be abated immediately [the Executive Order](#) clarifies that if the agency cannot promptly abate the condition, it must develop an abatement plan that includes both a timetable for abatement and interim protective measures. [29 CFR 1960.30](#) provides further instructions with regard to abatement and abatement plans.

### Acquire, maintain, and require the use of safety equipment, PPE, and other protective devices

Both [the Act](#), at Section 19(a)(2), and [29 CFR 1960.8\(d\)](#) require Federal employers to “acquire, maintain, and require the use of approved personal protective equipment, approved safety equipment, and other devices necessary to protect employees.”

## RECORDS

### Keep records per 29 CFR Part 1904, and allow OSHA access to them

[The Act](#), at Section 19(a)(3), mandates that agencies maintain “adequate records,” and [29 CFR 1960.66](#) clarifies that, at a minimum, agencies must comply with the recordkeeping and reporting requirements under [29 CFR Part 1904](#), Subparts C, D, E, and G.

### Use the records to identify unsafe/unhealthful conditions and establish OSH program priorities

[29 CFR 1960.66\(c\)](#) requires agencies to analyze the information (including the records required by paragraph (b) of the standard) collected through its management information system (required by [EO 12196](#)) to identify unsafe and unhealthful working conditions and establish its OSH program priorities.

## INSPECTIONS AND INVESTIGATIONS

### Require inspections, allow access to OSHA's inspectors, and establish a procedure for issuing Notices

Subpart D of Part 1960 covers workplace inspections and abatement of hazardous conditions. Among its requirements, agencies must:

- Inspect “all areas and operations...at least annually,” and more frequently if the area is hazardous – [1960.25\(c\)](#).
- Allow OSHA inspectors to “enter without delay” any agency worksite – [1960.31\(b\)](#).
- Immediately abate imminent danger conditions and remove employees who are not needed during the abatement process – [1960.26\(b\)\(5\)](#).
- Establish procedures for issuing Notices of Unsafe or Unhealthful Working Conditions (Notices) not later than 15 days after completing the inspection for safety violations, or 30 days after completing the inspection for health violations – [1960.26\(c\)\(2\)](#).

### Assure the presence of employee representatives during inspections

[EO 12196](#), paragraph 1-201(i), requires agencies to assure that employee representatives accompany OSH inspectors during workplace inspections. [29 CFR 1960.27\(a\)](#) explains how employee representatives are to be selected.

### Allow OSH personnel to use necessary specialized expertise

[29 CFR 1960.8\(e\)](#) requires agencies to allow their OSH personnel to use necessary

specialized expertise “from whatever source available,” such as other agencies, professional groups, labor organizations, universities, etc.

### Investigate all fatalities and catastrophes, keep investigation report copies, and provide copies to OSHA (summary only) and CSHCs

According to [1960.29\(b\)](#), agencies must investigate all fatalities and/or catastrophes (hospitalization of three or more employees) and produce a written report of the investigation. The report must include specific information [[1960.29\(d\)](#)] and the agency must provide copies to specified parties.

### Keep CSHC members advised of reprisal allegations and provide copies of investigation reports

Among the duties of both local- and national-level CSHCs is the requirement to review the agency's response to allegations of reprisal. [29 CFR 1960.40\(b\)\(8\)](#) requires local CSHCs to review the agency's response and, according to [.40\(b\)\(9\)](#), if at least half the Committee is dissatisfied with the agency's investigation report, they must report their dissatisfaction to the Secretary. The same requirements are found at [1960.41\(b\)](#) and [.41\(d\)](#), respectively, for National CSHCs.

Given these statutory duties for CSHC members, [1960.47](#) requires agencies to provide copies of reprisal investigation reports to their certified Committees.

**REFERENCES**

[Occupational Safety and Health Act](#), Public Law 91-596, 84 STAT. 1590, 91st Congress, S.2193, December 29, 1970, as amended through January 1, 2004.

[Executive Order 12196](#)--Occupational safety and health programs for Federal employees, 45 FR 12769, Feb. 26, 1980.

Title 29 Code of Federal Regulations, [Part 1960](#), Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters.



**SPECIAL REPORTS  
AND ANALYSES**



## OSHA ACTIVITIES

### ENFORCEMENT

#### INSPECTIONS

##### **BACKGROUND**

OSHA Inspections can occur for many reasons, but generally fall into one of two categories: programmed or unprogrammed. Programmed worksite inspections occur as the result of OSHA's emphasis on a particular safety or health issue such as sites reporting injury and illness statistics that exceed industry averages, or sites associated with particular hazards such as amputations. Unprogrammed inspections occur for several reasons, i.e., if OSHA receives a complaint or allegations of serious hazards.

OSHA further categorizes its inspections as either safety or health inspections. Safety inspections focus on workplace issues such as electrical safety, machine guarding, or confined spaces. Health inspections can focus on worker exposures to specific chemicals or proper protection from infectious diseases.

If OSHA determines during an inspection that violations of its standards exist, it will document those violations. There are different types of violations, depending on the severity of the hazard or the employer's response to the condition. The types of violations are:

- Willful: The employer knew that a hazardous condition existed but made no reasonable effort to eliminate it.
- Serious: The hazard could cause injury or illness that would most likely result in death or serious physical harm.

- Other-Than-Serious: The hazard cannot reasonably be predicted to cause death or serious physical harm to exposed employees, but does have a direct and immediate relationship to their safety and health.
- De Minimis: Violations that have no direct or immediate relationship to safety or health and do not result in citations.
- Failure to Abate: The employer has not corrected a violation for which OSHA has issued a citation and the abatement date has passed or is covered under a settlement agreement. A failure to abate also exists when the employer has not complied with interim measures of a long-term abatement plan within the time given.
- Repeat: The cited employer has been cited previously for a substantially similar condition.

In the private sector, OSHA issues citations for violations, and the citations often include monetary penalties. For Federal agencies, OSHA issues Notices of Unsafe or Unhealthful Working Conditions (Notices), which carry no monetary penalties.

##### **GENERAL INSPECTIONS**

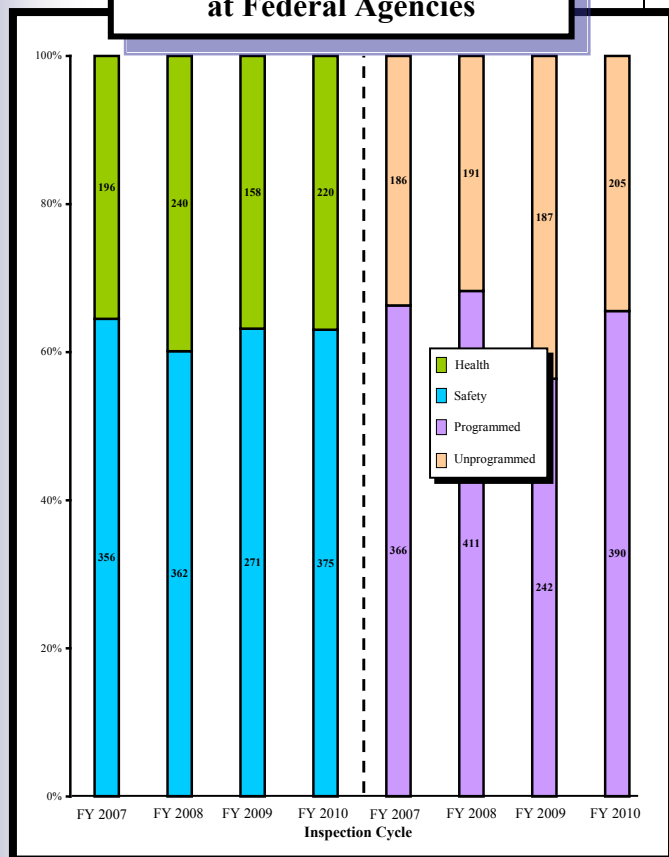
In FY 2010, OSHA initiated 595 inspections of Federal worksites. There was an average of 2.8 violations cited per initial inspection. Chart 3 depicts the types of violations for which OSHA cited Federal agencies. Serious violations were cited in more than 67% of the completed inspections.

**PROGRAMMED/TARGETED INSPECTIONS**

In FY 2010, OSHA’s national office continued two programs that targeted specific types of Federal worksites for inspection. The first program, FEDTARG, uses the previous fiscal year’s OWCP data to identify Federal establishments with the highest number of lost time cases. During FY 2010, OSHA performed 117 inspections under FEDTARG and discovered an average of 4.6 violations per inspection, a decrease from FY 2009’s average of 5.6 violations per inspection. Overall, OSHA discovered 544 violations that included 368 Serious, 16 Repeat, and 160 Other-than-Serious violations.

The second program, known as AIRTRAF, targeted Federally owned and operated Federal Aviation Administration (FAA) air traffic control towers to assess their compliance with the FAA’s alternate standard for fire safety. The alternate standard was established in 1998 per 29 CFR 1960.17 to address the unique egress issues in these towers. During FY 2010, OSHA conducted 34 AIRTRAF inspections and discovered an average of 3.0 violations per inspection, a decrease from FY 2009’s 3.5 violations per inspection. Overall, OSHA cited 103 violations that included 68 Serious, 24 Repeat, and 11 Other-than-Serious violations.

**Chart 1: Types of Inspections at Federal Agencies**



In addition, two OSHA regions had their own targeted programs for Federal agencies. Using workers’ compensation data for their regions, staff identified facilities with a high number of injuries and illnesses. While similar to the FEDTARG program, these programs allowed the regions to identify more establishments to inspect. In addition, local or regional programs can result in stronger relationships between OSHA and the Federal agencies.

**INSPECTION ANALYSIS**

Chart 1 on this page depicts the types of inspections (programmed vs. unprogrammed, safety vs. health) OSHA performed during fiscal years 2007 – 2010. For all inspection cycles, most of the inspections were programmed and/or safety.

Complaints, accidents, and referrals accounted for more than 70% of the unprogrammed inspections during FYs 2007 – 2010. Chart 2 (page 22) depicts the number of unprogrammed inspections



associated with each trigger for a given inspection cycle.

**Chart 2: Triggers for Unprogrammed Inspections at Federal Establishments FY 2007-2010**

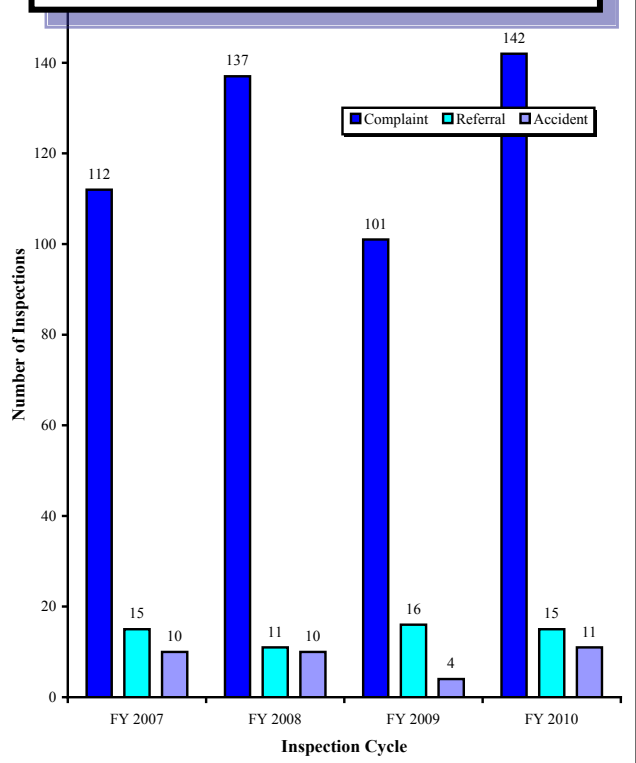


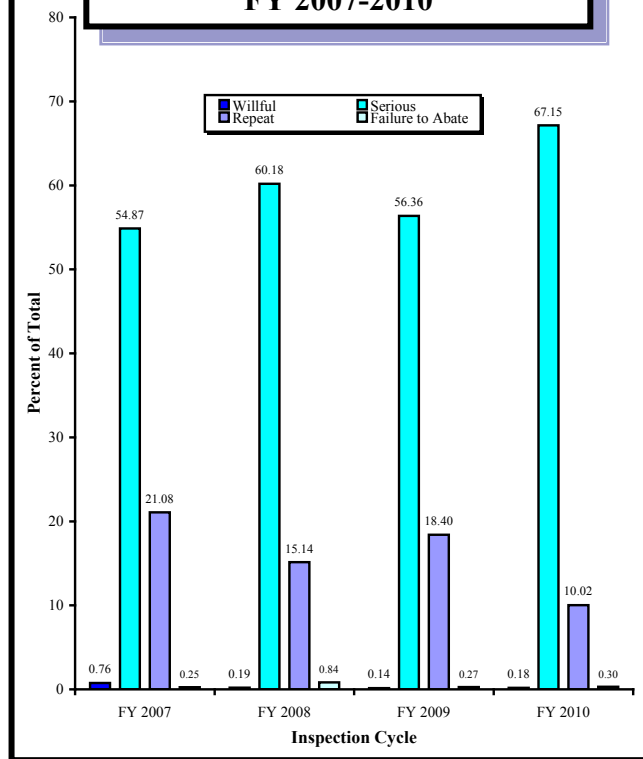
Chart 3 depicts the percent of total violations for those cited as willful, serious, repeat, or failure to abate for fiscal years 2007 – 2010.

**SIGNIFICANT CASES**

During FY 2010, OSHA defined those inspections that have fines of over \$100,000 as “significant cases.” While by law, OSHA cannot assess fines to Federal agencies, it can determine the “significance” of a Federal agency inspection by comparing the violations to the penalties that would be

assessed to an employer subject to the definition of employer under Section 3 of the Act (this includes USPS which is not a private sector employer). In FY 2010, OSHA completed a total of five Federal significant cases against the Departments of the Army (one case), Air Force (one case), Transportation (two cases with Federal Aviation Administration) and Veterans Administration (one case). The table on the next page provides specific information on the agency inspected, the reason for the inspection (complaint, programmed, etc.), the emphasis program (if applicable), and the number and severity of the violations.

**Chart 3: Types of Violations Cited at Federal Establishments FY 2007-2010**



| Agency                                | Inspection Type    | Program  | Violations                                       |
|---------------------------------------|--------------------|--|--|
| U.S. Air Force                        | Complaint          | N/A  | Willful: 2<br>Serious: 11                        |
| Federal Aviation Administration (FAA) | Planned Programmed | AIRTRAF  | Repeat: 4<br>Serious: 4                          |
| FAA                                   | Planned Programmed | AIRTRAF  | Repeat: 5<br>Serious: 1<br>Other-than-Serious: 1 |
| Veterans Administration               | Planned Programmed | FedTarg  | Repeat: 4<br>Serious: 2<br>Other-than-Serious: 1 |
| U.S. Army                             | Planned Programmed | National Emphasis Program on Process Safety Management | Willful: 1<br>Serious: 18                        |

As with all inspections, OSHA worked with these agencies to ensure they abated the

hazards and made the necessary improvements to their OSH programs.

## OVERSIGHT

### POWER INITIATIVE

The Protecting Our Workers and Ensuring Reemployment (POWER) Initiative succeeds the six-year Safety, Health, and Return-to-Employment (SHARE) Initiative which ended in FY 2009. POWER expands on SHARE by revising SHARE's four goals to set more challenging performance targets and to establish FY 2009 as the baseline for the initiative's goals. It also introduced three new measures that focus on improving the analysis of lost time injury and illness data, increasing the timely submission of wage-loss claims, and enhancing agencies' efforts to return injured employees to work as soon as possible.

The President directed all Federal Executive Branch departments and agencies (excluding the USPS) to participate in the POWER Initiative, and assigned the Department of Labor responsibility for tracking agencies' progress in meeting each of their annual

goals. Following President Obama's introduction of the Initiative on July 19, 2010, Secretary of Labor, Hilda L. Solis, who was designated to lead the initiative, issued a memorandum to the heads of Executive Branch departments and agencies that provided further guidance on the POWER Initiative. In her September 21, 2010 memo, Secretary Solis explained how each goal would be measured during the four-year period the Initiative covers (FYs 2011-2014). The Department set the following goals:

- Goal 1 - To reduce total injury and illness case rates (TCRs) by 4% per year below the FY 2009 baseline if an agency's rate is at or above the national target, or by 1% per year if an agency's rate is below the national target.
- Goal 2 - To reduce lost time injury and illness case rates (LTCRs) by 4% per year below the FY 2009 baseline if an agency's rate is at or above the national

target, or by 1% per year if an agency's rate is below the national target.

These two goals require agencies to continually reduce their total and lost time case rates. Under SHARE, some agencies achieved their future performance targets early in the Initiative, but made no further improvements. Under POWER, for each year of the Initiative, an agency must reduce its rates at least 1% below the agency's prior year's actual rate in order to achieve its goal. One exception is if an agency has a TCR or LTCR of 1.0 or less per year. If an agency maintains a TCR or LTCR of 1.0 or less per year, no further reductions are required.

- Goal 3 - To analyze lost time injury and illness data. While all agencies are encouraged to analyze their data, only those agencies with an LTCR above the Federal government's rate must, as part of the annual report to OSHA, submit a summary of the measures taken to address the most frequent and severe cases.
- Goal 4 - To increase the timely filing of workers' compensation notices of injury or illness forms (forms CA-1 and 2) by 3% per year above the FY 2009 baseline, or meet the minimum filing percentage for the year, whichever is greater. Minimum performance thresholds start at 65% for FY 2011 and rise by 5% per year. However, no agency's annual goal will need to exceed 95%.
- Goal 5 - To increase the timely filing of wage-loss claims (form CA-7) to meet or exceed minimum annual thresholds. In FY 2011, all agencies must achieve at least a 60% timely filing rate; in FY 2012, FY 2013, and FY 2014, the minimum thresholds will rise to 64%, 68%, and 70%, respectively.

- Goal 6 - To reduce lost production day rates (LPDRs; days lost due to workplace injury or illness per 100 FTE) by 1% per year below the FY 2009 baseline, or maintain a rate of 15 days or less.
- Goal 7 - To increase return-to-work outcomes for those Federal employees who sustain serious workplace injuries or illnesses. While all Federal agencies are encouraged to improve their return-to-work percentages under the initiative, 14 agencies with the largest, statistically significant, case volumes (an annual average of 50 or more new serious injury cases measured for the FY 2009 baseline) are expected to improve their return-to-work outcomes within a two-year period by 1% in FY 2011 and by an additional 2% in each of the following three years over the FY 2009 baseline. This new goal also supports Executive Order 13548, Increasing Federal Employment of Individuals with Disabilities (signed July 26, 2010) requiring agencies to increase their employment of persons with disabilities, particularly the reemployment of Federal employees injured on the job whenever possible.

After POWER was introduced, the Department encouraged agencies to consider setting more challenging goals for themselves. DOL began monitoring the government's performance in FY 2011 and will post quarterly results.

### **FACOSH**

The Federal Agency Council on Occupational Safety and Health (FACOSH) is chaired by the Assistant Secretary of Labor for Occupational Safety and Health. The Council is comprised of sixteen members: eight representing Federal agency

management and eight from labor organizations representing Federal employees. FACOSH is continued by EO and chartered by the Secretary of Labor. EO 13511 continued the Council from October 1, 2009 to September 30, 2011. Subsequently, on November 6, 2009, the Secretary renewed the Council's charter until September 30, 2011.

While FACOSH generally meets twice a year, the Council did not meet during FY 2010 because member vacancies resulted in the inability to make quorum. However, on July 10, 2010, the Secretary appointed eleven members (six management members and five labor members) to the Council to fill the vacancies.

### **EVALUATIONS**

EO 12196 Section 1-401(h) requires the Secretary of Labor to "evaluate the OSH programs of agencies and promptly submit reports to the agency heads." OSHA is developing new evaluation protocols to better review the status of agencies' programs. This new evaluation process will take a two-step approach—first assessing the agency's national occupational safety and health program and then evaluating individual agency worksites to assess the implementation of these programs. Through evaluations, OSHA plans to help agencies develop more efficient and comprehensive approaches to their OSH programs. OSHA also foresees providing the evaluation tool to agencies for their self-evaluations.

### **RECORDKEEPING**

Beginning on January 1, 2005 Federal agencies were required to maintain their injury and illness records in essentially the same format as the private sector, as is set forth in 29 CFR Part 1904. However, due to other regulatory requirements, OSHA could not obtain this data from the agencies. OSHA is finalizing a draft rule change that will allow it to annually collect the statutorily required injury and illness records from all Federal Executive Branch agencies. In addition, the rule will clarify and update some existing provisions of 29 CFR Part 1960. Collecting these records will allow OSHA to better target needed training for Federal agencies, as well as identify those worksites that have the highest injury and illness rates.

The Agency is working with the Bureau of Labor Statistics (BLS) to adapt its private sector survey to the Federal sector for a universal data collection. In order to ensure the best response rate from Federal agencies, OSHA is planning to provide guidance about the data collection process and also advance information about the data to be collected so agencies are familiar with it prior to the BLS system becoming effective. In addition, OSHA is proposing to conduct training regarding the changes to 29 CFR Part 1960, and the data collection process and procedures.

## **COMPLIANCE ASSISTANCE**

### **AGENCY TECHNICAL ASSISTANCE REQUESTS**

Agency Technical Assistance Requests (ATARs) are a consultative service available only to Federal agencies and are analogous

to OSHA's Consultation Program for private sector employers. An agency may call an OSHA area office and request an ATAR, which may include hazard abatement advice, training, a partial or comprehensive inspection, and program assistance. While

ATARs are generally considered to be totally consultative, an agency's failure or refusal to abate serious hazards can result in a referral for an inspection. In FY 2010 OSHA conducted eight ATARs.

### **FIELD FEDERAL SAFETY AND HEALTH COUNCILS**

Field Federal Safety and Health Councils (FFSHCs) are cooperative interagency organizations chartered by the Secretary of Labor to facilitate the exchange of ideas and information about OSH issues for Federal government employees. FFSHCs are designed to be a dynamic forum for sharing knowledge, ideas, expertise, technology, and other OSH resources among participating agencies to help reduce the incidence, severity, and cost of injuries and illnesses at Federal facilities. During FY 2010, 36 active councils met across the country to discuss a variety of both local and national OSH issues and provide members with training opportunities.

The Secretary of Labor recognizes FFSHCs that best exemplify the intent and purpose of the FFSHC program in the form of annual achievement awards. OSHA uses annual reports submitted by the councils to determine award recipients in three different categories based on the size of the Federal population the council serves. This process allows the councils to compete for award recognition with others that have access to similar resources and serve similar populations. The Regional Federal Agency Program Officers (FAPOs) and OFAP staff evaluate the annual reports to determine individual council achievement of goals and objectives. There are three levels of awards in each category: Superior Performance, Meritorious Achievement, and Notable Recognition. In 2010, the Secretary

recognized nine councils for their CY 2009 performance.

### **ALTERNATE STANDARDS**

Under 29 CFR 1960.17, if agencies cannot comply with an applicable OSHA standard, they may submit a request for an alternate standard. (An alternate standard is the Federal agency equivalent of a variance in the private sector.) Any alternate standard must provide equivalent or greater protection than the applicable OSHA standard for the affected employees. There are currently seven approved alternate standards.

The current Federal agency alternate standards include:

- Federal Aviation Administration (FAA)  
– Alternate Standard for Fire Safety in Air Traffic Control Towers
- General Services Administration (GSA)  
– Standard on special-purpose ladders
- National Aeronautics and Space Administration (NASA) – Explosive Safety Standards Manual
- NASA – Standard for Lifting Devices and Equipment
- NASA – Safety of Explosives, Propellants, Pyrotechnics
- Naval Facilities Engineering Command  
– Navy Crane Center
- U.S. Navy – Gas Free Engineering Manual

During FY 2010, OSHA assisted three agencies with alternate standards. One request was approved (the NASA alternate standard for pyrotechnics) and two are still in the review process.

### **OSHA TRAINING**

Each year, OSHA provides a week of training specifically for Federal agency OSH personnel at the OSHA Training Institute located in Arlington Heights, IL. In FY 2010, OSHA provided nine half-day

seminars offered twice during the week on topics chosen after surveying Federal OSH personnel. The 287 Federal OSH employee participants at the training week had the opportunity to attend up to six different sessions on the topics of Ergonomics, Fire Protection, Recordkeeping, Pandemic Influenza Planning, Office Environment Safety and Health, Safety and Health Management Systems, Electrical, and Indoor Air Quality.

### **MOTOR VEHICLE SAFETY**

OSHA called upon Federal employers to follow the lead of the President, presented in EO 13043, and send a clear message to workers and supervisors that their agencies

neither require nor condone texting or emailing while driving. OSHA's multi-pronged initiative included an educational awareness campaign, various printed materials, a distracted driving webpage, and alliances with key organizations. OSHA also included an enforcement component: when OSHA receives a credible complaint that an agency requires texting while driving or organizes work so that texting is a practical necessity, OSHA will investigate and, where necessary, issue notices to end this practice. OSHA's message is that Federal agencies have both a responsibility and a legal obligation to have a clear, unequivocal, and enforced policy against texting while driving.





**AGENCY  
ACTIVITIES**

## AGENCY ACTIVITIES

### CERTIFIED SAFETY AND HEALTH COMMITTEES

A Certified Safety and Health Committee (CSHC) is an OSH committee that the head of the sponsoring agency has certified to the Secretary of Labor as meeting the requirements of 29 CFR Subpart F. The purposes of a CSHC are to monitor and assist with an agency's OSH program; maintain an open channel of communication between employees and management; and facilitate employee input to improve OSH-related policies, conditions, and practices. In addition to an improved OSH program and a safe and healthful workplace, a statutory benefit of a CSHC is the exemption from unannounced OSHA inspections.

Both EO 12196 and 29 CFR Part 1960 Subpart F discuss the formation, composition, and duties of CSHCs. In summary, an agency that wants to establish a CSHC must establish OSH committees at both the national and – if the agency has subcomponents located outside its national office or headquarters – other appropriate levels within the organization. The committee membership must include equal numbers of management and non-management. In addition, it must have access to OSH-related information, monitor the agency's OSH program, and consult and advise on OSH program operations.

When an agency decides to form a CSHC, it must report to DOL:

- The existence of the Committee.
- The location of the Committee.
- The coverage (establishments and populations) area of the Committee.

- The name and phone number of each Committee Chair (National and Local).
- In addition, the agency must certify to DOL that the Committee meets all the requirements of 29 CFR Part 1960, Subpart F. The agency must also provide an annual update on its CSHC as part of its required annual report to DOL on its OSH program.

In an effort to support agency formation of CSHCs, OSHA may not conduct unannounced inspections at Federal agencies with CSHCs unless the CSHC has requested an inspection. While any agency may form a CSHC, only five such committees currently exist. The Secretary of Labor recognizes the following departments or independent agencies as having CSHCs:

- Department of Labor (DOL)
- Central Intelligence Agency (CIA)
- General Services Administration (GSA)
- International Trade Commission (ITC)
- Tennessee Valley Authority (TVA)

Agencies with CSHCs are required to provide the Secretary with annual updates on their Committees. However, the CIA did not provide any information on its CSHC and the ITC did not submit the required annual report. Also, the Securities and Exchange Commission (SEC), which was previously recognized as having a CSHC, reported in its FY 2010 annual report that it, "has established no Certified Safety and Health Committees due to the sedentary nature of the work conducted at all our locations and the relatively low incidence of injuries throughout our facilities nationwide."



According to DOL's report it has three CSHCs: the Field Safety and Health Committee, the National Office Safety and Health Committee, and the Departmental Safety and Health Committee. The various Committees met regularly during the fiscal year and discussed numerous OSH-related topics such as training, OSH awareness, and ergonomics.

GSA reported that its CSHCs meet to discuss OSH-related initiatives and issues, and that the Committees have a positive impact on OSH performance. GSA noted that the committees demonstrate a team approach, increase awareness about OSH

issues, garner support to solve safety-related issues, and communicate that safety and health is everyone's responsibility.

According to TVA, its CSHC met three times during FY 2010. The Authority noted that meeting discussion topics included coal dust abatement, adverse safety trends and concerns, behavioral based safety, clearance advisory team issues, crane review advisory committee issues, and the status of employee complaints. TVA further reported that some of the Committee's accomplishments included completing OSH-related training for all members, and updating the charter.

## OTHER OSH COMMITTEES

Many departments and agencies reported on a variety of non-certified OSH-related committees that functioned at the departmental, agency and field operation levels. Committee membership varied from agency to agency, with some comprised of various levels of managers, others focused on expertise in a specific area, and still others having members with only OSH-related duties and responsibilities.

According to the various reports, most of the non-Certified OSH committees were considered vital components of the respective department or agency's OSH program. Given the reported levels of participation of some of the OSH committees, some of the departments and agencies may want to pursue certifying their committees and achieving the recognition and OSH benefits such certification provides.

Several agencies included reports of committee activities. Among the reports:

- The Department of Transportation noted that its Federal Aviation Administration (FAA) had functioning Occupational

Safety, Health, and Environmental Compliance Committees at the national, regional, and field levels. According to the Department, the committees included representatives from among employees, managers, and technical OSH personnel.

- The Department of Housing and Urban Development (HUD) reported that its Safety and Health Committee consisted of 10 management representatives and 10 union representatives and held quarterly meetings on topics such as:
  - Plans/specifications for major Headquarters building modernization.
  - Plan for the maintenance of all HEPA vacuums used in Headquarters.
  - Schedule for the building fan coil unit refurbishing project.
  - Indoor air quality issues and strategies for addressing them.
- The Court Services and Offender Supervision Agency reported that its Pretrial Services Agency's safety committee met on a quarterly basis to

discuss topics such as facility safety and health related issues.

- According to the Environmental Protection Agency (EPA), nearly all of its major locations have established OSH committees that meet on a regular basis to discuss local and national OSH-related initiatives and issues, and they have had a positive impact on OSH performance. The Agency reported that one location rotates its committee members regularly so that everyone in the facility has a chance to participate, sending a clear message that safety and health is everyone's responsibility.
- The Federal Trade Commission (FTC) stated that it maintained a Safety and Health Committee comprised of its OSH Officer, facilities manager, security officer, and members of the agency's

bargaining unit. During FY 2010, the committee discussed topics such as emergency preparedness drills, pandemic preparedness, driver safety, and air quality testing.

- The Railroad Retirement Board (RRB) reported that its six-person safety committee (three bargaining unit and three management members) has been very active for many years. According to the Board, its committee members maintain a vital network with employees who report potential problems that need to be investigated.

## CONTROLLING TRENDS

This year, OSHA again asked agencies how they determined any OSH-related trends such as specific causes or types of injuries or hazardous jobs or tasks. Agencies responded by describing a range of analysis methods, from manual cataloging of incidents to real-time computer monitoring of OSH-related data as entered into an information system. In general, agencies with a greater number of employees, or higher incidence rates, tended to incorporate information systems and more frequent monitoring of entered data.

Most departments and agencies reported performing some type of data analysis to determine what types of injuries were most prevalent, the most common causes of injuries, and the jobs or tasks that resulted in injuries. Agencies also reported tracking and analyzing "near-misses," or those incidents that could have resulted in an accident or injury but did not at that

particular time. Other strategies for reducing workplace injuries and illnesses include integrating safety considerations into building design and/or job duties and procedures, encouraging employees to report potential hazards as they are discovered, and focusing on specific problems (frequent types of injuries, specific hazards, etc.)

The departments and larger independent agencies reported several methods of data analysis and injury and illness reduction strategies, among them:

- The Department of Transportation reported that its Office of the Secretary of Transportation continued to monitor accidents and injuries at the DOT Headquarters facility. It explained that accidents, incidents, and medical emergencies are recorded into a database and trends reported at Headquarters safety committee meetings. It noted that

it created a broadcast message and safety campaign in FY 2010 to focus on three key safety issues: slips and falls, unauthorized electrical equipment, and housekeeping.

- The Department of the Interior noted that the variety of working environments (urban offices to remote parks and wildlife refuges) and job duties (law enforcement, wildland firefighting, office administration, facilities maintenance) made identifying and controlling accident and incident trends a continuing effort. However, it reported that examples of Department-wide control strategies included: injury and illness data analysis, medical surveillance, occupational health and safety program evaluations, and revision of employee safety and health training courses.
- The Department of the Treasury reported that it used sorting and search functions in its injury and illness database to identify trends. It noted that it used an interdisciplinary approach to controlling trends including input from safety, human resources, security, worker's compensation, and implementing training as necessary.
- The Department of Homeland Security noted that the overall Departmental approach to controlling negative trends was to identify potential hazards, analyze tasks, and respond to emerging trends. According to the Department, most corrective actions occurred at the subagency level and often would require additional employee training or process redesign.
- The Social Security Administration used its electronic reporting system to analyze injury and illness data and determine the predominant causes of lost time disabilities. It then noted that it provided

web-based training to address the leading causes of injuries and illnesses.

- The Tennessee Valley Authority analyzed accident and injury rates to identify issues and trends. According to TVA it developed program improvements and initiatives to address identified problem areas and tracked any necessary corrective actions to completion using an electronic work management system.

Most of the smaller independent agencies reported analyzing their OSH-related reports and data. The majority of these agencies had low total and lost time case rates and tended to focus on specific types of incidents or injuries. For example:

- The Equal Employment Opportunity Commission (EEOC) reported that its Office of Human Resources (OHR) continued to hold quarterly meetings with its contractor to identify and control trends by developing and evaluating strategies in returning employees to work; exploring ways to integrate the ergonomics and reasonable accommodation programs to assist injured workers with performing the essential functions of their positions; and looking for ways to improve OSH training for employees as a means of increasing employees' awareness and reducing their injury rates.
- The National Credit Union Administration noted that slips on uneven or slippery surfaces were the primary cause of injuries to its employees and that it continually inspected all walking surfaces.
- The Railroad Retirement Board continued to control trends and lost time accidents by reviewing all reported accidents quarterly through the agency Safety and Health Committee.

- The Smithsonian Institution noted that, as part of its recordkeeping process, its Safety Coordinators individually analyze their respective occupational injuries and/or illnesses and near-misses for trends on a continual basis. The Institution explained that, given the low numbers of injuries, determining the statistical significance of any supposed trends was problematic.

Overall, Federal departments and agencies with higher rates of injuries and illnesses reported greater emphasis on data analysis, integrating OSH-related considerations into all aspects of agency operations, and tracking near-misses. Yet even agencies that reported few or no work-related injuries and illnesses continued to track OSH-related reports and information to help ensure safer and more healthful workplaces.

## INTEGRATING OSH AND EMERGENCY RESPONSE

This year, OSHA asked agencies to provide information on how they integrate OSH considerations into their plans for coping with emergencies or disasters. Various Executive Orders and legislative acts require Executive Branch agencies to develop and implement plans for responding to or maintaining agency operations in the event of emergencies or disasters. Depending on the specific event, some agencies may respond to the site of an event, and must account for the health and safety of their Federal employees during such a response. Other agencies, with no duty to respond, must still plan for continuing their operations should an event affect their business sites. Nearly every department and agency in the Federal government reported that they had some type of plan for dealing with emergency response and continuity of operations (COOP). Most agencies also reported that these plans either contained provisions for ensuring the safety and health of their Federal personnel, or were developed with the input of OSH personnel.

Among the agencies that provided information related to integrating OSH considerations into emergency response planning:

- The Department of Housing and Urban Development (HUD) noted that it

routinely performs physical security and safety assessments on HUD Continuity of Operations facilities. During emergency response or COOP events, personnel briefings include OSH information.

- According to the Treasury Department, occupational safety and health are incorporated into the many facets of emergency response planning. At the Agency headquarters, the Office of Emergency Programs (OEP) consults regularly with the Office of Environment, Safety, and Health (OESH) on various safety and health topics related to possible emergency situations.
- The State Department reported that for its domestic operations, the Office of Emergency Management (OEM) and the Domestic Environmental Safety Division (DESD) frequently collaborate on domestic emergency preparedness programs. The Department reported that it has had an overseas emergency response action plan including a safety and health element, for more than a decade.
- The Court Services and Offender Supervision Agency and its Pretrial Services Agency noted that they incorporate the safety and health of

employees into emergency response and COOP plans and training.

- The Farm Credit Administration (FCA) reported that COOP planning methodology revolved around two main priorities: protecting the safety of staff, including providing guidance for family disaster planning, and protecting FCA assets and ensuring the continuation of services. The Administration stated that it incorporates the safety and health of its employees into its plans for emergency and/or disaster response and COOP.
- According to the General Services Administration (GSA), it recognizes the importance of integrating OSH considerations into emergency response and disaster preparedness plans. At the Headquarters and regional levels, emergency operations programs and OSH programs are aligned under the same division, which helps facilitate cross-communication and cooperation between GSA's emergency operations professionals and OSH program representatives.
- The National Endowment for the Arts reported that employee health and safety are integral facets of its emergency and/or disaster response plans and that the initial focus of all emergency/disaster response efforts is to ensure employee safety.
- According to the Peace Corps, it integrated safety and health of its employees into a variety of emergency response plans.

### **DEEPWATER HORIZON RESPONSE**

During FY 2010, several Federal agencies responded to the Deepwater Horizon explosion and subsequent oil spill in the Gulf of Mexico. Agencies such as the

National Oceanic and Atmospheric Administration (NOAA), U.S. Coast Guard (USCG), DOL, including the Occupational Safety and Health Administration (OSHA), and Environmental Protection Agency (EPA) provided personnel, equipment, and expertise as part of the response efforts. According to DOL's Office of Workers' Compensation Programs, there were 11 claims involving Federal civilian employees that were associated with the response effort.

NOAA reported that several of its organizations conducted a safety assessment of personnel participating in the spill response. According to NOAA, the assessment included a visit to the Incident and Area Command Posts and meeting with NOAA response personnel to discuss and identify safety needs. The overall findings of the assessment were that:

- Safety was a primary concern for the USCG who managed the response with critical help from British Petroleum (BP).
- The response operations were conducted with a strong emphasis on safety.
- Operations were cancelled if conditions deteriorated and safety risks to personnel increased.
- Safety briefings at the command post and prior to overflights were detailed and useful.
- BP and the USCG safety personnel were helpful and accommodating to NOAA safety requests.
- Response personnel identified fatigue as a potential OSH issue because long hours and lack of sleep could potentially increase safety risks as well as impact the operation. While not posing an immediate safety risk, other issues to be addressed included driving, training needs, tracking individuals working on



the response as well as teams in the field, small boats operations, and equipment needs.

According to the EPA, its emergency responders were deployed in the aftermath of the oil spill to assist with air monitoring and other activities. EPA safety officers were initially sent to the Gulf to ensure the safety and health of EPA personnel. Over time, EPA's OSH personnel provided other assistance such as reviewing OSH documents and assessing beach cleanup operations.

### ***OSHA'S ROLE***

OSHA worked as part of the coordinated Federal response, which included the U.S. Coast Guard and other government agencies that deal with health and the environment, to evaluate BP's efforts and make sure BP put in place all of the precautions needed to protect workers from the hazards associated with cleanup work. When OSHA found problems or learned about them from workers, the Agency immediately brought them to the attention of BP and monitored the situation until they were addressed. OSHA also communicated its concerns so

they could be addressed across the entire response area.

One of the most serious health hazards was heat stress. At OSHA's urging, BP implemented a heat stress management plan at all work sites that included a matrix setting out specific work/rest requirements based on the heat, relative humidity, and the protective equipment worn by all workers.

To determine toxic chemical exposure, OSHA conducted its own independent air monitoring, both on shore and on the cleanup vessels, and reviewed data from BP, the EPA and NOAA. None of OSHA's sampling detected any hazardous chemical at levels of concern.

OSHA specified training requirements for workers and stipulated that the training be available in the worker's native tongue. To help workers understand their risks and what their employers should be doing to protect them, OSHA developed a series of job-specific sheets on the hazards associated with the task, and required training and personal protective equipment.

## **FATALITIES**

Agencies reported that a total of 53 Federal civilian workforce fatalities occurred during FY 2010. While OSHA has not made a determination as to whether these deaths are work-related and/or compensable under workers' compensation regulations, they all occurred while the employee was engaged in work-related activities. Most of the deaths were due to traumatic incidents (motor vehicle accidents, falls, drownings, etc.) and

a majority involved motor vehicles (airplanes, helicopters, cars, trucks, tractors, all-terrain and off-road vehicles, etc.) According to agency reports, the Department of the Army had the highest number of fatalities, reporting 12 deaths. Ten other major departments and one independent agency also reported workforce fatalities:

| Department/Agency                         | Number of Reported Fatalities |
|---|-------------------------------|
| Department of the Army                    | 12                            |
| Department of the Interior                | 9                             |
| Department of Commerce                    | 7                             |
| Department of Defense                     | 6                             |
| Department of Agriculture                 | 5                             |
| Department of Justice                     | 4                             |
| Department of Homeland Security           | 3                             |
| Department of Health and Human Services   | 2                             |
| U.S. Marine Corps                         | 2                             |
| Department of the Navy                    | 1                             |
| Department of Transportation              | 1                             |
| U.S. Agency for International Development | 1                             |

According to the information the agencies provided:

- The Department of the Army explained that the all of the 12 fatalities involved traumatic injuries (as opposed to medical issues such as cardiac arrest or an allergic reaction) and six occurred as the result of some type of motor vehicle accident such as a tractor rollover, single- or multi-vehicle roadway incident, or a pedestrian-vehicle mishap.
- The Department of the Interior reported that all but one of its workplace fatalities involved motor vehicles (airplanes, off-road vehicles, motor bike) and all of the deaths were due to trauma. The one incident not related to motor vehicles involved a drowning.
- The Department of Commerce reported that all of its work-related fatalities were from the 2010 Decennial Census activities. Six of the seven deaths occurred due to trauma as the result of motor vehicle accidents (car crashes). The seventh death occurred as the result of criminal activity..
- The Department of Defense provided information on only two incidents and identified only one cause of death: one employee was fatally shot during a workplace violence incident.
- According to the Department of Agriculture, four of the five fatalities were due to trauma; one was the result of a cardiac incident. Of the trauma deaths, three were due to motor vehicle accidents (plane crash, all-terrain vehicle rollover), and one was under criminal investigation.
- The Department of Justice indicated that three of the four reported deaths occurred as the result of a helicopter crash during drug interdiction activities in Afghanistan. The fourth death was a suicide.
- According to the Department of Homeland Security, all of its reported workplace fatalities were related to motor vehicle accidents, although the Department noted that for one of the deaths, investigators could not determine a cause for either the accident or the death. For the other fatalities, one occurred when a Border Patrol agent hit a large range animal at night, and the other occurred when a Border Patrol agent was hit by a drunk driver.



- The Department of Health and Human Services noted that one of the fatalities it reported was due to traumatic injuries from a motor vehicle accident. The other death occurred as the result of the earthquake in Haiti: the employee's hotel collapsed.
- The U.S. Marine Corps reported that one employee died as the result of an undiagnosed cardiac condition and the other employee died as the result of drowning.
- The Navy's sole civilian worker fatality involved a fall from height.
- The Department of Transportation reported that a Federal Aviation Administration employee died in a helicopter crash.
- According to OWCP, the U.S. Agency for International Development incurred one Federal civilian fatality. However, the Agency failed to submit an annual report and did not provide any information on the nature of the workplace fatality.

As part of their fatality reports, agencies were asked to provide information on any programmatic changes, such as implementing or revising training or providing personal protective equipment, they implemented as a result of their investigations and to help prevent other serious injuries or fatalities. Most of the agencies that provided such information indicated that they had increased or implemented job-specific training programs, especially in the areas of motor vehicle operations. They also reported revising standard operating procedures, increasing OSH-related specifications for contracted activities, and increasing the emphasis on supervisory responsibility for ensuring that employees performed their work safely and used the proper and required personal protective equipment. OSHA will encourage agencies to track the implementation of their reported programmatic changes to ensure that they are reducing the potential for serious injuries and fatalities. In future years, OSHA will ask that agencies provide information on the results of their programmatic changes.

The seal of the Department of Labor, United States of America, is a large, faint watermark in the background. It features an eagle with wings spread, perched atop a shield. The shield contains a scale of justice, a gear, and a plow. The text "DEPARTMENT OF LABOR" is arched across the top, and "UNITED STATES OF AMERICA" is arched across the bottom.

**AGENCY SUMMARIES  
MAJOR DEPARTMENTS  
AND  
INDEPENDENT AGENCIES**

## DEPARTMENT OF AGRICULTURE

### STATISTICS

The Department of Agriculture's (USDA's) employment rolls *increased* by 19,616 (21.2%) to 111,987 in FY 2010. Its total injury and illness cases *decreased* by 3.0% to 4,925 and its TCR *decreased* from 5.50 to 4.40 (20.0%). The USDA's lost time cases *decreased* by 7.2% to 1,583 and its LTCR *decreased* from 1.85 to 1.41 (23.8%). According to the USDA, there were five civilian fatalities during FY 2010.

The USDA's workers' compensation costs *decreased* by 1.10% to \$72,875,548 during the chargeback year.

### OVERSEAS EMPLOYEES

According to USDA, the number of agency employees working overseas varies widely as the usual circumstances requiring overseas posting are generally associated with responses to such events as natural disasters or disease outbreaks. The Department reported that during FY 2010, 304 employees were on temporary or permanent assignment overseas and were often co-located with employees from other Federal agencies. USDA noted that most of its overseas employees were covered by State Department OSH programs.

### OSH INITIATIVES

#### MOTOR VEHICLE

USDA reported that its Federal employees were involved in 183 vehicle accidents resulting in personal injury – an increase from the 148 reported in FY 2009.

According to the Department, the majority of motor vehicle accidents occurred when

driving in off-road conditions, during routine field work or wildland firefighting. USDA noted that the accidents primarily occurred during backing, turning or misjudging side clearances, and rolling over obstacles.

The Department reported that seat belt use has long been required for employees on government business. It also noted that in September 2010 it issued a mandate that included:

- A ban on text messaging while driving on official business.
- A ban on using government-supplied electronic equipment when driving any vehicle (even during off-duty hours).
- Authorization for subagencies to take appropriate disciplinary action for violation of this mandatory ban on texting, up to and including removal from Federal service.
- Encouragement for USDA employees, contractors, and their families to refrain from texting or other behaviors that distract attention from driving.

#### INTEGRATING OSH AND EMERGENCY RESPONSE

According to the Department, in an effort to integrate OSH considerations as part of its emergency response planning it:

- Posted emergency evacuation routes in all work locations.
- Performed periodic emergency evacuation drills.
- Maintained recall rosters and integrated them into the COOP Plan.
- Developed a Devolution Plan that identifies emergency personnel to assist agency senior management in providing

continued services from remote locations with minimal disruption and maximum safety if the national capitol region is affected.

- Posted numerous employee safety bulletins related to natural disaster recovery.
- Participated in the OSHA roundtable on hazards associated with the Gulf of Mexico oil spill cleanup.

### **EMPLOYEE SUPPORT**

According to the USDA, it used several methods to identify OSH-related training needs:

- It encouraged each employee to complete an Individualized Development Plan (IDP).
- A designated Safety Officer identified, arranged, and tracked training needs.
- It encouraged supervisors and employees to use a Job Hazard Analysis (JHA) to identify any potential hazards for each new task.
- It encouraged Safety and Health Management Division employees to attend at least one conference each fiscal year as funding allowed, and to maintain

professional memberships and professional certifications.

With regard to FFSHCs, USDA reported that it encouraged its OSH personnel to be active in local councils.

### **ACCOMPLISHMENTS**

USDA reported that during FY 2010 it achieved reductions in all statistical categories of program measurement:

- Reduced TCR to 4.44 from 5.07.
- Reduced LTCR to 1.43 from 1.70.
- Reduced workers' compensation costs to \$72,875,548 from \$73,467,483.

### **GOALS**

According to USDA, during FY 2011 it plans to:

- Meet POWER goals.
- Complete the pilot test of the proposed enterprise solution for Department wide injury and illness tracking and claims management and develop implementation strategies.
- Reestablish the Departmental Safety and Health Committee comprised of agency OSH managers.

## DEPARTMENT OF THE AIR FORCE

### STATISTICS

The Department of the Air Force's (USAF's) employment rolls *increased* by 15,674 (10.1%) to 170,534 in FY 2010. Its total injury and illness cases *decreased* by 0.3% to 4,215 and its TCR *decreased* from 2.73 to 2.47 (9.5%). The USAF's lost time cases *increased* by 5.8% to 2,447 and its LTCR *decreased* from 1.49 to 1.43 (4.0%). According to the USAF, there were no civilian fatalities during FY 2010.

The USAF's workers' compensation costs *decreased* by 1.50% to \$129,322,518 during the chargeback year.

### OVERSEAS EMPLOYEES

The Air Force reported that at the end of FY 2010, there were 24,848 civilians assigned overseas, and 121 civilians deployed to overseas locations in a temporary duty status. It clarified that employees are assigned to Department of Defense (DoD) installations. Each installation typically has a Safety Office, an Occupational Health section within the Surgeon General Office, and a Civilian Personnel Office with an Employee Benefits and Compensation section, which are responsible for advising commanders on the occupational safety and health of employees on the installations.

### OSH INITIATIVES

#### MOTOR VEHICLE

According to the Air Force, its civilian employees were involved in 22 four-wheel motor vehicle mishaps (16% decrease from FY 2009) with 12 resulting in a reportable injury (33% increase over FY 2009). In all instances, the USAF reported that

employees were wearing personal restraint devices.

Outside of mishap investigations, the Air Force noted that it does not specifically track the percentage of seat belt use. However, Air Force instructions require all personnel operating or riding in government motor vehicles to wear occupant restraint devices at all times, and installations conduct periodic seat belt checks issuing citations for non-compliance. The USAF also reported that it provides a variety of traffic safety training courses designed to establish and reinforce a positive attitude toward driving, and notes that the courses emphasize individual responsibility and correct response to routine and emergency driving situations.

With regard to specific training the USAF reported that:

- The Air Force Supervisor Safety Training course has a Traffic Safety Module designed to instruct first-time supervisors about their roles and responsibilities, along with means and methods to meet their responsibilities, with regard to the USAF Traffic Safety Program.
- Air Force employees who ride their motorcycles on USAF Installations also receive free Motorcycle Safety Training by Motorcycle Safety Foundation certified instructors.
- The USAF is emphasizing the perils of distracted driving via electronic media, and is revising its Instruction 91-207, *AF Traffic Safety Program* to reflect current Chief of Staff and command emphasis regarding distracted driving.

## **INTEGRATING OSH AND EMERGENCY RESPONSE**

According to the Department, its Instruction 10-208, *Continuity of Operation (COOP) Program*, provides the overall guidance on developing plans to deal with a wide range of potential emergencies. The USAF notes that when developing plans and assessing the probability and severity of risks to facilities, people, and infrastructure, leaders and members must focus on ways to reduce or eliminate the risk, eliminate the vulnerability, or reduce the exposure. According to the Air Force, people, the most critical component of Air Force operational capability, must be protected. As an example, the USAF reported that all Air Force personnel assigned to the Pentagon are issued and trained to use emergency escape hoods to allow a safe escape from a chemical/biological contaminated work place. It also noted that it develops additional plans to deal with specific risks such as Pandemic Influenza.

## **EMPLOYEE SUPPORT**

According to the USAF, it provides OSH-related education, training, and force development for On-duty and Traffic Safety personnel. Specific examples include:

- 19 Web-based training courses to help effectively train employees, managers, collateral duty personnel, safety committee members, and supervisors to accurately identify workplace hazards, increase understanding of safety and health requirements, and provide recommendations for eliminating/mitigating risk.
- Contracts with the Motorcycle Safety Foundation (MSF) and other vendors to provide high quality comprehensive training for Rider Coaches to produce trainers for the Basic Rider, Experienced Rider, and Military Sportsbike Riders

courses. The Air Force also provides complete training, at various locations, for off-road ATVs and dirt bike trainers (initial, refresher, and continuing education for motorcycle trainers).

For other support activities, the USAF reported that it:

- Encouraged OSH personnel to participate in the National Safety Council Safety Congress and other safety groups related activities (e.g. American Society of Safety Engineers, Lifesavers Conference, American Industrial Hygiene Association Conference, etc.)
- Supported interagency interaction with the National Association of State Motorcycle Safety Administrators National Motorcycle Safety Conference and hosted and solicited representation from other armed services, MSF, Transportation Safety Institute (TSI), and Air Force Major Commands (MAJCOMs).
- Partnered with and used the National Highway Traffic Safety Administration (NHTSA) data for over six years, with the most recent involvement being the development of the TSI Motorcycle Safety Program Coordinator (MSPC) course. The partnership provides learning opportunities for riders, trainers, and program managers.
- Strongly encouraged all installation Injury Compensation Program Administrators (ICPAs) to take advantage of the DoD Civilian Personnel Management Service (CPMS) Injury Compensation (IC) Division's free online training for ICPA certification.



## ACCOMPLISHMENTS

According to the Air Force, during FY 2010 it continued to make progress in reducing mishaps and mishap rates. It also noted that it has implemented OSH performance enhancements by using OSHA's VPP framework at over 60 installations, and currently has eight Star recognized sites.

## GOALS

The Air Force reported that during FY 2011 it plans to:

- Continue efforts to meet the FY 2012 75% mishap reduction goal.
  - Continue to pursue VPP Star status for its installations.
  - Continue to provide Air Force commanders with safety capabilities and safety professionals.
- Continue to develop and support premier capabilities in data collection, analysis, and reporting that improve hazard identification and mitigation, web-enabling and linking those capabilities to processes in the field.
  - Serve as a catalyst for addressing critical safety issues that affect DoD concerning safety.
  - Promote collaboration between the services and with motor vehicle and traffic safety partners and communities.
  - Provide a variety of resources critical to safety through staff, products, and technical information.

## DEPARTMENT OF THE ARMY

### STATISTICS

The Department of the Army's (Army's) employment rolls *increased* by 22,751 (8.6%) to 288,333 in FY 2010. Its total injury and illness cases *decreased* by 0.8% to 7,952 and its TCR *decreased* from 3.02 to 2.76 (8.6%). The Army's lost time cases *increased* by 0.4% to 4,157 and its LTCR *decreased* from 1.56 to 1.44 (7.7%). According to the Army, there were 12 civilian fatalities during FY 2010.

The Army's workers' compensation costs *decreased* by 2.50% to \$177,235,988 during the chargeback year.

### OVERSEAS EMPLOYEES

The Army reported that at the end of FY 2010, it had 20,460 employees working outside the continental U.S. It noted that the U.S. Army Corps of Engineers (USACE) deployed personnel to approximately 1,000 positions in Iraq and Afghanistan during FY 2010. The Army noted that, to address safety needs, the USACE deployed safety personnel to manage local district safety programs in support of its employees and contractors. In addition, all USACE personnel completed more than 40 hours of safety training (e.g., composite risk management) prior to arriving at the USACE Deployment Center (UDC). Once at the UDC, the Army reported that all deployed personnel were provided with basic lifesaving skills training, heat injury prevention information, and training on accident and injury reporting.

### OSH INITIATIVES

#### MOTOR VEHICLE

The Army reported 40 motor vehicle accidents in FY 2010, a 33% reduction from FY 2009. Of the 40 reported accidents, 19 resulted in injuries. The Army reported that it requires the use of seat belts and abstinence from texting while driving, but does not have a method to track compliance.

According to the Army, all civilian personnel who operate government-owned or -leased motor vehicles must complete the required Army Accident Avoidance Course and must use the Travel Risk Planning System for applicable vehicle travel. The Army notes that it is keenly aware of driving risks to its employees and has instituted numerous initiatives to improve both on- and off-duty driver safety.

The Army reported that it has developed and fielded an online accident avoidance course targeted at basic driver safety training. In addition, prior to operation of a motorcycle, Army personnel must successfully complete an Army-approved hands-on Motorcycle Rider Safety Course.

#### INTEGRATING OSH AND EMERGENCY RESPONSE

According to the Army, its individual garrisons are responsible for ensuring all tenant organizations have a current Emergency Management Plan (EMP) that incorporates plans for emergency and/or disaster response. As with all emergency plans, protection of life and limb is of the highest importance.

## EMPLOYEE SUPPORT

According to the Army, all Safety staff have the opportunity to attend Army and other command-sponsored safety training events throughout the year. Additionally, the Department noted that inspection programs ensure that other personnel receive relevant training. The Army further explained that it informs its employees of their obligation to report hazards and to follow established procedures. And the Department reported that it is revising contract safety requirements.

## ACCOMPLISHMENTS

The Army reported that during FY 2010:

- Safety and Occupational Health (SOH) headquarters developed and deployed a five year Strategic Plan that identified the SOH Vision, Mission, Objectives and Goals for all levels of the Army.
- It began implementing a Safety Management System, based on OSHA's VPP, at 49 installations and operating sites.
- The International Association for Continuing Education and Training and the American National Standards Institute evaluated and approved the Army's training program.

## GOALS

According to the Army, its future requirements for its OSH workforce will place strong demands on its recruitment, training and retention processes. It reported establishing CP-12 program goals and objectives in four key areas: acquire, train, sustain and transition.

In addition, the Army reported that during FY 2011 it plans to:

- Increase seat belt use, motorcycle operator training, and helmet wear compliance.
- Provide training to all supervisors on accident reporting procedures for civilians and contractors and ensure proper accident reporting.
- Improve communication and synchronization of OSH efforts across the Army and Department of Defense.
- Support Defense Safety Oversight Council and Military Training Taskforce initiative: OSHA VPP integration at Major Training Command.
- Encourage participation in safety award programs to recognize individuals' and organizations' contributions to the Army safety program.

## DEPARTMENT OF COMMERCE

### STATISTICS

**Note:** Due to the Department of Commerce's (DOC's) hiring of nearly 700,000 temporary, part-time employees as part of its role in the 2010 Decennial Census, the Department of Labor's employment and related statistics do not accurately reflect DOC's occupational safety and health performance for FY 2010. Therefore, DOL is including DOC's statistical analysis of its OSH-related data.

*The Department expected an increase in reported injuries due to the impact of hiring nearly 700,000 temporary, part-time 2010 Decennial Census (Decennial) employees, many of whom worked just two months. To accurately determine the Department's injury rates, these figures must be*

*annualized, which results in an estimated 209,000 full-time equivalent (FTE) Census employees for FY 2010. In non-Decennial years, the Department has approximately 40,000 employees; adding 209,000 + 40,000 = 249,000 FTEs for FY 2010. This represents a 338% increase over FY 2009.*

*DOL's FY 2010 Federal Injury Statistics reported that DOC had sustained 4,266 total work-related injury and illness cases, of which 1,704 had lost work time. DOC's FTE estimate, which includes the annualized estimate of the FY 2010 temporary Census employees, shows that the FY 2010 Total Case and Lost Time Case Rates decreased when compared to the FY 2009 rates – 44.7% and 49.6%, respectively.*

|   | FY 2009<br>(Includes<br>Decennial) | FY 2010<br>(Includes<br>Decennial) | Percent<br>Change |
|---|------------------------------------|------------------------------------|-------------------|
| <b>Federal Employees</b>                      | 56,886                             | 249,000                            | 338               |
| <b>Total Injury/Illness Cases (OSHA Data)</b> | 1,757                              | 4,266                              | 143               |
| <b>Total Case Rate</b>                        | 3.09                               | 1.71                               | (44.7)            |
| <b>Lost Time Cases (OSHA Data)</b>            | 768                                | 1,704                              | 122               |
| <b>Lost Time Case Rate</b>                    | 1.35                               | 0.68                               | (49.6)            |

Commerce's workers' compensation costs increased by 16.40% to \$19,773,989 during the chargeback year.

### OVERSEAS EMPLOYEES

The Department reported that its International Trade Administration (ITA) has approximately 1,010 civilian employees working overseas, most of whom are covered by the State Department. In addition, the Economic Development Administration (EDA) has one overseas

employee who is covered under U.S. Army regulations.

### OSH INITIATIVES

#### MOTOR VEHICLE

According to Commerce, in FY 2010, its employees were involved in a total of 1,154 motor vehicle accidents, of which 1,056 were the result of 2010 Decennial Census activities. The Department noted that it expected the increase due to the 650,908

temporary 2010 Decennial employees using vehicles to collect data during the enumeration phase of the Decennial Census. Commerce reported that it currently does not have an electronic system to track motor vehicle accidents and their costs.

The Department reported that it supports and promotes motor vehicle safety initiatives such as Executive Orders 13043 (requiring seat belt use) and 13513 (banning texting while driving).

### **INTEGRATING OSH AND EMERGENCY RESPONSE**

Commerce reported that its National Oceanic and Atmospheric Administration (NOAA) conducted a safety assessment of its personnel who participated in the Deepwater Horizon spill response. NOAA staff visited the incident site and Area Command Posts and met with NOAA response personnel to conduct a health and safety assessment of NOAA's performance. The overall findings of the assessment concluded that the response operations emphasized safety.

- Operations were cancelled if conditions deteriorated and safety risks to personnel increased.
- Safety briefings at the command post and prior to aviation overflights were detailed and useful.
- BP and the U.S. Coast Guard (USCG) safety personnel were helpful and accommodating to NOAA safety requests.

However, response personnel identified a number of potential health and safety issues, the main one being fatigue. The assessment also noted other issues meriting consideration such as driving, training needs, tracking individuals (on the response

as well as teams in the field), small boat operations, and equipment needs.

### **EMPLOYEE SUPPORT**

The Department reported that it conducted OSH training for bureau Collateral Duty Safety and Health Coordinators on office ergonomics; knowledge, skills, and abilities for collateral duty positions; OSHA recordkeeping requirements; and office inspections. According to Commerce, each subagency conducts training specific to its operational hazards. It also noted that its OSH personnel participate in the Federal Safety and Health Councils at the local levels.

### **ACCOMPLISHMENTS**

Commerce reported that during FY 2010 it:

- Effectively implemented its Pandemic Plan when faced with the 2009 H1N1 Influenza Pandemic.
- Began implementing a Department-wide wellness initiative.
- Successfully proposed the inclusion of a Department-wide, web-based injury and illness reporting system in the FY 2012 budget to track and trend work-related injuries, illnesses, and motor vehicle accidents.
- Sponsored two sessions for Department safety professionals on the legal aspects of safety program implementation.
- Finalized updates of its Departmental Administrative Order (DAO) 209-3, "Injury, Illness, Incident, Fatality and Motor Vehicle Accident Reporting and Investigation," and the corresponding form CD-137, Report of Incident, Injury, Illness, Motor Vehicle Accident, Property Damage, or Fatality. The documents are currently in the comment phase.

**GOALS**

Commerce reported that during FY 2011 it plans to:

- Reestablish the Department Safety and Health Council;
- Improve the understanding of OSH-related roles and responsibilities; and
- Prepare for the FY 2012 acquisition of a web-based electronic system for reporting injuries, illnesses, and motor vehicle accidents.



## DEPARTMENT OF DEFENSE

### STATISTICS

The Department of Defense's (DoD's) employment rolls *increased* by 53,598 (7.6%) to 754,963 in FY 2010. Its total injury and illness cases *increased* by 0.5% to 19,455 and its TCR *decreased* from 2.76 to 2.58 (6.5%). DoD's lost time cases *increased* by 3.0% to 10,674 and its LTCR *decreased* from 1.48 to 1.41 (4.7%). According to DoD, there were six civilian fatalities during FY 2010.

DoD's workers' compensation costs *increased* by 0.80% to \$63,580,836 during the chargeback year.

### OVERSEAS EMPLOYEES

DoD did not provide any Departmental-level information on its overseas employees. However, according to the figures provided by its various non-military subagencies, there were more than 27,000 civilian employees who worked overseas during FY 2010. Of the subagencies that provided employment figures, only the Defense Commissary Agency (DeCA) and the Defense Threat Reduction Agency (DTRA) reported that any of their employees were covered under any non-DoD OSH programs. According to DeCA and DTRA, a small percentage (33 or less than 2%, and 8 or 22%, respectively) of their overseas employees were covered by the State Department OSH program. For the three subagencies that did not provide the number of overseas employees:

- The Missile Defense Agency (MDA) noted that while it operates in overseas locations, such duties are accomplished by temporary duty to these locations and that these deployments are augmented

with either an OSH professional or a safety engineer to ensure the safety and health of employees, safety of facilities and operations, and protection of physical resources and equipment.

- The National Security Agency (NSA) reported that it provides the same services, training, and support to overseas employees and includes them in its agency OSH statistics.
- The Washington Headquarters Service (WHS) declined to provide specific information on its overseas employees due to security considerations, but noted that it supports several agencies throughout the DoD. It also stated that it requires each employee to attend a security briefing prior to departure and the briefing includes OSH information that is relevant for the intended location.

### OSH INITIATIVES

#### MOTOR VEHICLE

DoD reported that it incorporated the policy requirements of EO 13513, "Federal Leadership on Reducing Text Messaging While Driving," into its traffic safety program instruction.

#### INTEGRATING OSH AND EMERGENCY RESPONSE

DoD did not provide a Departmental perspective on its efforts to integrate OSH considerations into its emergency response planning. However, among its subagencies:

- The Defense Finance and Accounting Service (DFAS) reported that its OSH office is an active participant in continuity planning to ensure the safety of employees.

- The National Geospatial-Intelligence Agency (NGA) noted that its OSH Office is integrated with its Emergency Management program through proactive annual program assessments, vulnerability analyses, and higher headquarters assessments, as well as monitoring emergency response operations.
- DTRA reported that it formed an Occupant Emergency Plan Working Group consisting of safety and security personnel to develop a plan that harnesses the effects of deterrence, detection, response capability, and neutralization of threats to protect people, resources, facilities, and missions.
- The Department of Defense Education Activity (DoDEA) noted that all schools and facilities address safety in formal safety, crisis management, and/or antiterrorism/force protection committee meetings. It also noted that safety and security is a regular agenda item in other existing management meetings such as staff meetings or leadership forums.
- The Defense Contract Management Agency (DCMA) stated that its OSH office coordinated Emergency Action Plans and Occupant Response Plans with Continuity of Operations Planning and Security.
- The Defense Security Service (DSS) reported that OSH information is available in the Facility Emergency Evacuation Handbook and the Occupant Emergency Plan.

### **EMPLOYEE SUPPORT**

According to DoD, OSH training is integral to accomplishing the mission and it provided OSH training at the nonsupervisory level, as well as all levels of supervision from

executive-level leaders to front-line supervisors. Among its subagencies:

- The Defense Logistics Agency (DLA) hosted OSH meetings in conjunction with the VPP Participants' Association National Conference.
- The DoDEA reported that school district safety and security officers and/or school administrators attend host installation safety councils to provide safety information to school staff/faculty.
- NGA reported that it supports the professional growth and development of OSH personnel by encouraging attendance at and funding professional and technical workshops and conferences.

### **ACCOMPLISHMENTS**

DoD did not provide any information on its Departmental-level OSH accomplishments for FY 2010. Among its subagencies:

- The Army and Air Force Exchange Service (AAFES) reported that it had 155 fewer recordable accidents in FY 2010 compared to FY 2009.
- DCMA maintained a 97.5% on-time completion of all workers' compensation claims.
- DeCA updated and published its safety policy.
- DFAS reported that its headquarters-level OSH personnel meet with all site safety managers on a quarterly basis using video teleconferencing.
- DLA reported that its Columbus site was re-certified as an OSHA VPP Star site, the first re-certification audit for Columbus site; its San Joaquin site is awaiting OSHA determination of Star recognition; and it continued to work with 10 sites to implement VPP.
- DSS reported that it has finalized and published a manual to establish OSH

responsibilities within the current agency structure.

- NSA reported that it maintained OSHA VPP STAR status at five sites.
- The Office of the Inspector General (OIG) reported that it completed a comprehensive revision of its Headquarters Occupant Emergency Plan.

## GOALS

DoD did not provide any information on its Departmental-level OSH goals for FY 2011. Among its subagencies:

- AAFES will continue to make training a priority.
- DFAS reported that its main goal would be to reduce its total injury/illness case rate by 5%.
- DLA plans to publish and begin implementation of its revised OSH Instruction to provide a more

standardized approach to implementing hazard control procedures.

- DSS plans to publish a revised OSH program by June 2011.
- MDA plans to revamp its Supervisor's Safety Training Program by developing safety training for new supervisors, and employing a delivery method that will ensure timely access and completion by new supervisors.
- NSA plans to continue to lower the incidence rate and the severity of mishaps.
- OIG plans to conduct an overall assessment of the agency's safety and health status, and develop a plan of action for addressing any deficiencies.

## DEPARTMENT OF EDUCATION

### STATISTICS

The Department of Education's (ED's) employment rolls *increased* by 230 (5.6%) to 4,343 in FY 2010. Its total injury and illness cases *decreased* by 17.1% to 34 and its TCR *decreased* from 1.00 to 0.78 (22.0%). ED's lost time cases *decreased* by 7.7% to 24 and its LTCR *decreased* from 0.63 to 0.55 (12.7%). According to ED, there were no civilian fatalities during FY 2010.

ED's workers' compensation costs *increased* by 2.00% to \$1,483,826 during the chargeback year.

### OVERSEAS EMPLOYEES

According to ED, during FY 2010 it did not have any Federal employees working outside of the country.

### OSH INITIATIVES

#### MOTOR VEHICLE

ED reported one motor vehicle accident during FY 2010, and there were no injuries associated with that accident. To improve motor vehicle safety and seat belt use, ED reported that it encourages all drivers to wear their seat belts and obey traffic laws.

ED explained that although it does not have a mechanism in place to track the percentage of employee seat belt use, it had implemented several actions to improve motor vehicle safety and seat belt use, including:

- Published a Departmental directive establishing policy and procedures for using official motor vehicles.

- Continued to encourage drivers to wear their seat belts and obey traffic laws.
- Encouraged employees to use public transportation, car pools, flextime, and alternative worksites whenever practical and feasible to reduce the likelihood of motor vehicle accidents.
- Worked closely with the General Services Administration (GSA) Fleet Management Service to ensure that ED's fleet vehicles are safe.
- Implemented efforts to improve motor vehicle safety and seat belt use.

#### INTEGRATING OSH AND EMERGENCY RESPONSE

ED reported that it provides routine safety and Emergency Preparedness Orientations. Additionally, the Department noted that it has presented a series of briefings on organizational and individual responsibilities at the time of fire and other environmental emergency. According to the Department, over the past calendar year it has planned and redirected its focus to occupant safety, awareness, and preparation through the initiating safety guidelines in the form of Departmental directives that re-emphasizes established policies, specifically Occupant Emergency Plans and organizations, staff wellness and fitness, as well as environmental and physical security.

#### EMPLOYEE SUPPORT

ED reported that it uses its intranet to disseminate safety alerts, and when necessary, information relating to local crimes. The Department coordinated with the Department of Homeland Security (DHS) to develop Emergency Preparedness cards for ED employees, and provided a

variety of emergency preparedness information.

With regard to training, ED noted that it provided OSH-related training for top management officials, supervisors, collateral duty safety officers (CDSOs) and safety and health committee personnel, and the general employee population via methods such as online, classroom, and printed posted material. According to ED, it has been a long-standing participant in FFSHC activities.

### ACCOMPLISHMENTS

Among the accomplishments ED reported for FY 2010 are:

- The Life Safety Program initiative provided a more direct emphasis on combined safety, health, security and emergency preparedness.
- ED continued its CPR/AED and Basic Fire-Aid Program.
- The Department provided “Emergency Go-Kits” to each employee for individual sustenance, hydration, and personal hygiene/comfort during shelter-in-place emergencies.

### GOALS

ED reported that it is committed to providing employees with a high level of health and environmental safety services including safety inspections, health screening, and fitness programs. According to ED, during FY 2011 it plans to:

- Continue to work with supervisors and managers to reduce injuries/illnesses and cost associated with workers' compensation cases.
- Continue to participate in the planning, facilitation and evaluation of the FFSHCs and other programs as well as providing input and support for DOL's Annual Workers' Compensation Conference.
- Purchase additional Emergency Go-Kits for staff as well as establish a regular procurement process for the continued availability of kits.
- Enhance its Safety and Health Committees' capabilities and responsibilities through the provision of training and awareness programs designed to raise the current skills and knowledge levels to a more operationally proficient safety, health, and emergency preparedness level.

## DEPARTMENT OF ENERGY

### STATISTICS

The Department of Energy's (DOE's) employment rolls *increased* by 1,304 (8.5%) to 16,650 in FY 2010. Its total injury and illness cases *decreased* by 2.8% to 247 and its TCR *decreased* from 1.66 to 1.48 (10.8%). DOE's lost time cases *decreased* by 13.6% to 89 and its LTICR *decreased* from 0.67 to 0.53 (20.9%). According to DOE, there were no civilian fatalities during FY 2010.

DOE's workers' compensation costs *increased* by 1.40% to \$9,343,872 during the chargeback year.

### OVERSEAS EMPLOYEES

DOE reported that during FY 2010, 18 Federal employees were assigned overseas and were covered by the respective host agency's OSH plan. The Department noted that none of its overseas employees reported any injuries.

### OSH INITIATIVES

#### MOTOR VEHICLE

DOE reported that its Federal employees were involved in 60 motor vehicle accidents, none of which resulted in lost time injuries. With regard to seat belt use, the Department noted that it requires use when driving on DOE property and operating a vehicle on official business. According to DOE its seat belt use rate is 90-100% and the agency uses a multi-media promotion effort to emphasize the importance of the issue.

According to DOE, it undertook a number of initiatives to address distracted driving including:

- Created a wiki titled Vehicle Safety Awareness to allow users to freely create and edit webpage content using any web browser. Since its inception in April 2010, users in over 32 states and 10 countries have participated (over 5,000 hits) in this social dialogue to increase motor vehicle safety awareness.
- Issued memoranda from top DOE officials, and posted webpage messages.
- Facilitated discussions at safety meetings.
- Displayed posters, pamphlets, information in lobby entrances, and during training sessions.

### INTEGRATING OSH AND EMERGENCY RESPONSE

The Department reported that, in accordance with Executive Order 12656, Assignment of Emergency Preparedness Responsibilities, it established its Continuity of Operations Plan (COOP) to address mission-critical functions. Among other procedures, DOE stated that the plan incorporates the safety and health of its employees and includes procedures for tracking the location and safety of all employees in an emergency.

According to the Department, the changing threat of recent emergencies has highlighted the need for capabilities that enable Federal agencies to continue their essential functions while ensuring the safety and health of its workforce. For example, in response to events created by Hurricane Katrina, DOE's Strategic Petroleum Reserve Office successfully implemented emergency procedures for natural disasters that included safely securing the families of these mission-critical workers.



The Department reported that all field sites have emergency management programs that include emergency plans, training, and regular drills. Plans include assistance during evacuations for employees with special needs and medical conditions. The plans also address coordination with site safety offices and with incident management and other emergency officials.

### **EMPLOYEE SUPPORT**

According to DOE, it provides Department-wide orientation and site-specific training for its Federal employees through such mechanisms as the Integrated Safety Management (ISM) system, the Federal Employee Occupational Safety and Health (FEOSH) program, technical committees, safety and health programs, employee concerns programs, and assistance visits. DOE reported that it requires its contractors to have a DOE-approved site-specific worker safety and health plan and pays for site-specific training. The Department stated that its contractors attend DOE-sponsored courses, seminars, and workshops.

### **ACCOMPLISHMENTS**

DOE reported that during FY 2010 its focus on the highest hazards resulted in fewer serious injuries, and prevented fatalities and catastrophic events. It noted that the implementation of the ISM system led to the dramatic reduction in the Department's lost time injury rates, and there was much more emphasis on evaluating trends and recommending corrective actions, such as implementing continuous improvement strategies and focusing on specific injuries, to improve safety.

### **GOALS**

DOE reported that during FY 2011 it plans to:

- Develop an on-line training module to be incorporated into the orientation and annual OSH training to improve driver safety awareness and support the President's Executive Order on texting.
- Explore intervention strategies aimed at improving return-to-work outcomes.
- Include an Office of Workers' Compensation Programs refresher training module in the annual OSH training for managers and supervisors.
- Integrate OSH considerations into Federal facility design requirements, and determine best practices, codes, and specifications for integrating occupant safety and health considerations into building design.
- Establish a work group to centralize information, develop guidelines, and integrate those guidelines into building standards and codes.
- Partner with other Federal agencies and departments to develop safety awareness tools to encourage Federal workers to inform, instruct, and influence the young people in their families and communities on OSH issues.
- Update and enhance Federal agency OSH training for Federal employees: provide distance-learning opportunities, make more training available on-line, and determine "best practices" used by other Federal agencies in developing and delivering OSH training.

## DEPARTMENT OF HEALTH AND HUMAN SERVICES

### STATISTICS

The Department of Health and Human Services's (DHHS's) employment rolls *increased* by 17,818 (27.7%) to 82,129 in FY 2010. Its total injury and illness cases *increased* by 18.1% to 1,088 and its TCR *decreased* from 1.43 to 1.32 (7.7%). DHHS's lost time cases *increased* by 16.7% to 551 and its LTCR *decreased* from 0.73 to 0.67 (8.2%). According to DHHS, there were two civilian fatalities during FY 2010.

DHHS's workers' compensation costs *decreased* by 6.20% to \$25,041,692 during the chargeback year.

### OVERSEAS EMPLOYEES

According to DHHS, it had approximately 313 civilian employees permanently stationed overseas in FY 2010, most of them Center for Disease Control (CDC) employees. The Department stated that CDC's Coordinating Office for Global Health (COGH) worked closely with the State Department to provide safety training at various locations, with topics ranging from hazardous waste management to laboratory safety.

### OSH INITIATIVES

#### MOTOR VEHICLE

According to the Department, its employees were involved in 54 motor vehicle accidents during FY 2010, a 28% decrease from FY 2009. However, the Department reported that 23 accidents resulted in injuries, a 35% increase from FY 2009.

With regard to seat belt use and distracted driving, DHHS reported that it:

- Provided guidance on motor vehicle accident prevention and seat belt use in its Safety and Health and Logistics manuals.
- Issued an agency-wide message to employees reiterating the distracted driving rules.
- Plans to enhance the driver safety training program through promotion of training opportunities, including defensive and distracted driver training.

### INTEGRATING OSH AND EMERGENCY RESPONSE

DHHS reported that it ensures that the safety and health of its personnel is integrated in emergency and/or disaster response, and COOP planning. It noted that:

- Its OSH offices participated in the planning, development, implementation and evaluation of the building emergency management and COOP plans.
- OSH officials at most sites assist in the planning and full execution of regularly scheduled evacuation and COOP exercises.
- Several subagency OSH programs actually lead such efforts for their divisions.

### EMPLOYEE SUPPORT

According to DHHS, it ensures that every employee in high risk occupations receives at least the mandated safety training requirements, but the Department does not currently specify the requirements for "basic" employee safety training. However, DHHS noted that several of its subagencies include safety as part of new employee orientation and the Department plans to

make the practice a requirement for all new employees in all subagencies. The Department also reported that it encourages OSH personnel to attend conferences and participate in FFSHC activities.

### **ACCOMPLISHMENTS**

While the Department did not provide a complete list of Department-level OSH accomplishments, it did report that it issued Department-wide indoor air quality policy and best practice guidance, and developed a two-year business plan to address key program objectives.

### **GOALS**

According to DHHS, during FY 2011 it will undergo a comprehensive third party OSH program assessment. The Department plans to use the results to help advance the following goals:

- Secure and implement a system which can accurately collect and track OSH data, is compatible with other DHHS systems, and can be accessed at the headquarters level for real-time data.
- Harmonize best practices and their implementation across the Department through quarterly meetings with subagency DASHOs and increased subagency engagement from DHHS headquarters.
- Implement a standardized, comprehensive program audit process.
- Enhance outreach and education.
- Evaluate and revamp the return-to-work initiative to employ effective opportunities for injured workers to return to the workplace as soon as it is medically appropriate.

## DEPARTMENT OF HOMELAND SECURITY

### STATISTICS

The Department of Homeland Security's (DHS's) employment rolls *increased* by 2,363 (1.3%) to 186,797 in FY 2010. Its total injury and illness cases *decreased* by 8.8% to 11,430 and its TCR *decreased* from 6.79 to 6.12 (9.9%). DHS's lost time cases *increased* by 3.2% to 4,726 and its LTCR *increased* from 2.48 to 2.53 (2.0%).

According to DHS, there were three civilian fatalities during FY 2010.

DHS's workers' compensation costs *decreased* by 2.50% to \$160,502,455 during the chargeback year.

### OVERSEAS EMPLOYEES

While DHS did not provide statistics on its overseas employees, it reported that its employees in foreign countries represent a small percentage of the DHS workforce. With respect to providing OSH oversight for overseas employees, DHS reported that:

- Overseas employees are required to comply with the elements of their subagency's OSH program,
- Onsite OSH support for deployed personnel is provided under the Department of State International Cooperative Administrative Support Services (ICASS), and
- Unresolved ICASS issues are referred to the DHS subagency OSH manager or Occupational Safety and Environmental Programs (OSEP).

According to DHS, the approximately 480 Customs and Border Protection (CBP) employees who are assigned to passenger pre-clearance facilities primarily in Canada

and Caribbean are covered solely by CBP's OSH program.

### OSH INITIATIVES

#### MOTOR VEHICLE

According to DHS, its employees were involved in 1,274 motor vehicle mishaps during FY 2010, with 407 resulting in personal injury. The Department noted that these numbers represent a 30.5% decrease in total accidents, but an 84.2% increase in personal injury accidents. DHS further defined that the Federal Emergency Management Agency (FEMA) experienced the majority of vehicle accidents, with 604, and CBP experienced the most accidents with injuries at 289. DHS also explained that its employees log extensive miles in vehicles, and their vehicle use involves law enforcement driving, off-road conditions, use of ATVs, and night/inclement weather driving conditions. According to the Department, CBP personnel drive over 250 million miles per year, often along remote areas of the southern border in open range conditions.

With regard to seat belts, DHS reported that seat belt use is mandatory throughout the Department, although there is no standardized method to track compliance. DHS further reported that it implemented the requirements of Executive Order 13513 addressing distracted drivers. In addition, the National Safety Council Defensive Driving Course is available to all DHS employees and all of its subagencies offer driver training.

## **INTEGRATING OSH AND EMERGENCY RESPONSE**

According to DHS, preparedness and emergency response are essential missions for the Department and OSH is an integral part of these activities. DHS explained that:

- While specific tasks and responsibilities vary by subagency, OSH Programs work with emergency planners, typically taking the lead on equipping employees with appropriate personal protective equipment, providing pre- and post-deployment medical surveillance, and information on the anticipated hazard exposures.
- OSH personnel are participants on emergency response and Continuity of Operations (COOP) teams throughout the Department and participate in the development and implementation of Occupant Emergency Plans.
- The FEMA Disaster Safety Officer Cadre provides OSH support to disaster operations and participated in 95% of the 64 major disasters declared in FY 2010.
- COOP training and personal emergency preparedness are mandatory training for many DHS employees, regardless of their functional role in emergency response.

## **EMPLOYEE SUPPORT**

According to the Department, it supplied over 95 different OSH training options in FY 2010 to employees, managers, OSH personnel, and OSH committee members. It reported that it offered significant training on Department specific issues such as radiation awareness, checkpoint safety, shipyard safety, disaster safety, and confined space entry for tunnels. The Department also noted that it supports and provides training for OSH professional certification and certification maintenance.

DHS stated that it and its subagencies encourage participation in FFSHCs, especially by safety professionals and collateral duty safety personnel. Further, it reported that subagencies provide employees time and, in some cases, miscellaneous administrative resources to support the work of the Councils and that DHS personnel have served, and continue to serve, in leadership roles in FFSHCs.

## **ACCOMPLISHMENTS**

DHS reported that during FY 2010 it saw significant accomplishments related to program administration, standardization, and implementation. For example, it:

- Continued to decrease occupational injuries and illnesses, reducing total case rate, lost workdays and workers' compensation costs.
- Finalized and implemented the Department-level OSH manual, which now serves as the cornerstone of program standardization.
- Implemented task analysis, inspections, hazard-specific training, and mitigation strategies throughout the Department, yielding the most dramatic results for the law enforcement subagencies, as well as the Transportation Security Administration (TSA), by addressing the Department's primary controllable sources of injuries: law enforcement, law enforcement training, baggage handling, and baggage inspection.
- Endorsed and promoted EO 13513 and completed implementation within 60 days of the issuance of the EO.

## **GOALS**

According to the Department its OSH-related goals emphasize increased standardization, more efficient use of resources, and improved OSH processes and

communications. Specifically, during FY 2011 DHS plans to:

- Develop integrated policies, procedures, and guidance to provide sustainable program management.
- Establish Department-wide metrics to optimize performance and ensure accountability.
- Improve program effectiveness through outreach to stakeholders.
- Sustain program excellence by investing in Federal personnel.
- Provide advocacy and oversight to ensure the effective and efficient use of resources.



## DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

### STATISTICS

The Department of Housing and Urban Development's (HUD's) employment rolls *increased* by 177 (1.9%) to 9,742 in FY 2010. Its total injury and illness cases *increased* by 17.6% to 87 and its TCR *increased* from 0.77 to 0.89 (15.6%). HUD's lost time cases *increased* by 12.8% to 44 and its LTCR *increased* from 0.41 to 0.45 (9.8%). According to HUD, there were no civilian fatalities during FY 2010.

HUD's workers' compensation costs *increased* by 4.30% to \$7,735,369 during the chargeback year.

### OVERSEAS EMPLOYEES

According to HUD, it did not have any Federal civilian employees working overseas during FY 2010.

### OSH INITIATIVES

#### MOTOR VEHICLE

HUD reported that during FY 2010 its employees were not involved in any motor vehicle accidents. Although the Department explained that it does not have a mechanism to track employee seat belt use, it has a strong policy requiring seat belt use whenever employees drive on official business. In addition, it stated that field employees are required to sign the "Driver Responsibility" document, which requires them to wear seat belts.

In support of EO 13043, HUD noted that it continued to emphasize Drive Safely to Work Week and the Department of

Transportation's (DOT's) Seat Belt Initiative through announcements on its webpage. The Department reported that it has instructed employees to refrain from texting while driving. In addition, HUD noted that it encourages employees to use public transportation, flextime, and alternative worksites whenever practical and feasible.

### INTEGRATING OSH AND EMERGENCY RESPONSE

According to HUD, its COOP facilities receive routine physical security and safety assessments. During actual events, the Department reported that it briefs personnel and includes OSH information in the briefings. Also, HUD explained that it requires COOP members to sign in and attend a detailed facility and area briefing prior to beginning their COOP activities. According to HUD, the briefing includes:

- Information on facility emergency procedures to include shelter-in-place and building evacuation.
- A comprehensive listing of area medical, lodging, and religious services.

The Department explained that non-essential personnel receive instructions and notification regarding when it is safe to return to their place of duty.

### EMPLOYEE SUPPORT

The Department reported that it is committed to providing employees with a high level of health and environmental safety services including training, safety inspections, air and water quality testing, health screening, and fitness programs. According to HUD, it will continue to work

with supervisors and managers to reduce injuries, illnesses and workers' compensation costs. The Department also noted that it offers several OSH courses on its Virtual University website, along with the DOL on-line collateral duty safety and health course.

## ACCOMPLISHMENTS

HUD reported that during FY 2010 it:

- Promoted and enhanced Headquarters' Fitness Center and Total Wellness Program through health fairs, seminars and fitness challenges.
- Improved promotional activities to heighten awareness of the Departmental OSH Program through the HUD intranet safety website, OSH committee meetings, health fair, Breast Cancer Awareness Month activities, prostate cancer awareness activities and screening, and other publicity.
- Provided CPR, first aid, smoking cessation training, blood mobile, security awareness training, and various other workshops to Headquarters and field employees.
- Monitored heating and air-conditioning levels, and immediately addressed deficiencies as necessary in response to employee concerns.

## GOALS

According to HUD, during FY 2011 it plans to:

- Continue to be proactive in maintaining a safe working environment for all employees.
- Maintain its commitment to providing employees with a high level of health and environmental safety and health related services.
- Continue the Hazard Communications Program, maintaining current information on all chemicals used at Headquarters.
- Operate an effective environmental control program, which assures that indoor air quality, water quality, and noise levels in HUD Headquarters are appropriately monitored and meet industry standards.
- Continue to identify and provide reasonable accommodations to handicapped employees.
- Conduct semi-annual OSH inspections and bi-monthly OSH committee meetings.
- Continue its program of educating employees on OSH matters using cost-effective methods including semi-annual safety and health inspections, monthly committee meetings, and posting information on the Departmental webpage.
- Provide recognition for safety excellence through local awards.
- Focus on worksite-specific emergency response issues.
- Conduct evacuation drills for all offices.

## DEPARTMENT OF INTERIOR

### STATISTICS

The Department of Interior's (DOI's) employment rolls *increased* by 14,710 (21.9%) to 81,796 in FY 2010. Its total injury and illness cases *increased* by 2.3% to 4,412 and its TCR *decreased* from 6.43 to 5.39 (16.2%). DOI's lost time cases *increased* by 5.2% to 1,562 and its LTCR *decreased* from 2.21 to 1.91 (13.6%). According to DOI, there were nine civilian fatalities during FY 2010.

DOI's workers' compensation costs *decreased* by 0.20% to \$59,039,915 during the chargeback year.

### OVERSEAS EMPLOYEES

DOI reported that during FY 2010, it had 896 employees who worked outside the continental United States at DOI sites. According to the Department, its subagencies manage and assure that overseas OSH programs are implemented and congruent with Department and subagency OSH policy. DOI noted that the overseas locations appoint collateral duty safety officers (CDSOs) to manage their respective OSH programs and subagencies frequently communicate with their overseas sites and CDSOs to ensure active management of OSH programs.

### OSH INITIATIVES

#### MOTOR VEHICLE

DOI reported that its motor vehicle operational safety awareness campaigns and strict policy enforcement culminated in a 29% reduction in reported motor vehicle accidents and a 33.5% reduction in related injuries during FY 2010. According to the

Department, it mandates seat belt use and, while it has no formal tracking mechanism, its Safety Management Information System (SMIS) incident reporting process specifically addresses seat belt use. Also, motor vehicle accident investigations include evaluating any operator distraction.

According to the Department, it complies with the Executive Orders mandating seat belt use and banning texting while driving. It reported that it provides employees with a variety of educational materials and safe driving awareness information about the dangers of cellular phone use and text messaging while driving.

### INTEGRATING OSH AND EMERGENCY RESPONSE

Interior reported that its Office of Occupational Health and Safety (OHS) works closely with all subagency and office Emergency Management (EM) divisions to assist in development of Continuity-of-Operations (COOP) directives, occupant emergency plans, and disaster planning. Specific examples of OHS involvement include reviewing emergency management policies to ensure OSH input, and attendance at emergency management meetings. DOI also noted that its Occupational Safety and Health Council (OSHC) performs EM directive reviews and makes OSH recommendations to the Designated Agency Safety and Health Official (DASHO) Council for senior level action.

### EMPLOYEE SUPPORT

According to Interior, its OSHC, which includes subagency and office safety managers, is collaborating with the

American Society of Safety Engineers on a certification program to develop the technical skills and abilities of the professional OSH staff. It explained that the certification related training is designed to augment the Department's current technical and programmatic training that OSH staff receive.

DOI reported that its OHS participates in and passes along pertinent information from FACOSH. It further noted that subagency OSH staff members participate in local Metropolitan Washington FFSHC meetings.

### ACCOMPLISHMENTS

According to Interior, many of its FY 2010 accomplishments address concerns raised by the 2008 DOI Inspector General (IG) audit report, *Health and Safety Concerns at Department of the Interior's Facilities*. For example:

- OHS conducted its first subagency OSH Program Management Evaluation.

- Bureau of Reclamation established a Facilities Safety Inspection and Deficiency Tracking System and initiated improvement in the Hearing Loss Prevention Program.
- Fish and Wildlife Service implemented a CDSO safety support survey tool to identify potential areas for increasing CDSO program effectiveness.
- OSHC established several work groups to develop operational strategies and promulgate DOI policy.

### GOALS

DOI reported that during FY 2011 it plans to:

- Enhance the role of leadership in promoting a culture of safety,
- Reduce its TCR and LTCR by 4%, and
- Improve the OSH program's effectiveness through increased management awareness and employee involvement.

## DEPARTMENT OF JUSTICE

### STATISTICS

The Department of Justice's (DOJ's) employment rolls *increased* by 5,068 (4.6%) to 115,299 in FY 2010. Its total injury and illness cases *increased* by 7.0% to 4,881 and its TCR *increased* from 4.14 to 4.23 (2.2%). DOJ's lost time cases *increased* by 1.6% to 2,632 and its LTICR *decreased* from 2.35 to 2.28 (3.0%). According to DOJ, there were four civilian fatalities during FY 2010.

DOJ's workers' compensation costs *decreased* by 0.20% to \$104,572,553 during the chargeback year.

### OVERSEAS EMPLOYEES

According to DOJ it has approximately 1,020 Department employees deployed overseas, the majority of whom fall under the Department of State and embassy safety programs. DOJ stated that its employees routinely receive health assessments and exams prior to deployment.

### OSH INITIATIVES

#### MOTOR VEHICLE

The Department reported that its employees were involved in 2,035 motor vehicle accidents in FY 2010, a 15.2% reduction from FY 2009's 2,400 reported accidents. According to DOJ, 127 of the 2,035 involved injuries, an increase of one from FY 2009.

With regard to driving safety, DOJ reported that it is in compliance with EO 13513, and bans texting and using government-provided electronic equipment while driving. It noted that it tracks seat belt use through observational surveys and monitors accident

report forms and databases. Based on this information, the Department claims a high degree of compliance with seat belt use.

### INTEGRATING OSH AND EMERGENCY RESPONSE

According to DOJ, its OSH personnel work closely as members of the emergency response teams to evaluate and provide OSH input to COOP, pandemic, and shelter in-place plans; and also participate in emergency drills.

### EMPLOYEE SUPPORT

The Department reported that it provides a wide variety of OSH training to management, employees and CDSOs, and that its OSH personnel attend a variety of professional development conferences and training classes. According to DOJ, its OSH personnel regularly participate in the Metropolitan Washington FFSHC and the Federal Bureau of Prisons alone has over 40 OSH personnel involved in various FFSHCs across the nation. The Department noted that its subagencies strongly encourage their OSH personnel and CDSOs to attend their local FFSCH meetings and serve as officers and hosts to the Councils.

### ACCOMPLISHMENTS

According to DOJ, during FY 2010 it:

- Reduced LTICRs throughout most of the Department.
- Increased the availability of on-line OSH training.
- Held the first annual Departmental safety and health awareness fair.
- Provided over 60,000 OSH training sessions.

- Increased collateral duty OSH officer training.
- Increased OSH personnel resources.
- Upgraded OSH internet resources.
- Conducted indoor firing range assessments, cleaning and maintenance, and finalized awareness program.
- Continued workplace inspection and evaluation programs.
- Drafted safety and health program assessment protocol.
- Updated subagencies' written OSH policy and directives.
- Revised Departmental OSH program.

### **GOALS**

DOJ reported that during FY 2011 it plans to:

- Meet POWER goals.
- Obtain funding to increase OSH training availability.
- Increase personnel resources.
- Continue upgrade of on-line OSH training and internet resources.
- Continue, and enhance, inspection and evaluation programs.
- Continue to lower motor vehicle accident rates.
- Continue indoor firing range safety and health evaluations.
- Upgrade and enhance CPR/AED programs.
- Hire additional OSH personnel.



## DEPARTMENT OF LABOR

### STATISTICS

The Department of Labor's (DOL's) employment rolls *increased* by 329 (2.0%) to 16,483 in FY 2010. Its total injury and illness cases *decreased* by 0.3% to 320 and its TCR *decreased* from 1.99 to 1.94 (2.5%). DOL's lost time cases *increased* by 5.7% to 149 and its LTCR *increased* from 0.87 to 0.90 (3.4%). According to DOL, there were no civilian fatalities during FY 2010.

DOL's workers' compensation costs *increased* by 5.10% to \$20,671,556 during the chargeback year.

### OVERSEAS EMPLOYEES

According to DOL, five employees worked overseas during FY 2010. DOL reported that these employees were covered under the Office of the Assistant Secretary for Administration and Management's (OASAM) regional safety and health program.

### OSH INITIATIVES

#### MOTOR VEHICLE

DOL reported that its employees were involved in 498 motor vehicle accidents during FY 2010, a major reduction from the 600 reported in FY 2009. Of the 498 accidents, the Department noted that 23 resulted in personal injuries.

According to DOL, during FY 2010 it promoted compliance with EOs 13043 and 13513 by:

- Increasing awareness of defensive driving techniques to include wearing seat belts.
- Providing training courses such as the online Defensive Driving Course offered

through GSA, and vehicle safety training DVDs.

- Distributing articles, newsletters, and "safety grams" throughout the year.
- Posting copies of Executive Orders.

### INTEGRATING OSH AND EMERGENCY RESPONSE

DOL reported integrating employee OSH strategies into all of its emergency plans. DOL explained that it incorporated Federal Emergency Management Agency (FEMA) and DOL Emergency Management Center guidelines into its COOP plan. With regard to specific activities, DOL explained that it:

- Offers vaccines and provides telework opportunities as appropriate.
- Offers an Employee Assistance Program (EAP) where employees can learn techniques to cope with emergencies or disasters.
- Includes OSH and Emergency Preparedness briefings in all new employee and manager orientations.
- Encourages and provides staff training on an as needed basis.
- Provides information that highlights safety and health information relevant to seasonal and emergency recommendations and safety precautions on the Departmental website.
- Conducts evacuation and shelter-in-place drills on a periodic basis and provides relevant training to employees.

### EMPLOYEE SUPPORT

DOL noted that during FY 2010, it provided a variety of training sessions on subjects such as:

- Pandemic and Seasonal Influenza,
- Continuity of Operations,
- First Aid/CPR/AED, and

- Motor Vehicle Safety for fleet vehicles. The Department also explained that most of its subagencies provided some form of OSH training for new employees with more information available via video, a website, or online.

### **CERTIFIED COMMITTEES**

The Department reported that it has three OSH committees that meet the certification requirements of 29 CFR Part 1960, Subpart F: the first committee is the Departmental Safety and Health Committee, which serves the entire Department; the second committee is the Field Safety and Health Committee, which serves the employees located in the field; the third committee is the National Office Safety and Health Committee, which serves the National Office employees.

### **ACCOMPLISHMENTS**

DOL reported that during FY 2010 it:

- Implemented the new POWER Initiative;
- Conducted annual safety and health inspections throughout the Department;
- Held annual Safety Day events at the Department and in the regions;
- Developed safety and health grams and distributed them electronically nationwide to increase awareness of various safety and health issues and hazards;

- Provided monthly injury and illness statistics to the regions and agencies; and
- Held quarterly Departmental, National, and Field Safety and Health Committee meetings.

### **GOALS**

According to the Department, during FY 2011 it plans to:

- Achieve POWER goals.
- Implement computer-based OSH training for supervisors, managers, and union stewards to be delivered via DOL's existing online learning management system, Learning Link.
- Coordinate training for DOL CDSOs and provide opportunities for expanded involvement in the DOL OSH program.
- Launch an initiative to reduce slips, trips, and falls.
- Introduce the use of quantitative measurement for evaluating the slipperiness of floors in high traffic areas as a proactive measure.
- Encourage agencies to participate in the implementation of the OSHA Form 33 for evaluating their OSH programs.
- Launch a driver safety initiative for employees who drive non-fleet vehicles.
- Improve documentation of subagency-provided OSH training.

## DEPARTMENT OF THE NAVY

### STATISTICS

The Department of the Navy's (Navy's) employment rolls *increased* by 12,583 (6.9%) to 195,445 in FY 2010. Its total injury and illness cases *increased* by 0.7% to 5,099 and its TCR *decreased* from 2.77 to 2.61 (5.8%). The Navy's lost time cases *increased* by 1.3% to 2,668 and its LTCR *decreased* from 1.44 to 1.37 (4.9%). According to the Navy, there was one civilian fatality during FY 2010.

The Navy's workers' compensation costs *decreased* by 2.40% to \$234,251,434 during the chargeback year.

### OVERSEAS EMPLOYEES

According to the Navy, it has approximately 6,000 civilians working at overseas locations, most of whom are at Navy bases. For those under State Department authority, the State Department provides safety services including mishap reporting. The Navy clarified that for its overseas employees who are not located on State Department posts, it provides a level of OSH protection equivalent to that provided for employees working in the U.S.

### OSH INITIATIVES

#### MOTOR VEHICLE

The Navy reported that during FY 2010, its Federal civilian employees were involved in 21 motor vehicle mishaps and there were 22 associated injuries. Of the 22 people with injuries, 9 experienced 5 or more lost workdays. According to the Department, it requires seat belt use and bans texting while driving, both in support of EOs 13043 and 13513. As part of its programmatic support

for both requirements, the Navy noted that it uses behavior modification and enforcement support techniques including peer and subordinate mentoring programs, and various traffic safety awareness campaigns.

### INTEGRATING OSH AND EMERGENCY RESPONSE

According to the Navy, it operates under the National Response Framework during Federally declared disasters and incidents of national significance. The Navy clarified that its support, known as Defense Support to Civil Authorities (DSCA), is coordinated through an established process where military response capabilities are requested and processed through United States Fleet Forces. The Department noted that it includes OSH considerations in its various emergency response plans.

### EMPLOYEE SUPPORT

The Navy reported that during FY 2010 civilian personnel received training tailored to their individual needs, from awareness training to education required to attain and maintain competency in their technical area(s) of expertise. It also noted that it encouraged participation in a number of safety conferences and funded professional certifications, where possible. According to the Navy, its Naval Safety and Environmental Training Center provides OSH and environmental training to both active duty and civilian employees in the Navy, Marine Corps, and Coast Guard.

### ACCOMPLISHMENTS

The Navy reported several accomplishments for FY 2010 such as:

- Continued review of Joint Requirements (Capabilities) documents and interaction with acquisition program offices, particularly multi-billion dollar ship programs, to influence implementation of system safety during program development.
- Completed the first phase of study in partnership with the National Institute for Occupational Safety & Health (NIOSH) to analyze reduction of air flow in fixed wing aircraft paint hangars that will maintain worker safety and health.
- Improved several design criteria documents and unified guide specifications to integrate fall protection requirements into the Navy acquisition process.
- Developed a compilation report of shipboard noise control engineering solutions and associated costs for use by program offices as field reference.
- Developed a new OSH website to provide better information to OSH professionals.
- Continued to monitor OSHA citations issued to Navy and posted them on the Naval Safety Center website to assist all installations in identifying areas of potential risk and preventing recurrence.
- Use flow rate study results to recommend changes to relevant OSHA standards and Navy policies.
- Develop a best practices guide for mechanics.
- Develop guidance documents/solutions to fall hazards (e.g., cranes, shipyards, aviation).
- Establish a Navy and Marine Corps Working Group to address potential noise issues during the facility design process.
- Continue to monitor nanotechnology and OSH literature for applicability to the Navy.
- Develop program and processes to address medical concerns to ensure that the civilian workforce is ready for deployment to field sites.
- Continue to update and improve safety policies.
- Continue efforts to reduce workers' compensation costs.

## GOALS

A sampling of the Navy's reported goals for FY 2011 includes:

- Enhance the integration of OSH considerations into the systems engineering process for acquisition of military systems.
- Complete the second phase of study in partnership with NIOSH to identify optimal flow rates that will protect health and safety and reduce energy costs for other fixed wing series and rotary wing aircraft paint hangars.

## U.S. MARINE CORPS

### STATISTICS

The U.S. Marine Corps' (Corps') employment rolls *increased* by 1,471 (7.9%) to 20,040 in FY 2010. Its total injury and illness cases *increased* by 5.2% to 754 and its TCR *decreased* from 3.86 to 3.76 (2.6%). The Corps' lost time cases *increased* by 3.6% to 521 and its LTCR *decreased* from 2.71 to 2.60 (4.1%). According to the Corps, there were two civilian fatalities during FY 2010.

The Corps' workers' compensation costs *increased* by 5.4% to \$23,365,408 during the chargeback year.

### OVERSEAS EMPLOYEES

The USMC reported that approximately 2,299 Federal civilian employees worked overseas during 2010. According to the Corps, OSHA, DoD, Navy, and USMC orders cover overseas Federal civilian employees. OSH programs at those specific overseas locations are inspected annually by USMC headquarters staff, and by both the USMC Safety Division Command Safety Assessment Program (CSA) and Command Inspection programs.

### OSH INITIATIVES

#### MOTOR VEHICLE

The USMC reported that its Federal civilian employees were involved in 134 motor vehicle accidents (including previously unrecorded "parking lot" mishaps with minor vehicle damages only) during FY 2010, of which four involved injuries. According to the Corps seat belt use is mandatory and it aggressively enforces the requirement via random and frequent seat

belt surveys on Marine Corps installations. The Corps explained that the punishment for not wearing a seat belt is a mandatory loss of driving privileges on the installation for seven days.

With regard to handheld cellular phones, the Corps noted that it specifically prohibits their use and aggressively enforces the ban during seat belt use surveys. It also stated the local chains of command routinely address the topic prior to holidays or leave periods and during the two (minimum) annual required safety stand downs held by each unit.

### INTEGRATING OSH AND EMERGENCY RESPONSE

According to the Corps, it has detailed COOP Plans with integrated OSH requirements and oversight. It noted that it routinely tests its plans at all levels and includes active OSH participation to ensure that the plan or exercise addresses OSH concerns. Additionally, the Corps explained that it deploys Tactical Safety Specialists (TSS) with operational units in exercises and combat operations.

### EMPLOYEE SUPPORT

The Corps reported that it conducts or sponsors numerous service level training courses worldwide each year and trains thousands of employees and other applicable personnel. Additionally, it noted that approximately 50% of Corps installations are participating in OSHA's VPP process.

### ACCOMPLISHMENTS

The USMC reported that during FY 2010 it:

- Supported the safety and occupational health of its Marines and civilian Marines with both resources and professional staff in garrison and field operations.
- Trained additional OSH personnel.
- Approved a phased increase of 56 additional civilian TSS professionals.
- Maintained OSHA VPP Star status for the Marine Corps Logistics Base, in Barstow, CA.
- Continued to emphasize the FECA program, trend analysis, supervisor training, safety training, and electrical safety.

## GOALS

According to the Corps, among its goals for FY 2011 it plans to:

- Continue to pursue OSHA VPP status for specific sites.
- Encourage professional development and education among the career OSH personnel. Develop a safety manager's course to increase professional skills and

assist with obtaining professional certifications.

- Integrate safety into all on- and off-duty activities, work processes, and weapons system designs to enhance mission readiness, capability, and accomplishment.
- Embed safety culture into the total force (military, civilians, and contractors), with accountability and involvement at all levels, through the adoption of a Safety Management System.
- Facilitate continuous improvement in safety performance.
- Maintain effective safety monitoring and performance measuring systems.
- Employ new technology and the latest management tools to facilitate individual and unit safety awareness and ownership.



## DEPARTMENT OF STATE

### STATISTICS

The Department of State's (State's) employment rolls *increased* by 336 (0.9%) to 36,762 in FY 2010. Its total injury and illness cases *increased* by 0.3% to 373 and its TCR *decreased* from 1.02 to 1.01 (1.0%). State's lost time cases *decreased* by 10.5% to 171 and its LTCR *decreased* from 0.52 to 0.47 (9.6%). According to State, there were no civilian fatalities during FY 2010.

State's workers' compensation costs *decreased* by 9.30% to \$6,981,218 during the chargeback year.

### OVERSEAS EMPLOYEES

The State Department reported that it has 52,015 overseas employees, including Foreign Service, civil service, and locally employed staff. It noted that most, if not all, overseas employees are physically located at a facility such as an embassy or consulate. In addition to covering all such facilities, the Department's OSH program also focuses on all work activities conducted remotely and all residences provided for employees.

### OSH INITIATIVES

#### MOTOR VEHICLE

According to the Department, its employees were involved in 333 motor vehicle accidents worldwide, a decrease of 5.9% from FY 2009. Of the 333, all but one were overseas and 48 resulted in injuries, a decrease of 26.1% from FY 2009. State noted that it has instituted an in-vehicle event data recorder (DriveCam®) program at some posts overseas and the program appears to be significantly reducing fatalities.

With regard to seat belt use and distracted driving, the Department reports that it:

- Provided awareness training every two years for domestic motor pool drivers, and adhered to Diplomatic Security rules that require defensive driver training prior to operating government vehicles.
- Reinforced seat belt use by means of stickers in vehicles.
- Required all drivers and passengers on official business overseas to wear seat belts, and also requires the use of safety seats for infants and children.
- Implemented programs and initiatives to decrease all causes of distracted driving.
- Updated associated policies.
- Included motor vehicle policy information, including bans on texting and nearly all cell phone use, as part of new employee orientation training.

### INTEGRATING OSH AND EMERGENCY RESPONSE

State reported that its Office of Emergency Management and Domestic Environmental and Safety Division (DESD) collaborate on the Department's domestic emergency preparedness program. It stated that DESD is involved in the review and approval of the Department's emergency action plan, as well as the proposed templates used to create Bureau and Facility EAPs.

The Department reported that the primary focus of its efforts overseas is to assist posts in returning to a functional and productive status as soon as possible after natural disasters or terrorist events. State noted that the COOP element seeks to assure that the Bureau of Overseas Buildings Operations

(OBO) can remain functional so that critical support to posts is not interrupted, and delineated the plan's three objectives: help ensure safety of personnel; reduce impact of an emergency on resources, facilities and mission; and facilitate continuation of critical functions. According to the Department, its OBO plan is linked to the Domestic Emergency Action Plan.

### EMPLOYEE SUPPORT

State reported that it provides training for CDSOs, Post Occupational Safety and Health Officers (POSHOs), assistant POSHOs, and Locally Employed Staff primarily through onsite training activities by professional staff, and also through regional seminars. In addition, the Department reported that it provides abridged POSHO seminars for facility managers, management officers, and general services officers. It also noted that it extends its training efforts to professional development for internal safety and health staff, many of whom are Certified Industrial Hygienists and/or Certified Safety Professionals.

### ACCOMPLISHMENTS

According to the Department, its key accomplishments during FY 2010 included:

- Achieved recognition for National Passport Center in Portsmouth, NH as an OSHA VPP STAR site (2nd STAR site).
- Installed new fire alarm systems in three data centers in the National Foreign Affairs Training Center.
- Installed AEDs in nine buildings to complete the final phase of the AED rollout.
- Conducted environmental, health, and safety (EH&S) program assessment visits to 65 overseas posts.
- Installed the DriveCam® system at two additional overseas posts with the

highest numbers of motor vehicle fatalities.

- Certified an additional 37 individuals in the Smith System safe driver training program.
- Conducted nine EH&S assessments of newly constructed embassies, consulates, and other buildings
- Conducted EH&S design reviews for 17 overseas construction and renovation projects.
- Launched a targeted effort to achieve 100% compliance with swimming pool barrier requirements.
- Installed fire alarm and detection systems overseas to protect an additional 505,000 square feet of functional and residential government space.

### GOALS

State reported that its key OSH-related goals for FY 2011 include:

- Integrating OSH requirements into the new facilities management software.
- Developing a comprehensive EH&S training program for domestic facilities personnel.
- Conducting an industrial hygiene study of a disintegrator plant used to destroy classified office paper, and computer hard drives and tapes.
- Completing the implementation of an Electrical Safety Program for domestic operations.
- Installing and implementing the DriveCam® system at two additional overseas posts.
- Finalizing electronic mishap reporting system to enable overseas posts to improve mishap analysis/reporting.
- Ensuring that at least 90% of exposed employees receive National Fire Protection Association 70 E electrical safety training.

- Completing update of the Emergency Action Plan for responding to disasters physically damaging overseas Departmental facilities.
  - Expanding training for Post Occupational Safety Officer Assistants.
- Increasing use of computer aided simulations to evaluate consular workstation ergonomic design.

## DEPARTMENT OF TRANSPORTATION

### STATISTICS

The Department of Transportation's (DOT's) employment rolls *increased* by 1,980 (3.5%) to 57,819 in FY 2010. Its total injury and illness cases *decreased* by 0.9% to 910 and its TCR *decreased* from 1.64 to 1.57 (4.3%). DOT's lost time cases *increased* by 0.4% to 547 and its LTCR *decreased* from 0.98 to 0.95 (3.1%). According to DOT, there was one civilian fatality during FY 2010.

DOT's workers' compensation costs *decreased* by 1.58% to \$97,687,326 during the chargeback year.

### OVERSEAS EMPLOYEES

The Department reported that it has few employees working in foreign countries since its mission is focused on transportation systems within the United States. However, according to DOT, the Federal Aviation Administration (FAA) has over 40 employees overseas in 12 different countries and also has flight standards employees who inspect aircraft repair stations in other countries. Also, the Department noted that one Federal Highway Administration, one National Highway Transportation Safety Administration, and two Maritime Administration employees are deployed outside the United States at State Department posts. It explained that employees receive OSH briefings prior to deployment.

### OSH INITIATIVES

#### MOTOR VEHICLE

DOT reported that its employees were involved in 461 motor vehicle accidents

during FY 2010, an increase of 13% from FY 2009, and there were 34 injuries associated with the accidents. According to the Department, it mandates the use of seat belts and its annual seat belt survey at its headquarters demonstrated a usage rate of 90%.

With regard to distracted driving, DOT reported that, in support of EOs 13043 and 13513, it issued internal orders prohibiting texting and using electronic equipment while driving any vehicle. It also stated that it hosted several forums and demonstrations to show the consequences of distracted driving.

### INTEGRATING OSH AND EMERGENCY RESPONSE

According to DOT, it has taken an all hazards approach to responding to emergencies and disasters. It noted that Departmental and subagency COOP plans describe how the department will respond to emergencies and simultaneously sustain essential government functions. With regard to the subagencies, the Department reported that each had developed a Sustaining Essential Government Services (SEGS) plan outlining the OSH measures necessary to ensure that mission essential personnel would continue to work during emergencies. The Department also noted that it incorporated telework as a critical tool to remove employees from potential hazards, yet continue important government functions.

### EMPLOYEE SUPPORT

According to DOT, each of its subagencies independently handles its own OSH training efforts and most employees work in

controlled office environments and face few dangers. However, the Department acknowledged that some of its subagencies' employees worked in hazardous environments and that each subagency identified the OSH training requirements necessary to protect employees based on actual risk exposures.

DOT reported that it uses an online training system that has more than 79 programs and is accessible to all employees. The Department listed accident investigation, back safety, bloodborne pathogens, chemical safety, defensive driving, fire safety, hazard communication, ladder safety, office safety, slips/trips/ falls, and workplace safety orientation as some of the topics available through the online system.

### **ACCOMPLISHMENTS**

According to the Department its Office of the Secretary of Transportation (OST) continues to function as its lead OSH office. During FY 2010 OST:

- Continued to facilitate the DOT Headquarters Safety Committee, which

met five times and finalized a charter establishing its functions and membership.

- Funded and selected an OSH consultant to perform safety program audits on each subagency's OSH program in FY 2011 using a customized audit inspection form based on the 29 CFR Part 1960 regulations.

### **GOALS**

DOT reported that during FY 2011 the OST will:

- Complete OSH program audits for each subagency to identify necessary improvements.
- Coordinate a Department-wide campaign to improve the safety culture inside of DOT by conducting an educational awareness campaign. The campaign will focus on emergency preparedness and the most frequent sources of workplace injuries, and will include an annual training requirement, practice evacuations, and special training for DOT's political officials.

## DEPARTMENT OF THE TREASURY

### STATISTICS

The Department of the Treasury's (Treasury's) employment rolls *increased* by 8,628 (8.0%) to 116,375 in FY 2010. Its total injury and illness cases *increased* by 1.7% to 1,341 and its TCR *decreased* from 1.22 to 1.15 (5.7%). The Treasury's lost time cases *increased* by 0.5% to 790 and its LTCR *decreased* from 0.73 to 0.68 (6.8%). According to the Treasury, there were no civilian fatalities during FY 2010.

The Treasury's workers' compensation costs *decreased* by 0.70% to \$52,888,712 during the chargeback year.

### OVERSEAS EMPLOYEES

According to Treasury, 70 employees were stationed overseas during FY 2010. The Department explained that these employees worked for the Financial Management Service (FMS), the Internal Revenue Service (IRS), the Office of the Comptroller of the Currency (OCC), and the Departmental Offices (DO). Treasury employees stationed at embassies and military bases were covered under State Department and DoD OSH programs; those who were stationed at non-U.S. Government facilities were covered under the DO's OSH program.

### OSH INITIATIVES

#### MOTOR VEHICLE

Treasury reported that, during FY 2010, its employees were involved in 155 motor vehicle accidents, a decrease of 49% from the 306 reported in FY 2009. The Department noted that 56 of the accidents resulted in injuries, an increase of 2% from the 54 reported in FY 2009.

According to the Department, its updated vehicle safety programs were largely based on the recommended guidelines and model policies developed by the DOT in support of EOs 13043 and 13513. Treasury stated that its subagencies and offices require and promote the use of seat belts, and it requires accident investigation reports for all motor vehicle incidents regardless of the severity. According to Treasury, its fleet management reported that 100% of employees who were involved in vehicle accidents in FY 2010 were wearing seat belts.

### INTEGRATING OSH AND EMERGENCY RESPONSE

According to Treasury, it incorporates OSH considerations into the many facets of emergency response planning. For example:

- At the Agency headquarters, the Office of Emergency Programs (OEP) regularly consults with the Office of Environment, Safety, and Health (OESH) on various OSH topics related to possible emergency situations.
- Two members of the OESH staff are part of the Emergency Coordinators group and members of the Treasury's Emergency Management Team.

The Department noted that during FY 2010 the two groups' efforts resulted in the completion of a wide variety of emergency response projects.

### EMPLOYEE SUPPORT

According to Treasury, the primary areas of OSH-related employee support are training, continuing education at conferences and seminars, and participation in safety and health committees and councils. The



Department stated that during FY 2010 OSH personnel participated in each of the listed areas.

### **ACCOMPLISHMENTS**

According to Treasury, during FY 2010:

- It increased awareness, training and communication, inspections, and self evaluations - as well as injury and illness tracking and trend analysis.
- Select subagencies updated and revised their OSH Manuals.
- The Department decreased both its TCR and LTCR to the lowest level to date,

achieving rates less than half the Federal Government's averages.

### **GOALS**

Treasury reported that during FY 2011 it plans to:

- Meet POWER goals.
- Focus on compliance audits.
- Update job hazard analyses, training, and self evaluations.
- Upgrade the Safety and Health Information Management System to assist further in trending analysis.

## DEPARTMENT OF VETERANS AFFAIRS

### STATISTICS

The Department of Veterans Affairs' (VA's) employment rolls *increased* by 11,661 (4.0%) to 304,559 in FY 2010. Its total injury and illness cases *increased* by 5.0% to 11,394 and its TCR *increased* from 3.70 to 3.74 (1.1%). The VA's lost time cases *increased* by 3.5% to 5,177 and its LTCR *decreased* from 1.71 to 1.70 (0.6%).

According to the VA, there were no civilian fatalities during FY 2010.

The VA's workers' compensation costs *increased* by 1.30% to \$182,212,381 during the chargeback year.

### OVERSEAS EMPLOYEES

VA reported that it continues to have subagency civilian employees working overseas. The Department noted that the overseas employees were covered under various OSH programs: the employing subagency, DoD, and State Department.

### OSH INITIATIVES

#### MOTOR VEHICLE

VA reported that during FY 2010 its employees were involved in 470 motor vehicle accidents, a decrease of 9% from the 515 motor vehicle accidents reported in FY 2009. The Department stated that there were 98 injuries resulting from the 470 motor vehicle accidents, a 7% decrease from the 105 reported in FY 2009. According to the Department, using seat belts is mandatory while operating vehicles as part of official business.

According to the VA, it complies with EOs 13043 and 13513 and offers related online

training. It also noted that its subagencies have used the services and resources of the General Services Administration and National Safety Council to train their employees on texting while driving, defensive driving, and distracted driver dangers to meet and exceed the requirements of Executive Order 13513.

### INTEGRATING OSH AND EMERGENCY RESPONSE

According to the VA, its Integrated Operations Center serves as the 24/7 point of contact for all operations, security, and emergency preparedness concerns. It also reported that its Crisis Response Team, comprised of representatives from the Under Secretaries, Assistant Secretaries, and other key officials, meets weekly to discuss current events and their effect on the VA.

### EMPLOYEE SUPPORT

The VA reported that it provides online OSH educational courses through its website, VA Learning Management System, and the VA Learning University, providing safety managers, CDSOs, and union officials with all levels of OSH education. In addition, VA noted that it conducted four national conference calls during this reporting period on:

- New Educational Driver Materials and Texting,
- Field Federal Safety and Health Councils,
- Employee Safety Perception Survey, and
- FY 2009 Annual Occupational Safety and Health Report to the Secretary of Labor.

The Department stated that as a part of the national conference calls, it promoted the involvement of VA safety staff in FFSHCs.

### **ACCOMPLISHMENTS**

According to the VA, during FY 2010 it realized notable accomplishments as a result of the efforts of its OSH professionals.

Specifically:

- The Workers' Compensation Steering Committee (WCSC) and the Safety Steering Committee (SSC) brought together all organizations to enhance the overall management of the workers' compensation and safety programs and facilitated the review of the Department's Workers' Compensation and Safety strategic plans.
- The Department conducted four National DASHO conference calls that included

experts from both within and outside VA to speak on current and/or high profile OSH topics.

- VA contracted with the NSC to conduct an all-employee safety perception survey that focused on employee perceptions of safety practices and concerns about the workplace.
- The Department provided two basic courses for Workers' Compensation Specialists to enhance their basic knowledge and skills in the Workers' Compensation Program.

### **GOALS**

The VA reported that during FY 2011 it plans to continue to work collaboratively through the WCSC and the SSC to improve its OSH Program and support the POWER Initiative.

## ENVIRONMENTAL PROTECTION AGENCY

### STATISTICS

The Environmental Protection Agency's (EPA's) employment rolls *increased* by 682 (3.8%) to 18,835 in FY 2010. Its total injury and illness cases *increased* by 1.8% to 115 and its TCR *decreased* from 0.62 to 0.61 (1.6%). The EPA's lost time cases *increased* by 18.9% to 63 and its LTCR *increased* from 0.29 to 0.33 (13.8%). According to the EPA, there were no civilian fatalities during FY 2010.

The EPA's workers' compensation costs *decreased* by 4.7% to \$4,212,280 during the chargeback year.

### OVERSEAS EMPLOYEES

According to EPA, approximately 114 employees performed work overseas during FY 2010, and at least two of them resided on State Department posts. EPA reported that it provided appropriate immunizations, instructed employees to review travel warnings, provided contact information for the American Embassy, and distributed relevant information prepared by the Centers for Disease Control and Prevention and the World Health Organization.

EPA stated that during FY 2010, some of its on-scene coordinators (OSCs) were deployed to Haiti to assist with earthquake recovery and that it ensured that its contracted health units were prepared to administer vaccinations to the OSCs. In addition, EPA noted that it identified tasks that OSCs might be asked to perform and associated potential hazards and appropriate controls.

### OSH INITIATIVES

#### MOTOR VEHICLE

The EPA reported that during FY 2010, its employees were involved in 54 motor vehicle accidents, 9 of which resulted in personal injuries. According to EPA all of the employees involved in the accidents were wearing seat belts.

With regard to distracted driving and seat belt use, EPA reported that all of its major locations promote seat belt use. It also reported that its locations use a variety of methods to track seat belt use, such as self-reporting, post-driving checklists, an annual survey, security monitoring videos, and personal observations, and use rates ranged from 95 to 100 percent. The Agency reported that it complies with EOs 13043 and 13513 and requires seat belts and bans texting while driving. It also noted that during FY 2010 it continued to offer the National Safety Council's online driver safety training, which 431 employees completed during the fiscal year.

#### INTEGRATING OSH AND EMERGENCY RESPONSE

According to the Agency, its emergency response personnel respond to chemical, oil, biological and radiological releases and large-scale national emergencies. The Agency noted that its local Safety, Health and Environmental Management Program (SHEMP) managers ensure that OSH programs are in place to protect responders, and the SHEMP managers work with first-line supervisors to provide adequate OSH training and medical screening. The EPA also reported that each EPA region also has

an OSH program contact who serves as a liaison between the emergency response community and the Agency's SHEMP managers. According to the Agency, during FY 2010, two events (one real and one simulated) demonstrated EPA's commitment to integrate OSH into emergency response activities. EPA reported:

- EPA's emergency responders deployed to the Gulf of Mexico to assist with air monitoring and other activities as part of the Deepwater Horizon oil spill response. EPA safety officers went with responders to ensure their safety. BP and the U.S. Coast Guard valued the advice of EPA's safety officers and asked them to review OSH documents and provide other OSH support.
- In April 2010, government and private sector personnel participated in an EPA-sponsored, full-scale, five-day homeland security exercise, the Liberty Radiation Exercise, which tested protocols, procedures, capabilities and responsibilities in the event of a dirty bomb terrorist attack. Participants ranged from the USDA, DHS, HHS, and DOE, to the FBI, U.S. Postal Service, and the City of Philadelphia and involved hundreds of personnel. One of the Agency's SHEMP managers served as the lead safety planner, and another served as the incident command safety officer. Other EPA SHEMP managers participated as assistant safety officers, conducting field operational and hazard assessments, and identifying appropriate safety controls.

According to EPA, it understands the importance of preparing employees for emergencies (e.g., fires, storms, terrorist attacks) that could occur at an EPA facility and notes that its SHEMP managers are

typically involved with disaster preparedness activities. With regard to this topic, EPA reported that:

- Some EPA locations include disaster training in annual eight-hour safety refresher training.
- All of EPA's major locations have an occupant emergency plan (OEP); pandemic influenza and COOP planning are also major areas of focus.
- Nearly all (97%) of EPA's major locations have developed COOP plans, and at least 6,600 employees received COOP training in FY 2010. Many of EPA's COOP plans list safety and health as an essential function that must be addressed during COOP activation.

### EMPLOYEE SUPPORT

EPA reported that it provides OSH training and support to staff and encourages employee participation on FFSHCs and OSH Committees. The agency noted that during FY 2010, its various locations provided a variety of OSH training such as hazard communication, laboratory safety refresher, medical surveillance training, and automated external defibrillator (AED) classes. In addition, EPA reported that 81% of its major locations promoted staff involvement in other OSH support activities, such as membership in professional OSH organizations and attendance at OSH conferences.

### ACCOMPLISHMENTS

Among the many OSH-related accomplishments EPA reported for FY 2010 it:

- Completed a comprehensive trend analysis that covered 16 quarters of injury and illness data.
- Began updating its OSH training policy and guideline.

- Improved the functionality of its online OSH training courses.
- Audited 13 facilities under its Safety, Health, and Environmental Management Audit and Evaluation Program, resolved 411 audit findings, assessed emergency response and removal programs via the Core National Approach to Response Program, and evaluated one-third of its dive units.
- Conducted facility-level hazard and risk assessments.
- Distributed a survey to local SHEMP managers, asking for information on local health and wellness activities, costs and implementation strategies.
- Continued to update and develop new chapters for EPA's Emergency Responder Health and Safety Manual and to collect background information for a fatigue management program.
- Performed engineering reviews to ensure that OSH considerations were accounted for during all phases of real property asset projects.
- Circulated guidance and training material to assist laboratories handling chemical warfare agents.
- Issued a nanomaterial policy memorandum and job hazard analysis.
- Finalize training guideline and assess the feasibility of establishing a standardized database for tracking employee training requirements.
- Continue supporting all of its OSH-related assessment and evaluation activities and will actively work on resolving open audit findings.
- Launch the Race Around the Regions six-month challenge to help Federal employees increase their physical activity; achieve personal goals; and earn prizes while doing activities such as walking, running, swimming, team sports, gardening and general household tasks. EPA's challenge is for participants to earn points, equivalent to the distance in miles of one continuous loop around the 10 EPA regional offices and Headquarters.
- Assess training and medical surveillance requirements for Response Support Corps members.

## GOALS

According to EPA, among the many OSH-related goals it intends to pursue during FY 2011, it plans to:

- Strive to meet all seven of the POWER Initiative performance targets.
- Continue building awareness about the importance of wearing seat belts and the hazards of distracted driving.
- Finalize the Agency's Motor Vehicle Safety Program Guideline and continue offering the National Safety Council's online driver safety training.



## GENERAL SERVICES ADMINISTRATION

### STATISTICS

The General Services Administration's (GSA's) employment rolls *increased* by 824 (6.9%) to 12,827 in FY 2010. Its total injury and illness cases *increased* by 10.2% to 140 and its TCR *increased* from 1.06 to 1.09 (2.8%). GSA's lost time cases *decreased* by 3.6% to 80 and its LTCR *decreased* from 0.69 to 0.62 (10.1%). According to the GSA, there were no civilian fatalities during FY 2010.

GSA's workers' compensation costs *decreased* by 3.5% to \$13,675,676 during the chargeback year.

### OVERSEAS EMPLOYEES

According to GSA, 22 employees worked overseas during FY 2010. GSA explained that the employees were covered by the OSH oversight of either the State Department or DoD. In addition, the Administration noted that it provided the deployed employees with appropriate medical examinations and vaccinations.

### OSH INITIATIVES

#### MOTOR VEHICLE

GSA reported that its employees were involved in 89 motor vehicle accidents during FY 2010, of which four resulted in personal injury. The Administration noted that approximately 95% of the involved employees were wearing seat belts. It noted that it continued to offer a four-hour online defensive driving course based on National Safety Council training.

GSA reported that it is in compliance with both EOs 13043 and 13513, requiring seat

belts and banning texting while driving. Among the efforts GSA reported as promoting compliance with these mandates, the Administration:

- Posted reminders in vehicle sign-out materials and on Administration intranet sites,
- Reinforced the message in electronic newsletters, and
- Mentioned seat belt use requirements during training events.

To ensure that its employees are taking the issue seriously, GSA reported that it has established a process for reporting misuse of government vehicles and indicated that it wants to know if a Federal employee is engaging in distracted driving so that the agency can take corrective action.

### INTEGRATING OSH AND EMERGENCY RESPONSE

According to GSA, it recognizes the importance of integrating OSH considerations into emergency response and disaster preparedness plans and aligns emergency operations programs and OSH programs under the same division, which helps facilitate cross-communication and cooperation between GSA's emergency operations professionals and OSH program representatives. GSA also provided specific examples of such cooperation noting that, depending upon their geographic region, OSH representatives:

- Participate in their regional emergency response team.
- Support COOP exercises and provide input on emergency/disaster response activities.

- Provide on call support to address OSH concerns that arise during emergency situations.
- Coordinate with the regional emergency coordinator and emergency planning specialist.
- Participate in COOP activities.

## EMPLOYEE SUPPORT

GSA reported that it offers OSH training on subjects such as.

- Indoor air quality;
- Pandemic influenza;
- Mold management;
- Underground storage tanks;
- Refrigerants and ozone depletion;
- Hazardous waste management; and
- Project management-related environmental, health, and safety requirements.

The Administration explained that it uses a variety of training delivery methods including its GSA Online University, traditional classroom-style courses, informal monthly safety briefings, and electronic newsletters.

GSA also noted that it encouraged educational and professional development opportunities for regional OSH professionals, who attended national safety and health conferences, and obtained and/or maintained OSH-related certifications and memberships. With regard to participation in FFSHCs, GSA cited several examples of its personnel attending meetings, holding positions of leadership, and providing support to local Councils.

## CERTIFIED COMMITTEES

GSA reported that its CSHCs meet to discuss OSH-related initiatives and issues, and that the Committees have a positive impact on OSH performance. GSA noted that the committees demonstrate a team approach, increase awareness about OSH issues, garner support to solve safety-related issues, and communicate that safety and health is everyone's responsibility.

## ACCOMPLISHMENTS

GSA reported that during FY 2010 it:

- Continued to perform a variety of self-evaluation activities to assess the safety and health of GSA's workspaces.
- Developed and implemented a variety of methods to improve and track the status of OSH-related programs.

## GOALS

According to GSA, during future years it intends to:

- Promote the use of a standardized self-evaluation protocol.
- Identify or develop additional OSH courses for delivery via the GSA On-Line University.
- Reorganize the OSH program and incorporate it into GSA's Human Capital Office.
- Continue to support efforts to enhance GSA's health and wellness program.

Assess whether additional measures are needed to address OSH-related concerns for contractors who perform work on GSA's behalf.

## NATIONAL AERONAUTICS AND SPACE ADMINISTRATION

### STATISTICS

The National Aeronautics and Space Administration's (NASA's) employment rolls *increased* by 289 (1.6%) to 18,692 in FY 2010. Its total injury and illness cases *decreased* by 13.5% to 77 and its TCR *decreased* from 0.48 to 0.41 (14.6%). NASA's lost time cases *increased* by 15.6% to 37 and its LTCR *increased* from 0.17 to 0.20 (17.6%). According to the NASA, there were no civilian fatalities during FY 2010.

NASA's workers' compensation costs *decreased* by 12.1% to \$5,563,852 during the chargeback year.

### OVERSEAS EMPLOYEES

NASA reported that 13 employees worked overseas during FY 2010 and all were covered by the State Department OSH policies. The Administration noted that overseas employees receive training relevant to the assigned location prior to deployment.

### OSH INITIATIVES

#### MOTOR VEHICLE

According to NASA, its employees were involved in nine motor vehicle accidents during FY 2010, of which one resulted in injuries. NASA reports that it mandates seat belts and none of its security records indicate that the employees involved in the accidents were not in compliance with the seat belt requirement. The Administration also noted that it bans texting while driving and uses a variety of methods to deter distracted driving such as electronic signs to

display warnings, video clips, driving safety seminars, focused enforcement programs, and safety day presentations.

### INTEGRATING OSH AND EMERGENCY RESPONSE

NASA reported that its emergency preparedness procedures require incorporating OSH considerations into emergency plans. The Administration noted that it maintains an all-hazards emergency preparedness, response, and recovery program.

### EMPLOYEE SUPPORT

According to NASA it uses a variety of training methods such as video broadcasts, classrooms, and seminars, along with specific training activities for OSH professionals. It reported that it offers more than 1,000 options in the Environmental, Medical and Health, and Safety and Mission Assurance (SMA) subject areas.

NASA reported that it encourages professional development and continuing education for its OSH professionals. It also stated that some of its employees participate in FFSHC meetings and activities, where such are available, and others participate in community-based OSH organizations.

### ACCOMPLISHMENTS

NASA reported that during FY 2010 it:

- Developed the Root Cause Analysis Tool (RCAT) for mishap investigation.
- Rolled out Incident Reporting Information System Version 12 Data Quality initiative and validation throughout the Agency.

- Commenced development and rollout of Safety and Mission Assurance Technical Excellence Program Levels 2 through 4 which had early enrollment of approximately 1,400 employees.
- Continued to improve, maintain, and enhance the NASA VPP process. The Stennis Space Center has been recommended for OSHA VPP Star certification based on the processes completed during FY2010.
- Developed training to implement the enhanced policy established by the Agency fall protection working group and integrated through the NASA Safety Training Center under a research program.
- Implemented Aerospace Safety Advisory Panel Recommendations for fall protection policy.
- Implemented a “Buy-Quiet” program and continued implementation of a “Quiet-by-Design” program to reduce sound levels harmful to employees’ hearing when operating equipment. Began discussions with NIOSH on the

applicability of Prevention through Design aspects to Quiet-by-Design.

## GOALS

According to NASA, during FY 2011 it plans to:

- Provide rigorous OSH programs necessary to support its diverse missions including moving the new Electronic Health Record System (EHRS) to a live environment;
- Determine OSH-related baselines with OSH audit and self-evaluation processes;
- Assure policy implementation to protect employees;
- Implement the POWER Initiative;
- Maintain the existing OSH infrastructure
- Conduct an effective Administration-wide meeting with OSH directors and managers; and
- Host the NASA Occupational Health Meeting, Audits and Assessments Workshop, and the NASA Mishap Investigation Technical Interchange Meeting and Training.

## SOCIAL SECURITY ADMINISTRATION

### STATISTICS

The Social Security Administration's (SSA's) employment rolls *increased* by 6,116 (9.6%) to 69,600 in FY 2010. Its total injury and illness cases *increased* by 7.9% to 871 and its TCR *decreased* from 1.27 to 1.25 (1.6%). The SSA's lost time cases *decreased* by 1.5% to 515 and its LTCR *decreased* from 0.82 to 0.74 (9.8%).

According to the SSA, there were no civilian fatalities during FY 2010.

The SSA's workers' compensation costs *increased* by 0.9% to \$25,817,018 during the chargeback year.

### OVERSEAS EMPLOYEES

SSA reported that it does not have employees working overseas.

### OSH INITIATIVES

#### MOTOR VEHICLE

According to SSA, its employees were involved in 25 motor vehicle accidents nationwide during FY 2010 and there was one associated injury. The Administration notes that it includes the seat belt requirements of EO 13043, and the ban on texting while driving requirements of EO 13513 in its annual program reminders to offices nationwide.

#### INTEGRATING OSH AND EMERGENCY RESPONSE

SSA reported that it has extensive emergency and disaster response plans for all of its buildings and operations nationwide. Specifically, SSA noted that its:

- Occupant Emergency Organization (OEO) ensures the safety of personnel, contractors, and members of the visiting public occupying any SSA facility during a broad range of emergencies.
- COOP process for executive, senior, and subordinate staff is included in the overall emergency plan and provides a comprehensive strategy that is readily accessible, quickly transferable, and transportable to those requiring the information in the event of a threat or an emergency.

### EMPLOYEE SUPPORT

According to SSA, employees, OSH representatives, committee members, OSH specialists, industrial hygienists, and supervisors all receive training in recognizing environmental health and safety hazards and implementing corrective action. It noted that its interagency agreements with DHHS's Public Health Service support some of its environmental services. The Administration also reported that it participates in FFSHCs and professional OSH organizations.

### ACCOMPLISHMENTS

SSA reported that during FY 2010 it:

- Developed an agency Strategic Sustainability Performance Plan (SSPP) and an agency greenhouse gas emissions reduction goal to indicate the agency's commitment to environmental conservation and to fulfill its responsibilities under EO 13514, Federal Leadership in Environmental, Energy, and Economic Performance.
- Completed an on-site training of all SSA Regional Facilities Staff on

environmental health and safety programs.

- Completed an online training course on Office Safety.

## GOALS

According to SSA, during FY 2011 it plans to:

- Continue progress in development of an organization Emergency Management System under EO 13423.
- Develop a Greenhouse Gas Inventory.
- Revise the SSPP to ensure meeting agency goals.
- Implement the new comprehensive, web-based HazCom Material Safety Data Sheet (MSDS) system database, MSDSpro.



## TENNESSEE VALLEY AUTHORITY

### STATISTICS

The Tennessee Valley Authority's (TVA's) employment rolls *increased* by 693 (6.1%) to 12,142 in FY 2010. Its total injury and illness cases *decreased* by 3.2% to 242 and its TCR *decreased* from 2.18 to 1.99 (8.7%). The TVA's lost time cases *decreased* by 4.3% to 22 and its LTCR *decreased* from 0.20 to 0.18 (10.0%). According to the TVA, there were no civilian fatalities during FY 2010.

The TVA's workers' compensation costs *decreased* by 4.7% to \$51,901,000 during the chargeback year.

### OVERSEAS EMPLOYEES

TVA did not provide any information on whether any of its employees worked overseas during FY 2010.

### OSH INITIATIVES

#### MOTOR VEHICLE

According to TVA, its employees were involved in 245 motor vehicle accidents during FY 2010, of which four resulted in personal injury. The Authority reports that it requires seat belts and bans texting while driving. It also noted that it bans talking on cellular phones while driving.

#### INTEGRATING OSH AND EMERGENCY RESPONSE

TVA reported that it has developed plans for responding to a variety of emergency situations. However, the Authority did not provide any information regarding how those plans incorporate the safety and health of TVA employees.

### EMPLOYEE SUPPORT

According to TVA, it provided nearly 170,000 hours of OSH-related training to its employees during FY 2010. TVA reported that it provided training on a variety of subjects such as Aerial Lifts, Hexavalent Chromium, Hazard Recognition and Control, Excavation and Trenching, Slips and Falls, Process Safety Management, Arc Flash Protection, Forklift Operations, Rigging Refresher, and Bloodborne Pathogens.

### CERTIFIED COMMITTEES

According to TVA, its CSHC met three times during FY 2010. The Authority noted that meeting discussion topics included coal dust abatement, adverse safety trends and concerns, behavioral based safety, clearance advisory team issues, crane review advisory committee issues, employee complaint status, etc. TVA further reported that some of the Committee's accomplishments included completing OSH-related training for all members, electing a Joint Health and Safety Committee Chairman for Trades and Labor company chair that serves on a rotational basis with the Management Chair, and updating the charter.

### ACCOMPLISHMENTS

TVA reported many OSH-related accomplishments for FY 2010. Among those accomplishments, the Authority:

- Combined nuclear and non-nuclear rigging procedures into one agency-wide rigging procedure.
- Provided interpretations/consultations to ensure regulatory OSH compliance for TVA's operations in areas such as arc

flash protection, fire resistant clothing, rigging, electrical safety, and crane operations.

- Revised the *Safe Operations of Cranes* procedure based on OSHA's new construction standards for cranes and rigging.
- Continued to monitor and provide implementation guidance for TVA Safety Procedure, *Clearance Procedure*

*to Safely Control Hazardous Energy Using Group Tagout.*

## **GOALS**

According to TVA, during FY 2011 it plans to continue to establish safety performance goals using the OSHA Recordable Incidence Rate as the key indicator of safety performance.

The seal of the Department of Labor, United States of America, is centered in the background. It features an eagle with wings spread, perched atop a shield. The shield contains a scale of justice and a gear. The text "DEPARTMENT OF LABOR" is arched above the eagle, and "UNITED STATES OF AMERICA" is arched below it.

**AGENCY SUMMARIES  
SMALLER  
INDEPENDENT AGENCIES**

## AGENCY FOR INTERNATIONAL DEVELOPMENT

### STATISTICS

The Agency for International Development's (USAID's) employment rolls *increased* by 1,460 (58.1%) to 3,975 in FY 2010. Its total injury and illness cases *decreased* by 50.0% to 11 and its TCR *decreased* from 0.87 to 0.28 (67.8%). The USAID's lost time cases *decreased* by 60.0% to 4 and its LTCR *decreased* from 0.40 to 0.10 (75.0%). According to OWCP data there was one civilian USAID fatality during FY 2010.

The USAID's workers' compensation costs *decreased* by 0.9% to \$3,387,500 during the chargeback year.

## AMERICAN BATTLE MONUMENTS COMMISSION

### STATISTICS

The American Battle Monuments Commission's (ABMC's) employment rolls *decreased* by 367 (90.2%) to 40 in FY 2010. Its total injury and illness cases *increased* from 0 to 2 and its TCR *increased* from 0.00 to 5.00. The ABMC's lost time cases *increased* from 0 to 2 and its LTCR *increased* from 0.00 to 5.00. According to the ABMC, there were no civilian fatalities during FY 2010.

The ABMC's workers' compensation costs *increased* by 1.0% to \$68,886 during the chargeback year.

## ARMED FORCES RETIREMENT HOME BOARD

### STATISTICS

The Armed Forces Retirement Home Board's (Board's) employment rolls *decreased* by 27 (9.7%) to 250 in FY 2010. Its total injury and illness cases *decreased* by 12.0% to 22 and its TCR *decreased* from 9.03 to 8.80 (2.5%). The Board's lost time cases *decreased* by 16.7% to 15 and its LTCR *decreased* from 6.50 to 6.00 (7.7%). According to the Board, there were no civilian fatalities during FY 2010.

The Board's workers' compensation costs *decreased* by 18.5% to \$789,309 during the chargeback year.

## COMMISSION ON CIVIL RIGHTS

### STATISTICS

The Commission on Civil Rights' (Commission's) employment rolls *increased* by 7 (15.9%) to 51 in FY 2010. Its total injury and illness cases *decreased* by 100.0% to 0 and its TCR

*decreased* from 2.27 to 0.00 (100.0%). The Commission's lost time cases and LTCR remained *unchanged* at 0. According to the Commission, there were no civilian fatalities during FY 2010.

The Commission's workers' compensation costs were \$0 during the chargeback year.

## COMMODITY FUTURES TRADING COMMISSION

### STATISTICS

The Commodity Futures Trading Commission's (CFTC's) employment rolls *increased* by 190 (39.8%) to 667 in FY 2010. Its total injury and illness cases *increased* from 0 to 2 and its TCR *increased* from 0.00 to 0.30. The CFTC's lost time cases *increased* from 0 to 1 and its LTCR *increased* from 0.00 to 0.15. According to the CFTC, there were no civilian fatalities during FY 2010.

The CFTC's workers' compensation costs *decreased* by 95.6% to \$1,472 during the chargeback year.

## CONSUMER PRODUCT SAFETY COMMISSION

### STATISTICS

The Consumer Product Safety Commission's (CPSC's) employment rolls *increased* by 84 (19.3%) to 519 in FY 2010. Its total injury and illness cases *decreased* by 75.0% to 1 and its TCR *decreased* from 0.92 to 0.19 (79.3%). The CPSC's lost time cases *decreased* by 75.0% to 1 and its LTCR *decreased* from 0.92 to 0.19 (79.3%). According to the CPSC, there were no civilian fatalities during FY 2010.

The CPSC's workers' compensation costs *increased* by 10.1% to \$160,096 during the chargeback year.

## CORPORATION FOR NATIONAL AND COMMUNITY SERVICE

### STATISTICS

The Corporation for National and Community Service's (Corporation's) employment rolls *increased* by 38 (6.6%) to 612 in FY 2010. Its total injury and illness cases remained *unchanged* at 3 and its TCR *decreased* from 0.52 to 0.49 (5.8%). The Corporation's lost time cases *increased* by 100.0% to 2 and its LTCR *increased* from 0.17 to 0.33 (94.1%). According to the Corporation, there were no civilian fatalities during FY 2010.

The Corporation's workers' compensation costs *increased* by 9.9% to \$1,108,000 during the chargeback year.

## EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

### STATISTICS

The Equal Employment Opportunity Commission's (EEOC's) employment rolls *increased* by 234 (10.7%) to 2,424 in FY 2010. Its total injury and illness cases *increased* by 30.4% to 30 and its TCR *increased* from 1.05 to 1.24 (18.1%). The EEOC's lost time cases *increased* by 85.7% to 13 and its LTCR *increased* from 0.32 to 0.54 (68.8%). According to the EEOC, there were no civilian fatalities during FY 2010.

The EEOC's workers' compensation costs *increased* by 16.0% to \$1,454,164 during the chargeback year.

## EXPORT/IMPORT BANK OF THE US

### STATISTICS

The Export/Import Bank of the US's (Bank's) employment rolls *increased* by 30 (8.1%) to 399 in FY 2010. All of the Bank's OSH statistics (total and lost time cases, TCR, and LTCR) remained *unchanged* at 0. According to the Bank, there were no civilian fatalities during FY 2010.

The Bank's workers' compensation costs were \$0 during the chargeback year.

## FARM CREDIT ADMINISTRATION

### STATISTICS

The Farm Credit Administration's (FCA's) employment rolls *increased* by 14 (5.4%) to 273 in FY 2010. Its total injury and illness cases *increased* from 0 to 2 and its TCR *increased* from 0.00 to 0.73. The FCA's lost time cases *increased* from 0 to 1 and its LTCR *increased* from 0.00 to 0.37. According to the FCA, there were no civilian fatalities during FY 2010.

The FCA's workers' compensation costs *increased* by 1.9% to \$115,321 during the chargeback year.

## FEDERAL COMMUNICATIONS COMMISSION

### STATISTICS

The Federal Communications Commission's (FCC's) employment rolls *increased* by 2 (0.1%) to 1,843 in FY 2010. Its total injury and illness cases *increased* by 175.0% to 11 and its TCR *increased* from 0.22 to 0.60 (172.7%). The FCC's lost time cases *increased* by 150.0% to 10 and its LTCR *increased* from 0.22 to 0.54 (145.5%). According to the FCC, there were no civilian fatalities during FY 2010.



The FCC's workers' compensation costs *increased* by 4.7% to \$279,675 during the chargeback year.

## FEDERAL DEPOSIT INSURANCE CORPORATION

### STATISTICS

The Federal Deposit Insurance Corporation's (FDIC's) employment rolls *increased* by 2,383 (46.2%) to 7,546 in FY 2010. Its total injury and illness cases *increased* by 9.7% to 34 and its TCR *decreased* from 0.60 to 0.45 (25.0%). The FDIC's lost time cases *increased* by 35.0% to 27 and its LTICR *decreased* from 0.39 to 0.36 (7.7%). According to the FDIC, there were no civilian fatalities during FY 2010.

The FDIC's workers' compensation costs *decreased* by 5.0% to \$1,749,840 during the chargeback year.

## FEDERAL ELECTION COMMISSION

### STATISTICS

The Federal Election Commission's (FEC's) employment rolls *increased* by 3 (0.8%) to 361 in FY 2010. Its total injury and illness cases *decreased* by 100.0% to 0 and its TCR *decreased* from 0.28 to 0.00 (100.0%). The FEC's lost time cases *decreased* by 100.0% to 0 and its LTICR *decreased* from 0.28 to 0.00 (100.0%). According to the FEC, there were no civilian fatalities during FY 2010.

The FEC's workers' compensation costs were \$0 during the chargeback year.

## FEDERAL ENERGY REGULATORY COMMISSION

### STATISTICS

According to the Federal Energy Regulatory Commission (FERC), it employed 1471 workers during FY 2010, an *increase* of 0.4% from the 1466 reported in FY 2009. It reported that its total injury and illness cases *decreased* by 30% to 16 and its TCR *decreased* from 1.5 to 1.0 (33%). The FERC's reported lost time cases *decreased* by 100% to 0 and its LTICR *decreased* from 0.34 to 0 (100%). According to the FERC, there were no civilian fatalities during FY 2010.

The FERC's workers' compensation costs *decreased* by 9.2% to \$214,782 during the chargeback year.

## FEDERAL HOUSING FINANCE BOARD

### STATISTICS

The Federal Housing Finance Board's (FHFB's) employment rolls *increased* by 314 (230.9%) to 450 in FY 2010. Its total injury and illness cases *increased* from 0 to 2 and its TCR *increased*

from 0.00 to 0.44. The FHFBS's lost time cases *increased* from 0 to 1 and its LTCR *increased* from 0.00 to 22.00. According to the FHFBS, there were no civilian fatalities during FY 2010.

The FHFBS's workers' compensation costs were \$0 during the chargeback year.

## FEDERAL LABOR RELATIONS AUTHORITY

### STATISTICS

The Federal Labor Relations Authority's (FLRA's) employment rolls *increased* by 21 (17.4%) to 142 in FY 2010. All of the FLRA's OSH statistics (total and lost time cases, TCR, LTCR) remained *unchanged* at 0. According to the FLRA, there were no civilian fatalities during FY 2010.

The FLRA's workers' compensation costs *decreased* by 9.8% to \$101,999 during the chargeback year.

## FEDERAL MARITIME COMMISSION

### STATISTICS

The Federal Maritime Commission's (FMC's) employment rolls *increased* by 14 (11.9%) to 132 in FY 2010. Its total injury and illness cases remained *unchanged* at 2 and its TCR *decreased* from 1.69 to 1.52 (10.1%). The FMC's lost time cases remained *unchanged* at 2 and its LTCR *decreased* from 1.69 to 1.52 (10.1%). According to the FMC, there were no civilian fatalities during FY 2010.

The FMC's workers' compensation costs *increased* from \$0 to \$1,614 during the chargeback year.

## FEDERAL MEDIATION AND CONCILIATION SERVICE

### STATISTICS

The Federal Mediation and Conciliation Service's (FMCS's) employment rolls *decreased* by 3 (1.2%) to 244 in FY 2010. Its total injury and illness cases *decreased* by 66.7% to 1 and its TCR *decreased* from 1.21 to 0.41 (66.1%). FMCS's lost time cases and LTCR remained *unchanged* at 0. According to the FMCS, there were no civilian fatalities during FY 2010.

FMCS's workers' compensation costs *increased* by 0.7% to \$400,655 during the chargeback year.

## FEDERAL RESERVE SYSTEM

### STATISTICS

The Federal Reserve System's (Board's) employment rolls remained *unchanged* at 1,873 in FY 2010. Its total injury and illness cases *decreased* by 12.5% to 21 and its TCR *decreased* from 1.28 to 1.12 (12.5%). The Board's lost time cases *decreased* by 8.7% to 21 and its LTCR *decreased* from 1.23 to 1.12 (8.9%). According to the Board, there were no civilian fatalities during FY 2010.

The Board's workers' compensation costs *decreased* by 11.0% to \$471,023 during the chargeback year.

## FEDERAL TRADE COMMISSION

### STATISTICS

The Federal Trade Commission's (FTC's) employment rolls *increased* by 91 (8.0%) to 1,222 in FY 2010. Its total injury and illness cases *increased* by 200.0% to 3 and its TCR *increased* from 0.09 to 0.25 (177.8%). The FTC's lost time cases *increased* by 100.0% to 2 and its LTCR *increased* from 0.09 to 0.16 (77.8%). According to the FTC, there were no civilian fatalities during FY 2010.

The FTC's workers' compensation costs *decreased* by 33.6% to \$155,761 during the chargeback year.

## HOLOCAUST MEMORIAL COUNCIL

### STATISTICS

The Holocaust Memorial Council's (Council's) employment rolls *decreased* by 6 (3.1%) to 185 in FY 2010. Its total injury and illness cases *decreased* by 57.1% to 3 and its TCR *decreased* from 3.66 to 1.62 (55.7%). The Council's lost time cases *decreased* by 50.0% to 3 and its LTCR *decreased* from 3.14 to 1.62 (48.4%). According to the Council, there were no civilian fatalities during FY 2010.

The Council's workers' compensation costs *decreased* by 100.8% to \$-156 during the chargeback year.

## INTERNATIONAL BOUNDARY AND WATER COMMISSION

### STATISTICS

The International Boundary and Water Commission's (IBWC's) employment rolls *increased* by 12 (4.8%) to 264 in FY 2010. Its total injury and illness cases *decreased* by 4.2% to 23 and its TCR *decreased* from 9.52 to 8.71 (8.5%). The IBWC's lost time cases *decreased* by 22.2% to 14 and its LTCR *decreased* from 7.14 to 5.30 (25.8%). According to the IBWC, there were no civilian fatalities during FY 2010.

The IBWC's workers' compensation costs *increased* by 7.7% to \$392,251 during the chargeback year.

## INTERNATIONAL BROADCASTING BUREAU

### STATISTICS

The International Broadcasting Bureau's (IBB's) employment rolls *decreased* by 209 (10.7%) to 1,752 in FY 2010. Its total injury and illness cases *decreased* by 23.5% to 13 and its TCR *decreased* from 0.87 to 0.74 (14.9%). The IBB's lost time cases *decreased* by 53.8% to 6 and its LTCR *decreased* from 0.66 to 0.34 (48.5%). According to the IBB, there were no civilian fatalities during FY 2010.

The IBB's workers' compensation costs *decreased* by 16.0% to \$682,650 during the chargeback year.

## INTERNATIONAL TRADE COMMISSION

### STATISTICS

The International Trade Commission's (ITC's) employment rolls *increased* by 66 (17.7%) to 438 in FY 2010. Its total injury and illness cases *decreased* by 100.0% to 0 and its TCR *decreased* from 0.54 to 0.00 (100.0%). The ITC's lost time cases *decreased* by 100.0% to 0 and its LTCR *decreased* from 0.27 to 0.00 (100.0%). According to the ITC, there were no civilian fatalities during FY 2010.

The ITC's workers' compensation costs *increased* by 654.7% to \$21,509 during the chargeback year.

## MERIT SYSTEMS PROTECTION BOARD

### STATISTICS

The Merit Systems Protection Board's (MSPB's) employment rolls *decreased* by 3 (1.4%) to 212 in FY 2010. Its total injury and illness cases *decreased* by 100.0% to 0 and its TCR *decreased* from 1.86 to 0.00 (100.0%). The MSPB's lost time cases and LTCCR remained *unchanged* at 0. According to the MSPB, there were no civilian fatalities during FY 2010.

The MSPB's workers' compensation costs *decreased* by 11.0% to \$63,471 during the chargeback year.

## NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

### STATISTICS

The National Archives and Records Administration's (NARA's) employment rolls *increased* by 386 (12.0%) to 3,599 in FY 2010. Its total injury and illness cases *decreased* by 29.7% to 102 and its TCR *decreased* from 4.51 to 2.83 (37.3%). NARA's lost time cases *decreased* by 8.2% to 67 and its LTCCR *decreased* from 2.27 to 1.86 (18.1%). According to the NARA, there were no civilian fatalities during FY 2010.

NARA's workers' compensation costs *decreased* by 11.7% to \$925,555 during the chargeback year.

## NATIONAL CREDIT UNION ADMINISTRATION

### STATISTICS

The National Credit Union Administration's (NCUA's) employment rolls *increased* by 91 (9.6%) to 1,041 in FY 2010. Its total injury and illness cases remained *unchanged* at 7 and its TCR *decreased* from 0.74 to 0.67 (9.5%). The NCUA's lost time cases remained *unchanged* at 5 and its LTCCR *decreased* from 0.53 to 0.48 (9.4%). According to the NCUA, there were no civilian fatalities during FY 2010.

The NCUA's workers' compensation costs *decreased* by 14.7% to \$205,077 during the chargeback year.

## NATIONAL ENDOWMENT FOR THE ARTS

### STATISTICS

The National Endowment for the Arts' (NEA's) employment rolls remained *unchanged* at 167 in FY 2010. Its total injury and illness cases *increased* by 150.0% to 5 and its TCR *increased* from

1.20 to 2.99 (149.2%). The NEA's lost time cases *increased* by 200.0% to 3 and its LTCR *increased* from 0.60 to 1.80 (200.0%). According to the NEA, there were no civilian fatalities during FY 2010.

The NEA's workers' compensation costs *decreased* by 86.2% to \$55 during the chargeback year.

## NATIONAL ENDOWMENT FOR THE HUMANITIES

### STATISTICS

The National Endowment for the Humanities' (NEH's) employment rolls *decreased* by 2 (1.3%) to 158 in FY 2010. Its total injury and illness cases *decreased* by 66.7% to 1 and its TCR *decreased* from 1.88 to 0.63 (66.5%). The NEH's lost time cases *decreased* by 66.7% to 1 and its LTCR *decreased* from 1.88 to 0.63 (66.5%). According to the NEH, there were no civilian fatalities during FY 2010.

The NEH's workers' compensation costs *decreased* by 1.7% to \$18,619 during the chargeback year.

## NATIONAL LABOR RELATIONS BOARD

### STATISTICS

The National Labor Relations Board's (NLRB's) employment rolls *increased* by 69 (4.2%) to 1,701 in FY 2010. Its total injury and illness cases *decreased* by 25.0% to 9 and its TCR *decreased* from 0.74 to 0.53 (28.4%). The NLRB's lost time cases remained *unchanged* at 5 and its LTCR *decreased* from 0.31 to 0.29 (6.5%). According to the NLRB, there were no civilian fatalities during FY 2010.

The NLRB's workers' compensation costs *decreased* by 26.3% to \$241,237 during the chargeback year.

## NATIONAL MEDIATION BOARD

### STATISTICS

The National Mediation Board's (NMB's) employment rolls *decreased* by 3 (6.3%) to 45 in FY 2010. All of the Board's OSH statistics (total and lost time cases, TCR, LTCR) remained *unchanged* at 0. According to the NMB, there were no civilian fatalities during FY 2010.

The NMB's workers' compensation costs remained *unchanged* at \$0 during the chargeback year.



## NATIONAL SCIENCE FOUNDATION

### STATISTICS

The National Science Foundation's (NSF's) employment rolls *increased* by 119 (8.5%) to 1,527 in FY 2010. Its total injury and illness cases *decreased* by 42.9% to 4 and its TCR *decreased* from 0.50 to 0.26 (48.0%). The NSF's lost time cases *decreased* by 50.0% to 3 and its LTCR *decreased* from 0.43 to 0.20 (53.5%). According to the NSF, there were no civilian fatalities during FY 2010.

The NSF's workers' compensation costs *increased* by 10.0% to \$147,681 during the chargeback year.

## NATIONAL TRANSPORTATION SAFETY BOARD

### STATISTICS

The National Transportation Safety Board's (NTSB's) employment rolls *decreased* by 6 (1.5%) to 392 in FY 2010. Its total injury and illness cases remained *unchanged* at 3 and its TCR *increased* from 0.75 to 0.77 (2.7%). The NTSB's lost time cases *decreased* by 100.0% to 0 and its LTCR *decreased* from 0.75 to 0.00 (100.0%). According to the NTSB, there were no civilian fatalities during FY 2010.

The NTSB's workers' compensation costs *decreased* by 10.2% to \$590,031 during the chargeback year.

## NUCLEAR REGULATORY COMMISSION

### STATISTICS

The Nuclear Regulatory Commission's (NRC's) employment rolls *increased* by 146 (3.6%) to 4,234 in FY 2010. Its total injury and illness cases *decreased* by 4.8% to 20 and its TCR *decreased* from 0.51 to 0.47 (7.8%). The NRC's lost time cases *decreased* by 28.6% to 10 and its LTCR *decreased* from 0.34 to 0.24 (29.4%). According to the NRC, there were no civilian fatalities during FY 2010.

The NRC's workers' compensation costs *decreased* by 5.6% to \$717,458 during the chargeback year.

## OCCUPATIONAL SAFETY & HEALTH REVIEW COMMISSION

### STATISTICS

The Occupational Safety & Health Review Commission's (OSHRC's) employment rolls *increased* by 7 (12.7%) to 62 in FY 2010. All of the Commission's OSH statistics (total and lost time cases, TCR, LTCR) remained *unchanged* at 0. According to OSHRC, there were no civilian fatalities during FY 2010.

OSHRC's workers' compensation costs remained *unchanged* at \$0 during the chargeback year.

## OFFICE OF NAVAJO AND HOPI INDIAN RELOCATION

### STATISTICS

The Office of Navajo and Hopi Indian Relocation's (Office's) employment rolls *increased* by 2 (4.7%) to 45 in FY 2010. Its total injury and illness and lost time cases *increased* from 0 to 1 and its TCR and LTCR *increased* from 0.00 to 2.22. According to the Office, there were no civilian fatalities during FY 2010.

The Office's workers' compensation costs *decreased* by 23.1% to \$100 during the chargeback year.

## OFFICE OF PERSONNEL MANAGEMENT

### STATISTICS

The Office of Personnel Management's (OPM's) employment rolls *increased* by 612 (11.3%) to 6,031 in FY 2010. Its total injury and illness cases remained *unchanged* at 64 and its TCR *decreased* from 1.18 to 1.06 (10.2%). OPM's lost time cases *increased* by 31.3% to 42 and its LTCR *increased* from 0.59 to 0.70 (18.6%). According to OPM, there were no civilian fatalities during FY 2010.

OPM's workers' compensation costs *increased* by 12.2% to \$2,122,902 during the chargeback year.

## OVERSEAS PRIVATE INVESTMENT CORPORATION

### STATISTICS

The Overseas Private Investment Corporation's (Corporation's) employment rolls *increased* by 38 (19.0%) to 238 in FY 2010. All of the Corporation's OSH statistics (total and lost time cases, TCR, LTCR) remained *unchanged* at 0. According to the Corporation, there were no civilian fatalities during FY 2010.

The Corporation's workers' compensation costs remained *unchanged* at \$0 during the chargeback year.

## PEACE CORPS

### STATISTICS

The Peace Corps' (Corps') employment rolls *decreased* by 39 (4.0%) to 932 in FY 2010. Its total injury and illness cases *increased* from 0 to 4 and its TCR *increased* from 0.00 to 0.43. The Corps's lost time cases *increased* from 0 to 2 and its LTCR *increased* from 0.00 to 0.21. According to the Corps, there were no civilian fatalities during FY 2010.

The Corps' workers' compensation costs *increased* by 10.6% to \$13,566,233 during the chargeback year.

## PENSION BENEFIT GUARANTY CORPORATION

### STATISTICS

The Pension Benefit Guaranty Corporation's (PBGC's) employment rolls *increased* by 30 (3.3%) to 939 in FY 2010. Its total injury and illness cases *decreased* by 75.0% to 1 and its TCR *decreased* from 0.44 to 0.11 (75.0%). The PBGC's lost time cases *decreased* by 100.0% to 0 and its LTCR *decreased* from 0.33 to 0.00 (100.0%). According to the PBGC, there were no civilian fatalities during FY 2010.

The PBGC's workers' compensation costs *decreased* by 19.2% to \$80,878 during the chargeback year.

## POSTAL REGULATORY COMMISSION

### STATISTICS

The Postal Regulatory Commission's (Commission's) employment rolls remained *unchanged* at 52 in FY 2010. All of the Commission's OSH statistics (total and lost time cases, TCR, LTCR) remained *unchanged* at 0. According to the Commission, there were no civilian fatalities during FY 2010.

The Commission's workers' compensation costs *decreased* by 100.0% to \$0 during the chargeback year.

## PRESIDIO TRUST

### STATISTICS

The Presidio Trust's (Presidio's) employment rolls *increased* by 20 (6.1%) to 350 in FY 2010. Its total injury and illness cases *increased* by 173.3% to 41 and its TCR *increased* from 4.55 to

11.71 (157.4%). The Presidio's lost time cases *increased* by 69.2% to 22 and its LTCR *increased* from 3.94 to 6.29 (59.6%). According to the Presidio, there were no civilian fatalities during FY 2010.

The Presidio's workers' compensation costs *increased* by 20.1% to \$485,175 during the chargeback year.

## RAILROAD RETIREMENT BOARD

### STATISTICS

The Railroad Retirement Board's (RRB's) employment rolls *increased* by 15 (1.6%) to 974 in FY 2010. Its total injury and illness cases remained *unchanged* at 6 and its TCR *decreased* from 0.63 to 0.62 (1.6%). The RRB's lost time cases *decreased* by 20.0% to 4 and its LTCR *decreased* from 0.52 to 0.41 (21.2%). According to the RRB, there were no civilian fatalities during FY 2010.

The RRB's workers' compensation costs *increased* by 20.4% to \$218,550 during the chargeback year.

## SECURITIES AND EXCHANGE COMMISSION

### STATISTICS

The Securities and Exchange Commission's (SEC's) employment rolls *increased* by 306 (8.3%) to 3,979 in FY 2010. Its total injury and illness cases *increased* by 80.0% to 9 and its TCR *increased* from 0.14 to 0.23 (64.3%). The SEC's lost time cases *increased* by 100.0% to 6 and its LTCR *increased* from 0.08 to 0.15 (87.5%). According to the SEC, there were no civilian fatalities during FY 2010.

The SEC's workers' compensation costs *increased* by 47.9% to \$863,556 during the chargeback year.

## SELECTIVE SERVICE SYSTEM

### STATISTICS

The Selective Service System's (SSS's) employment rolls *increased* by 36 (25.7%) to 176 in FY 2010. Its total injury and illness cases remained *unchanged* at 3 and its TCR *decreased* from 2.14 to 1.70 (20.6%). The SSS's lost time cases *decreased* by 66.7% to 1 and its LTCR *decreased* from 2.14 to 0.57 (73.4%). According to the SSS, there were no civilian fatalities during FY 2010.

The SSS's workers' compensation costs *decreased* by 0.8% to \$230,662 during the chargeback year.

## SMALL BUSINESS ADMINISTRATION

### STATISTICS

The Small Business Administration's (SBA's) employment rolls *decreased* by 280 (6.2%) to 4,221 in FY 2010. Its total injury and illness cases *decreased* by 14.0% to 49 and its TCR *decreased* from 1.27 to 1.16 (8.7%). The SBA's lost time cases *increased* by 4.5% to 23 and its LTCR *increased* from 0.49 to 0.54 (10.2%). According to the SBA, there were no civilian fatalities during FY 2010.

The SBA's workers' compensation costs *increased* by 1.8% to \$2,437,083 during the chargeback year.

## SMITHSONIAN INSTITUTION

### STATISTICS

The Smithsonian Institution's (SI's) employment rolls *increased* by 128 (2.6%) to 5,010 in FY 2010. Its total injury and illness cases *increased* by 14.5% to 142 and its TCR *increased* from 2.54 to 2.83 (11.4%). The SI's lost time cases *increased* by 36.5% to 86 and its LTCR *increased* from 1.29 to 1.72 (33.3%). According to the SI, there were no civilian fatalities during FY 2010.

SI's workers' compensation costs *increased* by 1.8% to \$4,834,611 during the chargeback year.

## “MICRO-AGENCIES”

### STATISTICS

The following Agencies, Boards, Commissions, Committees, Councils, Foundations, and Offices all have 100 or fewer full-time Federal civilian employees.

- Committee for Purchase from People Who Are Blind or Disabled (29 employees)
- Harry S. Truman Scholarship Foundation (4 employees)
- Institute of Museum and Library Services (90 employees)
- Inter-American Foundation (42 employees)
- James Madison Foundation (5 employees)
- Marine Mammal Commission (14 employees)
- Morris K. Udall Foundation (42 employees)
- National Capital Planning Commission (45 employees)
- National Council on Disability (9 employees)
- National Mediation Board (45 employees)
- Nuclear Waste Technical Review Board (13 employees)
- Occupational Safety and Health Review Commission (67 employees)
- Office of Government Ethics (74 employees)
- Office of Navajo and Hopi Indian Relocation (45 employees)
- Postal Regulatory Commission (72 employees)
- U.S. African Development Foundation (30 employees)
- U.S. Chemical Safety and Hazard Investigation Board (45 employees)

- U.S. Commission on Civil Rights (42 employees)
- U.S. Trade and Development Agency (44 employees)
- Vietnam Education Foundation (5 employees)

None of these organizations reported any work related injuries or illnesses, and recorded no workers' compensation expenditures.

### OSH INITIATIVES

#### MOTOR VEHICLE/SEAT BELT SAFETY

All of these agencies perform work primarily in an office environment and none reported any employee involvement in motor vehicle accidents. Several noted that they required employees to wear seat belts when traveling on government business. The U.S. Chemical Safety and Hazard Investigation Board requires all employees to attend motor vehicle awareness safety training. Additional training courses will be offered in FY 2011. The training will emphasize the Executive Order banning texting while driving.

### EMPLOYEE SUPPORT

Most of the micro-agencies reported some form of OSH-related employee support activities. The agencies reported providing a variety of training opportunities, from ergonomic issues to various types of emergency response and preparedness. A sampling of specific employee support activities includes:

- The Chemical Safety and Hazard Investigation Board (CSB) reported that it has developed a comprehensive



Occupant Emergency Plan (OEP) following GSA guidance. The OEP covers all areas of emergency and disaster response.

- The Inter-American Foundation (Inter-American) noted that its employees receive safety and health training annually.
- The U.S. African Development Foundation (USADF) indicated that it distributed an Emergency Procedures Handbook to employees and briefed employees on Evacuation procedures.
- The National Capital Planning Commission reported leveraging interagency resources to provide its employees with OSH-related training.
- The U.S. Trade and Development Agency provides emergency-response and ergonomics training.

### ACCOMPLISHMENTS

The majority of the micro agencies report ongoing proactive ergonomics and accommodation programs. Many of them have generously flexible scheduling with telecommuting opportunities. In addition, a sampling of agency-specific accomplishments included:

- The Postal Regulatory Commission instituted a Health and Safety Committee and holds monthly safety events.
- The CSB developed computer-based refresher training modules for its investigations staff.
- Inter-American continued its practice of sending its emergency response coordinator to attend OSHA's "Fedweek" training.
- The Marine Mammal Commission purchased a safety training film and incorporated it into its safety training program.

- The Nuclear Waste Technical Review Board successfully completed several office building fire drill tests.
- The Office of Government Ethics conducted its own evacuation drill.
- USADF established a National Disaster Coordinator who handles COOP Training.

### GOALS

All of the agencies confirm a commitment to maintaining a safe and healthy work environment and continuing their pattern of avoiding workplace injuries and illnesses. Among specific agency goals:

- CSB plans to complete its training program modules.
- NWTRB plans to conduct at least two COOP exercises to ensure Board employees are familiar with the procedures and essential functions.
- USADF plans to develop a Walk-a-thon to support the importance of exercise and/or good physical health.
- The Office of Navajo and Hopi Indian Relocation plans to complete its COOP plan.



# APPENDICES

## APPENDIX A: EXECUTIVE SUMMARIES

**Note:** For the smaller independent agencies that provided executive summaries of their annual reports, OSHA/OFAP has included the full text of those summaries. The summaries were edited for basic formatting and pagination, but were not edited for content, grammar, or typographical errors.

## COMMODITY FUTURES TRADING COMMISSION

The Commodity Futures Trading Commission ("CFTC") is pleased to present its 2010 Annual OSHA Report. As you will see from the detailed report, there are only 2 injuries to report. We are proud of our safe and healthy work environment. Despite a population growth of 23%, our injury rate of .34% demonstrates the CFTC's commitment to providing a safe and productive working environment.

The CFTC will continue to strive to enhance its OSH program and to more formalize the program in place.

### Statistics

#### Injury and Illness Trends

The CFTC experienced two injuries during fiscal year 2010 (FY 2010).

#### Fatalities and Catastrophic Accidents

The CFTC did not experience any fatalities and/or catastrophic accidents during fiscal year 2010.

#### Overseas Employees

The CFTC has no civilian employees working overseas.

### OSH Initiatives

#### Motor Vehicle Safety

The CFTC has two vehicles available for official business use during normal business hours only (8:00 a.m. - 5:00 p.m.). The CFTC's policy clearly outlines the proper use of the motor vehicles, who can request vehicle service, and the restrictions and limitations that apply to travelers using the agency's vehicles. There were no motor vehicle accidents in 2010. The CFTC encourages and enforces 100% compliance of seat belt usage.

#### Integrating OSH and Emergency Response

CFTC's Occupant Emergency Plan (OEP) provides procedural guidance on managing fire evacuations, power outages, bomb threats, hazardous materials spills and releases, weather related events, shelter-in-place, and first response to medical emergencies, etc.

The CFTC has integrated OSH into its OEP: our OEP also includes the establishment of "Safety Teams" whose responsibility is to coordinate all emergency responses and facility evacuations safely, distribute copies of the OEP to all employees, distribute Shelter-In-Place supplies, and maintain communications throughout all emergency events.

While the CFTC is in the continuous process of maintaining and updating its OEP and COOP, it also is in the process of developing:

- Mission Essential Personnel Family Planning and Deployment Guide - geared to staff who would be part of the emergency relocation group.
- Family Readiness Guide
- Work Place Violence policy

The CFTC's goal is to fully integrate and incorporate the safety and health of its employees into these new plans, guides and policies.

### **Employee & Contractor Support**

The CFTC attended Federal Advisory Council on Occupational Safety and Health (FACOSH) meetings. Discussions at these meetings focused on:

- Overview of FACOSH Administrative Items, including the Federal Advisory Committee Act (FACA) and the FACOSH Bylaws and Operating Procedures
- The newly established Presidential Order Protecting Our Workers and Ensuring Reemployment (POWER) Initiative
- FACOSH strategic planning and issue identification and analysis including:
  - Outreach and Training;
  - Permissible Exposure Limits (PELs) for Federal Agencies;
  - OSHA Overseas Coverage.

### **Accomplishments**

In 2010, the CFTC continued to monitor its facility in order to quickly alleviate any and all possible hazardous situations.

The CFTC continued to meet goals, strive for excellence and maintain a safe workplace.

### **Goals**

While the CFTC is in the continuous process of maintaining and updating its OEP and COOP, it also is in the process of developing:

- Mission Essential Personnel Family Planning and Deployment Guide - geared to staff who would be part of the emergency relocation group.
- Family Readiness Guide
- Work Place Violence policy

The CFTC's goal is to fully integrate and incorporate the safety and health of its employees into these new plans, guides and policies,

## CONSUMER PRODUCT SAFETY COMMISSION

### Statistics

**Injury and Illness Trends**-The Commission's employment rolls increased by 117 employees during FY2010 as result of new hires compared to FY09. There was one injury cases reported. The overall total workers' compensation cost for FY10 is \$160,095 compared to \$145,385 in FY2009. The performance trends reflect an increase in the medical cost @\$11,905 or 88%, a slight increase in the non-fatal injury cost \$3,039 or 59%, and a slight decrease in the fatal cost @ \$235 or -84%.

In Chargeback Year 2010, the Commission's workers' compensation costs Increased by \$14,710 or (10%) compared to FY2009.

The FY2010 total Continuation of Pay (COP) cost decreased by \$2,109 or 1%.

The total Chargeback and Total COP costs Increased from \$145385.09 in FY2009 to \$160095.93 in FY2010 or 10%.

**Fatalities**-CPSC did not have any fatalities in FY10. OSHA Initiatives

**Safety, Health and Return-to-Employment (SHARE) Initiative**-The Commission met its SHARE goals for FY10 by continuing to achieve a greater than 10% reduction in both total and lost time case rates. No lost time reported.

**Motor Vehicle/Seat belt Safety**-The CPSC had seven motor vehicle accident. Employees are encouraged to buckle-up-for-safety.

**Recordkeeping Requirements**-The CPSC uses the OSHA's revised recordkeeping requirements under 29 CFT Part 1960. Safety Officers are using the OSHA Form 300 to record all work-related injuries and illnesses. This form is posted on-site. The 300A form is used to summarize all work-related injuries and illnesses.

**Employee Support**-In FY2010, CPSC conducted training in several areas, including hazard communications, emergency evacuation, workstation ergonomics assessments, emergency evacuation drills and tests, first aid, cardiopulmonary resuscitation (CPR), and automatic external defibrillator (AED). In addition, CPSC provided refresher training for its Engineering and Health Science employees on security, emergency preparedness, chemical hygiene, hazmat and environmental management plans.



## **COURT SERVICES AND OFFENDER SUPERVISION AGENCY**

Court Services and Offender Supervision Agency (CSOSA) was established by the National Capital Revitalization and Self-Government Improvement Act of 1987 and assumed responsibility for D.C. government functions related to pretrial services, parole, adult probation and supervised released. On August 4, 2000, CSOSA was certified as an independent agency within the Executive Branch of the Federal government. Pursuant to the Revitalization Act, the D.C. Pretrial Services Agency (PSA) functions as an independent entity within CSOSA. This report includes information on both entities; CSOSA and PSA. The total number of Federal civilian employees this report covers is 1,309. This includes 931 CSOSA employees and 378 PSA employees. Both agencies will be referred to as CSOSA unless otherwise stated.

### **Statistics**

#### **Injury and Illness Trends**

In FY 2010, the number of total injury/illness cases for CSOSA was thirteen (13) and three (3) for PSA. The lost time case rate for CSOSA was .80% and .79% for PSA; equating to an overall lost time case rate of .80%. The causes of the injuries were reported as slips, trips or falls on public sidewalks or the injuries were sustained during a motor vehicle accident while the employee was on official duty.

According to the Office of Workers Compensation Programs' (OWCP) chargeback report, the total worker's compensation chargeback cost for CSOSA was \$7,799. Of that amount \$7,350 was paid for a prior year claim and \$449 was paid for the current year. The total worker's compensation chargeback for PSA was \$11,200.

The statistics on lost time injury and illness cases revealed no significant trends for CSOSA in FY 2010. The increase in lost work time is attributed to employees suffering from injuries they received during motor vehicle accidents. Both CSOSA and PSA were successful at returning employees back to work during the continuation of pay period.

#### **Fatalities and Catastrophic Accidents**

CSOSA did not experience any occurrences of fatal or catastrophic incidents; as a result, no investigations were conducted.

#### **Overseas Employees**

CSOSA did not have any employees overseas in FY 2010.

#### **OSH Initiatives**

**Motor Vehicle Safety**— In FY 2010, CSOSA employees reported a total of ten (10) motor vehicle accidents. PSA employees did not experience any motor vehicle accidents.

All CSOSA policies concerning the use of agency and privately –owned vehicles for agency and contract employees are currently being updated. These updates include a zero tolerance policy

concerning distracted driving that addresses cell phone usage and text messaging while driving a government or privately-owned vehicle while on official agency business.

Tracking information concerning seat belt usage during an accident is collected through the completion of the GSA Standard Form 91, Motor Vehicle Accident Report. All CSOSA vehicles have audible warning signals and visual signage concerning the mandatory use of seat belts in all agency vehicles. In FY 2010, no employees received a fine or a citation for not wearing their seat belt.

There have been several programs initiated by CSOSA to increase motor vehicle safety and to decrease the causes of distracted driving. Those programs are as follows:

- In FY 2008 CSOSA implemented a full-day Defensive Driver's training which is now mandatory for all newly hired employees.
- Over fifty percent (50%) of the agency vehicles are equipped with the Global Positioning System (GPS), which is used as a tool to identify and manage standard vehicle maintenance and to locate, track, and monitor traffic violations and speeders.
- "How is my Driving" bumper stickers are on all agency vehicles with a telephone number to report bad driving habits;

### **Integrating Occupational Safety and Health (OSH) and Emergency Response**

CSOSA incorporates the safety and health of its employees into its emergency response and continuity of operations plans and training. In September CSOSA held its' annual emergency preparedness fair. The fair included exhibits, workshops, and demonstrations to staff on emergency preparedness and response procedures. The theme for the FY 2010 Emergency Preparedness Fair: "Enhancing health, safety, and preparedness in the workplace, at home, and in the community."

### **Employee & Contractor Support**

CSOSA uses the "Learning Depot" software system to manage and track all agency training and development opportunities. Agency sponsored OSH training for eligible staff includes the following:

- First Aid (CPR/AED)
- Defensive Driving
- Officer Safety Training
- Bloodborne Pathogen & Tuberculosis trainings
- Safety and Sanitation
- Security Training (for Residential Treatment Facility staff)

CSOSA does not have a Certified Safety and Health Committee at this time. However, PSA in conjunction with union members from Local 1456 implemented a safety and health committee. The committee meets quarterly and on an ad-hoc basis as necessary. Topics include facility safety and health related issues.

### **Accomplishments**

- CSOSA successfully expanded its annual preparedness fair to include OSH related topics and into its plans for emergency and disaster response, continuity of operations.
- Continued on site inspection of all facilities by security staff for safety and health hazards.
- Mandatory Defensive Driver's Training for all newly hired CSOSA employees was continued in FY 2010. To ensure all new employees receive this training the course was added to our New Employee Orientation program in FY '09.
- Over 50% of CSOSA vehicles are equipped with Enhanced Global Positioning System (GPS) which is used as a tool to locate, track, and monitor vehicles, traffic violations and speeders.
- PSA established and implemented a safety and health committee.

### **Goals**

- CSOSA will continue to re-build and strengthen its Fleet Management program in an effort to reduce the number of motor vehicle accidents. The strategy to accomplish this goal is to utilize programs currently in place; such as, the Defensive Driver training and the Fleet Management program.
- Policies concerning the use of agency and privately-owned vehicles will be updated to include language that promotes a zero tolerance policy on cell phone use and text messaging while driving on official business.
- CSOSA will continue with its daily and quarterly facility inspections. These efforts along with continued safety and awareness training should be instrumental in helping CSOSA achieve its' goals to reduce the case rates for injuries and illnesses.
- Develop a Continuity of Operations Policy and Plan;
- Review and update the Emergency Hazardous Weather Policy
- PSA will continue to provide training and other awareness programs in their efforts to maintain a safe working environment.

## **DEFENSE NUCLEAR FACILITIES SAFETY BOARD**

In 1988, Congress created the Defense Nuclear Facilities Safety Board (Board) as an independent agency within the Executive Branch (42 U.S.C. § 2286, et seq.) to identify the nature and consequences of potential threats to public health and safety at the Department of Energy's (DOE's) defense nuclear facilities, to elevate such issues to the highest levels of authority, and to inform the public. The Board provides a key component of the oversight that prevents an accidental detonation of a nuclear weapon during the evaluation, maintenance, or dismantlement process, and is the last line of defense in preventing serious safety vulnerabilities and tragic accidents from occurring in very complex and dangerous DOE defense nuclear facilities. The Board is headed by five full-time Board Members who are experts in the field of nuclear safety with demonstrated competence and knowledge relative to independent investigations and oversight. Two members of the Board are designated by the President to serve as Chairman and Vice Chairman. Each Board Member is appointed by the President, with the advice and consent of the Senate, and serves a term of five years. The Chairman serves as the Chief Executive Officer of the Board. The Board commenced operations in October 1989 with the Senate confirmation of the first five Board Members.

The Board's health and safety recommendations and other advisories to the Secretary of Energy are based on in-depth technical information and detailed safety analyses. Eighty-seven percent of the Board's technical staff holds advanced science and engineering degrees, with 24 percent at the doctoral level.

The Board disseminated guidance on January 25, 2010 to all Board employees (both Federal and contractor) in accordance with Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving." During FY 2010, there were no known incidents of job related accidents involving use of cell phones or text messaging.

On April 27, 2010, the Board's Continuity of Operations Plan (COOP) was approved. This plan provides for attaining operational capability within 12 hours and sustaining operations for 30 days or longer in the event of a catastrophic event or national security emergency affecting the Washington Metropolitan Area or any event which precludes the use of the Board headquarters facility. The plan incorporated actions to ensure the safety of the workforce. Telework plans were developed and put in place for all Federal staff. During the COOP Exercise in May 2010, the Board tested its COOP telework plan. Additionally, the COOP has an annex on a Preparedness Plan for Pandemic Influenza which addresses protecting the workforce while continuing the mission of the Board.

## **EQUAL EMPLOYMENT OPPORTUNITY COMMISSION**

The U.S. Equal Employment Opportunity Commission (EEOC) is committed to providing a healthy and safe work environment. To foster a safer workplace for our employees, the Agency continues to conduct agency-wide Safety and Security Awareness Training for the designated safety representatives in each of our headquarters, district, local and area offices. The program strived to decrease the number of on the job injuries by offering safety and health training to its employees, improving the FY 2010 year end timeliness submission to 60.6%, a significant increase from 44% in FY 2009 and reducing the rate of lost production days by 1%.

The Agency's Workers' Compensation Nurse Case Management Program has proven successful in expediting injured employees' safe return to work. Under this program, an injured employee is contacted within 24 hours after their reported injury. The nurse case manager guides the employee through the maze of possible medical treatments and that of the workers' compensation process. The goals of the program are to reduce costs, to ensure proper medical treatment, to expedite the employees' safe return to work, and to reduce the number of open cases and injured workers. Agency employees have returned to work on an average three days sooner than would be expected based on national Estimated Duration of Disability (EDD) guidelines. Successful return to work efforts are also reflected in the lower Agency Continuation of Pay (COP) costs, as employees were out of work less time.

More importantly, no new cases have been added to the periodic rolls through the course of the workers' compensation case management program. This illustrates a key benefit of the comprehensive workers' compensation case management program's early intervention procedure. This proactive approach mitigates the chances an injured worker will experience a long term disability. Also, continued vigilance on early intervention will turn off the faucet of new cases becoming complex older cases.

The Agency conducted training that was intended to engage the Agency's safety representatives in a coordinated effort through (1) participation of Headquarters staff in on-site visits to certain district offices chosen on the basis of the number and nature of reported injuries; (2) frequent and formalized contact between the Agency's headquarters safety and security staff and safety representatives in the field offices; (3) development of a formal feedback loop to the district offices on injury and illnesses; (4) education of safety representatives through a prevention program targeting injury and illness types to increase safety prevention awareness; (5) adherence to documented timelines and processes for managing injuries; and (6) designation of safety representatives who are responsible for advocating and enforcing safe work place practices in the headquarters, district, area, and local offices. It was this initiative that yielded many of the Agency's accomplishments and improvements for FY 2010.

### **Statistics**

#### **Injury and Illness Trends**

There was a slight increase in the total number of new injury and illness cases, from 23 new cases filed in FY 2009 to 30 new cases filed in FY 2010. The majority of the injuries in the Agency were due to falls, sprains/strains and fractures involving the arms, hands, wrists, back,

and shoulders. There were a few repetitive motion occupational illnesses (i.e. typing on computer), and three motor vehicle accidents.

The Agency is taking a proactive approach to mitigating potential injury or illness situations before an employee is affected. The information on the causes of injuries/illnesses allows the Safety and Health Program to provide targeted training and inspect office areas to ensure hazards are removed and individual ergonomic needs are reviewed and met whenever possible.

The Agency's FY 2010 lost production day rate stands at 29.3 days per 100 employees, slightly higher than the goal established by the Department of Labor (DOL) of 23.3 lost production days per 100 employees. However, the FY 2010 lost production day rate, is significantly lower than FY 2009 lost production rate of 33.6. This decrease can be attributed to early nurse case management intervention which has resulted in (1) expediting the injured workers 'safe return to work; (2) lower medical and lost production costs; and (3) little or no compensation costs. (See Chart A below)

The Agency's workers' compensation chargeback costs for FY 2010 totaled \$1,453,037, an increase over chargeback year 2009, when the chargeback total was \$1,254,127. The FY 2010 increase can be attributed mainly to one case that was initially denied by DOL in May 2008, with the denial re-confirmed in January 2009. The case was then accepted by OWCP, as a result of a series of second opinion exams ordered by the Department of Labor, Office of Workers' Compensation Programs. The claimant was determined to be entitled to medical care benefits, compensation for wages back to the time of the initial disability (a sum of over \$400,000) as well as ongoing future wage loss compensation at approximately \$7,000 per month. When the one-time large wage compensation benefit for that claim is removed from the chargeback, the total cost drops to \$1,129,820, a decrease from the 2009 chargeback cost.

**Fatalities and Catastrophic Accidents** - There were no fatalities or catastrophic accidents reported during FY 2010.

**Overseas Employees** – N/A

## **Occupational Safety and Health (OSH) Initiatives**

### **Safety, Health, and Return-to-Employment (SHARE) Initiative**

*Goal #1 Reduction in the total case rate for injuries and illness by at least 3% per year*

The Agency addressed the need for improvement of this goal by implementing safety awareness training for designated safety officials in the Field offices, semi-annual training sessions with the District Resource Managers and their assistants, and development/implementation of safety and security checklist to identify potential safety hazards in the workplace. In spite of these efforts, the number of on-the-job injuries has increased by 7 to a total of 30 new cases in FY 2010, compared to 23 new cases in FY 2009. As a consequence, the total number of cases reported in FY 2010 represents an increase in the total case rate per 100 employees from 1.05% in FY 2009 to 1.24% in FY 2010.



The Agency's statistics are greatly affected by every claim that is submitted to the Department of Labor SHARE statistics across Federal agencies have shown that larger agencies tend to fluctuate less from year to year due to the larger number of employees that can absorb an increase or decrease in the number of claims. During this upcoming year, the Agency will continue to focus on Safety and Health initiatives with the goal of reducing the total case rate.

*Goal #2 Reduction in the case rates for lost time injuries and illnesses (number of days away from work) by at least 3% per year*

The lost time case rate increased from .32 lost time cases per 100 employees in FY 2009 to .54 lost time cases per 100 employees in FY 2010, an increase of approximately six lost time cases. The Agency will continue to offer modified duties as needed to those employees who have been released to return to work with restrictions whenever possible; the acceptance of modified job offers carries the dual benefits of encouraging and assisting the employee to return to pre-injury levels of productivity as well as keeping Agency's lost production costs to a minimum.

The Agency's Workers' Compensation Nurse Case Management Program has proven successful in expediting injured employees' safe return to work. Agency employees have returned to work, on an average three days sooner than would be expected based on national Estimated Duration of Disability (EDD) guidelines. Successful return to works efforts are also reflected in the lower Agency Continuation of Pay (COP) costs. (See Table 1 on next page)

*Goal #3 Increase the timely filing of injury and illness cases by at least 5% per year*

The Agency's internal procedures require that all potential CA-1s and CA-2s for workers' compensation claims be referred to the Agency's Injury Hotline to initiate early clinical intervention by a dedicated nurse case manager. Should the employee choose to file a claim for workers' compensation benefits, the claim forms must be completed by the employee and the injured employee's immediate supervisor, with witness statements and medical documentation attached. The claim and its associated documents must be submitted to the appropriate DOL district office within ten workdays of the date the Agency receives the claim.

The Agency's FY 2010 year-end timeliness submission was 60.6%, an significant increase from 44% in FY 2009. The Agency will continue to train field personnel staff, employees and their representatives on the timely notification and filing procedures for on-the-job injuries/illnesses in an effort to improve our reporting time. To that end, "How-To" manuals have been developed and distributed to all District offices that walk field personnel staff through the filing procedures. Additionally, the Agency's contractor, Managed Care Advisors, has created an internal tracking and feedback mechanisms to assist in notifying offices of their timelines, identifying offices that are not submitting claims forms timely and are in need of additional training.

*Goal #4 Reduction in rates of lost production days due to injuries and illnesses by at least 1% per year.*

The Agency met this goal of at least a 1% reduction in lost production days from 33.6 in FY 2009 to 29.3 in FY 2010. It is important to note that the actual lost production day rates have decreased, even though the lost time case rate increased, indicating that those employees who incurred any lost time returned to work sooner than in previous years. The Agency's nurse case

management program has proven successful in expediting the injured employees' safe return to work. Agency employees have returned to work, on average, three days sooner than would be expected based on the national Estimated Duration of Disability (EDD) Guidelines. (See Table 1 below)

**Motor Vehicle Safety** — During FY 2010, there has been seven motor vehicle accidents involving Agency employees. The Agency will incorporate motor vehicle safety and distracted driving in future semi-annual safety and security training sessions. The Agency will explore further distractive driving initiatives in FY 2011.

**Integrating OSH and Emergency Response** – The Agency incorporates the safety and health of its employees into its Occupant Emergency Plan (OEP). A OEP template has been developed and will be disseminated to field offices without written OEPs. In FY 2010, the Agency hired a Continuity of Operations (COOP) Program Manager to revise the Agency's COOP. The COOP program provides guidance and ensures the safety to emergency employees who are activated by an agency and organization to perform assigned response duties during a continuity event. The Agency's COOP Pandemic Influenza Plan, references the use of telework to slow the spread of disease by keeping face-to-face contact to a minimum (often referred to as "social distancing") while maintaining operations as close to normal as possible.

### **Employee and Contractor Support**

In September 2007, the Agency authorized the Office of Human Resources (OHR) to secure a contractor to implement a comprehensive workers' compensation case management program. On October 15, 2007, the Agency awarded Managed Care Advisors (MCA) a contract to manage the operational aspects of its workers' compensation program. To date, the Agency's partnership with MCA has been successful.

As part of the comprehensive Workers' Compensation Case Management Program, the Office of Human Resources and the contractor Managed Care Advisors have provided training sessions in the form of "Best Practices" conference calls. The sessions are held quarterly to provide staff in the field with information on industry best practices for navigating the workers' compensation process and implementing them in their own environment. Teleconference calls are both administrative and clinical in nature, based on feedback as to the areas of interest. In addition, the Agency has began providing one-on-one medical management reviews with district offices to provide individualized feedback regarding on the job injuries for the district. The Agency also offers yoga fitness programs and Health Fairs to all HQ employees.

### **Accomplishments for FY 2010**

- Increased the Agency's year-end timeliness submission from 44% in FY 2009 to 60.6%, in FY 2010
- Met the goal of a 1% reduction in lost production days from 33.6 in FY 2009 to 29.3 lost production days in FY 2010
- Conducted "Best Practices" training sessions with staff in the Agency's field offices.
- Conducted Quarterly Nurse Case Management Program Meeting with the Agency's contractor.

- Expedited return to work initiatives with little or no time on the periodic rolls.
- Improved relations with the Department of Labor, Office of Workers' Compensation Programs (OWCP), claims examiners.
- Conducted semi-annual Safety and Security Awareness Training with designated security representatives in the district, area and local offices by video teleconferencing.
- Conducted HQ fire drill and shelter-in-place exercises.
- Conducted quarterly training with floor captains and area monitors on the Occupancy Emergency Plan (OEP).
- Drafted OEP template for field offices without written OEPs.
- Collaborated with GSA, building management, Federal Protective Service and Federal tenants for the initial development of a HQ building OEP.
- Conducted safety inspections in the HQ and corrected noted deficiencies.
- Finalized safety checklists for incorporation in FY 2011 to improve HQ and field office have safe work environments.
- Finalized OSH poster for posting in HQ and field offices.

### **Goals for 2011**

- Continue to conduct semi-annual annual Safety and Security Awareness Training with HQ and field office employees.
- Conduct Workers' Compensation program workshops for Supervisors and Managers.
- Conduct on-site visits to district offices with the highest number of on-the-job injuries and illnesses.
- Continue to conduct semi-annual Safety and Security Awareness Training Sessions.
- Set goals for the implementation of the POWER initiative to pursue more aggressive return to work efforts.
- Development and implementation of an Agency-wide Safety and Health Program.
- Develop challenging POWER stretch goals to achieve greater performance.
- Revision of Agency Safety Order as a resource to prevent safety hazards, and to include motor vehicle safety and distractive driving initiative.
- Continue to conduct quarterly training with HQ floor captains and area monitors on OEP, Shelter-In-Place (SIP), evacuations and other safety measures.
- Development and implementation of Safety and Security e-learning training for HQ and field office employees.
- Development of HQ building OEP.
- Revision of Agency Security Order.
- Dissemination of Agency Safety Checklist to field offices.

## EXPORT IMPORT BANK OF THE UNITED STATES

### Statistics

#### Injuries and Illnesses

- In Fiscal Year 2010 there were no injuries recorded at the Export Import Bank of the United States and there are not any employees on Workmen's Compensation at the present time. We are within compliance of Occupational Safety and Health standards and regulations set forth by Executive Order 12196 and the basic program elements located in Part 1960, Subpart I.

#### Fatalities and Catastrophic Accidents

- Zero (0) - Fatalities at EX-IM Bank in Fiscal Year 2010 and Zero (0) in previous years
- No noticeable trends in injury occurrence nor major cause or source of lost time injuries.

#### Safety and Health Program

- EX-IM Bank personnel are located in five commercial office settings around the country – our headquarters here in Washington, DC, and five (5) field offices located in New York, NY; Chicago, IL; Newport Beach, CA; Houston, TX; and Miami, FL.
- Zero (0) - Fatalities at EX-IM Bank's Regional Offices in Fiscal Year 2010 and Zero (0) in previous years.

### OSH Initiatives

#### Motor Vehicle Safety

- Zero (0) - Automobile accidents in Fiscal Year 2010. The Bank does not have a mechanism in place to track the percentage of seat belt usage by employees.

#### Integrating OSH and Emergency Response

- The Lafayette Building is equipped with a voice communication system, an integral part of the building alarm system and evacuation and shelter in place of the agency. Special instructions to building occupants are transmitted via this system.

### Accomplishments

EX-IM Bank maintains awareness and continues to evaluate all employees working on computers to prevent work-related carpal tunnel syndrome. Additionally - footstools, risers for computer screens, keyboard trays, and other accommodations needed are provided to employees.

- Travel Program – requires following the government's safety standards (for example, the presence of smoke alarms) as reflected in the Hotel and Motel Fire Safety Act.
- Vehicle Policy – requires operators and passengers to use safety belts at all times (EO13043) and banning texting while driving (EO 13513).
- Automated External Defibrillator Program – trained various employees in the proper use of the AED and CPR.
- Matters to be reported to the Inspector General – provides a method to report significant threats to the public health or safety in the programs and operations of the EX-IM Bank.

### **Safety and Health Program Training**

- The EX-IM Bank takes a proactive approach regarding its employees' safety and health. The results of EX-IM Bank Building inspections and day-to-day observations are passed along to the GSA Building Liaison. The then seeks a remedy to any perceived or actual risk.
- In regional field offices a Leasing Coordinator contacts the Landlord in regards to follow-up and corrective actions needed if safety and health observations are made.

## FARM CREDIT ADMINISTRATION

The Farm Credit Administration (FCA) is a small administrative (nonindustrial, nonproduction) organization.

### Statistics

**Injury and Illness Trends**—During FY2010, FCA had one employee who sustained minor accidental injuries on the job. We continue to carry two employees on Workmen's Compensation at a cost of \$114,862.91 for FY2010.

**Fatalities and Catastrophic Accidents**—During FY2010, FCA had no fatalities or catastrophic accidents.

**Overseas Employees**—FCA has no overseas employees.

### OSH Initiatives

**Motor Vehicle Safety**—During FY 2010, there were no motor vehicle accidents involving FCA employees. Agency policy requires all employees, drivers and passengers, using a motor vehicle for official business, whether it is an OGV or POV, to wear seat belts at all times. FCA policy also bans texting while driving and also requires hands free devices for cell phone use on official travel and requires hands free devices for Agency cell phone use in private vehicles. FCA periodically publishes articles in its daily newsletter to increase motor vehicle safety and decrease all causes of distracted driving.

**Integrating OSH and Emergency Response**—FCA's COOP planning methodology revolves around 2 main priorities:

1. Protecting the safety of staff, including providing guidance for family disaster planning
2. Protecting FCA assets and ensuring the continuation of services.

The Agency incorporates the safety and health of its employees into its plans for emergency and/or disaster response, continuity-of-operations in the following issuances:

1. Primary Continuity Plan (00a); Human Capital—Pages 22-25
2. Appendix 12: Regional Circumstance-Driven External Information (provides regional information on hotels, transportation, medical facilities, etc)
3. Appendix 15a: Emergency Communications Chain\_Business Hours
4. Appendix 15b: Emergency Communications Chain\_After Hours
5. Appendix 15c: Notification Procedures
6. Appendix 16: CDC Guidance\_Disaster Counseling
7. Appendix 17: OPM Assessment Guidance\_HHS Quarantine Protocols
8. Appendix 19: Standard TTY Relay System
9. Appendix 20a: Pandemic Plan; Human Capital—Pages 21-27
10. Appendix 20b: Pandemic Guidance for Individuals and Families
11. Appendix 21: Live Meeting Instructions (helps with social distancing)



12. Appendix 23: Office Space and Alternate Facilities (helps with social distancing)
13. Appendix 25: Evacuation Routes
14. Appendix 26: Family Disaster Plan
15. Individual COOP Plans for field offices provide localized, geographical assistance to staff.
16. Appendix 9: Orders of Succession (3 to 4 deep to ensure backup and updated quarterly)
17. Appendix 10: Leadership Team (3 to 4 deep to ensure back leadership is available)
18. Appendix 18c: Test, Training, and Exercise Plan (prepares staff for emergencies)
19. Appendix 18d: Test, Training, and Exercise Activities (prepares staff for emergencies)

FCA also has provisions for Agency hall monitors in evacuations, Shelter in Place (SIP) policies, SIP/Drive away bags, and annual flu shots at no cost to employees.

### **Employee & Contractor Support**

Agency personnel are located in five commercial office settings around the country – our headquarters in McLean, Virginia, and field office locations in Bloomington, Minnesota; Denver, Colorado; Dallas, Texas; and Sacramento, California. The NAICS establishment code for each is 926150. The Farm Credit System Building Association (FCSBA) provides administrative and logistical support to the FCA in the McLean building, which the Farm Credit System owns. The FCSBA also arranges for and manages the leases for the FCA at the four field offices.

As the administrator for the owners, the FCSBA is responsible for ensuring the McLean building satisfies all safety and health requirements of local jurisdictions and performs ongoing inspections of the building to satisfy itself and the tenants (of which FCA is one) that hazards do not exist. To the extent possible, the FCSBA also seeks to ensure that safe and healthful facilities are available to our field staff through contact with landlords and inspection of those facilities. These inspections involve all areas in office settings – electrical, HVAC, plumbing, lighting, ingress and egress, etc. In addition, the FCA promulgates a variety of administrative procedures for its staff to follow. Through our Policies and Procedures Manual (PPM), many safety and health topics are covered that do not fall under the purview of the FCSBA. Over the last 5 years, we have issued or updated chapters in our PPM that deal with:

- Flexiplace (telecommuting) – sets safety and health standards in the home or satellite office where an employee may choose to work and calls for inspections of such facilities to ensure standards are met and maintained.
- Travel Program – requires following the government’s safety standards (for example, the presence of smoke alarms) as reflected in the Hotel and Motel Fire Safety Act.
- Credit Card Procedures – authorizes purchase of safety clothing and footwear in emergency situations.
- Vehicle Policy – requires operators and passengers to use safety belts at all times, bans texting while driving, requires hands free devices for cell phone use on official travel and requires hands free devices for Agency cell phone use in private vehicles.
- AIDS (health) – allows infected employees to continue to work as long as they do not pose a threat to the public health or safety in the programs and operations of the FCA.

- Matters to be reported to the Inspector General – provides a method to report significant threats to the public health or safety in the programs and operations of the FCA.

### **Safety and Health Program Training**

The FCA takes a proactive approach regarding its employees' safety and health. The results of FCSBA inspections and day-to-day observations are passed along to the FCA's Building Liaison. He then seeks a remedy to any perceived or actual risk. Landlords are contacted for follow-up and corrective actions if safety and health observations are made in the field offices.

The FCA also funds a Wellness Program for all its employees. Over the last several years, the Agency has partially funded yearly physical examinations; paid for flu shots for employees, contracted with a service dedicated to assist employees in dealing with on-the-job stress, as well as off-the-job personal challenges; and provided many pamphlets and seminars to employees on a variety of health issues.

### **Accomplishments and Goals**

This year FCA contributed up to \$1,300 to each employee's Flexible Spending Account to be used for health or dependent care expenses. FCA also continued to contribute up to \$400 to a Life Cycle Account to reimburse employees for up to \$400 for certain expenses including medical insurance.

The FCA maintains awareness and continues to evaluate all employees working on computers to prevent work-related carpal tunnel syndrome. We offer ergonomic assessments for employees through an outside consultant. Also, footstools, riser for computer screens, keyboard trays, and anything else needed to help their comfort zone are provided to employees.

## FEDERAL COMMUNICATIONS COMMISSION

### Statistics

#### Injury and Illness Trends—

|   | FY 2008   | FY 2009   | FY 2010   |
|---|-----------|-----------|-----------|
| Total Cases Injury/Illness (number of injury/illness cases—no lost-time, first aid, lost-time and fatalities) | 8         | 4         | 10        |
| Total Case Rate (rate of all injury/illness cases per 100 employees)  | .44       | .22       | .52       |
| Lost Time Case Rate (rate of only the injury/illness cases with days away from work per 100 employees)        | .33       | .22       | .38       |
| Total Chargeback + COP  | \$224,720 | \$158,332 | \$290,071 |

#### Trends:

- The injuries/illnesses most frequently recorded at the FCC were falls to the same level and striking against a stationary object. The predominant causal factors were employee inattention to the task. The following is a brief break down of our injury/illness cases:

- Case 1: Employee was entering the security turnstiles; caught her heel on the ramp; stumbled; and injured her back. (Forty-Seven (47) days lost)
- Case 2: Employee was assisting in the installation of a roof antenna, when a portion of the antenna fell, striking the employee in the head. (Two (2) days lost)
- Case 3: Employee sprained his ankle while playing volleyball at an office picnic. (No days lost)
- Case 4: Employee bumped her knee on the computer CPU, bruising her knee. (No days lost)
- Case 5: Employee slipped and fell, striking her head on the floor. (One (1) day lost)
- Case 6: Employee was giving a tour of the facility, when she fell and struck her hand on the sidewalk, breaking her finger. (No days lost)
- Case 7: Employee slipped and when she tried to catch herself, twisted her back, causing pain in her hip. (Four (4) days lost)
- Case 8: Employee was returning from a meeting; stepped in a pot hole; fell and broke her arm. (4 days lost)
- Case 9: Employee slipped and fell, striking her head on the floor. (Two (2) days lost)
- Case 10: Employee was working on a ladder; fell; and fractured his elbow. (Three (3) days lost)

#### Controlling Trends

The injuries/illnesses most frequently recorded were trips, falls or striking against a stationary object. The predominant causal factors were employee inattention to the task. The FCC has disseminated its employee injury/illness procedures; emphasized the importance of being aware of your surroundings; and prompt reporting of incidents by employees and supervisors.

#### Fatalities and Catastrophic Accidents—None

**Overseas Employees**—None

## **OSH Initiatives**

### **Motor Vehicle Safety**

- In FY10, the FCC experienced one (1) motor vehicle accident. Although the FCC does not have a mechanism in place to track the percentage of seat belt usage by employees; the one accident report indicated that the employee was wearing a seat belt at the time of the accident. In addition, the FCC has a directive covering the operation of motor vehicles in accordance with Executive Order 13043. This directive requires the use of seat belts while operating a government vehicle and requires employees who drive as part of their duties to annually complete a driver's improvement course.
- In May 2010, the FCC published a directive establishing "Policies on Text Messaging While Driving." This directive outlines driver responsibilities in accordance with Executive Order 13513 and lays out what is expected from our drivers and the consequences if a driver fails to meet their responsibilities.

### **Integrating OSH and Emergency Response**

- The FCC Safety and Health manager is responsible for all the Occupant Emergency Plans and has a role in the development of the agency Pandemic and COOP Plans. These Plans include thorough procedures employees need to safely evacuate their building or shelter-in-place during their normal duty hours, as well as in a Pandemic or COOP situation. In addition, the FCC has developed safety and health checklists that employees can use to better prepare themselves for a variety of emergency situations both at work and at home.

### **Employee & Contractor**

- There were no new OSH training efforts at the FCC in FY10. The FCC has 25 small field offices and because of their mission and size, it is very difficult for them to participate in Federal Safety and Health Councils. However, the FCC has developed and offers 2 courses in OSH awareness, including Shelter in Place and a Supervisor Safety Course.
  - Occupational Health and Safety
  - Hearing Conservation
  - Safety: Electrical Safety
  - Workplace Safety
- FCC Emergency Response and Disaster Recovery personnel receive communications specific training e.g., Telecom 101, which is a basic course on how communications systems work and interact.

## **Accomplishments and Goals**

The following were the FCC goals for FY10:

- Reduce total injury and illness case rates by 3% per year. The FCC missed our goal of reducing our total injury and illness case rates by 3% in FY10.

- Reduce lost time injury and illness case rates by 3% per year. The FCC missed our goal of reducing our lost time injury and illness case rates by more than 50% in FY10.
- Increase the timely filing of injury and illness claims by 5% per year. The FCC missed our goal to increase the timely filing of notices of injury and illness case rates by 5% in FY10. The FCC has implemented new processing procedures to allow us reduce the filing time.
- Reduce the rate of lost production days due to injury and illness by 1% per year. The FCC missed our goal of reducing the rate of lost production days due to injury and illness in FY10.

The following are the FCC goals for FY11:

- Reduce total injury and illness case rates by 1%;
- Reduce lost time injury and illness case rates by 1%
- Increase timely filing of workers' compensation claims by 3% per year above the 2009 baseline;
- Increase timely filing of wage-loss claims to at least 60% per year;
- Reduce lost production day rates by 1% per year below 2009 baseline; and
- Increase employees' return to work in cases of serious injury or illness by 1%.

## FEDERAL DEPOSIT INSURANCE CORPORATION

FDIC provides a wide range of health, safety and environmental programs to its employees nationwide and proudly presents its health and safety achievements in its 2010 Annual Occupational Safety and Health Report to the Secretary of Labor.

FDIC continues to meet and exceed the requirements of the OSHA regulations applicable to FDIC enabling it to achieve superior performance in safety and health, due in large part to staff professionalism and diligence, and senior management support.

In addition to having developed and implemented a robust occupational safety and health program, FDIC has implemented a comprehensive wellness program. The wellness program provides employees with daily onsite access to a wide range of health and clinical services including: first aid; flu immunizations and allergy shots; health risk appraisals with input from nurses and physicians to answer medical and health questions; lactation support services to enhance an early return to work following maternity leave; periodic screening for illness to improve wellness and reduce lost work time due to preventive medical care; and self-serve blood-pressure machines to benefit individuals who strive to be responsible for their own health and well-being. These are just a sample of the many benefits available to employees at the FDIC.

In order to protect the health and well-being of employees and visitors, headquarter and regional offices are surveyed for both indoor air quality and water quality once every three years and field offices are surveyed once every five years.

During FY2010, FDIC conducted comprehensive indoor air and water quality testing within three regional offices (New York, San Francisco, and Chicago), one temporary satellite office (Schaumburg, IL), two area offices (Boston and Memphis), one new leased headquarters office (Courthouse Road), one pre-lease office (Kansas City) and 24 field offices. A swing space survey was conducted in Schaumburg, a diesel fume investigation was conducted at the Chicago regional office and a comprehensive mold survey was conducted at the Jacksonville satellite office. In addition, FDIC performed comprehensive safety audits at owned and leased facilities, which covers more than 3 million square feet of space nationwide.

As part of a comprehensive proactive ergonomics program, FDIC conducted more than 422 ergonomic assessments and concurrent individualized ergonomic training sessions to employees at headquarters, regional, area, and field offices nationwide.

In 2010, FDIC continued implementation of a comprehensive “all-hazards” based Pandemic Influenza Preparedness Plan (PIPP) to compliment the FDIC Emergency Preparedness Plan (EPP). This plan is being developed by FDIC’s Pandemic Flu Preparedness Task Force (a multi-divisional panel of managers) at the direction of senior management to specifically address swine flu and avian flu. The final PIPP will support training awareness programs currently under development, and involve every division within FDIC. Tabletop training sessions specific for H1N1 were conducted for regional managers at their respective offices during this fiscal year.



FDIC experienced twenty-one (21) motor vehicle accidents (MVA) by our Federal civilian employees (defined as accidents on public road with personal injury reported). The 21 motor vehicle accidents resulted in twenty-one (21) reported injuries; nine (9) of these were lost-time injuries. According to information obtained in the accident reports, all of the employees involved in these unfortunate motor vehicle accidents were properly using their seat belts.

Numerous health and safety training programs were provided to FDIC employees in 2010 including: emergency preparedness, CPR, first aid, ergonomics, basic workplace safety hazard recognition and inspection skills, wellness, and fitness. Combined, these training opportunities offer a wealth of information employees may use to improve their overall well-being.

The current resources allocated to administer FDIC's health, safety and environmental programs are effectively maintaining FDIC's injury and illness rates at an extremely low level.

## **2010 Annual Occupational Safety and Health Report Statistics**

**Injury and Illness Trends**—Ninety-seven (97) injury and illness cases were reported in 2010 (FDIC Fiscal Year, Jan – Dec). Eighteen (18) injuries became lost-time cases. The actual lost workday injury and illness rate was a miniscule 0.45 and the lost time case rate was 0.36.

In 2010, FDIC's chargeback costs (exclusive of OWCP's administrative fees) were reduced from \$1,842,117 (2009) to \$1,748,764 (2010) (a 5% decrease from 2009). Continued workers' compensation chargeback cost containment and reduction will be vigorously pursued using various methods in concert with DOL, including but not limited to: 1) expansion of the "return-to-work" initiative;" 2) regular requests for "fitness for duty examinations" for long-term cases; 3) diligent case review including medical case evaluation; and most importantly; 4) prevention of new cases by continued diligent implementation of FDIC's health, safety and environmental programs.

**Fatalities and Catastrophic Accidents**—In 2010, there were no employee fatalities or permanent total disabilities sustained. Because FDIC has experienced no fatalities or permanent total disabilities over the past 5 years, there are no trends or injury patterns present that warrant further investigation.

**Overseas Employees**— In 2010, there were no FDIC employees who worked overseas.

### **OSH Initiatives**

**Motor Vehicle Safety**—FDIC experienced twenty-one (21) motor vehicle accidents (MVA) by our Federal civilian employees (defined as accidents on public road with personal injury reported). The 21 motor vehicle accidents resulted in twenty-one (21) reported injuries; nine (9) of these were lost-time injuries. According to information obtained from the respective accident reports, all of the employees involved in these unfortunate motor vehicle accidents were properly using their seat belts. Furthermore, FDIC employees are instructed not to participate in texting while driving and to avoid all other distractions while driving.

**Integrating OSH and Emergency Response**—The FDIC has developed an Emergency Preparedness Program (EPP), which is comprised of an Emergency Response Plan (ERP) and a Business Continuity Plan (BCP). The “all-hazards” based Pandemic Influenza Preparedness Plan (PIPP) complements the Emergency Preparedness Plan (EPP). A multi-faceted approach to prepare for Pandemic Influenza will potentially limit the impact of any such occurrence, as mandated by the President’s National Strategy for Pandemic Influenza. Information pertinent to FDIC employees will be published on FDIC’s HSE Intranet website

### **Employee & Contractor Support**

FDIC actively trains employees on safety and health topics such as office ergonomics on a continuing basis. In FY 2010, FDIC conducted approximately 422 ergonomic evaluations and simultaneous individualized training sessions. Since the inception of FDIC’s Office Ergonomics Program in 2001, FDIC has provided individualized and group training to hundreds of employees, and contractors where necessary.

FDIC’s Office Ergonomics Program is designed to eliminate common computer-related stressors associated with keying and mousing. Methods employed to eliminate these ergonomic stressors include training employees on proper workstation setup and good work practices along with the installation of ergonomic controls, such as adjustable keyboard trays and a choice of ergonomic chairs where appropriate. Information is also available to FDIC employees through a newly updated Intranet site

### **Accomplishments and Goals**

The current resources allocated to administer FDIC’s health, safety and environmental programs are effectively maintaining FDIC’s injury and illness rates at an extremely low level.

FDIC has made significant safety and health, and workers’ compensation program improvements under the President’s Safety, Health and Return-to-Employment (SHARE) initiative.

As a result of enthusiastic promotion of FDIC’s health units and wellness programs, there were approximately 14,192 visits made by FDIC employees at its two headquarters and three regional office health units (San Francisco, Kansas City, and Dallas). These health unit visits have promoted health and wellness resulting in increased productivity and job satisfaction.

Furthermore, FDIC’s health and safety programs, wellness programs, onsite health clinics, onsite fitness centers, employee assistance programs, and a proactive workers’ compensation program have produced significant improvements in FDIC’s SHARE Initiative successes. During 2010, FDIC placed third among the 32 largest Federal agencies in the Best Places to Work in the Federal Government® rankings, which are widely considered to be the most authoritative and comprehensive rating of employee satisfaction and commitment in the Federal government. This major achievement is due in large part to FDIC’s performance relative to occupational safety and health, and our employees’ perception that the agency has a strong commitment to safety and health.

FDIC is managing a mature health, safety and environmental program that successfully meets and exceeds the standard of practice set by other Federal agencies and the private sector. To ensure that this program continues to effectively protect employees and provide the necessary return-on-investment, the following initiatives are proposed for 2011:

1. FDIC is in the process of acquiring its Leadership in Energy and Environmental Design (LEED) Certification. LEED is an internationally recognized green building certification system, providing third-party verification that a building or community was designed and built using strategies intended to improve performance in metrics such as energy savings, water efficiency, and improved indoor environmental quality. As part of the LEED certification process, FDIC will coordinate EPA's Indoor Air Quality (IAQ)-Building Education and Assessment Model (I-BEAM) program with current FDIC Indoor Air Quality and Facilities Management programs. FDIC expects to receive its LEED certification by June 30, 2011.
2. Create an Intranet-based safety and health guidebook for all teleworkers, and those that work at alternative work sites such as banks and other financial institutions. This informational online guide will be prepared for publishing by July 1, 2011.

## **FEDERAL ELECTION COMMISSION**

The Federal Election Commission is a small independent agency with a population of 360 employees. We are housed in one location and occupy eight of nine floors of the building at 999 E St. NW, Washington, DC.

During FY 2010 there were no workplace illnesses, injuries or fatalities to report. This effort is attributed to Management and the Health and Safety Committee working together to foresee potential problems and developing strategies to resolve them.

## FEDERAL ENERGY REGULATORY COMMISSION

In response to your memorandum of September 17, 2010, subject as above, the following information is submitted for the Federal Energy Regulatory Commission (FERC).

Overall, in FY-2010 it is clear that the FERC made progress in reaching its goal to reduce incidents and associated medical costs. There were several significant initiatives and programs to note. During FY-10, the Commission's Occupant Emergency Plan and the Continuity of Operations Plan were updated and included several improvements to employee safety. One example of this is by successfully training and certifying 15 new employees in CPR and AED device training.

In September, the Security and Safety staff conducted a one day awareness session in connection with the Federal National Preparedness Month. The staff also attended the initial roll-out of the POWER presentation conducted by the Department of Labor, Office of Workers' Compensation Programs. We anticipate that FERC will implement the POWER program as we did with the SHARE Initiative.

Please do not hesitate to contact me or our Occupational Safety and Health Manager, Gerald McAteer should you have any questions about this report or FERC's program.

### Statistics

#### Injury and Illness Trends

| YEAR | MEDICAL COSTS | COMPENSATION COST | TOTAL PAID    |
|------|---------------|-------------------|---------------|
| 2001 | \$ 25,574.76  | \$ 160,140.38     | \$ 185,715.14 |
| 2002 | \$ 29,230.40  | \$ 162,400.92     | \$ 191,631.32 |
| 2003 | \$ 18,972.22  | \$ 169,519.93     | \$ 188,492.15 |
| 2004 | \$ 132,001.95 | \$ 97,152.57      | \$ 229,154.52 |
| 2005 | \$ 92,943.55  | \$ 122,202.75     | \$ 215,146.30 |
| 2006 | \$ 55,131.61  | \$ 108,922.18     | \$ 164,053.79 |
| 2007 | \$ 32,033.83  | \$ 492,851.25     | \$ 524,885.08 |
| 2008 | \$ 30,913.15  | \$ 214,307.14     | \$ 245,220.29 |
| 2009 | \$ 43,476.58  | \$ 192,954.28     | \$ 236,430.86 |
| 2010 | \$28,794.48   | \$138,895.24      | \$167,689.72  |

#### Fatalities and Catastrophic Accidents

The FERC did not experience any fatalities or catastrophic accidents in FY 2010

#### Overseas Employees

The FERC does not currently have any overseas employees.

#### OSH Initiatives

### **Motor Vehicle Safety**

There were no work related motor vehicle accidents in FY10. As an agency we continue to randomly track seat belt usage in an effort to improve motor vehicle safety. This is accomplished through our Security and Safety Guard contract. In addition, The Commission continues to stress Executive Order 13043, which requires seat belt usage by all Federal employees on the job, all motor vehicle occupants in national parks, and all motor vehicle occupants on defense installations. The Executive Order also recommended and we continue to stress that all FERC/Contractor employees have a seat belt usage policy and program in place at the workplace.

### **Integrating OSH and Emergency Response**

The best way to protect against the potentially harmful effects of manmade incidents, natural disasters, and occupational of public health emergencies is to ensure that all building occupants know how to respond in an emergency. This level of protection involves pre-planning, training, and rehearsal.

Pre-planning includes establishing the Occupant Emergency Organization (OEO) comprised of employees designated to undertake certain responsibilities to ensure that personnel are moved quickly to safety, that damage to property is minimized, and that proper authorities are notified in the event of a localized emergency.

FERC continues to enhance all employee's level of individual preparedness as well as their ability to identify and avoid potentially hazardous situations. The FERC Occupant Emergency Plan (OEP) and its annexes, to include the Crisis Management Plan (CMP) and Pandemic Influenza Plan are continuously evaluated in an effort to improve safety.

Training is conducted to ensure that all tenants understand the contents of the OEP and their individual responsibilities. Rehearsals, or drills, provide an opportunity to practice emergency procedures to ensure efficient response in the event of a real emergency.

Participation in OEP activities includes all tenants regardless of employment status (e.g., managers, supervisors, OEP team members, volunteers, contracting officers, and hosts of visitors). Each individual must assume the responsibility for his or her own planning and safety in an emergency, as well as for working effectively with emergency planning officials.

### **Employee & Contractor Support**

Vehicles should be operated to ensure fuel efficiency. All operators should be aware of the following guidelines:

- Travel at reduced speeds. Fuel consumption increases significantly with speed.
- Avoid sudden burst of speed, tailgating, and pumping the accelerator pedal while the vehicle is not in motion.
- Use routes with a minimum number of traffic signals, whenever possible. Plan ahead, to avoid waiting for a traffic signal by gradually slowing prior to the signal. Avoid sudden stops to the extent possible.
- The Security and Safety staff provides route updates relating to road closures due to traffic congestion, accidents or other circumstances that could cause unnecessary delays in their trip. This information typically comes from DC or VA Emergency Alert Network.



- Do not idle engine for long periods. The "break even" point for the idle time for most vehicles is approximately 1 minute.
- Eliminate weight unnecessary to the particular trip; empty trunk and storage compartments of excess tires chains, tools, etc. to the extent practicable.
- Refuel vehicle during the early part of the day to minimize evaporative loss. Avoid over-filling the fuel tank to prevent spillage caused by fuel expansion.
- Use the air-conditioner sparingly, but operate at least 10 minutes each week throughout the year.
- Encourage two or more people to travel together whenever possible.
- Keep tires inflated to the maximum pressure recommended by the manufacturer.
- All safety regulations and traffic laws and regulations, whether Federal, State, local or GSA, pertaining to motor vehicles, must be complied with. The driver will be expected to do whatever research is necessary to become familiar with those applicable in his area of operation. All operators will be held liable for any and all traffic violations received while the vehicle is in their charge.

Currently FERC's OSHA staff does not currently participate in any councils or support activities.

### **Accomplishments and Goals**

In FY10 injuries decreased in every category. The FERC continues to make all efforts to comply with OSHA requirements as directed. For FY2011 the OSHA program goal is to create new up to date guidance that will be more robust and clear to employees and OSHA staff alike. This effort will be concentrated heavily on by implementing the President's POWER Initiative.

## FEDERAL LABOR RELATIONS AUTHORITY

### Statistics

#### Injury and Illness Trends

Total cases: 0

- Lost Time Injury and Illness Cases: 0
- Total Case Rate: 0%
- Lost Time Case Rate: 0%
- Total Workers' Compensation Chargeback Costs: \$112,271 (one case that has been ongoing since 1998)

#### Fatalities and Catastrophic Accidents

- Total Fatal and Catastrophic Accident Cases: 0

#### Overseas Employees

No overseas operation

### OSH Initiatives

#### Motor Vehicle Safety

The agency does not have any leased vehicles.

#### Integrating OSH and Emergency Response

FLRA created an OEP that documents procedures that should be followed in response to a disaster, emergency or other incident that threatens the life, health or safety of FLRA staff or visitors. It has been created following Federal Protective Services guidelines and coincides with the procedures stated in the Tenant Emergency Procedure Manual (TEPM) for our Lessors. The effective date of this OEP is October 1, 2010. This document supersedes all previously recognized OEPs for FLRA. This OEP will be reviewed and updated on an annual basis.

Federal Management Regulations (FMR), Subpart 102-74.230A requires Federal agencies that occupy Federal property to develop Occupant Emergency Plans with technical assistance provided by GSA for establishing and maintaining them.

#### Employee & Contractor Support

The agency makes FOH's "Let's Talk" available to all employees on a quarterly basis. The agency Safety and Health Instruction that contains guidance to management, supervisors, and employees on safety and health training requirements.

#### Accomplishments and Goals

The FLRA offers a variety of preventive health services to its employees at no cost, unless otherwise indicated. These services are available for employees at the Headquarters Office and each Regional Office. The FLRA uses employee bulletins, email, and flyers to broadcast information to its employees regarding preventive health services through the agency. Services include:

- Emergency response/walk-in care and first aid facility
- Traveler's health and immunization information
- Provision of interventions prescribed by a personal physician such as:
  - Blood pressure and cholesterol monitoring
  - Glucose monitoring (finger stick)
  - Allergens and other medications administered by injection, and treatments/medications approved by FOH
  - Immunizations (flu, tetanus, and pneumococcal)
- Health awareness and screening programs, including:
  - Hypertension
  - Glucose lipid profile
  - Vision screening
  - Tuberculosis screening
  - Tetanus/Diphtheria vaccination
  - Glaucoma
  - Cardiac Risk Profile screening
- Health Risk appraisal (HRA), to include: cancer risk appraisal, nutrition risk appraisal, stress management appraisal, women's health appraisal, and individual health counseling
- Tests made available at reduced cost at employee expense for osteoporosis, echocardiogram, electrocardiogram, stroke screening, and blood typing.
- Seminars on various health issues held throughout the year at local FOH units
- Twenty-four hour, seven day a week professional counseling and referral services through the Employee Assistance Program (EAP) for employees with emotional, relationship, family, alcohol/other drug use, and other issues that may impact employment
- Annual indoor air quality and water testing by building management
- Unscheduled emergency fire drills, with follow-up evaluation for improvement
- Distribution of ergonomically correct chairs to employees
- Accommodations for employees with dexterity disabilities

### **FY 2011 Goals**

The FLRA's goals for FY 2011 are to:

- Offer educational workshops
- Continue accommodations for employees with dexterity disabilities
- Encourage ergonomic practices that aid in maintaining a high level of productivity, helping avoid injuries to employees that are painful and costly to remedy, and increasing worker satisfaction
- Continue to offer a variety of preventive health services to employees
- Continue management, supervisor, and employee safety and health training.

## FEDERAL MEDIATION AND CONCILIATION SERVICE

Various goals have been set as targets to be reached by each individual agency. The Federal Mediation and Conciliation Service (FMCS) has exceeded the goals established. The case rate goal was three percent (3%) – the case rate for FMCS during this time was more than two percent (2.459%). Lost time goal was three percent (3%) – our rate was zero percent (0%). Our filing time with the Office of Workers' Compensation Program is within four (4) days of the receipt of forms from our employees.

### Statistics

**Injury and Illness Trends**—One (1) lost time injury case (wheel broke on an office chair while employee was sitting in the chair), four (4) days total lost time for lower back muscle pain, compensation chargeback costs pending--repayment of sick leave.

**Fatalities and Catastrophic Accidents**—0

**Overseas Employees**—0

### OSH Initiatives

**Motor Vehicle Safety**—0 vehicle accidents.

**Integrating OSH and Emergency Response**—COOP is being drafted and safety and health issues will be integrated.

### Employee & Contractor Support

Subpart F

### Accomplishments and Goals

Agency employees completed the following web-based safety courses: Emergency Evacuation: Getting Out Alive, Ergonomics: Break the RMI Habit, Biological and Chemical Threats-- Closing the Door, Fire Safety, Office Safety, and Office Safety - It's A Jungle Out There.

## FEDERAL TRADE COMMISSION

### Statistics

**Injury and Illness Trends**—The Federal Trade Commission (FTC) saw a total of 3 recordable injury cases during FY 2010, two of which were lost time cases. This accounts for a 0.25 total case rate, and a 0.16 lost time case rate.

**Fatalities and Catastrophic Accidents**—No fatal or catastrophic accidents occurred during FY 2010.

**Overseas Employees**—The FTC sent several employees overseas during FY 2010. The agency has its own Office of International Affairs with 35 employees. The agency ensures all employees receive proper immunizations if necessary, are aware of travel advisories, and stay in facilities that meet designated safety requirements.

### OSH Initiatives

**Motor Vehicle Safety**—One motor vehicle accident occurred during FY 2010 when an FTC driver hit a pedestrian who stepped into the street in the middle of the block from behind two parked cars. The pedestrian received only minor injuries, and witness accounts in the police report demonstrated that the driver was not at fault. All FTC drivers and passengers are instructed that seat belts are to be worn at all times while driving. We also strictly enforce the policy prohibiting drivers from the use of cell phones (unless hands-free) and all texting while on the road.

**Integrating OSH and Emergency Response**—In the event of any emergency situation, the safety of FTC staff and visitors comes as the first priority. The agency has a rigorous emergency preparedness program and conducts multiple evacuation and shelter-in-place drills each year. In the event of a COOP or other emergency situation, the FTC has developed an emergency notification system that contacts all employees automatically and prompts them to respond to the message for accountability purposes. We also make sure that alternate work locations meet OSH requirements.

### Employee & Contractor Support

The FTC participates in a variety of councils pertaining to Occupational Safety and Health, Emergency Preparedness and Continuity of Operations. The FTC also has Safety and Health Committee that meets at least twice a year.

### Accomplishments and Goals

The FTC continues to see very low incident numbers, and our case rate still falls well below the government average.

## HOLOCAUST MEMORIAL MUSEUM

In Fiscal Year (FY) 2010 there was one (1) injury reported to the Museum's Division of Human Resources. The injury report was forwarded to the Department of Labor (DOL), Office of Workman's Compensation Program (OWCP). The one injury totaled sixteen (16) hours of lost time and two (2) Continuation of Pay (COP) days. The OWCP chargeback was \$-155.66; this was due to reimbursement from the Department of Labor (DOL). COP costs from the lost time injuries were \$-1146.14, due to the reimbursements from Charge Back Year (CBY) 2009.

The one injury type was a laceration to the head which accounted for 100% of lost time cases in FY 2010.

There were no fatalities at the United States Holocaust Memorial Museum (USHMM) involving Federal or donated employees.

During FY 2010 there were no Museum staff working overseas. During FY 2010 there were no staff members involved in automobile accidents. Museum policy mandates that seat belts are to be used 100% of the time in Museum vehicles and that all automobile rules and regulations are to be followed. Additionally, Museum policy mandates that there is zero tolerance for texting while driving.

The Division of Protection Services (DPS) and the Safety Specialist maintain the annual Safety Program and provide safety training courses to the Museum's employees. Several safety training classes were revised to reflect new engineering controls and work practices and new DVD's were added to augment the training.

Safety training at the Museum is performed by the Division of Protection Services, Occupational Safety and Health (OSH) Specialist, and the Emergency Preparedness Coordinator. The OSH Specialist and Division of Human Resources work together with supervisors to schedule employees for training appropriate for their positions. Initial training and refresher training is provided. Training records are sent to Human Resources for documentation.

In FY 2010, DPS provided training in 10 (ten) safety and health topics. The Museum Emergency Preparedness Specialist provided warden training, fire extinguisher, and evacuation training to over 347 staff members, interns and volunteers. In FY 2010 the Museum conducted six (6) emergency evacuation drills, four (4) "shelter in place" exercises and four (4) communication exercises.

The Safety Office performed hazard analysis and evaluated work practices and engineering controls to minimize injuries. Procedures and personal protection equipment (PPE) were evaluated for the confined space program. The Museum continues to participate in quarterly safety committee meetings that emphasize safety through employee involvement and communication. The Safety Office also annually reviews procedures for using, disposing, and storing toxic/hazardous materials.



In FY 2010, the Emergency Preparedness Specialist contracted the services of an emergency notification company to keep the Museum abreast of any emergencies. The “Send Word Now Alert” provides on-demand alerting and response.

The Museum integrates OSH and Emergency Response by participating in emergency exercises such as the Eagle Horizon Exercise 2010 conducted by the Federal Emergency Management Agency (FEMA) in the spring. This 2 day exercise was conducted at the Museum’s COOP site located in Linthicum, Maryland. The complete Control Center operation was tested during the exercise and found to be operating effectively.

The COOP site was tested on several other dates and found to be operating effectively.

In FY 2010, the Museum Health Unit provided 267 influenza immunizations to staff, volunteers and contractors.

Newsletters and hazard alerts were developed and focused on issues like slips, trips and falls, H1N1, ergonomics, and repetitive motion injuries. The Divisions of Human Resources and Protection Services conducted the Museum’s Annual Health and Wellness Fair that encourages the development of health and well being by the dissemination of health information. The Museum’s Health Unit remains certified by DC Fire and the EMS Department as a “Public Access Defibrillation” Program.

The Safety Office plans to increase further participation in intra-agency councils such as the Museum’s Quarterly Safety Committee. The Safety Office also plans to perform a Museum wide hazard analysis to ensure that work practices and engineering controls are adequate to minimize occupational injuries and illnesses. The Safety Office plans to perform noise dosimetry to determine current noise exposure levels for those affected employees. The Safety Specialist also maintains an Ergonomics Program and strives to increase the awareness of ergonomic issues in the workplace and at home.

The Division of Protection Services and Safety Office continue to be proactive by performing the following: (1) conducting supervisor training regarding the prompt notification and recording of injuries/illnesses (2) providing additional training to the Security Force regarding documentation of visitor and staff accidents (3) conducting training sessions for Museum staff regarding hazard identification, recognition and reporting of potential hazards. The Museum’s Health unit will continue to manage and monitor the Automated External Defibrillator Program (AED) program and provide regular refresher training on a quarterly basis to the Museum’s Security Force.

Another goal to increase awareness regarding the Museum’s Ergonomics Evaluation Program by providing information to staff through the Museum’s Health Unit, emails, Electronic Bulletin Boards, Employee Newsletter and the Museum’s intranet site. The Safety Office plans to re-evaluate all of the Safety and Health programs for OSHA compliance and training.

In FY 2011, the Museum plans to introduce an online computerized training program. The program will enable staff to take a variety of health and safety training classes based on their schedules at their individual work stations. The goal is to continue to promote safety awareness.

## **INSTITUTE OF MUSEUM AND LIBRARY SERVICES**

The FY 20109 Institute of Museum and Library Services (IMLS) provides an overview of IMLS mishap injury and illness data, worker safety and health accomplishments over the past year and goals for the future. It also provides insight into IMLS safety and health issues and highlights our strengths and challenges. In this executive summary and detailed report, we used the format specified in the September 17, 2010 U.S. Department of Labor (DOL) Memorandum to Designated Agency Safety and Health Officials.

### **Statistics:**

**Injury and Illness Trends**—None Reported during FY10.

**Fatalities and Catastrophic Accidents**—None Reported during FY10.

**Motor Vehicle/Seat Belt Safety**—There were no motor vehicle mishaps involving civilians in an on-duty status in FY 2010.

**Workers' Compensation**—None Reported during FY10.

The IMLS recognizes challenges it faces to make continued safety improvements, including the continued changing technology, reduced staffing, outsourcing, contractor safety, an aging civilian workforce, a rotating workforce, competition for funding, and projected savings. This will be a continuing effort on IMLS leadership.

## INTERNATIONAL BOUNDARY AND WATER COMMISSION

The U.S. International Boundary and Water Commission's (USIBWC) Occupational Safety and Health (OSH) Report highlights the unique challenges and accomplishments of the agency's Occupational Safety and Health Program and summarizes our goals for FY 2011.

USIBWC personnel strived to effectively manage overall safety risks in FY 2010. The agency met all of its SHARE goals. Our greatest challenge is to effectively manage an aging workforce with the labor-intensive efforts unique to the USIBWC and its mission. Escalating violence in Mexico created unique challenges for many of our employees who work directly on the international border.

In July 2010, Hurricane Alex and a subsequent tropical depression caused widespread flooding in parts of South Texas and Northern Mexico. USIBWC employees from several of our field offices were on emergency flood operations for several weeks in the aftermath. During the worst flood conditions in 43 years, flood control levees operated and maintained by the USIBWC in Texas' Lower Rio Grande Valley saved millions of dollars in property damage and an untold number of lives.

### Statistics

#### Injury and Illness Trends

|   |              |
|---|--------------|
| Total injury and illness cases/rates:           | 23/8.71      |
| Total lost time injury and illness cases/rates: | 14/5.30      |
| Total workers' compensation chargeback costs:   | \$392,250.64 |

The majority of the chargeback costs listed are from injury claims from previous years. This is consistent with the last several years. Approximately \$79,398.65 (20%) of the chargeback cost listed above are from the latest reporting period.

In FY 2010, hand and finger injuries while performing work in the field accounted for the majority of injuries and slip, trip and fall injuries accounted for the most costly.

#### Fatalities and Catastrophic Accidents

USIBWC reported no fatalities or catastrophic accidents during FY 2010.

#### Overseas Employees

USIBWC did not have any overseas employees during FY 2010.

### OSH Initiatives

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

USIBWC met all four of its SHARE goals. Total injury and total injury and illness care rates, lost time injury and illness case rates, and the rate of lost production days due to injury and illness have all decreased in FY 2010. Injury and illness claims have been reported immediately to USIBWC management and the USIBWC Workers' Compensation Office.

**Motor Vehicle/Seat Belt Safety/Distracted Driving**

The agency experienced no motor vehicle accidents in FY 2010. The agency has specifically addressed compliance with E.O. 13043 and E.O. 13513.

**Pandemic Flu Planning**

USIBWC pandemic flu planning is addressed in the agency's Pandemic Plan. The focus of the agency is both the occupational safety and health of our employees as well as public safety. USIBWC operates critical infrastructure such as dams and wastewater treatment plants that must remain operational during a flu pandemic.

**Employee and Contractor Support**

Several essential OSH programs were developed or revised in FY 2010 including confined spaces, electrical safety related practices, personal protective equipment and a comprehensive exposure control plan addressing prevention of occupational diseases.

The USIBWC Acquisition Division incorporates applicable Federal Acquisition Regulation (FAR) clauses in all contracts. Typically, the contractor is required to follow applicable OSHA regulations as well as the requirements of the Army Corp of Engineers Safety Manual EM 385 1-1, September 2008 version. The USIBWC Engineering Department interacts with the USIBWC Acquisitions Division and USIBWC Safety Office to determine safety requirements needed for particular projects are clearly identified in the specifications or scopes of work.

**Accomplishments and Goals**

During the summer of 2010, Hurricane Alex and a subsequent tropical depression caused widespread flooding in parts of South Texas and Northern Mexico. USIBWC employees from several of our field offices maintained 24/7 shift coverage during the several weeks of emergency flood operations that followed. The storms produced the worst flood conditions in 43 years and flood control levees operated and maintained by the USIBWC in Texas' Lower Rio Grande Valley saved millions of dollars in property damage and an untold number of lives.

USIBWC has developed a comprehensive safety intranet site with links to over 100 topics. The intranet site has proven instrumental in consolidating safety information and making it available to all employees throughout the agency.

USIBWC has developed a database of Activity Hazard Analyses for typical activities conducted by various USIBWC job positions. The Activity Hazard Analyses include; tasks, hazards and controls; equipment, machinery, chemicals, and personal protective equipment used in the activity; inspection requirements, qualifications to conduct activity and training requirements.

Goals for FY 2011 revolve around achieving all of the POWER goals, ensuring the agency OSH program is effective and contains all of the essential elements, implementing aspects of recently developed and revised OSH programs, and development of comprehensive safety-related training curricula.

The agency will track POWER goals continually throughout the year and aggressively assist field offices in assessing and controlling risk.



## INTERNATIONAL BROADCASTING BUREAU BOARD OF GOVERNORS

### Statistics

**Injury and Illness Trends**—In FY 2010, BBG/IBB had a total of 13 injury/illness cases, which gives the Agency a total case rate of 0.74%. The Agency experienced six lost time cases, for a rate of 0.34%. The lost-production day-rate was 5.9%. We reviewed the accident reports that were received for FY 2010, and slips, trips, and falls were our major causes of injuries in our Headquarters (HQ) location in Washington, D.C. Strategies for accident reduction included focused support in our high risk areas, accident investigation, injury/illness data evaluation, safety and health program implementation and self-evaluation, and a comprehensive safety and health training program.

**Fatalities and Catastrophic Accidents**—No work-related fatalities or catastrophic accidents were reported in FY 2010.

**Overseas Employees**—BBG/IBB assigns 44 American Foreign Service Officers and 300 Foreign Service National Employees overseas. Our overseas transmitting stations have a safety program in effect, which follows the safety requirements established by OSHA. All overseas Agency personnel receive administrative support from the U.S. Embassy, with the exception of our Mariana transmitting station, which is located in a U.S. territory, and thus is not supported by a U.S. Embassy. The degree of support provided by an Embassy varies from facility to facility.

### OSH Initiatives

**Motor Vehicle/Seat Belt Safety**—Personnel operating a vehicle on behalf of the Agency are required to use seat belts, as are any passengers riding in the vehicle. The managers at all levels are expected to enforce this policy. Although the Agency has not imposed a formal system for tracking seat belt use, our transmitting stations reported 100% of seat belt usage. There were five motor vehicle accidents at the stations that resulted in damage to the vehicles involved, but no injuries to our employees. The transmitting stations investigated all motor vehicle accidents and implemented corrective actions. For example, all vehicles at our Botswana station have been outfitted with bull bars to reduce the severity of injuries to vehicle occupants when accidents involve impacts with animals.

**Integrating OSH and Emergency Response**—The occupant emergency plans for the Cohen and Switzer Buildings at our HQ location were reviewed, updated and disseminated via our Safety Office web page. These plans cover the procedures for evacuating the building during an emergency situation such as fire. The plans also address sheltering in place if evacuation is not an option. CPR and AED classroom training has been provided.

### Employee & Contractor Support

We offered courses on the Agency's training web page for employees interested in learning how to effectively use our safe escape respirators, or learning what they need to know about RF radiation safety before they visit one of our radio transmitting facilities. Our radio transmitting

stations also conducted safety training tailored to their site's needs. In addition, the occupant emergency plans for the Cohen and Switzer Buildings were reviewed, updated and disseminated via our Safety Office web page.

This Agency currently does not participate in Field Federal Safety and Health Councils. The standard language used in contracts incorporates OSH type requirements by reference.

### **Accomplishments and Goals**

The Agency made good progress in achieving its goals for FY 2010. We reviewed and updated our occupant emergency plans for the Cohen and Switzer Buildings. We also promoted health and safety through our Safety Office website and training initiatives.

The Agency's goals for FY 2011 include the following: to continue normal safety operations and planning for emergency situations, while seeking to enhance safety and occupational health to the greatest extent possible; to develop or update OSH policies and guidelines, including the development of Safety Program policy guidance for the Agency's new Broadcasting Administrative Manual (BAM); to evaluate and allocate resources to improve our documentation of safety actions that occur during the year to facilitate year-end reporting; to develop a self-evaluation tool to assess regulatory compliance and safety program effectiveness; to perform CPR and AED recertification training; and to promote safety awareness throughout the IBB network.

## **MILLENNIUM CHALLENGE CORPORATION**

The Millennium Challenge Corporation (MCC) is a United States Government corporation designed to work with some of the poorest countries in the world. Established in January 2004, MCC is based on the principle that aid is most effective when it reinforces good governance, economic freedom and investments in people. MCC's mission is to reduce global poverty through the promotion of sustainable economic growth.

Early and intensive involvement by MCC management and the facilities staff in the design and build-out of the MCC facilities has provided a work environment with very low potential safety and health hazards. This upfront effort has allowed MCC to report zero incidents this year at both the headquarters facilities where the majority of MCC staff perform their work duties and in our overseas locations. This success is a result of MCC's commitment to the safety and occupational health of all of our employees. MCC Management is committed to maintaining this effort to keep the workplace safe and hazard free. MCC provides resources and numerous programs to support MCC employees both domestic and overseas, regarding health and safety.

## NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

**Self Evaluation** NARA's Safety and Health Program has not matured to a point we are position to do self evaluations at this time. We conduct facility inspections for compliance with OSHA requirements and follow up to ensure corrective action is taken to provide a safe and healthful work environment based on incidents. The NARA Safety Directive was finalized in FY 2010 and the OSHA manager transferred to another agency in April 2010. NARA hopes to fill the vacancy in February 2011 and the new manager will develop a self evaluation program in FY 2011.

### Statistics

**Injury and Illness Trends**—In Fiscal Year 2010, the average size of the National Archives and Records Administration (NARA) workforce increased from the FY09 employment level to 3599 employees. NARA reported 102 injury and illness cases in FY10 of which 67 were lost time cases. This represents a 30% decrease and 8% decrease, respectively, over FY09 numbers.

- The associated injury and illness case rate was 2.73 and the lost time case rate was 1.86. This represents a 36% decrease and an 18% decrease respectively, over FY09 numbers. NARA's workman's compensation cost for chargeback year 2010 was \$1,085,000. This is an increase of 4% compared to chargeback year 2009.
- Slips, trips, and falls and back sprains and muscle pulls from lifting/handling boxes were the leading cause of injuries nationwide.
- NARA significantly decreased the FY2010 total case rate by 36%. Our program is maturing and there has been an increase of safety awareness agency wide with emphasis the new Archivist of the United States has place on safety in the workplace. We continue to stress mitigation of these injuries with increased training and awareness.

**Fatalities and Catastrophic Accidents**—NARA has not experience any fatalities in FY09.

**Overseas Employees**—NARA had no overseas employees in FY09.

### OSHA Initiative

**Motor Vehicle Safety**—NARA had 4 reported motor vehicle accidents involving government vehicles in FY2010. It is NARA policy for employees to follow all applicable Federal, state and local transportation laws while on the road. This includes transportation seat belt laws to ensure compliance with EO 13043. NARA issued internal guidance to ensure the requirements of EO 13513 are implemented agency wide, regardless of state and local transportation laws to prevent distracted driving. NARA Directive 235 and Handbook that the NSHC had developed, these vehicle safety issues will be addressed and tracked nationally for government vehicles.

**Integrating OSH and Emergency Response**—NARA has a comprehensive Pandemic Influenza plan. We developed Interim Guidance 300-39, "Telework Arrangements During Pandemic Flu and Other Emergency Situations" and it establishes NARA policy for using telework during pandemic flu or other emergency situations. NARA is developing a comprehensive emergency management program directive to ensure NARA will continue to operate under all hazards and conditions to meet Federal continuity requirements. NARA has well developed occupant

emergency plans for our facilities and the continuity of operation plans incorporate safety aspects for emergency relocation group (ERG) members. In addition the agency safety and occupational health management position is a designated ERG member. In accordance with the National Incident Management System (NIMS) and Incident Command Structure (ICS) a position has been designate to ensure safety and occupation health are incorporated to any agency response to emergencies, either local, regional or nationally. The NARA Safety and Occupational Health Manager has continued to participate in the Metropolitan Washington Federal Safety and Health Council (MWFSHC) and the Interagency Working Group on Federal Workplace Emergencies (IWG-FWE) to gain insight into how other Federal agencies are addressing common safety issues and to coordinate and participate in Washington Area safety initiatives.

### **Employee & Contractor Support**

NARA's OSH training effort and program accomplishments consist of the efforts of the National Safety and Health Committee to provide resources and support to the Local Safety and Health Committees (LSHC). National Committee members as well as Local Safety and Health Committee's, which include contractor representation, are required through their Charters to receive Collateral Duty Safety Training. NARA has provided funding for in house training of its NSHC members and identified free online training for LSHC members. The number of local committee members receiving this training is not tracked nationally. This year NSHC has promoted NARA's Second Annual Safety and Health Awareness Week (May 3-7, 2010), with the theme: Enhancing Safety Partnerships: Building a Labor Management Team. Each of NARA's 40 facilities has been encouraged to participate in this nation-wide event by organizing their local safety awareness observance.

### **Accomplishments and Goals**

#### **FY 2010 Accomplishments**

- National Safety and Health Committee (NSHC) has successfully organized NARA National Safety Week for May 3- 7, 2010. This was accomplished so that all employees can conduct local safety promotions and training activities at the same time to raise safety awareness. This year the facility with the best program was awarded a "Safety Trophy" by the NSHA.
- We continue to conduct scheduled security and safety inspections of all NARA facilities annually.
- We are still conducting a NARA awareness campaign to inform all NARA facilities about the latest OSHA recordkeeping requirement changes.
- The NARA Safety and Occupational Health Manager has continued to participate in the Metropolitan Washington Federal Safety and Health Council (MWFSHC) and the Interagency Working Group on Federal Workplace Emergencies (IWG-FWE) to gain insight into how other Federal agencies are addressing common safety issues and to coordinate and participate in Washington Area safety initiatives.

#### **FY2011 Goals**

- Use the National Safety and Health Committee (NSHC) to continue to promote safety education and explain compliance requirements to facility managers' agency wide.
- Increase internal compliance inspections to ensure NARA directives are being adhered to.

- Improve the ability to collect accident investigation reports and mandatory OSHA 300 log data at the Headquarters level.
- Hold third Annual NARA National Safety Week, June 6-10, 2011.

## NATIONAL CREDIT UNION ADMINISTRATION

### Statistics

**Injury and Illness Trends**—In fiscal year 2010, the size of the National Credit Union Administration (NCUA) workforce increased by 91 employees. NCUA reported five injury/illness cases, three of which were lost time cases. This represents a total case rate decrease of 0.28 percent and a total time case rate decrease of 0.25 percent. The actual injury and illness case rate was 0.46 and the lost time case rate was 0.28.

**Fatalities and Catastrophic Accidents**—0

**Overseas Employees**—0

### OSH Initiatives

#### Motor Vehicle Safety

No injuries were sustained due to Motor Vehicle accidents. NCUA reminds all employees about safe driving practices, including using seat belts and following speed limits at group and/or regional meetings. In response to E.O 13513 (banning texting while driving) NCUA issued policy (NCUA Instruction 1200.21 dated January 21, 2010) to fall NCUA Staff which specifically states:

- a. Text Messaging While Driving by Federal Employees: You, as an NCUA employee, must not engage in text messaging (a) while driving GOV, or when driving POV while on official Government business, or (b) when using electronic equipment supplied by the Government while driving.
- b. Text Messaging While Driving by Government Contractors: You, as an NCUA manager or supervisor, must encourage contractors to adopt and enforce policies that ban text messaging while driving company-owned or company-rented vehicles, driving GOV, or driving POV when on official Government business or when performing any work for or on behalf of the Government.
- c. Text Messaging While Driving Off-Duty: You, as an NCUA employee, are also encouraged to voluntarily comply with the policy of not engaging in text messaging or using electronic equipment while driving.
- d. Cell Phone Usage While Driving: You must follow state laws in regards to talking on cell phones while driving. However, for your safety, NCUA encourages the use of a hands-free device such as a head set.

**Integrating OSH and Emergency Response**—NCUA has designated safety rooms that are to be used during emergency situations by employees who are incapable of exiting the building via the stairways in cases of emergency. We also have designated shelters in place. These shelters provide maximum protection against glass shattering in emergencies. Posters with locations of these places are posted in the building's common areas, such as the pantries and



kitchens. We also have stairway and hallway monitors, which enable monitoring the evacuation process. Our gathering points are established away from the building to ensure maximum safety of all employees.

### **Employee & Contractor Support**

Safety and health training issues and concerns are addressed with agency managers and supervisors during management meetings and conferences; Employees are trained at group meetings and annual regional conference. Additional safety and health information is available on posters, which are located within the agency.

### **Accomplishments and Goals**

Sixty percent of NCUA workforce works off-site and uses their own privately owned vehicles for transportation to and from work locations throughout the nation. There have been no reported automobile related injuries.

In FY 2010, NCUA reduced the filing time by transmitting the OWCP forms electronically to injured employees and their supervisors. Supervisors electronically returned the completed forms to the OWCP coordinator who immediately forwards the claim to the Department of Labor for adjudication. NCUA provides OWCP claim processing training to new supervisors on a quarterly basis.

NCUA accomplishments for FY 2010:

- Reduced total case injury and illnesses by 2 claims.
- Reduced total case rate of all injury and illness claims by 0.28.
- Reduced lost time case rate by 0.25.

NCUA has established the following goals for FY 2011:

- Reduce total case for injuries and illnesses by 1 claim.
- Continue quarterly OWCP claim processing training.
- Continue electronic transmission of OWCP forms to supervisors of injured employees.

## NATIONAL ENDOWMENT FOR THE ARTS

As a small agency housed in a 19th century building which often challenges the ability to support modern safety standards, the National Endowment for the Arts (NEA) continues to maintain a very safe working environment. During this past year, 5 NEA employees sustained minor injuries, but lost no workdays. The NEA continues to maintain a relatively safe working environment through an education campaign on potential workplace hazards and emphasis on personal diligence in avoiding these hazards.

### Statistics

**Injury and Illness Trends**—There were only 5 injury cases with a total of 0 days of lost work and a lost time case rate of 0 per hundred. The total worker's compensation chargeback costs were \$152.08. All cases were the result missteps and no trends were noted, but NEA staff are reminded regularly of building hazards and notices potential hazards such as slippery marble floors or icy stairs are issued as conditions warrant.

**Fatalities and Catastrophic Accidents**—The NEA has had no fatalities or catastrophic accidents for the past 3 years.

**Overseas Employees**—The NEA has no overseas employees.

### OSH Initiatives

**Motor Vehicle/Seat Belt Safety**—The National Endowment for the Arts maintains 2 vehicles, but has had no vehicle related accidents or injuries for the past 5 years.

**Integrating OSH and Emergency Response**—Employee health and safety are integral facets of NEA emergency and/or disaster response plans including continuity-of-operations (COOP) efforts. The initial focus of all emergency/disaster response efforts is to ensure employee safety. Once employee safety is assured, response plans then address restoration of Agency functional capabilities. Evacuation and shelter –in-place drills are scheduled as required to ensure employees are familiar with all procedures and able to respond as required. Additionally, the initial portion of our COOP effort is designed to ensure assess the status and safety of Agency employees through a supervisor-based contact chain.

### Employee & Contractor Support

NEA continues to focus its efforts on keeping our small staff aware of potential accident hazards throughout the workplace as they occur. We also continue to encourage employees to maintain their health by participating in free vaccines and other health support programs offered through the Federal Occupational Health. Periodically, information is disseminated on exercise and stress relief techniques. NEA also continues to ensure that all employees with documented medical needs for special equipment such as air filters, humidifiers & computer keyboard accessories are accommodated.

### Accomplishments and Goals

NEA's goals were, and will continue in FY 2011 to be ensuring the safest possible work environment within the confines of the conditions dictated by our tenancy in a 19<sup>th</sup>-century building. The 5 minor injuries experienced this past year resulted no lost workdays this past year are the best indicator of our success. During this past year, the NEA continued to rely on frequent reminders of workplace hazards and safe avoidance practices.

## NATIONAL ENDOWMENT FOR THE HUMANITIES

### Statistics

- Injury and illness trends. There was only one injury case that also was a lost time case as well.
- Fatalities and Catastrophic Accidents. None.
- Overseas Employees. No one at NEH has worked overseas.

### OSH Initiatives

- Motor Vehicle/Seat Belt Safety—The National Endowment for the Humanities has no Government vehicles or work-related motor vehicle usage.
- Integrating OSH and Emergency Response – As an agency of only 170 people we have no specific COOP requirements.

However, we do have an active Occupant Emergency Plan for the building which incorporates an Emergency Notification System [ENS] that includes all building tenants. This system permits us to send voice/e-mail/text messages to work phones, cell phones, home phones, and work and personal e-mail accounts.

We use this system to announce shelter-in-place drills as well as other situations which impact the building tenants. In fact we utilized the system during the blizzards in February 2010 to announce the status of whether the building would be open or closed thus eliminating any uncertainty on the part of the building tenants.

In addition to the ENS we also have a network of handheld radios that are dispersed throughout the tenant agencies that are the primary means of communication by the Occupant Emergency Team in drills or potential emergency situations.

### Employee & Contractor Support

NEH has nothing to report in this category.

### Accomplishments and Goals

Nothing specific for FY 2010 other than to continue to monitor the agency's work environment to identify potential issues which might cause incidents/accidents and abate any unsafe or unhealthful conditions as soon as possible.

NEH has not established any specific goals for FY 2011 as things are going along quite well here.

## NATIONAL GALLERY OF ART

### Statistics

#### Injury and Illness Trends

|  |           |
|--|-----------|
| Total number of injury cases:                | 23        |
| Total injury case rate:                      | 2.84      |
| Injury/Illness cases resulting in lost time: | 13        |
| Lost time case rate:                         | 2.62      |
| Worker's Compensation chargeback expense:    | \$852,250 |

**Fatalities and Catastrophic Accidents:** None

**Overseas Employees:** None

### OSH Initiatives

#### Share Initiatives

- *Goal 1:* Total case rates for injuries and illnesses is below the national target of 3.09 therefore a 1% per year reduction of our rate is our target goal. NGA achieved a rate of 2.84.
- *Goal 2:* Reduction of case rates for lost time injuries and illnesses by at least 3% per year. NGA experienced an exceptional a rate increase to 2.62. Our goal in 2011 would be to restore our 2009 achievement of 1.2.
- *Goal 3:* Lost work day rate exceeded the national target of 35.6, with our experience of 49% in 2010. The high experience rate resulted from the physical challenges presented to our horticulture staff by severe weather impact on the NCR in 2009/2010. Our goal in 2011 to restore our achievement in 2009 of a rate 23.7, below the national target rates.
- *Goal 4:* Statistics for NGA supervisors processing of CA-1's and CA-2's in 2010 are reported to be 66.7%, exceeding the national goal of 65%. In 2009 NGA supervisors processed cases within the 10 day requirement 80 % of the time, our goal in 2011 is to repeat that accomplishment.

**Motor Vehicle Safety**—None.

#### Integrating OSH and Emergency Response

Occupational Safety and Health is one of five functional areas of the Risk management group.

The others include:

- Workers' Compensation
- Visitor and Contractor Safety
- Fire and Life Safety
- Environmental Management
- Emergency Management

The emergency management component includes:

- An active Emergency Warden program (75+ wardens)
- Regular emergency exercises, including evacuation

This past year's initiatives included:

- Expansion of the printed Employee Guide to Emergencies (given to every employee) to make it available on the Gallery's intranet
- Purchased a Mass Notification System to allow 24-7 multi-channel communication to all staff via email, SMS and telephone communications.

### **Employee & Contractor Support**

- The Gallery's OSH program continued emphasis on training through new employee orientation, security officer training, adding hazard-specific training for construction and renovation project personnel.
- The program is further supported by an active program of chemical hazard assessments for repair, renovation, and construction projects.
- The third component is an ongoing, informal but routine inspection effort. OSH staff, Facilities personnel and security officers make regular inspections of public and non-public spaces.

### **Accomplishments and Goals**

NGA contracted with an independent Federal resource for a Facilities Safety Audit. 271 recommendations resulted.

- Selected an MSDS management system for processing all requests for use of potentially hazardous materials within the Gallery property. MSDS's will be electronically submitted by staff and contractors for review, approval, and access by all staff.
- Initiated a 'Lighten Up!' weight control program based on resources provided by Federal Occupational Health, division of USPHS.
- Maintained and increased staff participation in the flu vaccination program. Protocols were implemented for utilization of antiseptic cleaning stations at shared equipment areas.
- Continue a relationship with DOD Computer Accommodation Program a relationship which began in 2002 and has steadily increased in services and fiscal allocations to date.
- Risk Management support for Master Facilities Plan capital projects and Facilities Management repair, and renovation projects continued. Gallery management continues to appreciate the need for contracted industrial hygiene service support by continued funding.

## NATIONAL LABOR RELATIONS BOARD

### Statistics

**Injury/Illness Trends**—When compared to the prior fiscal year 2009, the NLRB’s total injury/illness cases decreased by six. The rate per 100 employees decreased to 0.17 cases per 100 employees.

**Fatalities and Catastrophic Accidents**—NLRB employees did not have any fatalities or catastrophic accidents in FY 2010.

**Overseas Employees**—The NLRB has one employee working in Geneva, Switzerland. The employee is a lawyer working in a modern office building and is not unduly exposed to occupational safety or health risks.

### OSH Initiatives

**Motor Vehicle/Seat belt Safety**—There were no property-damage-only motor vehicle accidents in FY 2010. NLRB requires the use of seat belts for all employees operating or riding in a motor vehicle while on official Agency business. Employees are required to indicate their use of seat belts at the time of the accident or incident. We have continued to promote the use of seat belts since Executive Order 13043 was established, which instituted a Government-wide policy requiring seat belt usage in Government-owned or operated vehicles.

Employees involved in motor vehicle accidents/incidents state in their Motor Vehicle Accident (MVA) reports if they have met the requirements set forth by the NLRB and GSA regarding seat belt usage when riding or operating a motor vehicle while on official Agency business.

The NLRB also complies with Executive Order 13513, which bans texting while driving.

### Employee Support

NLRB’s Collateral Duty Safety and Health Designees are urged to attend Federal safety and health council training sessions. Also, the Agency continues its membership with the National Safety Council, which encourages its members to access its web site for on-line training. The Agency continues to encourage the use of the NLRB Safety and Health website to disseminate vital information on a variety of safety-related topics and issues.

During Fiscal Year 2010, NLRB provided CPR, first aid and AED training to Headquarters and field emergency coordinators. At Headquarters, CPR and AED training was provided to 50 employees, and in the field, CPR and AED training was provided to 356 employees. A total of 406 Agency employees are currently certified to perform CPR and First Aid, which represents 24% of the employee population.

The Agency holds meetings and refresher training sessions annually for the emergency coordinators at Headquarters. This year, we expanded the Agency’s AED program to include all 46 field offices for a total participation of 52 locations across the nation including Headquarters. The Agency made available a training video entitled “Medical Emergencies - Citizen



Responder.” The film provided information on the six most common medical emergencies that are encountered in the work place, including information on how to recognize the symptoms of each, and what to do and not do in order to provide assistance.

When conducting periodic safety inspections or responding to employee reports of potential safety hazards, we use this opportunity to also educate employees on hazards in the workplace. The required annual safety inspections are performed Agency-wide and employees are also instructed on safety and health prevention measures during these inspections.

## NATIONAL SCIENCE FOUNDATION

### Statistics

#### Injury and Illness Trends

|  | FY 2009 | FY 2010 | Change |
|--|---------|---------|--------|
| <b>Number of Federal Civilian Employees</b> , including full-time, part-time, seasonal, intermittent workers         | 1408    | 1527    | 119    |
| <b>Total Cases Injury/Illness</b> (number of injury/illness cases—no lost-time, first aid, lost-time and fatalities) | 7       | 4       | -3     |
| <b>Total Case Rate</b> (rate of all injury/illness cases per 100 employees)  | .5      | .26     | .24    |
| <b>Lost Time Cases</b> (number of cases that involved days away from work)   | 5       | 3       | -2     |
| <b>Lost Time Case Rate</b> (rate of only the injury/illness cases with days away from work per 100 employees)        | .35     | .20     | -.15   |
| <b>Lost Work Days</b> (number of days away from work)  | 38      | 28      | -10    |
| <b>Lost Work Day Rate</b> (per 100 employees)  | 2.69    | 1.80    | -.89   |

The total Chargeback for FY10 is \$161,592.61

#### Fatalities and Catastrophic Accidents—None

**Overseas Employees**—There are four employees in three satellite offices (Beijing, Paris, Tokyo.) All OSHA-related policies at NSF headquarters applies in the same manner at these offices.

### OSH Initiatives

#### Motor Vehicle Safety

There were no employees involved in moving vehicle accidents this past FY. There are no initiatives or programs in this area at NSF.

#### Integrating OSH and Emergency Response

In July 2010, NSF's Division of Administrative Services began a program entitled "COOP2GO." This consisted of a fifteen minute presentation covering the NSF continuity of operations efforts and general safety and security measures established by the agency. This presentation was mobile enough to be staged throughout the agency at staff meetings, all-hands meetings and casual employee gatherings. Approximately fifteen of these presentations were made and more than three hundred employees were advised of NSF's continuity of operations plan in this manner.

#### Employee & Contractor Support

New employee orientations are held twice a month. It is mandatory that employees attend these sessions. The orientations include a safety and security briefing which covers current agency security efforts. Employees learn about evacuation and shelter in place procedures, NSF Alert [the agency's emergency notification system] and the responsibilities of fire and emergency response volunteers. New employees are provided a "safety and security" card with summary information and emergency telephone numbers. One hundred fifteen new employees have been briefed on NSF safety and security to date.

There were two public service announcements (PSA) produced for National Preparedness Month in September. The PSAs featured the agency's Continuity Manager urging employees to "be prepared" by familiarizing themselves with agency evacuation and shelter-in-place information, signing up for NSF Alert and creating emergency preparedness kits. Viewers were urged to follow all instructions of emergency response personnel. On Tuesday, September 28, NSF sponsored a briefing by FPS Officer Thomas McNutt and other local police officers entitled "Crime Prevention and Criminal Investigations." Employees that attended the briefing received "7-in-1 whistles" and American Red Cross personal safety emergency packs. The emergency packs include first aid kits, light sticks, ponchos and blankets.

NSF Facilities Management staff facilitate fire drills for Child Development Center occupants once a month. There is a safety and security PowerPoint presentation that runs in the badge office and additional training is offered there during September and October. The Fire and Emergency Response Teams [FERT] have the option of customized training for their specific floors. Four individual teams have been trained so far this year.

### **Accomplishments and Goals**

The COOP2Go initiative proved highly popular and quite effective in meeting the diverse scheduling needs of employees. Along with the public service announcements, the COOP2Go presentations sparked a renewed interest in NSF emergency management efforts. The "7-in-1 whistles" proved handy in an actual evacuation situation at the agency in October.

The annual shelter-in-place drill was successfully conducted on September 21, 2010, with a recorded time of 23 minutes from start to conclusion. We coordinated fire drills for all three of our locations in October: Stafford Place one took 18 minutes to evacuate, Stafford II took 10 minutes and it took 12 minutes for the individuals at the Rosslyn office to evacuate their space.

Currently, the agency is reviewing its emergency procedures. The NSF is developing Emergency Operations and Occupant Emergency Plans for all of its locations. We expect to have these in place before the end of FY2011. NSF has enlisted the services of an emergency management contractor to expedite the process. There are plans to convert the existing "COOP2GO" presentation into an online course. Agency leadership is considering the possibility of making the safety and security course mandatory.

We are installing automatic external defibrillators in all NSF agency space. This includes units for the Partnership Federal Credit Union and the Child Development Center.

## NATIONAL TRANSPORTATION SAFETY BOARD

The National Transportation Safety Board (NTSB) is an independent Federal agency, not part of the Executive Branch of the government. The NTSB is charged by Congress with investigating every civil aviation accident in the United States and significant accident in the other modes of transportation — railroad, highway, marine and pipeline—and issuing safety recommendations aimed at preventing future accidents. The agency does not participate in emergency response and disaster recovery operations. However, the NTSB fully supports the President's efforts to improve the safety and health of American workers. The Chairman of the NTSB has determined to implement the Executive Order in the area of Occupational Safety and Health (OSH). This will be the eight NTSB report to the Secretary of Labor.

The NTSB OSH program is led by a Designated Safety and Health Official (DASHO), Mr, James A. Arena, SL, Chief Technical Advisor, Office of Management Director. OSH staff consists of an Occupational Safety and Health Specialist (GS-0018-14) and a Program Analyst, Safety Specialist, (GS-0343-13). In addition, the agency's Occupational Safety and Health (OSH) Committee members all have diverse backgrounds in safety and health, giving the NTSB 16 collateral duty safety people with at least one representative for each field office. This matrix management structure offers a cost-efficient way for a small agency such as the NTSB to comply with OSHA directives, and provide a pool of experienced people to work in OSH programs. The result is a flexible, responsive, and effective OSH program that is both mission-supportive and people-oriented.

During FY10, the NTSB investigated about 206 transportation accidents. Accident investigations create possibilities of exposures to our employees which we control by providing training and applying administrative or engineering controls. If controls cannot be put in place, employees are equipped with the proper personal protective equipment to perform the investigative work. In FY10, there was a decrease in the number of injuries from the previous year of FY09 and zero of the cases required lost time from work reported. With our continued efforts in training and awareness of safety and vigilance, the NTSB did not suffer any fatal or catastrophic accidents. The NTSB does not have any civilian employees that work overseas. No vehicle accidents were reported in FY10. Awareness of seat belt usage is an agency policy and provided to employees through training and periodic electronic safety alerts. Banning texting while driving is an agency policy which extends to employees are prohibited from use of wireless devices – hands-free or other electronic devices while driving. Further, this policy includes strategies for minimizing distractions while driving.

OSH training is provided to all employees through classroom instruction and on-line exercises. The NTSB has not taken advantage of nor has a membership with the nonprofit Field Federal Safety and Health Councils and the resources and expertise they offer. The agency will research and assess this source for our OSH programs. The OSH committee activities for FY10 include revising the Risk Assessment Worksheet, establishing a fatigue management policy, and training/launching/safety concerns for the lower 48 employees to Alaska.

## **NUCLEAR REGULATORY COMMISSION**

The U.S. Nuclear Regulatory Commission (NRC) is an independent agency created by Congress. The mission of the NRC is to license and regulate the Nation's civilian use of byproduct, source, and special nuclear materials in order to protect public health and safety, promote the common defense and security, and protect the environment.

The NRC's regulations are designed to protect both the public and workers against radiation hazards from industries that use radioactive materials.

The NRC's scope of responsibility include regulation of commercial nuclear power plants; research, test and training reactors; nuclear fuel cycle facilities; medical, academic, and industrial uses of radioactive materials; and the transport, storage and disposal of radioactive materials and wastes.

In addition, the NRC licenses the import and export of radioactive materials and works to enhance nuclear safety and security throughout the world.

In Fiscal Year (FY) 2010, the NRC hired a dedicated, full-time senior level SOH Manager, who is bolstering the NRC SOH training program while addressing safety training needs, conducting workplace inspections, and identifying injury and illness trends. The NRC SOH Manager completed comprehensive workplace safety inspections at two NRC headquarters locations before the close of FY 2010.

The NRC SOH Manager is working to identify and to make available required safety training for all NRC employees which will satisfy the training requirements of Title 29 of the Code of Federal Regulations (29 CFR), Section 1960.59(a), "Training of Employees and Employee Representatives." The SOH Manager is developing a safety training module for employee representatives.

During FY 2010, the NRC enhanced its comprehensive Ergonomic Program which addresses musculoskeletal injuries of employees. Contract ergonomists are available to assist employees who experience workstation discomfort. Seasonal influenza vaccines continue to be made available to every NRC employee.

### **Statistics**

#### **Injury and Illness Trends**

The trending of NRC workplace injuries and/or illness reveals that the majority of injuries result from slips, trips, and falls. Three-fourths of NRC employees work at the NRC headquarters complex and at four satellite locations in Bethesda and Rockville, Maryland; therefore, the majority of injuries have occurred within the various NRC headquarters locations.

Comprehensive worksite inspections at NRC's two largest headquarters offices were conducted in FY 2010. In accordance with 29 CFR Section 1910, "General Industry Standards," Subpart D,

“Walking-Working Surfaces,” workstations, flooring, and guardrails were especially reviewed in order to decrease slip, trip, and fall injuries at the NRC headquarters complex.

The total Workers’ Compensation (WC) Chargeback Costs (CBC) for the NRC was \$717,458.26 for the Chargeback Year.

### **Fatalities and Catastrophic Accidents**

The NRC has a zero report for fatalities or catastrophic accidents during FY 2010.

### **Overseas Employees**

There are two NRC employees who are working overseas at the U.S. Mission in Vienna. These two employees are on NRC assignments, but get paid by the U.S. Department of State. The NRC reimburses the U.S. Department of State via an inter-agency agreement. There is one NRC employee teleworking from Kenya.

### **OSH Initiatives**

#### **Motor Vehicle Safety**

One NRC employee sustained injuries while using her personal vehicle for official NRC business in FY 2010. The NRC employee was wearing a seat belt. No lost time resulted from this accident.

All NRC headquarters shuttle vans are equipped with seat belts for employee and driver use. Shuttle van drivers are prohibited from using cellular devices while driving.

The NRC has posted Executive Order 13043, “Increasing Seat Belt Use in the United States” and Executive Order 13513, “Federal Leadership on Reducing Text Messaging While Driving,” on its internal Web site.

The NRC SOH Manager will continue to issue reminders to personnel traveling in government and personal vehicles for official business to use seat belts and abstain from using cellular devices while vehicles are in motion.

The NRC SOH Manager evaluated two Skill Soft, on-line motor vehicle safety presentations with the NRC Training and Development staff. The two courses that have been identified are Defensive Driving and Defensive Driving Fundamentals. The NRC is currently reviewing on-line course offerings for the elimination of driver texting.

#### **Integrating OSH and Emergency Response**

In the spring of 2010, the new NRC SOH Manager was invited to participate as a member of the NRC Emergency Response Team (ERT) in planning meetings for a major emergency evacuation and assembly and accountability drill at the main NRC headquarters buildings (i.e., One White Flint North (OWFN) and Two White Flint North (TWFN)). The SOH Manager played an active role during the drill by directing evacuating occupants to the proper muster areas and assessing safety and occupational health matters. The NRC SOH Manager was instrumental in providing

constructive comments during the after-action lessons learned meeting at which the ERT critiqued the drill. The NRC SOH Manager will continue to be an integral member of the ERT.

### **Employee & Contractor Support**

The NRC SOH Manager is working to identify and make available required computer-based safety training for all NRC employees that will satisfy Occupational Safety and Health Administration's (OSHA) safety training requirements for Federal employees.

The NRC is planning the implementation of an NRC Certified Safety and Health Committee with membership from the regional Collateral Duty Safety Officers (CDSOs) (Attachment 1), the National Treasury Employees Union (NTEU), senior management representatives, and the SOH Manager.

### **Accomplishments and Goals**

In FY 2010, the NRC hired a dedicated, full-time senior level SOH Manager who is implementing the NRC SOH Program by addressing SOH training needs, implementing new safety training programs, conducting worksite inspections, and identifying injury and illness trends.

The NRC SOH Manager completed comprehensive workplace safety inspections at NRC's two largest headquarters locations before the close of FY 2010.

The NRC SOH Manager is reviewing both government and commercial computer-based Safety and Health Information Management Systems. The system will support the NRC WC Program in case management to meet the new Department of Labor's Protecting Our Workers and Ensuring Reemployment (POWER) Initiative goals. In addition, an automated system will support the NRC SOH Program to meet its POWER Initiative goals by tracking and trending workplace injuries and help with the alleviation of workplace hazards that may have caused those injuries.



## OFFICE OF PERSONNEL MANAGEMENT

### Statistics

**Injury and Illness Trends**—During FY 2010, OPM experienced 58 injury/illness cases, which is down from 72 cases in FY 2009. Also, the total agency population increased by 359 employees. The total case rate for FY 2010 is .927, which is down from 1.22 in FY 2009. The total lost time cases in FY 2010 is 37 which is down from 52 in FY 2009 and therefore, the lost time case rate in FY 2010 is .59, down from .88 in FY 2009. The total Workers Compensation chargeback costs on a fiscal year basis are not available, however the costs from 7/09 to 6/2010 were \$2,122,902 for the agency. The major causes or sources of lost time in FY 2010 were from car accidents in Government Operated Vehicles. There is a significant population of Federal investigators included in these statistics who work in a variety of environments outside of an office setting. They spend a significant amount of time in the field, nationwide, driving and walking to interview individuals and the work environment is conducive to injuries, car accidents, etc.

**Fatalities and Catastrophic Accidents**—There were no fatal or catastrophic cases during FY 2010.

**Overseas Employees**—There were no OPM employees with overseas work stations.

### OSH Initiatives

**Motor Vehicle Safety**—OPM had 178 vehicle accidents during FY 09. 69% of the accidents were caused by GOVs (Government Owned Vehicles) and 31% were caused by POVs (Privately Owned Vehicles). OPM has drafted a Policy & Procedures Guide which includes requiring all OPM investigators (who collectively make up over 95% of all OPM employees who drive routinely) to take a defensive driving course and adhere to the new Executive Order regarding “texting”. OPM is also exploring the possibility of acquiring the “Defensive Driver’s Training Program” from the National Safety Council. Budgetary constraints prevented OPM from implementing this program in FY 2010, and hopes to do so in FY 2011.

**Integrating OSH and Emergency Response**—The Safety and Occupational Health Manager was a member of the Emergency Actions Working Group an Intra-Agency Group that coordinated information for the COOP and Occupant Emergency Plan.

### Employee & Contractor Support

This staff became contract employees at the beginning of FY 2007. The Safety and Occupational Health Manager works closely with the COR, COTR, and Contractor regarding safety and health issues.

### Accomplishments and Goals

Our accomplishments for FY 2010 are that we lowered the incidence of injuries and also lowered the number of lost time cases. Our goals for FY 2011 will be to lower the number of injuries due to car accidents (operation of Government operated vehicles). Also, we want to make

supervisors aware (agency wide) of injuries due to lifting office boxes and possibly limit the number of injuries as a result.

## **OVERSEAS PRIVATE INVESTMENT CORPORATION**

The Overseas Private Investment Corporation is a small independent government agency that was established in 1971. It is located in a single location in Washington, DC. The statistics in this report focus on its 220 civilian employees.

As in 2009, OPIC had no fatalities and no catastrophic accidents and has no fatality/catastrophic accident summary reports to submit.

OPIC's NAICs code is 928120.

This report uses the template that was provided by the Dept. of Labor.

### **Statistics**

#### **Injury and Illness Trends**

OPIC has had no lost time injury and illnesses and no workers' compensation chargeback costs.

#### **Fatalities and Catastrophic Accidents**

OPIC has had no fatalities or catastrophic accidents in 2010.

#### **Overseas Employees**

OPIC had no civilian employees who worked overseas in 2010.

### **OSH Initiatives**

#### **Motor Vehicle Safety**

OPIC has had no motor vehicle accidents involving civilians in on-duty status. OPIC owns one sedan and leases one GSA van. Seat belt usage is required in these vehicles for official government business. Seat belt usage is tracked by observation and immediate enforcement. OPIC will continue to emphasize safe driving requirements and mandatory use of seat belts in government owned vehicles. OPIC provides a hands-free device for its designated driver and prohibits texting while driving. Our employee agreement for OPIC issued mobile devices also includes language prohibiting employees from texting while using government owned equipment.

#### **Integrating OSH and Emergency Response**

OPIC has a Continuity of Operations and Occupant Evacuation Plan and provides COOP and OEP training to its employees. Our intranet includes sections dedicated to COOP, Safety and Security.

#### **Employee & Contractor Support**

COOP and CPR training were conducted during this reporting period. Fire safety training is provided to floor wardens and emergency personnel. OPIC conducts an annual health fair and provides a subsidized physical fitness program for employees. OPIC encourages safety staff to participate in Federal Council activities at the local level and supports employees by funding

training and networking opportunities. The annual health fair includes vaccination for seasonal and H1N1 flu.

### **Accomplishments and Goals**

COOP and CPR training were conducted during this reporting period. OPIC is committed to continue to maintain a healthy and safe work environment.

## PEACE CORPS

In FY 2010, the Peace Corps had 4 total illness and injury cases and 2 lost time cases. The total case rate was 0.43 in FY 2010, and the lost time case rate was 0.21. Both total injury and illness cases and lost time cases increased by more than 100% as compared to FY 2009. The 100% increase is not due to a significant increase in the number of injuries or illnesses, but rather the result of having zero injuries and illnesses in FY 2009 for comparative data.

Peace Corps has taken the following measures to ensure a safe and healthful workplace:

- Raised safety awareness by placing OSHA posters throughout the agency.
- Sent out safety messages via email.
- Continued a partnership with Federal Occupational Health to provide a health clinic for employees to utilize free of charge.
- Provided ergonomic chairs to those employees with a demonstrated need.
- Retained a full-time maintenance person responsible for promptly cleaning up spills and ensuring that facilities are kept clear and free of obstacles.
- Worked closely with the building engineer to maintain building facilities.
- Provided first aid kits on every floor of the building.
- Provided emergency supplies on every floor of the building.
- Conducted periodic fire drills.
- Provided AED and CPR training.

There were no fatality cases during FY 2010.

There were 198 overseas civilian employees in FY 2010; 100% were covered by the State Department.

### Statistics

#### Injury and Illness Trends

During FY 2010, the Peace Corps had four total cases and two lost time cases. The total case rate was 0.43 and the lost time case rate was 0.21. We identified no significant trends or major causes.

#### Fatalities and Catastrophic Accidents

There were no fatalities in FY 2010.

#### Overseas Employees

There were 198 overseas employees. No major injuries were reported.

### OSH Initiatives

#### Motor Vehicle Safety

In FY 2010 there were four motor vehicle accidents involving Federal civilian employees. The reported rate of seat belt use was 100%. Seat belt use is required, and this requirement is included in the Peace Corps Manual. All drivers are aware of Executive Order 13043 (requiring

seat belts), Executive Order 13513 (banning texting while driving), and policies that relate to Motor Vehicle Safety. In FY2010, The Peace Corps issued Interim Policy Statement 2-10 (prohibiting texting while driving), assigning management responsibilities for enforcing Executive Order 13513. The Agency sends periodic memoranda and guidance regarding Motor Vehicle Safety to all Agency employees. Managers require staff to comply 100% with Executive Orders 13043 and 13513. Information on motor vehicle safety requirements is included in training for all new staff members who operate government vehicles.

### **Integrating OSH and Emergency Response**

Peace Corps has integrated safety and health of its employees into a variety of emergency response plans. The Designated Safety and Health official or his representative is a member of the Senior COOP working group to ensure safety is incorporated in COOP plans. The Agency's headquarters emergency evacuation plans emphasize employee safety by identifying proper building evacuation procedures. These procedures are tested bi-annually and altered as necessary.

### **Employee & Contractor Support**

Peace Corps acknowledges that a safe, healthy and adequate work environment is essential to the most effective performance of the Agency's work. The Agency works in partnership with Federal Occupational Health (FOH), a service within the US Department of Health and Human Services, to deliver comprehensive occupational health solutions that improve the health, safety, and productivity of our workforce. It is also important to note, Peace Corps takes immediate action to correct all reported hazardous or unsafe working conditions. In cases where an on-the-job injury to an employee results in time lost from duty, Management advises employees of their rights under the Federal Employees Compensation Act within three (3) days after notification of injury. We also provide advice and assistance to employees in preparing and processing compensation claims.

Supervisors are required to attend safety training during New Supervisor Training. Health education lectures and health screenings are offered throughout the year to employees.

### **Accomplishments and Goals**

During FY 2010, Peace Corps furthered efforts in establishing a viable and cohesive program by continuing to establish procedures to protect employees from unhealthy working environments. In FY 2011, Peace Corps plans to continue its efforts to provide a safe working environment and safety and health training for all employees.

## PENSION BENEFIT GUARANTY CORPORATION

The Pension Benefit Guaranty Corporation (PBGC) is a small agency, in a standard office environment. It has very few accidents or incidents and conducts regularly scheduled safety inspections to resolve any safety issues before they become problems. It has a robust safety and security communication campaign that includes offers safety tips and reinforces requirements on a quarterly basis.

### Statistics

#### Injury and Illness Trends

One injury case reported to DOL by the agency's OWCP Coordinator. No costs reported from DOL.

**Fatalities and Catastrophic Accidents**—The PBGC did not experience any fatal or catastrophic accident cases during FY2010.

**Overseas Employees**—The PBGC does have any overseas employees for FY2010 reporting period.

### OSH Initiatives

**Motor Vehicle Safety**—PBGC has one leased vehicle that is used for the official business of the Agency Director. There have been no accidents or injuries with this leased vehicle for the FY 2010 reporting period. The drivers and all passengers understand the importance of, and comply with, all seat belt safety regulations.

**Integrating OSH and Emergency Response**—All Federal employees and contractors have received communications in the form of emails and e-newsletters on their roles and responsibilities during an occupant emergency event (evacuation and shelter-in-place). An evacuation exercise was conducted during FY 2010. Additionally, the agency's Occupant Emergency Program is incorporated into the agency's Contingency Management Program, which includes Continuity of Operations (COOP).

### Employee & Contractor Support

OSH training was developed and disseminated to all PBGC Federal and contract employees during FY2010 reporting period. The training took on a variety of forms (in-class, emails, newsletters and Lobby Events.) The PBGC does not have a Certified Safety and Health Committee (see 29 CFR Part 1960, Subpart F).

### Accomplishments and Goals

#### Accomplishments for FY2010

1. Developed and implemented a "Self-Evaluations" Program. The agency's Collateral Duty Safety Officer utilized OSHA and FFHSC resources to develop and implement this program by September 2010.



2. Continued to encourage employees that self-identify as "Persons That Require Assistance" during an occupant emergency event to work with the Collateral Duty Safety Officer and the Reasonable Accommodations Coordinator to develop a "Personal Emergency Event Plan (PEEP)." The Collateral Duty Safety Officer had all PEEP plans developed and tested by May 2010.
3. Continued to consolidate and streamline the agency's OSH and OWCP Programs to ensure timely reporting and processing of employee injury or illness incidents and their resulting claims.

**Goals for FY2011**

1. Continued monitoring of the agency's "Self-Evaluations" Program. The agency's Collateral Duty Safety Officer will utilize OSHA and FFHSC resources to ensure this component of the agency's OSH Program remains relevant and robust.
2. Establish and implement an "Accountability Procedure" that will be utilized during an actual occupant emergency event or exercise. The implementation of an Accountability Procedure will enable PBGC to better ensure the safety and security of their employees and contractors during an occupant emergency event, as well as, track the responsiveness of each employee (ie. Did they evacuate and check-in with their department as directed?)
3. Continue to consolidate and streamline the agency's OSH and OWCP Programs to ensure timely reporting and processing of employee injury or illness incidents and their resulting claims.

## POSTAL REGULATORY COMMISSION

The Postal Regulatory Commission (Commission) is committed to providing a safe and hazard-free workplace for its employees. Additionally, the Commission also commits to operating an occupational safety and health program, and ensuring compliance, in accordance with applicable Executive Orders and OSHA directives.

In the attached 2010 Occupational Safety and Health Administration (OSHA) report, the Commission has described the overall health and safety program accomplishments for 2010, and details the goals for FY2011.

The Commission is proud to announce that it did not have any workplace accidents or fatalities in 2010. In order to maintain this standard, the Commission will continue to research ways to improve its workplace safety by consulting with building management and engineers, OSHA and other agencies on ways to ensure a safe work environment.

In FY2010, the Secretary instituted daily facility walk-throughs at 7:30 am to ensure that any hazards are identified and addressed as quickly as practicable. Furthermore, the Commission continued its annual clean-up of the office space, thereby reducing or eliminating obstacles that could cause injuries. Given the success of these efforts, as shown in our accident statistics, we will continue them in FY2011.

In the first quarter of FY2010, the Commission established a Health & Safety Committee. The purpose of this committee is to promote workplace safety, provide training and safety events and ensure that emergency procedures are fully instituted and practiced. The Committee has provided monthly health and safety events and information, as well as a monthly health and safety calendar for all employees. In coordination with our building management company, we held successful evacuation drills. We also offered CPR and defibrillator training. Due to the success of this committee in FY2010, we will continue it in FY2011.

In addition to activities of the Health & Safety Committee, the Chairman and the Secretary of the Commission are devoted to ensuring that President Obama's wellness programs are a success with its employees. They have worked with the Health & Safety Committee to offer events that promote employee health and wellness, as well as workplace safety.

In FY2011, the Commission will continue to provide a healthy work environment by offering periodic health screenings, providing seasonal/H1N1 flu vaccines and allowing/encouraging employees to telecommute or take sick leave when they are contagious.

In conclusion, the Commission will continue to be dedicated in promoting the President's initiative on workplace safety and health. Please see the attached report for a more in depth description of our workplace environment.

## THE PRESIDIO

Currently, the Occupational Safety and Health Program consists of:

1. Safety Training: (See Section VII for a list of classes provided.)
2. Occupational Health Monitoring:

Employees currently undergo the following medical monitoring:

- a. Hearing Tests (annual)
- b. Blood Lead Levels (annual)
- c. Respirator Fit Testing (annual)
- d. Asbestos Exposure Examinations (annual)
- e. Skin Cancer screening (biennial)
- f. Physicals for Class A and B driver's licenses (biennial)

### 3. Other Safety and Health Tasks

Other Safety and Health tasks include:

- a. Ergonomic evaluations of employee workstations
- b. Homeless Encampment clean-ups
- c. Resolving Safety and Health issues encountered by employees
- d. Administering the Unexploded Ordnance (UXO) Program
- e. Accident/Injury Investigation
- f. Contractor Site visits for contractors hired by the Presidio
- g. Reviewing Contractor's Site-Specific Safety Plans for construction projects
- h. Periodic field site visits as requested by supervisors

## **SECURITIES AND EXCHANGE COMMISSION**

The U.S. Securities and Exchange Commission (SEC) is an independent regulatory agency with statutory responsibility to protect investors; maintain fair, orderly, and efficient markets; and facilitate capital formation. The SEC consists of five presidentially-appointed Commissioners, with staggered five-year terms. One of them is designated by the President as Chairman of the Commission – the agency’s chief executive. The agency’s functional responsibilities are organized into five divisions and 16 offices. The Commission is headquartered in Washington, DC and has 11 regional offices located throughout the country.

In FY 2010, the SEC had 3,979 Federal employees who performed primarily sedentary, white-collar office duties. The Occupational Safety and Health (OSH) program is a shared responsibility between two offices in the SEC. The Office of Administrative Services is responsible for overall program management through the appointment of a Safety Program Manager; the Office of Human Resources administers injury and illness claims management and Work/Life programs related to worker health and safety.

The Safety Program Manager retired in the fourth quarter of FY 2010; recruitment efforts will commence as resources become available in FY 2011. In the interim, the SEC will make every effort to utilize other staff to perform the Safety Program Manager duties and responsibilities.

### **Statistics**

#### **Injury and Illness Trends**

In FY 2010, the number of SEC employees increased by 8%. There were a total of nine injury/illness cases that resulted in 23 lost production days. In comparison to the numbers reported for FY 2009, the agency experienced an 80% increase in the total number of injuries and illnesses and a 100% increase in lost time cases (cases that involved days away from work). However, despite these increases there was a 65% decrease in lost work days, and a 68% decrease in the lost work day rate, indicating that the injuries/illnesses reported in FY 2010 were less severe than those that occurred in FY 2009.

#### **Fatalities and Catastrophic Accidents**

The SEC had no fatalities or catastrophic accidents in FY 2010

#### **Overseas Employees**

The SEC has no overseas employees. The SEC occasionally sends employees on official travel to overseas locations.

#### **OSH Initiatives**

##### **Motor Vehicle Safety**

There were zero SEC motor vehicle accidents during the reporting period. The SEC’s drivers are responsible for maintaining vehicle records that include: periodic maintenance records required for warranty, vehicle repair estimates and records, and accident reports involving the specific vehicle.

In FY 2010, the SEC issued a notice to all employees and designated drivers, in accordance with E.O. 13043, requiring the use of seat belts at all times while driving or riding in a vehicle during the conduct of official business, and placed placards in its fleet vehicles reminding passengers to use seat belts. The SEC also issued a notice to all employees and designated drivers prohibiting texting while driving, in accordance with E.O.13513.

### **Integrating OSH and Emergency Response**

The SEC Security Branch manages the agency's Safety Program, which includes an Emergency Response Team (E-Team) composed of approximately 300 employee volunteers to coordinate and assist in evacuations and shelter-in-place events.

The safety and health of employees is strategically incorporated into the plans and operations for emergency response and continuity-of-operations (COOP) in several ways. For example, E-Team members are equipped with two-way radios to communicate with other team members and contract security guards during evacuations and other emergencies. The E-Team coordinator ensures the availability of medical equipment Automated External Defibrillators (AEDs) and protective equipment/supplies, such as face masks, flash lights and first aid kits. Contract security personnel and many E-team members are certified in Cardiopulmonary Resuscitation (CPR) and operation of AEDs. In addition, the E-Team uses a "Buddy" system to ensure the safe evacuation of persons with disabilities.

The Safety Program Manager and E-Team coordinator both participate in COOP meetings and planning activities to ensure that alternative work sites have safe and operational systems, on-site security, and sufficient shelter-in-place supplies/equipment.

The SEC has onsite medical units at its headquarters facilities staffed by professionals from Federal Occupational Health (FOH); in regional offices, the SEC contracts for medical services at the nearest FOH facility. The FOH provides emergency equipment, such as AEDs, wheelchairs, etc., and training to E-Team members in the proper use of the equipment.

### **Employee and Contractor Support**

The SEC has established an agency-wide occupational safety and health training program that is mandatory for all employees and includes topics on safety, emergency preparedness, and COOP. The SEC Safety Program Manager utilizes OPM contractor resources to manage its computer-based training program content, delivery and student tracking activities.

The SEC does not participate in field safety and health councils because it is more efficient to manage this program from our headquarters office

### **Accomplishments and Goals**

#### **FY 2010 Accomplishments**

The SEC accomplished the following goals and initiatives in FY 2010:

- Used the services of a Human Resources Specialist to collect, monitor and report on occupational safety and health incidents as a collateral duty.

- Continued the annual computer-based occupational health, safety, and emergency preparedness training program for employees.
- Continued employee training by authoring and distributing safety awareness articles in in-house publications.
- Continued using the services of an environmental services contractor for annual air and water quality testing at all SEC facilities.
- Developed a protocol for and conducted a self-evaluation of its safety and health program.
- Drafted a Workplace Violence Prevention Policy.
- Continued training employee volunteers to serve as Emergency-team members to assist in events such as emergency evacuations and situations requiring staff to shelter-in-place.
- Continued to use the services of FOH for staffing health units and overseeing the provision of defibrillators and associated training in all SEC facilities nationwide.
- Issued administrative notices to all employees requiring the use of seat belts and prohibiting texting while driving either a government owned vehicle (GOV) or personally owned vehicle (POV) in the conduct of official business.

#### **FY 2011 Goals**

The SEC will work toward accomplishing the following FY 2011 goals, as our limited resources permit:

- Hire a Safety Program Manager.
- Finalize the Workplace Violence Prevention Policy and develop and implement an agency-wide Workplace Violence Prevention Program.
- Based on the self-evaluation conducted in FY 2010, develop a comprehensive safety and health system, including policies, plans and procedures for each major element comprising an effective workplace safety and health program.
- Continue efforts to maintain low case rates for injuries and illnesses, lost time and lost production days so that rates remain well below the national targets established under the new Presidential Protecting our Workers and Ensuring Reemployment (POWER) Initiative.
- Continue the annual computer-based occupational health, safety, emergency preparedness, and COOP training program for employees.

## SMITHSONIAN INSTITUTION

### Statistics

#### Injury and Illness Trends

| <b>Federal Employees – OWCP Cases Created</b>   | <b>FY2010</b> |
|---|---------------|
| Total Cases Injury/Illness (number of injury/illness cases—no lost-time, first aid, lost-time and fatalities) | 142           |
| Total Case Rate (rate of all injury/illness cases per 100 FTE employees)                                      | 3.58          |
| Lost Time Cases (number of cases that involved days away from work)   | 86            |
| Lost Time Case Rate (rate of only the injury/illness cases with days away from work per 100 FTE employees)    | 2.17          |

Federal Employee Compensation Chargeback Costs: \$3,502,399

#### Fatalities and Catastrophic Accidents

The Smithsonian Institution (SI) did not experience any fatalities or catastrophic accidents in FY 2010.

#### Overseas Employees

The Smithsonian's largest contingent of staff working outside the United States is at the Smithsonian Tropical Research Institute (STRI) located in Panama. During FY 2010, over 1,900 persons (Federal, Trust, Visiting Scientists, Volunteers, Interns, etc.), worked at STRI. The Institution's Office of Safety, Health, and Environmental Management (OSHEM) conducts an annual compliance Management Evaluation and Technical Reviews (METR) at STRI to the same level of detail as is applied to US SI units. Additionally, STRI employs a full-time Occupational Safety and Health Specialist on staff who is responsible for developing, implementing and ensuring the administration of the day-to-day Safety Program.

In addition to Panama, smaller elements of Smithsonian Institution employees are located overseas in Belize, China, Costa Rica, Gabon, Israel, Netherlands, Sweden, and the United Kingdom. In each instance, the employee(s) receive(s) safety, health, and environmental support through the parent establishment's safety coordinator.

#### OSH Initiatives

##### Motor Vehicle Safety

During FY 2010, Federal employees experienced 49 motor vehicle accidents. Investigations and accident reports determined that SI vehicle occupants in all 49 accidents were wearing seat belts. Building on the solid foundation established by the issuance of the revised Transportation Management Directive 421 in FY09, the Institution's Transportation Services Branch rolled out a comprehensive, multi-faceted defensive driving training program that included modules on seat belt usage and distracted driving.

##### Integrating OSH and Emergency Response



The SI Disaster Management Program is coordinated and facilitated by the Smithsonian's Office of Protection Services (OPS).

That office maintains a Disaster Management Program and Business Continuity Master Plan, and oversees directives (SI policy documents) for disaster management. The Disaster Preparedness Manager provides direction to the various SI units and critical offices; each Smithsonian unit or critical office is responsible for the content of its specific disaster plan, which follow a common, OPS developed, template that lists critical staff, functions, records, assets, systems, collections, and hazardous materials. Each establishment's Safety Coordinator was directly involved with the development of the establishment's disaster plan and incorporated safety procedures into the document. In addition, evacuation and shelter-in-place locations are delineated. Recently, a comprehensive pandemic event plan was prepared and issued by OPS that directed each SI unit and office to develop its own specific pandemic plan.

OPS safeguards all records of SI unit and office disaster management documentation and conducts disaster exercises at all SI units and conducts training on disaster management for the Secretary's Command Center (SCC) team and the Emergency Operations center (EOC) staff. OPS maintains multiple EOC locations, including a remote site at the Smithsonian Conservation Biology Institute (NZP-SCBI) in Front Royal, VA.

### **Employee & Contractor Support**

Occupational safety and health training continued to be a major thrust for increasing hazard recognition and safety awareness. This was accomplished by a combination of OSHM staff, field Safety Coordinators, and outside vendors who provided instruction to all appropriate levels of management and staff throughout the SI.

During FY 2010, OSHM identified a need for additional safety leadership training to expand FY 2009's three Proactive Safety Leadership training sessions. OSHM sponsored Safety Leadership training that was attended by over 100 personnel, which included the DASHO, senior leaders from several museums, supervisors, safety committee members, and safety coordinators.

### **Accomplishments and Goals**

During the previous six years, the overall injury and illness statistics have shown a progressive and marked downward trend. In FY 2010, however, the injury statistics reflect a fluctuating sinusoidal trend. To aid in the understanding and evaluation of the Institution's overall safety and environmental program and address this development trend, senior management has contracted with a third party to construct and accomplish an Institution-wide safety culture assessment early in CY 2011.

A safety culture assessment will identify underlying causative factors and advise senior leadership what actions to undertake to lead the Institution's safety and environmental program towards its ultimate goal of zero injuries.

During FY 2011, the Smithsonian will continue to build upon its overall goal of "Zero Injuries" that has underpinned the safety program in previous years. In addition, increased emphasis and

program development will be invested in the SI Health Risk Management Program, which is aimed at improving occupational health and employee productivity.

## RAILROAD RETIREMENT BOARD

### Statistics

#### Injury and Illness Trends

In Fiscal Year (FY) 2010, the size of the Railroad Retirement Board's (RRB) workforce increased by 1.3% from 2009 levels at 979 employees. RRB reported no change in the number of injury and illness cases in FY 2010. The total number of lost time injury cases reported showed a decrease from five cases to four; the percentage decreased by 20% from 2009 levels. The total number of lost time injury cases represents an extremely low number of cases as compared to the total number of agency personnel. It should also be noted that the total number of injury cases reported represents a total case rate which is well below the Federal agency average. This low number of lost time cases can be attributed to the RRB's effectiveness in identifying potential safety issues and promptly correcting them.

|  | FY 2009 | FY 2010 | Change |
|--|---------|---------|--------|
| <b>Number of Federal Civilian Employees</b> , including full-time, part-time, seasonal, intermittent workers         | 966     | 979     | +1.3%  |
| <b>Total Cases Injury/Illness</b> (number of injury/illness cases—no lost-time, first aid, lost-time and fatalities) | 6       | 6       | 0%     |
| <b>Total Case Rate</b> (rate of all injury/illness cases per 100 employees)  | .62     | .61     | -1.6%  |
| <b>Lost Time Cases</b> (number of cases that involved days away from work)   | 5       | 4       | -20%   |
| <b>Lost Time Case Rate</b> (rate of only the injury/illness cases with days away from work per 100 employees)        | .52     | .41     | -11%   |
| <b>Lost Work Days</b> (number of days away from work)  | 30      | 43      | +43.3% |
| <b>Lost Work Day Rate</b> (per 100 employees)  | 2.96    | 4.2     | +41.9% |

#### Office of Workers' Compensation Programs Costs

Total chargeback for workers compensation costs increased by 20.4% in CBY 2010. In addition, the agency chargeback costs for cases that occurred in the chargeback year increased by 15% from the previous chargeback year.

|  | CBY 2009  | CBY 2010  |
|--|-----------|-----------|
| <b>Total Chargeback</b>                              | \$181,497 | \$218,550 |
| <b>Total Continuation of Pay (COP)</b>               | \$ 7,339  | \$ 1,558  |
| <b>Total Chargeback + COP</b>                        | \$188,836 | \$220,108 |
| <b>Chargeback for Cases that occurred in the CBY</b> | \$ 1,352  | \$ 1,558  |

The agency had six reported accidents during FY 2010. No noticeable trends were reported. The agency continues to control trends and lost time accidents by reviewing all reported accidents quarterly through the agency Safety and Health Committee.

### **Fatalities and Catastrophic Accidents**

The agency reported no fatalities or catastrophic accidents this fiscal year.

### **Overseas Employees**

The Railroad Retirement Board does not have any civilian employees working overseas.

### **OSHA Initiatives**

#### **Motor Vehicle Safety/Distracted Driving**

The RRB recognizes that distracted driving is dangerous and employees should not be engaged in text messaging or other use of cell phones while conducting government business. In accordance with E.O. 13513 the RRB has taken the following actions to implement this order:

- Reviewed existing policies and revised accordingly;
- Published a notice of the EO on our intranet site, Boardwalk;
- Prepared an article for the RRB ALL A-Board publication that is released to current employees and RRB retirees; and
- Will ensure compliance using appropriate disciplinary action(s) in accordance with the RRB Guide on Disciplinary Penalties.

#### **Motor Vehicle/Seat belt Safety**

The RRB experienced no motor vehicle accidents by our agency's civilian employees in FY 2010 while on official Government business. This perfect record is exactly the same as was previously reported in FY 2009. All RRB employees are required to follow all State and Federal laws including those that require all drivers and passengers to wear seat. Seat belt usage is tracked through copies received of vehicle accident reports which are submitted to Human Resources and reviewed by the agency Safety and Health Committee. The agency Safety and Health Committee periodically sends out reminders to agency personnel regarding seat belt usage.

#### **Integrating OSH and Emergency Response**

The RRB incorporates the safety and health of its employees into all its plans for emergency and/or disaster response, continuity-of-operations (COOP), etc.

An example of this integration is the development of the Occupant Emergency Plan. This plan included specific procedures for ensuring the safe evacuation of all its RRB employees in the event of an emergency. This plan also includes specific procedures for the safe evacuation of those employees who require special assistance in the event of an evacuation. This is done by maintaining an up to date list of those specific employees with medical conditions which require them to have special assistance in the event of an evacuation.

### **Employee Support**

The RRB Employee Health Service offers a range of safety and health programs for employees' education and training throughout the year. In addition, all agency headquarters employees receive training in evacuation procedures and emergency response. As part of the agency emergency response program, an 80 member emergency response team receives annual refresher training on emergency response procedures. All health and safety training described above had a positive effect on helping to promote safety and health awareness in agency personnel. In addition, members of the RRB Occupational Safety and Health Committee participated in various safety, health seminars and emergency response and disaster recovery sponsored by the Chicago Federal Safety and Health Council as well as attended the Annual Federal Safety and Health Training Week at the OSHA Training Institute in Arlington Heights, IL. In FY 2010, the RRB continued to provide a complete Automated External Defibrillation program at the RRB headquarters facility. This included the on-going training and implementation of a medical emergency response team. It required that over 60 participants be trained and certified in AED/CPR training. In FY 2011, the agency has planned for additional seminars on health and fitness to allow additional employees to join the newly established health and exercise fitness center at the RRB headquarters facility.

## **Accomplishments and Goals**

### **FY 2010 Accomplishments**

The RRB Safety and Health Committee is responsible for the continuous monitoring and evaluation of the agency safety program for effectiveness. The success of the agency's Occupational Safety and Health program review process is demonstrated through the relatively low total case rate, which continues to be demonstrated by the agency in FY 2010 as compared with the average total case rate for all Federal agencies.

GSA is currently involved in a renovation of our first floor lobby which will include enhanced security equipment including optical turnstiles and key card access readers. These optical turnstiles are currently being procured for the RRB by GSA and are expected to be installed in FY 2011.

In FY 2010, as part of the agency expanded wellness program, the RRB has established a fitness center. This center included new fitness equipment which will be made available to all RRB employees following a required training seminar. A new phone was installed in the fitness center with the ability to call directly to the security desk in case of a health or safety emergency. This new fitness center is scheduled to open in early FY 2011.

### **FY 2011 Goals**

The RRB plans to continue to focus on hazard recognition, as well as employee and supervisor safety and health responsibilities, encourage broader use of the agency Occupational Safety and Health Committee to evaluate incidents and identify risk factors that cause injuries, and conduct quarterly reviews of all accidents and present these findings to the agency's Executive Committee for recommendation and action. The RRB plans to continue to participate in the Chicago Federal Safety and Health Council Seminar training as well as specific OSHA training courses. The RRB plans no change to the previously established workplace safety and health initiative goals.

## APPENDIX B: RESOURCES

[OSHA Website – www.osha.gov](http://www.osha.gov)

[OSHA Office of Federal Agency Programs](#)

200 Constitution Avenue, N.W., Rm. N3622  
Washington, DC 20210  
(202) 693-2122  
(202) 693-1685 FAX

[OSHA Compliance Assistance eTools and Electronic Products](#)

[OSHA Regional and Area Offices](#) (map with links)

[OSHA Laws and Regulations](#)

[OSHA Standards](#)

[OSHA's Cooperative Programs](#)

[OSHA Construction Industry Information and Assistance](#)

[OSH-related Statistics and Data](#)

[National Institute for Occupational Safety and Health \(NIOSH\)](#)

[NIOSH Health Hazard Evaluations](#)

[NIOSH Pocket Guide to Chemical Hazards](#)

[NIOSH Chemicals Page](#)

[NIOSH Safety and Prevention Topics](#)

[American Society of Safety Engineers \(ASSE\)](#)

American Society of Safety Engineers  
Customer Service  
1800 E Oakton St.  
Des Plaines, IL 60018  
Phone: 847-699-2929 (8:30 - 5:00 Central Time)  
Fax: 847-768-3434 (24 Hours)  
E-mail: [customerservice@asse.org](mailto:customerservice@asse.org)

[American Industrial Hygiene Association](#)

American Industrial Hygiene Association  
2700 Prosperity Ave., Suite 250  
Fairfax, VA 22031  
Phone: 703-849-8888  
Fax: 703-207-3561  
E-mail: [infonet@aiha.org](mailto:infonet@aiha.org)

[American Conference of Governmental Industrial Hygienists](#)

ACGIH  
1330 Kemper Meadow Drive  
Cincinnati, Ohio 45240  
Customers/Members Phone: 513-742-2020  
Administrative Phone: 513-742-6163  
Fax: 513-742-3355  
E-mail: [mail@acgih.org](mailto:mail@acgih.org)

[U.S. Bureau of Labor Statistics](#)

[BLS Injuries, Illnesses, and Fatalities Program](#)

[Material Safety Data Sheets \(MSDSs\) and Related Information](#) (Note: A Google search for “Free MSDS” returns nearly 300,000 links. As a service to Federal agencies, a few links are provided below. Providing the link does not imply OSHA endorsement of the website, nor does it imply that any given site is “better than” or “preferred to” any other site.)

[MSDS Online Library](#)

[MSDS Solutions](#)

[MSDSs Online](#)

[MSDS Exchange](#)

[Free MSDSs](#)



## APPENDIX C: LIST OF NON-RESPONDERS

OSHA did not receive reports from 16 independent agencies, even after contacting them to ensure they had received the initial request. Of the 16, the following four agencies have failed to submit reports for the **past three** fiscal years (FYs 2008 – 2010):

- American Battle Monuments Commission
- Council on Environmental Quality
- Small Business Administration
- U.S. Commission on International Religious Freedom

The following five agencies have failed to submit reports for the **last two** fiscal years (FY 2009 and FY 2010):

- Armed Forces Retirement Home
- Federal Housing Finance Agency
- Merit Systems Protection Board
- U.S. Commission of Fine Arts
- U.S. International Trade Commission

The following seven agencies failed to submit reports for FY 2010:

- Advisory Council on Historic Preservation
- Corporation for National and Community Service
- Federal Mine Safety and Health Review Commission
- National Mediation Board
- Social Security Advisory Board
- U.S. Access Board
- U.S. Agency for International Development

DOL will work with agency heads to ensure that all agencies submit an annual report to OSHA.