



Selective Service System

National Headquarters / Arlington, Virginia 22209-2425

<http://www.sss.gov>

January 21, 2011

Mr. David Michaels, PhD, MPH
U.S. Department of Labor – OSHA
Directorate of Enforcement Programs
Office of Federal Agency Programs
Attention: Francis Yebesi
Room N-3622
200 Constitution Avenue, N.W.
Washington, DC 20210

Dear Mr. Michaels:

As requested, the following outlines the Selective Service System's Fiscal Year 2010 report concerning occupational accidents and injuries and our program for providing safe and healthful places and conditions of employment. As you have requested in your incoming correspondence, we will transmit our report via e-mail to Ms. Yebesi at <mailto:Yebesi.Francis@dol.gov>.

Please direct any questions you may have in this regard to me, Manager, Logistics Division and our Agency's Occupational Safety and Health Program Manager, at 703-605-4038 or cmontgomery@sss.gov or for human resources inquiries, Mrs. Verona Ballard, Human Resources Officer, at 703-605-4040 or vballard@sss.gov.

Sincerely,

Calvin Montgomery
Occupational Safety
& Health Program Manager

Enclosure
FY 2010 Annual Occupational Safety and Health Report

SELECTIVE SERVICE SYSTEM

FY10 Annual Report on Occupational Safety and Health

Fiscal Year: 2010

Name of Agency: Selective Service System

Address: 1515 Wilson Blvd., Suite 600, Arlington, VA 22209

Number of Federal Civilian Employees Covered by This Report: 128 (as of 9/30 includes SD and students)

Name of Occupational Safety and Health Program Manager: Calvin Montgomery

Official Title: Manager, Logistics Division

Telephone Number: 703-605-4038

E-mail Address: cmontgomery@sss.gov

Name of Additional Contact for OWCP- Related Matters: Verona C. Ballard

Official Title: Human Resources Officer

Telephone Number: 703-605-4040

E-mail Address: vballard@sss.gov

Executive Summary

As a small government Agency, the Selective Service System (SSS) employs approximately 124 full-time and 56 part-time civilian employees, all of whom work in an office environment. In addition to the National Headquarters located in Arlington, Virginia, the SSS has three regional offices located in or near Chicago, Illinois, Atlanta, Georgia and Denver Colorado. The Agency's Data Management Center is co-located with the regional office in the Chicago area and employs 53 civilian workers in a data entry and mail distribution environment center.

In FY09 the Agency reported four on-the-job injuries, none of which resulted in serious injuries or deaths. In FY10 the Agency experienced three on-the-job injuries, none of which lost time:

Our continuing goal is to have no on-the-job injuries. Given the small size of our workforce, even one injury, though unacceptable, may distort the reporting data away from the Safety, Health and Return-to Employment (SHARE) Initiative goals.

Detailed Report

1. Statistics

- a. In FY 2010, the size of the Selective Service System decreased to 128 from FY 2009 level of 136
- b. The SSS reported (3) injuries in FY 2010 and four injuries and illness cases in FY 2009, none of which were lost time cases.

- c. The SSS' workers' compensation costs for charge-back year 2010 decreased from charge-back year 2009.

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

a. The FY 2010 SHARE Goals:

(1) Reduce total injury and illness case rates:

- (a) The President's SHARE Initiative - by at least 3 percent per year: SSS injury rate was four in 2009. Although we did not meet our goal in FY-10 of one case we did decrease the case rate to three (3) cases in FY-10.

- (b) Agency SHARE Initiative – goal of one injury for FY-10 not met.

(2) Reduce lost time injury and illness case rates:

- (a) The President's SHARE Initiative - by at least 3 percent per year accomplished. The goal was met.

- (b) The Agency's SHARE Initiative – reduce to zero cases of lost time injuries and illnesses: Goal met in 2008, not met in 2009 but met in FY 2010.

(3) Improve the timely filing of notices of injuries and illnesses:

- (a) The President's SHARE Initiative - by at least 5 percent per year was accomplished.

- (b) The Agency's SHARE Initiative – achieve 75 percent of filings within the deadline was accomplished.

(4) Reduce lost production day rates due to injuries or illnesses:

- (a) The President's SHARE Initiative - by at least 1 percent per year met.

- (b) The Agency's SHARE Initiative – reduce rate of loss to 45 days was accomplished. There were no lost days.

b. Summary:

- (1) The SSS did not meet its FY 2010 goal in reducing the number of injury cases received to one, the rate of injury in FY-09 was (four). Injury cases decreased to three in FY-10.

- (2) We did achieve our goal of zero as the case rate for lost time injuries and illnesses for FY10 in that we had three cases none resulting in lost time.
- (3) The Timelines for submission of cases reflect the accomplishment of our FY 2010 SHARE goal by submitting 100 percent of cases on time.
- (4) There were no cases with lost time, which reflect the accomplishment of our FY 2010 goal.

c. The SSS' Initiatives in Support of SHARE:

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

As previously noted, we continually strive to meet our goal of zero on-the-job injuries. In 2010, we saw that three injuries resulted. Since we fell short of our FY 2010 goals, we are setting similar goals for the next two fiscal years and will strive to reach zero injuries, Agency-wide by FY 2011 and FY 2012. It is goal that the continued requirement for our managers to review the on-line OWCP training annually will assist us in achieving our ultimate goal.

3. Motor Vehicle/Seat Belt Safety:

- a. All SSS drivers of government vehicles are required to annually review the GSA video on driver safety and operation. All SSS passengers are required to wear seat belts prior to any vehicle being put into motion. Usage rates are tracked only by observation and immediate enforcement.
- b. All SSS drivers are encouraged to be vigilant in early morning and evening rush hour traffic. The Agency provides flexible working hours to enable drivers to better manage their commute and arrive at work between 6 a.m. and 9 a.m. Tele-work is encouraged as another means to reduce the number of commuters.
- c. All drivers are instructed to park in well-lighted areas. There is garage parking available at the National Headquarters building in Arlington, Virginia, and parking is provided for vanpools and handicapped drivers.

4. Training:

All Agency drivers are encouraged to maximize the free on-line GSA training on motor vehicle operation. Use of the Agency's Employee Assistance Programs is encouraged for workplace issues. Training is provided to managers and supervisors on general office safety issues and posters and pamphlets are used to address safety awareness. General safety concerns have been addressed at all-hands meetings and the Agency sponsors a health and wellness program which includes gym participation.

Determinations on reasonable accommodations are made quickly to address access/egress issues as well as ergonomic aspects of the office space environment.

5. Accomplishments:

There were no vehicle accidents in the last two years as a result of enforcing strict compliance with GSA standards.

6. Resources:

- a. The SSS utilizes the General Service Administration's and Department of Labor's online resources.

7. SHARE Goals for FY 2011 and 2012:

As mentioned previously, given the small size of the Agency's workforce and the limited number of injuries, we are again setting goals for FY 2011 and 2012 that will move the Agency towards a safer work environment by:

- a. Reducing the total case rate for injuries and illnesses to one;
- b. Reducing to zero the case rate for lost time injuries and illnesses;
- c. Maintaining our timeliness of filing notices of injuries and illnesses to 100 percent, and,
- d. Maintain a reduction rate of loss production days by 10 percent, to less than 41 days.