Executive Summary

FY 2011 United States Coast Guard Annual Occupational Safety and Health Report to the Secretary of Labor

Name of Department/Agency: **United States Coast Guard**
Address:2100 2nd Street SW, Washington, DC 20593
Number of Federal civilian employees this report covers: **8,566**

	Name	Official Title	Telephone	E-mail
DASH:	RADM Maura Dollymore	DASH	202-475-5130	Maura.K.Dollymore@uscg.mil
OSH Manager*:	CDR Joel Rebholz (Acting)*	Chief, Office of Safety and Environmental Health	202-475-5200	Joel.L.Rebholz@uscg.mil

The Coast Guard is proud to report that it has the third lowest Total Case Rate (TCR) within the Department of Homeland Security. The Coast Guard believes our significant and steady TCR and Lost Time Case Rate (LTCR) reduction from 2005 shows commitment, leadership and is a catalyst for future results.

Statistics
Injury and Illness Trends— Coast Guard civilian injuries and illnesses were processed through the Department of Transportation's (DOT) Workers' Compensation Information System (WCIS). Data for the report came from a variety of sources: DOT/WCIS; Coast Guard Human Resources; and the Coast Guard electronic mishap database, eMishap.

The number of total and lost time injury and illness cases as well as the case rates decreased from FY 2010 to FY 2011. Although the Coast Guard experienced a slight increase of both Total Case Rate and Lost Time Case Rate in FY2010, the Coast Guard has been maintaining an overall downward trend in both since FY2003. The Total Case Rate in FY2011 is an 18.9 percent reduction from FY 2010 and an astonishing 47 percent reduction from FY 2003, far surpassing any established goals. The Lost Time Case Rate decline for FY 2011 is similar. LTCR for FY 2011 is 19.3 percent less than FY2010 and an impressive 46 percent decline since FY 2003. The total workers' compensation costs have declined as well. The Coast Guard attributes these steady and healthy declines to active and forward-thinking safety programs, active and forward leadership stressing the criticalness of safety programs, the emphasis on operational risk management practices, personnel outreach efforts, safety training mandates, and widely available safety courses.

Fatalities and Catastrophic Accidents— There were no fatal or catastrophic incidents involving civilians in FY 2011.

Overseas Employees— The Coast Guard has approximately 90 civilian employees overseas; 88 of these employees are stationed in the US Territory of Puerto Rico, one in Guam and one in the Virgin Islands. Because all of these positions are located in American territories and are co-

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located on military bases, the Coast Guard is able to ensure both Coast Guard safety and OSHA regulations are followed.

OSH Initiatives and Requirements

Motor Vehicle Safety — Off-duty motor vehicle mishaps involving Coast Guard active duty members continue to challenge leaders and safety professionals. The Office of Shore Safety (CG-1132) with the assistance of the Health, Safety and Work Life Service Center (HSWL-SC) increased efforts to provide additional off-duty motor vehicle safety awareness and training. Leadership education, increased internal motorcycle training, a motorcycle training reimbursement program, online motor vehicle training through the National Safety Council, the Army's Travel Risk Planning System (TRiPS) and media efforts such as magazine articles and websites have played a role in educating Coast Guard members. As a result of the increased efforts, Coast Guard off-duty motor vehicle fatalities decreased from 2010 to 2011 by 14% and all motor vehicle mishaps decreased by 16%.[1]

Integrating OSH and Emergency Response — As an emergency response centric organization, the Coast Guard has built itself as an effective, efficient and safe organization. A large portion of our missions are emergency/disaster response related. Numerous policies, procedures and doctrine have been implemented to incorporate risk mitigation, hazard identification and control, best work practices, standardization of operations and advanced training curriculum to ensure all Coast Guard missions are carried out as safely as possible.

Agency Specific OSH Resources – N/A

OSH Training for Existing Employees, Contractors and New Hires – There are approximately 112 formal Coast Guard safety and health courses (including emergency response focused), with 66 directly sponsored through the Coast Guard Safety and Environmental Health Program. Training includes classroom, practical and web-based training. These courses are open to our existing employees, new hires and contractors (when applicable). These courses range in frequency and duration depending on the subject. The Coast Guard believes the availability and emphasis on safety training has made a significant impact in mishap reduction.

OSH Support Activities

Field Federal Safety and Health Councils & Other Social Networking - Coast Guard field safety and health professionals are actively engaged in supporting the OSHA Federal Safety and Health Councils (FSHC) where they are established. For example, one Coast Guard civilian in the Hampton Roads, Virginia area serves as the FSHC Vice President. Other active memberships exist in the following areas: St. Louis, Cleveland and Miami.

Ergonomic Safety Program – The Coast Guard has a support function to address concerns and needs from the field. All Coast Guard Districts have full-time Safety and Environmental Health and Officers assigned to them. They are trained to conduct surveys and recognize ergonomic issues. They are on call and respond to complaints or concerns of personnel on ergonomics.

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[1] Figure for active duty military members on off-duty status.

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Additionally, periodic health and safety assessments are conducted at all Coast Guard units by a team of health and safety professionals, any ergonomic or other environmental health or safety issue can be address at that time. Though scheduled Safety and Environmental Health assessments, safety professionals evaluate each workplace for potential ergonomic issues and recommend solutions. The Coast Guard is also a member for the DOD Ergonomic working group.

Psychosocial Risk Factors – The Coast Guard offers an Employee Assistance Program (EAP) for all employees. The services include confidential assessment, referral, and face to face counseling on a variety of issues that may be causing stress (such as workplace issues, anxiety, family concerns, etc.) as well as the issue of stress itself. In addition, the EAP offers services to managers and supervisors to help them deal with employees whose work performance or conduct may be impacted by stress. Managers may ask for consultation regarding workplace situations (such as death of a co-worker, staff reductions, critical incidents, etc.) that have the potential to create stress in employees. The EAP also offers employees (who may be stressed by normal life situations such as eldercare and childcare matters) work/life balance tools. In these situations, employees receive telephonic information and referral to helpful resources. Finally, the Coast Guard has a Workplace Violence policy to guide employees in handling these matters, to include bullying and other forms of violence at work.

Procedures and requests for assistance: The EAP tools described above are accessed through a toll free service center that has 24/7 staffing. Employees simply call the service center where they are connected with local counselors (in the case of requests for counseling). They can see a counselor at this time, for up to six sessions. Employees may be referred to community resources if more intensive assistance is indicated. Supervisors and managers requesting consultation are connected to a counselor in the same manner. Formal investigation of workplace violence situations is handled locally or through the Coast Guard Investigative Service; it is dependent on the situation. These efforts are separate from the EAP but are managed by the Office of Work Life.

Telework – There is currently no formal risk assessment policy or procedures for telecommuters.

Occupational Exposure Limits – The Coast Guard references OSHA's -PELs or ACGIH's -TLVs and sets policy to use the more conservative value of the two.

Accomplishments and Goals

Motorcycle Training Program
This year the Coast Guard funded Motorcycle Basic Rider Courses training for 360 members[2] nation-wide. This course is required by Coast Guard policy for all military members who ride a motorcycle, and for all members, including civilians, who ride a motorcycle on a Coast Guard base.

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[2] Total of Active Duty, Reserve and Civilian members

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"Don't Let Your Guard Down" Campaign
The original "Don't Let Your Guard Down" (DLYGD) campaign, as reported in FY 2009, has experienced a 15% decline in motor vehicle/motorcycle mishaps over the four year time period FY 2007 through FY 2011.[3] In FY 2011 the Coast Guard stated that the *Don't Let Your Guard Down Campaign* would be extended into future years, expanded nationwide and extended beyond just motor vehicle safety.

Web Based Training
The Coast Guard finished several web-based training courses including; Hazardous Waste Operations and Emergency Response (HAZWOPER)-First Responder Awareness and First Responder Operations and Confined Spaces awareness safety training, including procedures, training and operations. This widely and openly available training will lead to a safer working environment by increasing awareness and improving training, techniques and policies.

Front End Analysis
The Coast Guard finished an analysis on its climbing safety and fall protection program. It became apparent, due to the many diverse missions that the Coast Guard performs, that climbing safety and fall protection should be more formally addressed centrally by first gathering data from all of the many mission groups that are in need of fall protection.   This analysis is a joint effort by several directorates within Coast Guard Headquarters. Results from the analysis will be incorporated into policy and training throughout the Coast Guard.

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[3] Numbers are reflective of active duty and reserve military members.

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I. Statistics

A. Injury and Illness Statistics
1. <u>Injury and illness rates</u>

			(Check box if it applies)			
	FY 2010	**FY 2011**	**Increased**	**Decreased**	**Stayed the Same**	**Percentage Change**
Number of Federal Civilian Employees, including full-time, part-time, seasonal, intermittent workers	8257	8566	☒	☐	☐	3.6%
Ratio of general staff to OSH staff[4]	1 to 160	1 to 160	☐	☐	☒	N/A
Explain how this ratio is determined	There are 106 full-time safety professionals in the Coast Guard. Additionally, there are 252 with safety as a collateral duty at units where civilians are present and another 622 collateral duty positions at unit that have no civilians. The total population for the Coast Guard including active duty and civilian members is approx 45,000. There are a total of 874 collateral duty safety positions in the Coast Guard. A collateral safety position is approximately 0.20 FTE. Therefore the Coast Guard calculates another 175 FTE safety positions in the Coast Guard for a total of 281as a whole.[5]					
Total Cases Injury/Illness (number of injury/illness cases—no lost-time, first aid, lost-time and fatalities)	284	239	☐	☒	☐	(15.8%)
Total Case Rate (rate of all injury/illness cases per 100 employees)	3.44	2.79	☐	☒	☐	(18.9%)
Lost Time Cases (number of cases that involved days away from work)	201	168	☐	☒	☐	(16.4%)
Lost Time Case Rate (rate of only the injury/illness cases with days away from work per 100 employees)	2.43	1.96	☐	☒	☐	(19.3%)
			(Check box if it applies)			
	FY 2010	**FY 2011**	**Increased**	**Decreased**	**Stayed Same**	**Percentage Change**
Lost Work Days (number of days away from work)	653	521	☐	☒	☐	(20.2%)
Lost Work Day Rate (per 100 employees)	63.3	48.7	☐	☒	☐	(23.0%)

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[4] OSH staff in the Coast Guard service both military as well as Coast Guard civilians. Therefore we cannot directly quantify a ratio solely for the civilian population. The ratio is for the Coast Guard as a whole; active duty and civilian members

[5] 106 Full-time safety positions; 622 collateral duty positions / 5 = 175.   106+175 = 281 total FTE safety positions. 45000 population / 281 = a Ratio of: 1 to 160.

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Total Worker's Compensation Chargeback Costs	8,862,046	8,434,044	☐	☒	☐	(4.8%)
Total number of days away from work	N/A[6]		☐	☐	☐	
Lost Production Days = Continuation-of-pay (COP) data + Number of days for which OWCP paid wage-loss compensation to claimants in their first year of disability.	N/A[6]		☐	☐	☐	

2. <u>Injury and Illness Tracking System:</u> The Coast Guard uses an internal eMishap database and the Department of Transportation's – Workers' Compensation Information System (WCIS).

3. <u>Facilities with high injury and illness rates</u>: The Coast Guard shipyard and Aircraft Repair and Supply Center are the two main industrial facilities with large numbers of civilians. Both safety programs continue significant progress within their organizations. Both have engaged the leadership and supervisory personnel in understanding their policies and programs, have extensive education and awareness programs, and expend a large amount of time performing workplace risk assessments, conducting training and developing incentive programs.

4. <u>Significant Trends and Analysis of Lost Time Injury and Illness Data</u>

FY 2011 Major Trends			
Nature of Lost Time Injury or Illness (i.e., sprains, contusions, etc.)	**Percent of Total**	**Percent of Cost**	**Summary of Measures Taken to Address Cases & Control Trends**
Sprain, not Back	19.6	30.3	Continue with current proven methods
Sprain, Back	19.6	11.2	Continue with current proven methods
Laceration	10.0	2.7	Continue with current proven methods
Contusion	9.6	19.1	Continue with current proven methods
Join Pain, Swelling, Stiffening, Reddening	6.4	4.2	Continue with current proven methods

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[6] USCG Human Resources department does not track.

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Cause of Lost Time Injury (i.e., slips, handling tools, etc.)	Percent of Total	Percent of Cost	Summary of Measures Taken to Address <u>Causes</u> & Control Trends
Handling Tools, Instruments or Machinery	20.4	31.5	Continue with current proven methods
Falls	17.5	19.4	Continue with current proven methods
Slip/Twist/Trip – Not Fall	9.3	3.9	Continue with current proven methods
Striking against material equipment	5.7	4.5	Continue with current proven methods
Watercraft	3.6	2.5	Continue with current proven methods

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Significant Trends and Analysis of Lost Time Injury and Illness Data

Types of Injuries:

Two single-category *types* of injuries of greatest concern involve the more ergonomically-related injuries of sprains, including "***Back-sprain***" and "***Non-back sprain***" injuries.

*Non-back sprain*s tied for the most common type of injury, with 19.6% of total cases in FY2011 which is on par with cases from FY2010.

*Back-sprain*s tied for the most common type of injury, with 19.6% total of cases in FY2011 which was a 7.1% increase from FY2010.

The combined-category of "***Contusions*, Lacerations and *Fractures***" accounted for 23.2% of all *types* of injuries in FY2011 and is a 3.8% decrease from FY2010 (27%). Within this group *Lacerations* had the largest percentage of occurrences (10.0%) followed by *Contusions* (9.6%) and *Fractures* (3.5%).

Cause of Injuries:

The combined-category of "***Slips, Trips and Falls***" attributed to the ***leading cause*** of injury (26.8%) *and* accounted for the ***second largest*** combined-category total ***cost*** of injury (23.3% or $84,390). This represents a 10.6% decline of total cases from FY2010 (37.4%) and a 34.7% decline in costs from FY2010 (58% or $210,648).

The combined-category of "Handling Tools / Instruments / Machinery" represented the ***second leading cause*** of injury (20.4%) and the ***leading cost*** (31.5% or $114,213). This represents similar increases in results from FY2010 (15.9% or $63,901)

The numerous policies, programs and initiatives in place throughout the Coast Guard to control negative trends appear to be positively reducing injury and illness trends. Corresponding to the downward trend in injuries and illness is a leveling and slight downward trend in workers' compensation costs.

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	Employees	Total Cases	Total Case Rate (TCR)	Lost Time Cases (LTC)	LT Case Rate (LTCR)	Fatalities
Department of Homeland Security	**195,653**	**11,089**	**5.67**	**4,729**	**2.42**	**5**
Bureau of Citizenship & Immigration Services	10,453	192	1.84	106	1.01	0
Bureau of Customs & Border Protection	58,518	5,621	9.61	2,404	4.11	2
Bureau of Immigration & Customs Enforcement	20,080	990	4.93	313	1.56	1
Federal Emergency Management Agency (FEMA)	17,964	250	1.39	81	0.45	2
Federal Law Enforcement Training Center	1,225	76	6.2	26	2.12	0
Transportation Security Administration	64,461	2,898	4.5	1,446	2.24	0
U.S. Coast Guard	8,566	239	2.79	168	1.96	0
U.S. Secret Service	6,985	221	3.16	81	1.16	0
DHS Other	7,401	602	8.13	104	1.41	0

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B.   Fatalities and Catastrophic Incidents
There were no fatal or catastrophic incidents involving civilians in FY 2011.

Total number of Fatalities: 0   Total number of Catastrophic Events: 0

C.   Overseas Employees
The Coast Guard has approximately 90 civilian employees overseas; 88 of these employees are stationed in the US Territory of Puerto Rico, one in Guam and one in the Virgin Islands. Because all of these positions are located in American territories and are co-located on military bases, the Coast Guard is able to ensure both Coast Guard safety and OSHA regulations are followed.

Overseas Employees	Number of Overseas Civilian Employees	Provide Summary
1. How many civilian employees does your agency have overseas?	90	The Coast Guard has several overseas installations; some of them are independent and other share DOD property.
2. How many of these employees are covered by State Department because they reside on State Department posts?	None	
3. Please describe how the agency ensures the occupational safety and health of those employees not located at these posts?	They all work on Coast Guard or DOD installations.	

II.   Federal Agency Occupational Safety and Health Requirements / Initiatives

A.   Motor Vehicle Safety

1.   There were no recordable motor vehicle mishaps experienced by Coast Guard civilian employees in FY 2011.

	FY 2010	FY 2011 Total	FY 2011		Percentage Change from FY 2010
			Fleet	Other Vehicles	
Number of motor vehicle accidents experienced by employees	1	0	N/A	N/A	(100%)
Number of accidents resulting in personal injury	0	0	N/A	N/A	N/A

2.   Seatbelt use. Executive Order 13043 requires seat belt use by Federal employees on the job, including drivers and passengers.

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a. *Please provide the following information.*

	FY 2010	FY 2011 Total	FY 2011		Percentage Change from FY 2010
			Fleet	Other Vehicles	
Number of employees involved in motor vehicle accidents who were wearing seat belts	1	0	0	0	(100%)
Number of employees involved in motor vehicle accidents who were not wearing seat belts	0	0	0	0	N/A

b. *Describe how your agency promotes compliance with this requirement.*
As directed by Executive Order 13043 and Coast Guard Commandant Instruction (COMDTINST) M5100.47 (series), Chapter 10, the Coast Guard performs an Annual Seat Belt Survey at entry points of various Coast Guard facilities nationwide. The survey encompasses Coast Guard military and civilian personnel, Coast Guard military dependents, visitors and contractor personnel. Seat belt use percentages from the various facilities are recorded and calculated to provide an annual seat belt use rate for the Coast Guard.

3. *What kind of mandated training requirements does your agency have for fleet and non-fleet vehicle operators?* The Coast Guard currently does not have a mandatory training for fleet or non-fleet vehicles but rather encourages the use of the on-line Defensive Driving Course offered through GSA Fleet Lease.

4. Motor vehicle safety and distracted driving.

	FY 2010	FY 2011 Total	FY 2011		Percent Change from FY 2010
			Fleet	Other Vehicles	
Number of motor vehicle accidents experienced by employees, as a result of distracted driving	0	0	N/A	N/A	N/A
Describe efforts your agency has taken to comply with E.O. 13513, banning texting while driving, and to improve overall motor vehicle safety and decrease distracted driving.	The Coast Guard published an internal message to all employees outlining the E.O. and forbidding activities pertaining to cell phone usage/texting and discouraged other distract activities while operating a government vehicle. The Coast Guard, historically, has had minimal motor vehicle accidents.				

B. Integrating OSH and Emergency Response

1. Integrating COOP into operations: As an emergency response centric organization, the Coast Guard has built itself as an effective, efficient and safe organization. A large portion of our missions are emergency/disaster response related. Numerous policies,

procedures and doctrine have been implemented to incorporate risk mitigation, hazard identification and control, best working practices, standardization of operations and advanced training curriculum to ensure all Coast Guard missions are carried out as safely as possible. The U.S. Coast Guard also has policy and guidance specifically for Continuity of Operations Planning/ Continuity of Government (COOP/COG) under peacetime and national security conditions. This policy is inclusive of USCG Headquarters as well as each District, and it requires planning for continuity of its missions and reconstitution under "all threats" during imminent and post-event conditions for 30 days or more. The threats addressed are unit and local area specific and include: terrorism, including the use of weapons of mass destruction (WMD), loss of infrastructure as evaluated in Business Continuity and Contingency Plans (BCCPs) and any natural disaster contingencies that may affect conducting Coast Guard missions.

2. Pandemic Flu plans: The Coast Guard began its pandemic flu preparations in 2006 in response to the National Strategy on Pandemic Influenza publication by the Homeland Security Council. As part of the Department of Homeland Security's efforts, the Coast Guard was the lead agency to oversee the Workforce Protection policy development in conjunction with the Office of Health Affairs and other DHS components. Coast Guard developed its own Force Health Protection policy against Pandemic and other communicable disease threats in 2008.

C.   Occupational Safety and Health (OSH) Resources

***29 CFR 1960.7** requires that the head of each agency ensure the agency budget submission includes appropriate financial and other resources to effectively implement and administer the agency's occupational safety and health program.*

			If yes, please indicate:		
	Yes	**No**	**Percent Change**	**Resources Increased**	**Resources Decreased**
1. Did your agency have any change in resources dedicated to OSH and what was the change?	☐	☒		☐	☐
2. What impact did the change in OSH resources have on your agency's investment in safety and health?	**Describe: N/A**				
3. Has your agency implemented any recent policy changes to address the change in OSH resources?	**Yes**	**No**			
	☐	☒			

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D.   **OSH Training for Existing Employees, Contractors and New Hires** –*29 CFR Part 1960, Subpart H requires agencies provide safety and health training. Please provide the following information:*

Safety and Health Training for <u>Existing Staff</u>	Yes	No	Frequency (Annual, Semi-annual, etc.)	Duration (Hrs, 1 day, 2 days, etc.)
1. Does your agency provide safety and health training to the following levels of existing staff and employees?				
a. Safety and Health Managers	☒	☐	Multiple	Multiple
b. Collateral Duty Safety and Health staff	☒	☐	Multiple	Multiple
c. Staff Members	☒	☐	Multiple	Multiple
d. 1st Line Manager	☒	☐	Multiple	Multiple
e. 2nd Line Manager	☒	☐	Multiple	Multiple
f. Senior Executive Staff	☒	☐	Multiple	Multiple
g. Contractors	☒	☐	Case by Case	Multiple
h. Volunteers	☒	☐	Case by Case	Multiple
Safety and Health Training for <u>New Hires</u>	**Yes**	**No**	**Frequency** (Annual, Semi-annual, etc.)	**Duration** (Hrs, 1 day, 2 days, etc.)
2. Does your agency provide safety and health training for the following levels of new hires?				
a. Safety and Health Managers	☒	☐	Multiple	Multiple
b. Collateral Duty Safety and Health staff	☒	☐	Multiple	Multiple
c. Staff Members	☒	☐	Multiple	Multiple
d. 1st Line Manager	☒	☐	Multiple	Multiple
e. 2nd Line Manager	☒	☐	Multiple	Multiple

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f. Senior Executive Staff	☒	☐	Multiple	Multiple
g. Contractors	☒	☐	Case by Case	Multiple
h. Volunteers	☒	☐	Case by Case	Multiple

Safety and Health Training for **New Hires**	Please, describe:
3. What succession planning policies does your agency have in place to train new Federal workers in occupational safety and health?	Depending on job category, all employees have the opportunity to enroll in any of the offered Health and Safety Courses.

Evaluating Safety and Health Performance for **Managers** (as required by 29 CFR 1960.11)	Please, describe:
4. What language is used to assess occupational safety and health performance and activities for managers?	English

	Training Platform Used				
Safety and Health Training: Please list the specific training your agency offered in 2011 and indicate the platform used and number of employees trained.	**Classroom**	**Online**	**Webinar**	**Other (please, specify)**	**Number of Employees Trained[7]**
Safety Manager	☒	☐	☐	☐	30
Unit Safety Coordinator	☒	☐	☐	☐	100
Shore Confined Space Safety and Rescue	☒	☒	☐	☐	120
Shipyard Competent	☒	☐	☐	☐	300

[7] Coast Guard training are open to Active Duty, Reserve and Civilian personnel, these number reflect total enrolment not specifically civilians.

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Person					
Forklifts and Weight Handling	☒	☐	☐	☐	100
Electrical Safety	☒	☐	☐	☐	100
Fire Code and Life Safety	☒	☐	☐	☐	100
Motor Vehicle Safety	☐	☒	☐	☐	Unable to determine accurately > 200
Motor Cycle Safety Basic Rider	☒	☐	☐	☐	Unable to determine accurately ~360
Motor Cycle Safety Advanced Rider	☒	☐	☐	☐	Unable to determine accurately ~80
Motor Cycle Safety Trainer	☒	☐	☐	☐	21
Operational Risk Management	☒	☐	☐	☐	Unable to determine accurately
Emergency Response FRO/FRA/WMD	☒	☒	☐	☐	Unable to determine accurately > 200
Human Factors Analysis / Accident Investigation	☒	☐	☐	☐	Unable to determine accurately
Amer. Industrial Hyg. Conf. & Expo /PDCs	☒	☐	☐	☐	Unable to determine accurately ~ 28
Emergency Response Train the Trainer	☒	☐	☐	☐	100
Fire Chief Training	☒	☐	☐	☐	Unable to determine accurately
Fire Investigator/Inspector	☒	☐	☐	☐	Unable to determine accurately
Fire Officer I-II-III-IV	☒	☐	☐	☐	Unable to determine accurately
Fire Protection / Rescue Technician	☒	☐	☐	☐	Unable to determine accurately
Safety and Environmental Health	☒	☐	☐	☐	25

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ATV Safety Rider Course	☒	☐	☐	☐	Unable to determine accurately
Aircraft Rescue and Firefighting	☒	☐	☐	☐	Unable to determine accurately
EPA Lead Inspector	☒	☐	☐	☐	Unable to determine accurately
Industrial Hygiene Techniques	☒	☐	☐	☐	Unable to determine accurately
Ramp and Maintenance Safety	☒	☐	☐	☐	Unable to determine accurately

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III. OSH Support Activities

A. Field Federal Safety and Health Councils & Other Social Networking

1. Involvement: The Coast Guard field safety and health professionals are actively engaged in supporting the OSHA Federal Safety and Health Councils (FSHC) where they are established. For example, one Coast Guard civilian in the Hampton Roads, Virginia area serves as the FSHC Vice President. Other active memberships exist in the following areas: St. Louis, Cleveland and Miami. Coast Guard safety and health management strongly supports and encourages participation in FSHCs. Coast Guard active duty safety and health professionals are frequently FSHC members and attend meetings as their work and travel schedules permit.

2. Other Committees and Activities: Professional safety and industrial hygiene certification is strongly encouraged. Employees are given opportunities to take certification preparation courses and can access, for free, the preparation study software material purchased by the Coast Guard for its employees.

3. Social Networking as an aid for OSH programs: *Does your agency use social networking communities and relationships in promoting, improving and building higher standards of workplace safety and health?*
Yes ☐ No ☒

If yes, fill in the chart below. If the social networking site you use is not listed, write it in the provided blank spaces:

	Facebook	Twitter	Linked-In		
How long has the agency's OSH program had an account on the following social networking site?					
How often is the OSH sites updated?					
Does the occupational safety and health program provide links to worksheets to inform employees about Occupational Safety and Health?	Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐
How much traffic does the social networking site receive weekly (W), monthly (M), and yearly (Y)?	W M Y	W M Y	W M Y	W M Y	W M Y
Has your agency made any policy changes to develop social networking for your OSH programs?	Yes ☐ No ☐	If yes, briefly describe:			

B Ergonomic Program –

1. *Does your agency have a program to address ergonomics?*
We have a support function to address concerns and needs from the field. The Coast Guard is a member of the DOD Ergonomic working group.

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2. *What efforts does your agency take to recognize and address ergonomic hazards?*
    All Coast Guard Districts have full-time Safety and Environmental Health and Officers
    assigned to them. They are trained to conduct surveys and recognize ergonomic issues.
    They are on call and respond to complaints or concerns of personnel on ergonomics.
    Additionally, periodic health and safety assessments are conducted at all Coast Guard
    units by a team of health and safety professionals and any ergonomic or other
    environmental health or safety issue can be address at that time.

3. *Has the agency adopted any effective process to reduce ergonomic exposure and*
    hazards? If yes, please, explain.
    Though scheduled Safety and Environmental Health assessments safety professional will
    check each unit visited for any concerns, evaluate each workplace for potential
    ergonomic issues and recommend solutions.

C.   Psychosocial Risk Factors:
1. *In FY 2011, did your agency's OSH program work with employee assistance or equal*
    employment opportunity programs, or use any of the following tools to address
    psychosocial risks? (Check all that apply)
    - ☐ A change to the way work is organized
    - ☐ A redesign of the work area
    - ☒ Confidential counseling for employees
    - ☒ Establishment of a conflict resolution procedure
    - ☐ A change to working time / schedule arrangements
    - ☒ Provision of psychosocial risk specific training (such as time management, conflict
      resolution, cultural sensitivity)

2.

a. In FY 2011, did your OSH staff receive any requests from employees to address:			
Psychosocial Risk Factors	**Yes**	**No**	**If yes, provide description:**
Workplace Stress	☒	☐	Employees contacted and received Employee Assistance Program (EAP) and Work Life (WL) services.
Bullying	☐	☒	
Harassment	☐	☒	
Workplace Violence	☒	☐	Employees contacted EAP for stress related to Workplace Violence (WPV). Employees may also contact HR, security, or other local WV teams for formal assistance/action on these matters.
b. Does your OSH program have safety and health procedures in place to deal with:			
Psychosocial Risk Factors	**Yes**	**No**	**If yes, provide description:**
Workplace Stress	☒	☐	The Coast Guard has an EAP and WL program to assist with psychological factors.
Bullying	☐	☐	
Harassment	☐	☐	
Workplace Violence	☒	☐	The Coast Guard has a WPV policy in place

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			to guide work units and employees in this area

D.   Telework –

Telework	Yes	No	If yes, describe & attach copy
1. Does your agency have a policy in place for dealing with the safety and health of teleworking employees?	☐	☒	
2. Has OSH guidance been provided to teleworkers in your agency?	☐	☒	
3. Does your agency have a checklist for risk assessment for telework environment?	☐	☒	
4. Does your agency have a policy for continually evaluating the effectiveness of preventive measures for teleworking employees?	☐	☒	
5. Has your agency had any injuries reported by teleworkers during this past year?	☐	☒	
6. Has your agency included a section on Emergency Preparedness in your telework policy?	☐	☒	

E. Return to Work Programs (RTW)
What changes, if any, has your agency made in RTW Programs? What methods and/or tools does your agency use to reduce lost work days, effectively manage treatment to decrease claim costs, and return workers to productive work as quickly and safely as possible?

The Coast Guard reports no new changes to our RTW Program. The Coast Guard continues to assist the Department of Labor (DOL) in returning employees to work by establishing or identifying positions, either modified or light-duty, to return the injured employee to work as early as possible. These procedures are covered under our current policy COMDTINST M12810.2, Chapter 10, "Staffing and Placement."

The Coast Guard accurately reports all work-related injuries and deaths to DOL in a timely manner via Electronic Data Interchange. Additionally, and when possible, the Coast Guard provides witness statements and any evidence to refute claims believed to be based on inaccurate facts or circumstances. The Coast Guard also reviews the Chargeback Report to ensure individuals are accurately listed in the proper agency and/or department.

F. Occupational Exposure Limits (OELs):

1. What OELs does your agency use to analyze hazardous chemicals?		
Standards	Yes	No
PELs (Permissible Exposure Limits)	☒	☐
1989 PELs (Rescinded)	☐	☒
RELs (Recommended Exposure Limits – NIOSH)	☐	☒
TLVs (Threshold Limit Value – ACGIH)	☒	☐

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WEEL (Workplace Environmental Exposure Level – AIHA)	☐	☒
IOELVs (Indicative Occupational Exposure Limit Values – EU)	☐	☒
Other: Please specify below.	☐	☒

1. Does your Department/Agency develop in-house OELs for hazardous chemicals used in the workplace? Yes ☐ No ☒ If so, are the limits more stringent than for any of the hazardous chemicals with an established permissible exposure limit by OSHA? Yes ☐ No ☐ If yes, are the OELs published?

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2.   Does your Department/Agency develop in-house OELs for hazardous chemicals that do not have a PEL established by OSHA? Yes ☐ No ☒   If yes, are they published?

3.   How are in-house OELs adopted by your Department/Agency? N/A Who's responsible for the OELs adoption?

4.   How are in-house OELs enforced by your Department/Agency? N/A Who's responsible for OEL enforcement?

IV. Goals and Accomplishments

1.   *Accomplishments for FY 2011 - Identify your annual OSH goals for FY 2011. Please explain whether your agency achieved those goals, in what timeframe and how success was measured.*

OSH Goals for FY 2011	Did your agency achieve this goal? ('yes' or 'no')	In what timeframe?	How was success measured
a. Reduce Total Case Rate by 4%	Yes ☒ No ☐	Year	18% Reduction from FY 2010
b. Reduce Lost Time Case Rate by 4%	Yes ☒ No ☐	Year	20% Reduction from FY 2010
c. Reduce Annual OWCP Chargeback Costs	Yes ☒ No ☐	Year	4.8% Reduction from FY 2010

2.   *Identify your annual OSH goals and significant OSH initiatives planned for FY 2012 and beyond. Please provide the following information.*

OSH Goals for FY 2012 & beyond	Strategies for achieving goals	Timeframe for achieving goals	Explanation of how success will be measured
a. Reduce TCR by 2%	Continue with current proven methods, leadership and training	Year	Ongoing monitoring and annual report
b. Reduce LTCR by 2%	Continue with current proven methods, leadership and training	Year	Ongoing monitoring and annual report
OSH Initiatives for FY 2012 and beyond	**Strategies for achieving initiatives**	**Timeframe for achieving initiatives**	**Explanation of how success will be measured**

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a. Continue Motor vehicle training	Ensure funding is available	Ongoing	Ongoing monitoring and annual report
b. Establish more complete Fall Protection guidance	Commit to establish a working group	Ongoing	Ongoing monitoring and annual report
List metrics used by agency for leading indicators	**Describe metrics used by agency for leading indicators**		
a. Training courses available	Quotas available and filled		
b. Updated policies and guidance	Policies and guidance updated and current with operational tempo		

V. Self-Evaluations

The Coast Guard regional safety and health programs conduct program evaluations at the field level on an ongoing basis. Regional level evaluations cover the wide array of Coast Guard safety and health policies, programs, practices, procedures, and worksite conditions. There are approximately 1,000 aviation, afloat, and shore units within the Coast Guard. Each unit has a full time or designated collateral duty safety officer who conducts worksite inspections, and each unit undergoes periodic safety and health evaluations from the field safety and health practitioners. The Coast Guard has developed a computerized "unit self assessment tool" (USAT) that has completed beta testing and is currently in use. Additionally, the assessment tool automatically tracks identified hazards until abatement or control measures have been taken. The Coast Guard also conducts hundreds of SMART (Safety Mobile Assistance and Response Team) visits to field units each year. The SMART visit focuses on education of personnel, physical safety inspections, and environmental health hazard identification. The SMART team identifies various hazards at the units visited. The hazards identified are logged and submitted to each unit for corrective actions. The SMART team has seen great success in its program, and by its historic tracking of each unit's evaluation, aids in meeting overall safety goals.

VI. Questions/Comments

The Coast Guard does not have any questions.