
Agency Information and Occupational Safety and Health Goals

- 1. Please describe your agency and its mission.**
- 2. Please describe your agency goals and discuss how your occupational safety and health (OSH) program aligns with the organizational mission. Please describe and provide examples of any uniquely hazardous work activities that your agency performs that impact on employee safety and health.**
- 3. Where is the OSH function located within your Agency's organizational structure?**
- 4. If your agency has employees working overseas, how do you ensure their safety/health and advise them of applicable OSHA-mandated programs?**
- 5. Please describe how your agency has engaged employees in safety and provide examples?**

Injury and Illness Reporting and Reviews

- 6. Please describe how your agency encourages employees to report hazards and include examples.**
- 7. What were the top 2 types of injury/illness at your agency? Summarize the actions your agency has taken to prevent future occurrences.**
- 8. Please provide examples of tracking the abatement of hazards and adhering to correction dates.**
- 9. Please describe what reviews were conducted in CY 2018 to identify improved methods for ensuring the safety and health of your agency employees. Please discuss how these were or are being implemented.**

- 10. Please provide an overall assessment of your agency's approach to root cause analysis, identifying who is responsible for implementing changes based on the findings from investigations.**

- 11. How does your agency ensure employees are aware of, and use, the engineering controls?**

- 12. How do you handle housekeeping issues?**

- 13. How do you ensure safety in your kitchens and cafeterias?**

- 14. What are your agency's smoking/vaping policies?**

- 15. How do you handle safety in contracts?**

Injury and Illness Prevention Initiatives

- 16. Please summarize the initiatives that your agency implemented to prevent slips, trips, and falls.**

- 17. Please summarize the initiatives that your agency implemented to prevent exertion injuries.**

- 18. What has your agency done in terms of Prevention through Design?**

- 19. Please describe other CY 2018 initiatives, explaining what actions were taken to implement them, and what accomplishments were made to fully implement them.**

- 20. Please describe the initiatives you are planning to implement in CY 2019 and what actions were taken in CY 2018 to prepare for these.**

Motor Vehicle Safety

CY 2018	Number of motor vehicle accidents experienced by employees	Number of accidents resulting in personal injury
TOTALS		

21. Summarize the circumstances of your agency's motor vehicle accidents, the results of accident investigations, and corrective measures implemented.

22. Summarize your agency's efforts to educate employees who use personal or rental vehicles to conduct Agency business (including for travel and temporary duty assignments).

23. Summarize the safety and health controls your agency uses to ensure compliance with Executive Order 13043 requiring seatbelt use. Describe how you monitor such controls and what steps you take when you detect problems.

24. Summarize the safety and health controls your agency uses to ensure compliance with Executive Order 13513 banning texting while driving. Describe how you monitor such controls and what steps you take when you detect problems.

25. Summarize changes made to your agency motor vehicle safety program in CY 2018 and initiatives your agency will implement in CY 2019.

Product Safety

26. Please describe how your agency ensures that the products and services it procures comply with the product safety requirements of 29 CFR 1960.34, including the use of Safety Data Sheets (SDSs).

27. What policies are in place to handle chemicals in fragrances, such as those in perfumes and air fresheners?

Whistleblower Protections

- 28. Does your agency have a written anti-retaliation policy for employees who report unsafe or unhealthy working conditions?**
- 29. Describe your agency's process for ensuring that no employee is subject to restraint, interference, coercion, discrimination or reprisal for filing a report of an unsafe or unhealthy working condition, as required by §1960.46.**
- 30. How do employees report retaliation?**
- 31. Describe any cases of retaliation that were reported in CY 2018 and explain how they were investigated. Describe the findings and how they impacted the agency's program.**

Occupational Safety and Health Committees

- 32. Describe the internal OSH committees at your agency and explain how staff participate in them.**
- 33. Summarize how your agency encourages staff involvement in local Field Federal Safety and Health Councils (FFSHCs) and explain how your agency provides support to these councils.**
- 34. Describe your agency's involvement with other external OSH committees and councils, and provide the names of these organizations.**

See below if you have a Certified Safety and Health Committee

NIOSH Only

35. DHHS-NIOSH Only. Please provide a summary of the technical assistance that NIOSH provided during the reporting period to federal agencies per §1960.35. Specifically, address NIOSH's Hazard Evaluation Program and its involvement in federal agencies' OSH program management.

GSA Only

36. GSA Only. Please provide information on how GSA's business units comply with the facility, products, and services, and other safety and health requirements of §1960.34. Specifically, address improvements/changes in how GSA ensures that:

- federal facilities are designed, operated, and maintained in accordance with safety and health requirements and best practices; and,
- products and services offered to federal agencies comply with product safety requirements, how safety recalls are implemented, and how federal purchasers are made aware of the safe use of such products, including GSA's system for providing Safety Data Sheets (SDSs) [previously Material Safety Data Sheets (MSDSs)]. Please discuss any product recalls that occurred in CY 2018, and describe the outcome.

Agencies with Certified Safety and Health Committees

37. Complete this section only if your agency has a "Certified Safety & Health Committee" as described in 29 CFR Part 1960, Subpart F, and approved by the Secretary of Labor. Please address all items as completely as possible.

38. Is your Certified Safety and Health Committee (CSHC) in compliance with the requirements outline in [29 CFR Part 1960, Subpart F](#) (§§1960.36-1960.41)?

Yes No

If no, please describe the deficiencies in your CSHC and summarize the actions your agency has taken to address the deficiencies.

39. Based on the responses you provided for you CY 2017 report, what if anything has changed about your CSHC?