



September 2, 2002

MEMORANDUM FOR: DESIGNATED AGENCY SAFETY AND HEALTH OFFICIALS

FROM: LOREN SWEATT 
Principal Deputy Assistant Secretary

SUBJECT: Request for Calendar Year (CY) 2020 Annual Safety and Health Report to the Secretary of Labor

As set forth in the Occupational Safety and Health Act (the Act), and 29 CFR Part 1960, the Occupational Safety and Health Administration (OSHA) is requesting the annual report on the status of your agency's occupational safety and health (OSH) program. Section 19(a)(5) of the Act requires each Executive Branch agency to submit an annual report to the Secretary of Labor. The annual report must address occupational accidents, injuries, and illnesses, as well as include details on the agency's program for providing safe and healthful working conditions. Your report should also assess the effectiveness of your agency's OSH program.

As 29 CFR 1960.71(a)(1) requires, please submit your report for CY 2020 to OSHA by Monday, May 3, 2021. Under a similar obligation, 29 CFR 1960.71(b), OSHA will summarize the information provided in the Department of Labor's annual *Secretary of Labor's Report to the President on Federal Department and Agency Occupational Safety and Health Program Activity* (Annual Report).

Attached, please find the 2020 report format. A downloadable version of the document is available at <http://www.osha.gov/dep/fap/index.html>, from the *In Focus* box under the *Request for Information for the CY 2020 President's Report* bullet. This year's template supersedes any and all other previous report formats.

The *CY 2020 Annual Occupational Safety & Health Report to the Secretary of Labor* template simplified the CY 2019 format. Based on federal agency feedback, OSHA combined the narrative and self-evaluation into one document, but maintained the same seven elements featured in the CY 2019 template. In addition, the request for training information has been simplified, and the fatality/catastrophe template been updated. As in prior years, the template includes a guide for assessing each element of the self-evaluation. Given the ongoing pandemic, OSHA has included questions concerning how federal agencies have changed their occupational safety and health programs to address the hazards of SARS CoV2, the virus that causes the coronavirus disease (COVID-19). This template format is intended to improve the information that the Office of Federal Agency Programs (OFAP) receives from federal agencies, and assist the federal agencies in fulfilling their requirements of 29 CFR Part 1960 and Executive Orders 12196, 13043, and 13513.

Departments with subagencies must submit a main report that assesses the Department's overall OSH program. Please note that it is not sufficient in the main report to refer solely to subagency reports. Rather, the main report must analyze how the Departmental OSH program functions as a whole. Please have each subagency complete the template and submit those reports as attachments to the Department's report. OSHA will not accept a Department's report that provides only the subagency reports or a report that assesses the Departmental program solely by referencing the subagency reports.

Please send a signed official electronic copy of your agency's report and a **Microsoft Word** copy to ofap@dol.gov by Monday, May 3, 2021.

If circumstances will prevent you from submitting your report by the due date, please contact Mikki Holmes at (202) 693-2491 or holmes.mikki@dol.gov to request an extension. If no report is received, and no request for a reasonable extension by the due date is made, OSHA will report your agency's status as 'report not received' in the *Annual Report to the President on the Status of Federal Agencies' Occupational Safety and Health Programs*.

OSHA is committed to being an active federal partner to assist federal agencies to fulfill their OSH responsibilities. If you have any questions, need additional information, or would like to request assistance prior to submitting your report, please feel free to contact the Office of Federal Agency Programs at (202) 693-2122. Thank you for your time and attention to this matter.

Attachments

cc: Safety and Health Managers