

AGENCY INFORMATION:

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

INJURY AND ILLNESS REPORTING AND REVIEWS:

7. Describe how your agency encourages employees to report hazards and include examples.
8. Describe the top two types of injuries/illnesses at your agency, and the actions that your agency has taken to prevent future occurrences of these injuries/illnesses.
9. Provide examples of tracking the abatement of hazards and adhering to correction dates.
10. Describe what reviews were conducted in CY 2019 to identify improved methods for ensuring the safety and health of your agency's employees; and, discuss how these methods were or are being implemented.
11. Provide an overall assessment of your agency's approach to root cause analysis, and identify who is responsible for implementing changes based on the findings from investigations.

12. Describe how your agency ensures employees are aware of, and use, engineering controls.
13. Describe how your agency handles housekeeping issues.
14. Describe how your agency ensures safety in its kitchens and cafeterias.
15. What are your agency's smoking/vaping policies?
16. How does your agency address worker safety and health in its contracts?

INJURY AND ILLNESS PREVENTION INITIATIVES:

17. Summarize the initiatives that your agency implemented to prevent slips, trips, and falls.
18. Summarize the initiatives that your agency implemented to prevent exertion injuries.
19. Summarize what your agency has done in terms of Prevention through Design.
20. Summarize other CY 2019 initiatives, including what actions were taken to implement changes and what accomplishments were made.
21. Describe the initiatives that your agency is planning to implement in CY 2020, including what actions were taken in CY 2019 to prepare for these.

MOTOR VEHICLE SAFETY:

22. Provide the total number of motor vehicle accidents experienced by employees.
23. Provide the total number of accidents that resulted in personal injury.
24. Summarize the circumstances of your agency's motor vehicle accidents, including the results of accident investigations, and the corrective measures implemented.

TYPE THE NAME OF YOUR AGENCY HERE

CY 2019 Occupational Safety and Health Annual Report Narrative

25. 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).
26. Summarize the OSH controls your agency uses to ensure compliance with Executive Order 13043, which requires the use of a seatbelt.
27. Describe how your agency monitors controls that require seatbelt use and what steps are taken when problems are detected.
28. Summarize the OSH controls your agency uses to ensure compliance with Executive Order 13513, which bans texting while driving.
29. Describe how your agency monitors controls that prevent texting while driving and what steps are taken when problems are detected.
30. Summarize changes made to your agency's motor vehicle safety program in CY 2019 and initiatives your agency will implement in CY 2020.

PRODUCT SAFETY:

31. 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.
32. What policies does your agency have in place to handle chemicals in fragrances, such as those in perfumes and air-fresheners?

WHISTLE BLOWER PROTECTIONS:

33. Does your agency have a written anti-retaliation policy for employees who report unsafe or unhealthy working conditions?
34. 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.

35. How do employees report retaliation?
36. Describe any cases of retaliation that were reported in CY 2019 and explain how they were investigated. Describe the findings and how they impacted the agency's program.

OCCUPATIONAL SAFETY AND HEALTH COMMITTEES:

37. Describe the internal OSH committees at your agency and explain how employees participate in them.
38. Summarize how your agency encourages employee involvement in local Field Federal Safety and Health Councils and explain how your agency provides support to these councils.
39. Describe your agency's involvement with other external OSH committees and councils, and provide the names of these organizations.

DHHS - NIOSH ONLY:

40. 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:

41. Provide information on how GSA's business units comply with the facility, products, and services, and other safety and health requirements of §1960.34.
42. 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.
43. Address improvements/changes in how GSA ensures that 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).

44. Please discuss any product recalls that occurred in CY 2019, and describe the outcome.

CERTIFIED SAFETY AND HEALTH COMMITTEES:

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.

45. Is your agency's CSHC in compliance with the requirements outlined in 29 CFR Part 1960, Subpart F (§1960.36-1960.41)?

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

47. Based on the responses your agency provided in its CY 2018 report, what if anything has changed about your CSHC?

48. Complete this section only if your agency has a Certified Safety and Health Committee (CSHC), as described in 29 CFR Part 1960, Subpart F, and approved by the Secretary of Labor.

49. Provide the name and telephone number of the chairperson for each committee.

50. Provide a list of the locations and activities where such committees are functioning.