

Response due May 2, 2022

Please be specific in addressing the questions below and provide all requested information, as necessary. Responses should reflect formal agency policies in place during CY 2021. Please note, responses will be used to determine the overall effectiveness of the reporting agency's Occupational Safety and Health (OSH) program and its compliance with 29 CFR Part 1960 and Executive Orders 12196, 13043, and 13513.

Please electronically sign your agency's report and send a Microsoft Word copy of the report to ofap@dol.gov by **Monday, May 2, 2022**. If your agency is not able to submit a report by the due date, please contact Francis Yebesi at (202) 693-2596 or yebesi.francis@dol.gov to request an extension. If your agency does not submit a report, OSHA will report your agency's non-submission in the *Annual Report to the President on the Status of Federal Agencies' Occupational Safety and Health Programs*.

CONTACT INFORMATION:

Agency Name:	_____		
DASHO Name:	_____		
DASHO Title:	_____		
Phone Number:	_____	Email Address:	_____
OSH Manager Name:	_____		
OSH Manager Title:	_____		
Phone Number:	_____	Email Address:	_____

REPORT APPROVAL:

Before signing this document, verify that the content you are signing is correct.

X

Designated Agency Safety and Health Official

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EMPLOYMENT NUMBERS:

Total Number of Employees:

Number of Federal employees working overseas:

SUMMARY FATALITY AND ACCIDENT DATA:

Total number of accidents in CY 2021:

Total number of in-person hospitalization in CY 2021:

Total number of full or partial-amputations in CY 2021:

Total number of events involving the loss of an eye in CY 2021:

AGENCY INFORMATION:

1. Where is the OSH function located within your agency's organizational structure?

Response:

2. Describe your agency's goals and discuss how your agency's OSH program aligns with the organizational mission.

Response:

3. Describe, and provide examples of, any agency-specific hazardous work activities that affect/impact employee safety and health.

Response:

4. If your agency has employees working overseas, how does your agency ensure their safety and health and advise them of applicable OSHA-mandated programs?

Response:

5. 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.

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AGENCY ASSESSMENT:

Attribute 1. Effective OSH self-inspections are performed regularly.

1. Provide your rationale for your rating of Attribute 1.

Response:

2. How has COVID-19 impacted your agency's performance of Attribute 1?

Response:

3. Were all workplaces inspected in CY 2021? Yes No

a. If **no**, what percentage of workplaces were inspected?

Response:

b. If **no**, what steps are being taken to ensure all locations will be inspected in 2022?

Response:

4. Who conducts these inspections?

Select all that apply.

- Supervisors and Managers
- Safety and Health Professionals
- Other staff, please describe:

5. Provide the percentage for each inspection type (total should equal 100%).

Announced Inspections %
Unannounced Inspections %

6. Provide the percentage for each inspection type (total should equal 100%).

Formal Inspections %
Informal Inspections %

7. Describe how your agency tracks the abatement of hazards and adheres to abatement dates.

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Attribute 2. Effective OSH rules, safe work practices, and administrative controls are used to protect workers from hazards are in place.

1. Provide your rationale for your rating of Attribute 2.

Response:

2. How has COVID-19 impacted your agency's performance of Attribute 2?

Response:

3. How does your agency communicate engineering solutions, OSH rules, safe work practices, and administrative controls?

Select all that apply.

- Verbal instructions or directions
- Written manuals and guidance
- Websites and emails
- Other communication, please describe:

4. How can employees report hazards?

Select all that apply.

- Electronic (form, email, website, etc.)
- Inform Safety Personnel
- Inform Supervisor or Manager
- Anonymous reporting
- Other method(s), please describe:

5. How does your agency encourage employees to report hazards? Provide examples.

Response:

Attribute 3. Hazard incidence data are effectively analyzed to monitor OSH program performance and progress.

1. Provide your rationale for your rating of Attribute 3.

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2. How has COVID-19 impacted your agency's performance of Attribute 3?

Response:

3. Identify the information included in your agency's incidence data. **Select all that apply.**

- Number and type of near misses
- Failure to use PPE
- Number of OSHA non-compliance incidents
- Number of workers without required training
- Other information, please describe:

4. Does your agency's analysis include the following?
Select all that apply.

- Identifying injury types
- Detecting trends and patterns
- Setting priorities for hazard corrections
- Identifying workers most impacted
- Other analysis, please describe:

Attribute 4. A review of the overall safety and health management system is conducted at least annually to correct shortcomings and identify additional opportunities to improve.	
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1. Provide your rationale for your rating of Attribute 4.

Response:

2. How has COVID-19 impacted your agency's performance of Attribute 4?

Response:

3. Does your review include the following?
Select all that apply.

- Written report
- Management briefing on results
- Management involvement

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- Root cause analysis
 - OSH accomplishments
 - OSH system failures
 - Other information, please describe:
4. Does your review include leading indicators? Yes No

a. **If yes, select all that apply.**

- OSH training record review
- OSH budget review
- Tracks management involvement in walkthroughs and inspections
- Employee perception survey on workplace safety
- Other leading indicators, please describe:

5. Does your review include lagging indicators? Yes No

a. **If yes, select all that apply.**

- Review of OSHA recordable incidents
- Workers' compensation cost review
- Other lagging indicators, please describe:

6. Provide examples of tracking hazard abatement and adhering to correction dates.

Response:

7. Describe what reviews were conducted in CY 2021 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.

Response:

8. 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.

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Attribute 5. Individuals with assigned OSH responsibilities have the necessary knowledge, skills, and timely information to perform their duties.

1. Provide your rationale for your rating of Attribute 5.

Response:

2. How has COVID-19 impacted your agency's performance of Attribute 5?

Response:

3. Indicate the training your agency provides to staff with assigned safety and health responsibilities (Safety Coordinators/Safety Committee members/Other OSH personnel). **Select all that apply.**

- Agency-provided classroom training
- Agency-provided online training
- OSHA FEDWEEK
- OSHA Education Center training
- OSHA Training Institute Courses
- Professional Organization training
- Other types of training, please describe:

Attribute 6. Managers allocate the resources needed to properly support the organization's safety and health management system.

1. Provide your rationale for your rating of Attribute 6.

Response:

2. How has COVID-19 impacted your agency's performance of Attribute 6?

Response:

3. Indicate the resources your agency used in CY 2021.

Select all that apply.

- Encouraging OSH staff to participate in Field Federal Safety and Health Councils
- Encouraging OSH staff to participate in OSH committees
- Providing employees with all necessary PPE

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- Ensuring OSH staff were hired at the appropriate GS level or equivalent
- Providing a stipend for off-site OSH activities
- OSH budget exists and is easily identified
- Other types of resources, please describe:

Attribute 7. There is an effective process in place to involve employees in OSH issues.	
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1. Provide your rationale for your rating of Attribute 7.

Response:

2. How has COVID-19 impacted your agency's performance of Attribute 7?

Response:

3. Describe how your agency engages employees in safety and health, and include examples.

Response:

4. Indicate how your agency solicits OSH-related employee input.
Select all that apply.

- Post notices
- Emails to employees
- Stop work authority given to employees
- Suggestion box
- Input solicited during OSH meetings
- Other methods of soliciting input, please describe:

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COVID-19

1. Provide an overall assessment of how your agency responded to COVID-19 during CY 2021.

Response:

2. What precautions did your agency implement to protect employees from workplace exposure to SARS-CoV-2, the virus that causes COVID-19?

Response:

3. How did your agency ensure that employees are aware of, implement, and practice COVID-19-related protocols?

Response:

4. What policies/procedures did your agency have in place for employees who test positive for COVID-19?

Response:

5. Summarize any changes your agency made to its COVID-19 policies and procedures in CY 2021.

Response:

6. Summarize the COVID-19 initiatives your agency plans to implement in CY 2022 to address new variants of the virus, as it continues to evolve.

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MOTOR VEHICLE PROGRAMS

1. Provide the total number of motor vehicle accidents your agency's employees were involved in while on duty.

Response:

2. Is your agency in compliance with E.O. 13043, which requires wearing a seatbelt?
 Yes No

- a. If **no**, how does your agency plan to achieve compliance with the E.O.?

Response:

3. Is your agency in compliance with E.O. 13512, which bans texting while driving?
 Yes No

- a. If **no**, how does your agency plan to achieve compliance with the E.O.?

Response:

4. Summarize any changes your agency made to its motor vehicle program in CY 2021.

Response:

5. Summarize the motor vehicle program initiatives your agency plans to implement in CY 2022.

Response:

OSH TRAINING:

1. List the OSH training courses that your agency provided in CY 2021.

Response:

2. Describe the training platforms used to deliver the training provided in CY 2021 (e.g. classroom, online, drill, practical).

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PRODUCT SAFETY:

1. 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.

Response:

2. Does your agency have policies that address chemicals in fragrances, such as those in perfumes and air-fresheners? Yes No

3. If **yes**, please describe those policies.

Response:

WHISTLEBLOWER PROTECTIONS:

1. Does your agency have a written anti-retaliation policy for employees who report unsafe or unhealthy working conditions? Yes No

2. Summarize any changes your agency made to its Whistleblower Protection Program in CY 2021.

Response:

3. How do employees report retaliation?

Response:

4. Describe any cases of retaliation that were reported in CY 2021. In your response, include information on the following: (1) how the cases were investigated; (2) the findings; and, (3) how the findings impacted the agency's program.

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OCCUPATIONAL SAFETY AND HEALTH COMMITTEES:

1. Describe the internal OSH committees at your agency and explain how employees participate in them.

Response:

2. Does your agency encourage employee involvement in local Field Federal Safety and Health Councils? Yes No

3. Did employees participate in Field Federal Safety and Health Councils in CY 2021?
 Yes No

4. Explain how your agency provides support to Field Federal Safety and Health Councils.

Response:

ONLY AGENCIES WITH A CERTIFIED SAFETY AND HEALTH COMMITTEE:

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

1. Is your agency's CSHC in compliance with the requirements outlined in 29 CFR Part 1960, Subpart F (§§ 1960.36-1960.41)? Yes No
2. If **no**, please describe the deficiencies in your Certified Safety and Health Committee and summarize the actions your agency has taken to address those deficiencies.

Response:

3. Summarize any changes your agency made to its Certified Safety and Health Committee in CY 2021?

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ONLY NATIONAL INSTITUTE OF OCCUPATIONAL SAFETY AND HEALTH:

This section should **only** be completed by the Department of Health and Human Services' National Institute of Occupational Safety and Health (NIOSH).

1. Summarize the technical assistance that NIOSH provided during the reporting period to federal agencies per § 1960.35.

Response:

2. Summarize the work of the NIOSH's Health Hazard Evaluation (HHE) Program, including its involvement in federal agencies' OSH program management.

Response:

3. Provide the following data for CY 2021:

- New HHE requests listed by Department/Agency that made the request;
- New requests by Department/Agency and exposure group;
- New requests by Department/Agency and health problem;
- Completed investigation by Department/Agency and investigation type;
- Completed investigations by Department/Agency and exposure group; and,
- Completed investigations by Department/Agency and health problem.

Response:

ONLY GENERAL SERVICES ADMINISTRATION:

This section should **only** be completed by the General Services Administration (GSA).

1. Describe how GSA communicated and coordinated the implementation of appropriate safety and health precautions with federal agencies to protect workers from potential exposure to COVID-19 in CY 2021?

Response:

2. Describe how GSA complies with the facility, product safety, service, and other safety and health requirements of § 1960.34.

Response:

3. Did GSA ensure that all federal facilities were designed, operated, and maintained in accordance with applicable safety and health requirements and industry best practices in

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CY 2021? Yes No

Explain your response:

4. Did GSA ensure that all products and services offered to federal agencies complied with product safety requirements in CY 2021? Yes No

Explain your response:

5. How did GSA implement safety recalls in CY 2021?

Response:

6. List the product recalls that occurred in CY 2021, and describe the outcome of those recalls.

Response:

7. Did GSA ensure that federal purchasers were made aware of the safe use of products in CY 2021?
 Yes No

Explain your response:

8. Describe the process that GSA used to provide Safety Data Sheets for products supplied to federal agencies in CY 2021.

Response: