



SEP 17 2019

MEMORANDUM FOR: DESIGNATED AGENCY SAFETY AND HEALTH OFFICIALS

FROM:

LOREN SWEATT   
Principal Deputy Assistant Secretary

SUBJECT:

Request for Calendar Year (CY) 2019 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 the entirety of CY 2019 to OSHA by Friday, May 1, 2020. 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 2019 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 2019 President's Report* bullet. This year's template supersedes any and all other previous report formats.

The *CY 2019 Annual Occupational Safety & Health Report to the Secretary of Labor* template is identical to the CY 2018 format. Specifically, the template splits questions requiring a narrative into a separate section rather than keeping them embedded within the self-evaluation. The self-evaluation section includes the same seven elements featured in the CY 2018 template. It also includes a guide for assessing each element of the self-evaluation. The narrative section also includes the same questions posed in the previous template. This template format is intended to improve the information which 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 an electronic copy of your agency's report in **Microsoft Word and Excel format** to ofap@dol.gov; and submit an official signed copy of your agency's final report by close of business on May 1, 2020 to:

Mikki Holmes, Acting Director  
Office of Federal Agency Programs  
Directorate of Enforcement Programs  
U.S. Department of Labor - OSHA  
200 Constitution Avenue, NW  
Room N-3622  
Washington, DC 20210

If circumstances will prevent you from submitting your report by the due date, please contact Mikki Holmes at (202) 693-2491 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.

Attachment

cc: Safety and Health Managers