

UNITED STATES DEPARTMENT OF LABOR

PRESIDENT'S REPORT

THE SECRETARY OF LABOR'S REPORT
TO THE PRESIDENT
ON
FEDERAL DEPARTMENT AND AGENCY
OCCUPATIONAL SAFETY AND HEALTH
PROGRAM ACTIVITY

FISCAL YEAR 2012



PREPARED BY THE OFFICE OF
FEDERAL AGENCY PROGRAMS
OCCUPATIONAL SAFETY AND
HEALTH ADMINISTRATION



SECRETARY OF LABOR
WASHINGTON, D.C. 20210

DEC 30 2013

The President
The White House
Washington, D.C. 20500

Dear Mr. President:

In accordance with the requirements of Section 19 of Public Law 91-596, the *Occupational Safety and Health Act of 1970* (the Act), and Executive Order (EO) 12196, I am forwarding to you the fiscal year (FY) 2012 report summarizing the status of safety and health in the Federal Government.

Section 19(b) of the Act directs the Secretary of Labor to submit an annual report to the President summarizing the occupational safety and health (OSH)-related activities of federal Executive Branch departments and agencies. The enclosed report fulfills that responsibility by summarizing FY 2011 activities. The report is based on three major sources of information:

- The annual reports submitted by federal Executive Branch departments and agencies to the Assistant Secretary of Labor for Occupational Safety and Health;
- The data generated from reports of injuries and illnesses submitted by federal civilian employees to the Department of Labor-Office of Workers' Compensation Programs; and
- The data and reports generated from the Occupational Safety and Health Administration's (OSHA) inspection databases.

The body of the report is organized into four sections and one appendix. The first section provides information on federal agency responsibilities with respect to OSH programs as delineated by the Act, EO 12196, and Title 29 CFR Part 1960. The second section provides information on OSHA activities regarding enforcement, oversight, and compliance assistance. The third section contains reports on various types of OSH committees, including certified safety and health committees; agency self-evaluations; and efforts agencies made to discover and control injury and illness trends. The fourth section includes summaries of federal agency OSH-related activities as reported by the departments and agencies in their annual reports. The single appendix provides agencies with information on OSH-related resources.

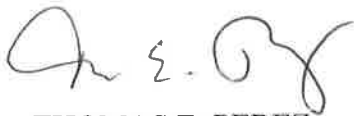
In FY 2012 the Government's employment rolls *decreased* by 21,008 to 2,222,184. Its total injury and illness cases *decreased* by 3,341 to 59,032, and its total case rate *decreased* from 2.78 to 2.66 (4.3%). The Government's lost time cases *decreased* by 968 to 28,931; and its lost time case rate *decreased* from 1.33 to 1.3 (2.3%).

Departments and agencies indicated that there were 39 civilian fatalities during, 21 of which involved federal employees, and were work-related. According to agency reports, the Department of the Interior had the highest number of fatalities, reporting nine deaths, with five determined to be work-related. The Department of Homeland Security reported eight fatalities, with three determined to be work-related. The Department of State reported five fatalities, with four determined to be work-related. The Departments of Defense (DoD) and Veterans Affairs (VA) each reported four fatalities, respectively; the DoD indicated that all deaths were determined to be work-related; and the VA indicated that one death was determined to be work-related. The Department of Agriculture reported three fatalities, with one death determined to be work-related. The Department of Justice reported two work-related fatalities. The Department of Energy reported one work-related fatality. With few exceptions, all resulted from traumatic injuries.

The Federal Government's workers' compensation costs (less the United States Postal Service, and non-Executive Branch agencies) *increased* by 0.9% to \$1,649,829,867 during the chargeback year. Workers' compensation benefits provided to employees and their survivors include payments for medical treatment, rehabilitation services, replacement of lost wages, and death benefits.

I hope you find this report useful. I have also included two copies of the report for transmission to the respective Houses of Congress. If you have any questions, please have a member of your staff contact the Assistant Secretary for Occupational Safety and Health, David Michaels, PhD, MPH, at (202) 693-2000.

Sincerely,



THOMAS E. PEREZ
Secretary of Labor

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*<Name of Smaller Independent Agency> indicates those agencies that failed to submit the statutorily-required annual report to the Secretary. OSHA contacted these agencies repeatedly to ensure they had received the initial, and multiple follow-on, requests for information and electronic response templates. However, these agencies failed to provide the information.

ACRONYMS

ACRONYM	DEFINITION
ABMC	American Battle Monuments Commission
AED	Automated External Defibrillator
AFRH	Armed Forces Retirement Home Board
AIHA	American Industrial Hygiene Association
ASSE	American Society of Safety Engineers
ATAR	Agency Technical Assistance Request
ATF	Bureau of Alcohol, Tobacco and Firearms
BLS	Bureau of Labor Statistics
BOP	Bureau of Prisons
CBP	Customs and Border Protection
CBY	Chargeback Year
CDC	Centers for Disease Control and Prevention
CDSO	Collateral Duty Safety Officer
CFR	Code of Federal Regulations
CFTC	Commodity Futures Trading Commission
CIA	Central Intelligence Agency
COOP	Continuity of Operations
CPR	Cardiopulmonary Resuscitation
CPSC	Consumer Product Safety Commission
CSB	Chemical Safety and Hazard Investigation Board
CSHC	Certified Safety and Health Committee
CSOSA	Court Services and Offenders Supervision Agency
CY	Calendar Year
DASHO	Designated Agency Safety and Health Official
DC	District of Columbia
DEA	Drug Enforcement Administration
DHHS	Department of Health and Human Services
DHS	Department of Homeland Security
DoD	Department of Defense
DOE	Department of Energy
DOI	Department of the Interior
DOJ	Department of Justice
DOL	Department of Labor
DOT	Department of Transportation

ACRONYM	DEFINITION
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EAP	Employee Assistance Program
ED	Department of Education
EEO	Equal Employment Opportunity
EEOC	Equal Employment Opportunity Commission
EO	Executive Order
EPA	Environmental Protection Agency
FAA	Federal Aviation Administration
FACOSH	Federal Advisory Council on Occupational Safety and Health
FBI	Federal Bureau of Investigation
FCA	Farm Credit Administration
FCC	Federal Communications Commission
FDA	Food and Drug Administration
FDIC	Federal Deposit Insurance Corporation
FEC	Federal Election Commission
FECA	Federal Employees' Compensation Act
FEMA	Federal Emergency Management Agency
FERC	Federal Energy Regulatory Commission
FFSHC	Field Federal Safety and Health Council
FLRA	Federal Labor Relations Authority
FMC	Federal Maritime Commission
FMCS	Federal Mediation and Conciliation Service
FOH	Federal Occupational Health
FPS	Federal Protective Services
FTC	Federal Trade Commission
FY	Fiscal Year
GSA	General Services Administration
HUD	Department of Housing and Urban Development
IAQ	Indoor Air Quality
IBB	International Broadcasting Bureau
IBWC	International Boundary and Water Commission
ICASS	International Cooperative Administrative Support Services
IT	Information Technology
JHA	Job Hazard Analysis
LTCR	Lost-Time Case Rate
MSDS	Material Safety Data Sheet
MSHA	Mine Safety and Health Administration
MSPB	Merit Systems Protection Board

ACRONYM	DEFINITION
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MVA	Motor Vehicle Accident
NARA	National Archives and Records Administration
NASA	National Aeronautics and Space Administration
NCPC	National Capital Planning Commission
NCR	National Capital Region
NCUA	National Credit Union Administration
NEA	National Endowment for the Arts
NEH	National Endowment for the Humanities
NIOSH	National Institute for Occupational Safety and Health
NLRB	National Labor Relations Board
NMB	National Mediation Board
NOAA	National Oceanic and Atmospheric Administration
NRC	Nuclear Regulatory Commission
NSC	National Safety Council
NSF	National Science Foundation
NTSB	National Transportation Safety Board
OASAM	Office of the Assistant Secretary for Administration and Management
OEL	Occupational Exposure Limit
OEP	Occupant Emergency Plan
OFAP	Office of Federal Agency Programs
OPIC	Overseas Private Investment Corporation
OPM	Office of Personnel Management
OSH	Occupational Safety and Health
OSHA	Occupational Safety and Health Administration
OWCP	Office of Workers' Compensation Programs
PBGC	Pension Benefit Guaranty Corporation
POWER	Protecting Our Workers, Ensuring Reemployment
PPE	Personal Protective Equipment
PRC	Postal Regulatory Commission
PSA	Pretrial Services Agency
RRB	Railroad Retirement Board
RTW	Return-To-Work
SBA	Small Business Administration
SEC	Securities and Exchange Commission
SHARE	Safety, Health, and Return-To-Employment
SHC	Safety and Health Committee
SHMS	Safety and Health Management System

ACRONYM DEFINITION

SI	Smithsonian Institution
SIP	Shelter-In-Place
SSA	Social Security Administration
SSS	Selective Service System
TCR	Total Case Rate
TSA	Transportation Security Administration
TVA	Tennessee Valley Authority
U.S.	United States
U.S.C.	United States Code
USAID	U.S. Agency for International Development
USDA	U.S. Department of Agriculture
USMC	U.S. Marine Corps
USMS	U.S. Marshals Service
USPS	U.S. Postal Service
USTDA	U.S. Trade and Development Agency
VA	Department of Veterans Affairs
VHA	Veterans Health Administration
VPP	Voluntary Protection Programs

OVERVIEW

This Report fulfills the Secretary of Labor's (the Secretary) annual responsibility, as set forth in Section 19(b) of the *Occupational Safety and Health Act of 1970* (the Act), to inform the President about the status of federal agencies' occupational safety and health (OSH) programs, and the accidents and injuries that occurred at federal worksites. As required, this Report provides a summary of the reports agencies submitted to the Secretary. It also describes the activities the Occupational Safety and Health Administration (OSHA) conducted at or with federal agencies during fiscal year (FY) 2012.

Agency heads must establish and provide guidance on their OSH programs, as well as report on the status of these programs, as mandated by:

- Section 19(a) of the Act [29 United States Code (U.S.C.) 668(a)], which directs, "*the head of each Federal agency to establish and maintain an effective and comprehensive OSH program which is consistent with the OSH standards promulgated under Section 6*" of the Act (29 U.S.C. 655).
- Section 19(a)(5) of the Act [29 U.S.C. 668(a)(5)], which requires federal agency heads to, "*make an annual report to the Secretary with respect to occupational accidents and injuries and the agency's program under this section*" for providing safe and healthful places and conditions of employment.
- Executive Order (EO) 12196, *Occupational Safety and Health Programs for Federal Employees*, signed by President Carter on February 26, 1980, which guides the heads of federal Executive Branch agencies in implementing Section 19 of the Act, and directs the Secretary of Labor to issue a set of basic program elements to assist the various federal agencies in carrying out their responsibilities.
- Title 29 Code of Federal Regulations (CFR) §1960, *Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters*, which establishes the requirements for agency heads to implement OSH programs in their respective agencies.

The Act, EO 12196, and 29 CFR §1960 require the heads of federal agencies to submit annual reports on their OSH programs to the Secretary. According to amended 29 CFR §1960.71(a)(1), the annual report is due no later than May 1¹.

¹ Historically, 29 CFR §1960.71(a)(1) required federal agencies to submit the annual report to OSHA by the first of January. As of August 5, 2013, OSHA amended the regulation requiring agencies to submit their reports no later than May 1. The 78 FR 47180 (8/5/2013), amending 29 CFR §1960 is available at: <http://www.gpo.gov/fdsys/pkg/FR-2013-08-05/pdf/2013-18457.pdf>

FORMAT

This SECRETARY OF LABOR'S REPORT TO THE PRESIDENT ON FEDERAL DEPARTMENT AND AGENCY OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITY – FISCAL YEAR 2012 (Report), includes an EXECUTIVE SUMMARY and four main sections. The EXECUTIVE SUMMARY provides an overview of the significant achievements and challenges Executive Branch agencies faced in providing safe and healthy working environments for federal employees. The Report proper includes four sections: AGENCY OSH RESPONSIBILITIES, OSHA ACTIVITIES, AGENCY ACTIVITIES, and AGENCY SUMMARIES. These sections describe support activities OSHA provided to federal agencies, provide detailed information about federal agencies' OSH responsibilities and related-activities, an analysis of specific categories of information agencies reported to OSHA, and summaries of the individual departments' and agencies' responses to OSHA's annual information request.

The first section, AGENCY OSH RESPONSIBILITIES, provides information on federal agency responsibilities with respect to OSH programs as delineated by the Act, EO 12196, and Title 29 CFR §1960. This section is divided into five subsections: *Program, Standards, Workplace, Records, and Inspections and Investigations*. Each subsection lists the agency responsibilities, and provides a discussion of each responsibility along with hyperlinks to the specified reference(s).

The second section, OSHA ACTIVITIES, provides information on OSHA activities under the categories of enforcement, oversight, and compliance assistance, including a summary of the *Protecting Our Workers and Ensuring Reemployment Initiative (POWER)*.

The third section, AGENCY ACTIVITIES, summarizes agency activities and contains reports on various types of OSH committees, agency self-evaluations; and efforts agencies made to discover and control injury and illness trends.

The Report's fourth section, AGENCY SUMMARIES, provides a synopsis of individual federal agency OSH-related activities as reported in these annual reports. It includes two subsections:

- AGENCY ABSTRACTS for the 18 major departments and 5 largest independent agencies including sections on *Statistics, Assessment of Occupational Safety and Health Program Activities and Events, Safety and Health Management System (SHMS) Self-evaluation, and fiscal year 2013 OSH Goals*. The SHMS Self-evaluation section includes a synopsis of the reported agency's significant OSH accomplishments. The five largest independent agencies include the Environmental Protection Agency, General Services Administration, National Aeronautics and Space Administration, Social Security Administration, and the Tennessee Valley Authority.
- EXECUTIVE SUMMARIES for the smaller independent agencies, which follow the Agency Abstract format described above. Due to the nature of the information requested for FY 2012, all of the agency reports have been formatted to conform to

the style of the overall report, and edited for content, grammar, and typographical errors.

Each abstract and summary report includes employment, injury and illness, and workers' compensation data for FY 2012. In addition, this fourth section identifies those federal agencies that did not respond to OSHA's annual information request.

The Report also includes a table of acronyms at the beginning, and a list of *OSH-related Resources and Information for Federal Agencies* at the end.

EXECUTIVE SUMMARY

In FY 2012, both OSHA and federal agencies continued their efforts to protect the health and safety of federal employees and support agencies' respective safety and health management systems. This report provides general FY 2012 injury and illness statistics for this sector, and is a compilation of the required annual reports that OSHA received from federal agencies. In addition, this report summarizes the efforts Executive Branch agencies and OSHA made to improve OSH programs for federal workers. The reader should refer to the various sections of the report for specific details regarding subject matter contained in this EXECUTIVE SUMMARY.

As in prior years, this Report assesses trends and progress the departments and agencies, and the Government as a whole [less the U.S. Postal Service (USPS)², and non-Executive Branch agencies] made in improving workplace safety and health. This Report also provides information about the types of support OSHA has provided to federal agencies, including enforcement, oversight, and compliance assistance activities. In addition, it describes the actions federal agencies took in FY 2012 to analyze trends and improve their safety and health management systems. New this year is data summarizing federal agencies' self-evaluations of their respective SHMSs.

STATISTICS AND TRENDS

INJURY AND ILLNESS STATISTICS

OSHA uses injury and illness claims data reported to the Department of Labor's (DOL's) Office of Workers' Compensation Programs (OWCP), together with the Office of Personnel Management's (OPM's) employment data, to calculate injury and illness incidence rates for individual agencies.

In FY 2012, the Government's employment rolls *decreased* by 21,008 to 2,222,184. Its total injury and illness cases *decreased* by 3,341 to 59,032, and its total case rate (TCR) *decreased* from 2.78 to 2.66 (4.3%). The Government's lost-time cases *decreased* by 968 to 28,931, and its lost-time case rate (LTCR) *decreased* from 1.33 to 1.3 (2.3%).

WORKERS' COMPENSATION COSTS

The Federal Government's workers' compensation costs (less the USPS and non-Executive Branch agencies) *increased* by 0.9% to \$1,649,829,867 during the chargeback year (CBY). Workers' compensation benefits provided to employees and their survivors include payments for medical treatment, rehabilitation services, replacement of lost wages, and death benefits.

² On September 28, 1998, Congress amended the Act to make it applicable to the U.S. Postal Service. Therefore, the U.S. Postal Service is not included in this report.

FATALITIES AND CATASTROPHIC EVENTS

The Act, and provisions of 29 CFR §1960 and other regulations, require employers, both private and public, to investigate, track, and report findings involving work-related fatalities and catastrophic events to OSHA in an expeditious manner. Agencies reported that 39 civilian employee fatalities occurred during FY 2012, 21 of which involved federal employees and were work-related. These included:

- Department of the Interior: nine fatalities, five work-related;
- Department of Homeland Security: eight fatalities, three work-related;
- Department of State: five fatalities, four work-related;
- Department of Defense: four fatalities, all work-related;
- Department of Veterans Affairs: four fatalities, one work-related;
- Department of Agriculture: three fatalities, one work-related;
- Department of Justice: two fatalities, both work-related; and
- Department of Energy: one work-related fatality.

The Department of the Treasury, Smithsonian Institution, and United States Holocaust Memorial Museum each reported one non-work-related fatality.

OSHA ACTIVITIES

In FY 2012, OSHA's Office of Federal Agency Programs engaged in a wide range of activities to assist federal agencies in improving their SHMSs, and continued to ensure that agencies could easily access OSH-related information. In general, the Office's activities fell into three categories: *enforcement*, *oversight*, and *compliance assistance*. Enforcement activities primarily focused on inspections of federal workplaces to identify violations of OSHA standards. Oversight activities ranged from monitoring injury and illness rates to providing leadership in identifying issues specific to federal agencies. Compliance assistance included consultation activities that assisted federal agencies in understanding both the importance of providing safe and healthy working environments, and possible methods for so doing.

AGENCY ACTIVITIES

OCCUPATIONAL SAFETY AND HEALTH COMMITTEES

Federal agencies described a range of OSH committees and the benefits from these committees. While a handful of agencies continued to maintain *Certified Safety and Health Committees* (CSHCs), regulated by 29 CFR §1960, Subpart F, most agencies described internal OSH committees developed outside of these regulatory requirements.

Any Executive Branch agency can form a CSHC under 29 CFR §1960, Subpart F to monitor and assist an agency's OSH program. Agencies with Secretary-approved CSHCs must have committees at both the national and field/regional levels. The national level committees provide policy guidance, while the local committees monitor and assist in the execution of the agency's OSH policies. When appropriately implemented, a CSHC allows agencies to be exempt from *unannounced* OSHA inspections. Currently, five agencies have Secretary-approved CSHCs: the

Central Intelligence Agency (CIA), Department of Labor, General Services Administration (GSA), Tennessee Valley Authority (TVA), and U.S. International Trade Commission (ITC).

Per 29 CFR §1960, Subpart F, DOL and the TVA submitted information certifying to the Secretary of Labor that their respective CSHCs met the requirements of the subpart; GSA indicated that it is in the process of revitalizing its committee. The CIA indicated that its Committee includes representatives from many of the agency's directorates, programs, and facilities, but that details of the organizational makeup are classified. The ITC failed to submit information on its CSHC.

Two agencies, the Department of Energy, and the National Archives and Records Administration, reported their intent to establish a CSHC in FY 2013.

SELF-EVALUATIONS

29 CFR §1960.79 requires that agencies evaluate their OSH programs. These evaluations should assess both the extent to which the agency's program conforms to the requirements of EO 12196 and the corresponding regulations, as well as whether the agency has implemented the program effectively in all field activities. Although a few agencies did not distinguish between workplace inspections and self-evaluations, most agencies reported conducting some type of reviews of their SHMSs. Many agencies evaluated their programs themselves, using a variety of tools, while others requested assistance from outside experts. In general, agencies reported that self-evaluations resulted in improvements to different aspects of their SHMSs, including the operational, managerial, and cultural aspects that encompass an effective SHMS.

This year OSHA asked agencies to use a prescribed tool to perform their self-evaluations. An analysis of the reported data indicates that while, for the most part, federal agencies are in compliance with the requirements of 29 CFR §1960, and have effective SHMSs, there are several areas for improvement within the operational, managerial, and cultural components, even in those agencies that reported the most robust systems. The analysis also indicated that multiple agencies are not fully aware of their OSH responsibilities, and of the applicability of an effective SHMS in assuring employee safety and health and the efficient management of Government operations. (Please refer to the [OSHA ACTIVITIES](#) section for a discussion of the components of a SHMS and an analysis of the self-evaluations as reported by the agencies.)

CONTROLLING TRENDS

This year, OSHA again asked agencies to use their respective accident/incident reporting systems and other reports to explain any noticeable trends of lost-time injuries and illnesses, include a summary of the measures taken to address the most frequent cases and causes, and describe the steps taken to control these trends. Agencies responded by describing a range of methods, from manual cataloging of incidents to real-time computer monitoring of OSH-related data as entered into an information system. In general, agencies with a greater number of employees, or higher incidence rates, used information systems, and monitored the data more frequently. Some of the agencies mentioned analyzing "near-misses," as well as actual accidents or incidents.

Goal 3 of the *Protecting Our Workers and Ensuring Reemployment* Presidential Initiative requires those agencies with an LTCR above the Government's rate (See Table 1; the target for FY 2012 was 1.30) to submit a summary of measures taken to address the most frequent and severe cases. Of the eleven agencies with a LTCR above the Government's rate, only the Armed Forces Retirement Home Board (AFRH), and the National Endowment for the Arts did not report specific strategies to control illness and injury trends. Although the Department of Veterans Affairs reported specific strategies of the Veterans Health Administration, it did not report on its other two subagencies. The remaining agencies reported using tracking systems, training, and increasing labor/management participation in OSH processes as the main strategies for controlling illness and injury trends. (Please refer to the [OSHA ACTIVITIES](#) section for the discussion regarding the POWER Initiative, including the strategies agencies reported.)

Table 1. Agencies With a Lost-time Case Rate Above the Federal Government's Rate.

Department/Agency	FY 2012 LTCR
Department of Agriculture	2.00
Department of Homeland Security	2.41
Department of the Interior	1.83
Department of Justice	2.19
Department of Veterans Affairs	1.55
Armed Forces Retirement Home Board	1.43
International Boundary and Water Commission	3.95
National Archives and Records Administration	1.71
National Endowment for the Arts	1.84
Presidio Trust	5.31
Smithsonian Institution	1.34

ANNUAL INFORMATION REQUEST

Each year OSHA asks agencies to provide information on a variety of OSH-related topics and programs. While OSHA consistently requests information on such topics as OSH accomplishments for the reporting period and goals for the coming year, other information requests may be based on findings from previous annual reports or developing trends. For FY 2012, OSHA requested information on Presidential and Other Government-wide Initiatives, Fatalities and Catastrophic Events, several 29 CFR 1960 Requirements, agency SHMS Self-evaluations, and FY 2013 OSH Goals. Below is a summary of the requested information agencies submitted to OSHA.

PRESIDENTIAL AND OTHER GOVERNMENT-WIDE INITIATIVES

OSHA asked federal agencies to provide information on their continuity of operation planning, motor vehicle safety programs, and telework enhancement activities. (Please refer to the [AGENCY ACTIVITIES](#) section for more detailed information on these items.)

CONTINUITY OF OPERATIONS

OSHA asked Executive Branch agencies to describe their plans for responding to, and maintaining agency operations in the event of, emergencies or disasters. Nearly every department and agency reported that it had some type of plan for dealing with emergency response and continuity of operations (COOP), or that it is currently developing a plan. Most agencies also reported that these plans either contained provisions for ensuring the safety and health of their workers, or were developed with the input of OSH personnel. However, several agencies, including the Architectural and Transportation Barriers Compliance Board (Access Board), Inter-American Foundation, James Madison Memorial Fellowship Foundation, and the Vietnam Education Foundation, indicated that the agency either does not have a COOP plan, or that the plan does not address OSH issues.

In addition to COOP planning, OSHA asked federal agencies to describe lessons learned from recent natural disasters. Collectively, agencies reported challenges with communications, command and control, accountability for employees' safety, as well as inter- and intra-agency communication and coordination. Agencies reported various approaches to respond to these challenges, including improving emergency notification systems; expanding the pool of telework-eligible employees, and optimizing the use of telework; improving the functioning of and/or developing emergency response teams; and increasing the scope and depth of training, and emergency response exercises.

MOTOR VEHICLE SAFETY

Collectively, 35 agencies reported approximately 5,621 motor vehicle accidents (MVAs). Most agencies reported having motor vehicle safety programs that are in compliance with the Executive Orders requiring the use of seatbelts in motor vehicles, and the ban on texting while driving. Agencies reported that their programs had demonstrable effects on limiting the likelihood and influence of MVAs. Many departments and agencies reported requiring defensive driving courses, with the majority using courses through either GSA or the National Safety Council. Several agencies also reported having programs to encourage seatbelt use, such as decals in vehicles, or reminders on employee websites or in break rooms. While several agencies reported tracking seatbelt use after an accident – many using information from police reports – few had a system for tracking of seatbelt use at other times. A number of agencies mentioned having random compliance checks, including one agency that reported using camera surveillance. Of those agencies that responded to this item, 17 indicated the absence of a motor vehicle safety program.

TELEWORK ENHANCEMENT

With few exceptions, agencies reported that their telework programs were in compliance with *Telework Enhancement Act of 2010*, other applicable laws, statutes and regulations, and OPM guidelines; and that agency regulations and policies addressed the authority, policy, and responsibilities for managing the telework program. Most reported the use of checklists, self-evaluations, and in some cases, counseling, training, and visits from supervisors for personnel authorized to telework. The agencies that reported on this item confirmed continuing to promote the use telework and expand telework capability with minimal adverse mission impacts, and that no employees were injured or became ill while on telework. Only six agencies indicated the

absence of a telework program, citing various reasons for the omission, including agency size and mission requirements.

OSHA asked agencies to describe how recent natural disasters affected their telework programs. Most reported little to no impact on their missions and programs, stating that existing telework programs amply provided for uninterrupted business operations, and that employees appropriately used telework options. Of the agencies that reported adverse impacts, the majority described stressed and overtaxed communication systems, and preparedness issues. Those agencies indicated that they were in the process of revising COOP planning and improving their communications capabilities to address these issues.

29 CFR 1960 REQUIREMENTS

OSHA asked federal agencies to provide information regarding several requirements of 29 CFR §1960, specifically: involvement in field federal safety and health council activities, agency self-inspections, OSH training of employees assigned overseas, and programs for protecting employees from reprisal for reporting OSH hazards.

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

Although the majority of federal agencies reported minimal to no involvement in field federal safety and health council (FFSHC) activities, 37 agencies described active council involvement. These departments and agencies reported different levels of participation in FFSHC activities, and reported that they encouraged employees to participate in local council activities. The majority of the smaller agencies reported minimal to no involvement in FFSHCs. Agencies indicated that their preference was to use information exchange forums relevant to their missions and situations. The Central Intelligence Agency reported working closely with other federal intelligence agencies, and the Corporation for National and Community Service used the Federal Executive Boards. Other departments and agencies indicated that they preferred internal advisory committees for optimizing employee safety and health. A few agencies, including the Federal Housing Finance Agency and the Small Business Administration, reported making efforts to reestablish their inactive OSH committees. (Please see [AGENCY ACTIVITIES](#) section for more information on this item.)

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

Federal agencies reported involvement in a variety of inspection activities, including internal and external inspections; and various responses to the inspection process, including immediate correction, working with GSA and other public and private sector entities for hazard abatement, settlement negotiations with OSHA, and updating policy and procedural guidance. Some agencies, including the departments of Health and Human Services, and Justice, and the U.S. International Trade Commission, indicated that they encouraged employee and contractor participation in the inspection process. Thirty-one agencies either did not report on this item or indicated that it was “not applicable” to their situations.

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The legislative provisions of the Act, EO 12196, and 29 CFR §1960 that require agencies to provide safe and healthful workplaces have no geographical limits. Overall, agencies reported

that more than 157,000 federal civilian employees worked outside the geographic boundaries of the United States, over ninety percent of whom worked for the departments of Defense (DoD – including the armed services, reported approximately 88,000 overseas employees) and State (54,584 overseas employees). Agencies reported various mechanisms for providing training to overseas federal employees. The DoD, its various components, and the other military departments indicated that they extend their OSH programs and coverage to include overseas federal civilian employees. State indicated that it had a robust overseas OSH program, and included provisions for safe and healthful living conditions for its overseas employees, as well as other federal employees stationed at embassies. Several independent agencies reported an overseas federal workforce, most of whom were covered under either the DoD’s or State’s OSH programs. Some agencies reported basing training on job responsibilities. They also noted that they maintained OSH websites, and promoted safety and health through OSH awards and newsletters and encouraging participation in FFSHCs and other appropriate venues. In addition, many agencies reported that they supported employees’ safety and health via encouraging healthy lifestyles by providing fitness centers; subsidizing gym memberships; sponsoring health fairs; and offering a variety of health-related services, such as health-screenings and physical examinations.

WHISTLEBLOWER PROTECTION PROGRAMS

Per 29 CFR §1960, Subpart G federal agencies must ensure that employees are free from reprisal or other forms of restraint for filing a report of unsafe or unhealthy working conditions. In an effort to assess agencies’ whistleblower protection programs, OSHA requested that agencies provide information on any federal employee allegations of reprisal, and the actions the agency took in response to the allegations. Most agencies indicated awareness of provisions of the *Whistleblower Protection Act*, Title 5, U.S.C. § 2302(c), and reported having functional protection programs. Most agency reports were not specific to occupational safety and health issues, and they omitted specific process details. Three agencies indicated that they do not have whistleblower protection programs. Five agencies indicated processing one employee allegation of reprisal each during FY 2012. (Please see the [AGENCY ACTIVITIES](#), the [AGENCY ABSTRACTS](#), and the [EXECUTIVE SUMMARIES](#) sections for more information on this item.)

ACCOMPLISHMENTS

Agencies reported on a range of relevant accomplishments, from revising OSH programs, procedures, and manuals, to developing training programs and inspecting their facilities. Some agencies reported adding risk assessments to their safety policies, incorporating safety considerations into their building plans for new facilities, and including safety in management performance criteria. A few indicated that they are in the infancy stages of developing a SHMS. In addition, several agencies reported encouraging employees to become certified in first aid, cardiopulmonary resuscitation, and the use of automatic external defibrillators. (Please see the [AGENCY ABSTRACTS](#) and [EXECUTIVE SUMMARIES](#) sections for more information on this item.)

FY 2013 GOALS

Agencies reported on a wide range of OSH goals for FY 2013. Several agencies reported on plans to reduce the incidence of work-related injuries and illnesses and incorporate more

extensive analyses of OSH-related information from reports on incidents and near-misses. Agencies also reported on plans to join OSHA's Voluntary Protection Programs, participate in FFSHCs, abate specific physical and chemical workplace hazards, and expand OSH training. (Please see the [AGENCY ABSTRACTS](#) and [EXECUTIVE SUMMARIES](#) sections for more information on this item.)

AGENCIES FAILING TO SUBMIT ANNUAL REPORTS

OSHA did not receive reports from four independent agencies for FY 2012, even after contacting them repeatedly to ensure they had received the initial, and multiple follow-on, requests for information. These included: the **Advisory Council on Historic Preservation**, **American Battle Monuments Commission**, **National Endowment for the Arts**, and **National Gallery of Art**. It is notable that the Advisory Council on Historic Preservation has failed to submit a report for the past three fiscal years (FY 2010 - FY 2012).



AGENCY OSH RESPONSIBILITIES

AGENCY OSH RESPONSIBILITIES

Federal Executive Branch agencies have a variety of responsibilities with respect to their OSH programs as delineated by Section 19 of the OSH Act, EO 12196, and Title 29 CFR §1960. This section condenses those responsibilities into five subsections: **Program, Standards, Workplace, Records, and Inspections and Investigations**. Each subsection lists the agency responsibilities, and provides a discussion of each responsibility along with hyperlinks to the specified reference(s).

PROGRAM

Establish and maintain an effective and comprehensive OSH program.

All three documents³ require agencies to establish and maintain OSH programs that comply with the program requirements of [29 CFR §1960](#) and OSHA's occupational safety and health regulations as described in the relevant parts of [Title 29 CFR](#).

Operate an OSH management information system.

[EO 12196](#), paragraph 1-201(j), requires each agency to maintain a system for managing its OSH information, which must include maintaining records the Secretary requires. While the EO does not mandate an electronic information management system, many such systems are available and they can facilitate maintaining, analyzing, retrieving, and tracking OSH-related information.

Develop and implement OSH program evaluation procedures.

[29 CFR §1960.78](#) requires agencies to evaluate the effectiveness of their OSH programs and include the results of those self-evaluations in their annual reports to the Secretary. According to [29 CFR §1960.79](#), these self-evaluations must include qualitative assessments of the extent to which the OSH programs comply with [EO 12196](#) and [29 CFR §1960](#), and analyses of whether the agency has effectively implemented its OSH program in all its field activities.

Appoint a DASHO and other OSH officials at appropriate levels.

[EO 12196](#), paragraph 1-201(c), and [29 CFR §1960.6](#) require each agency to designate an official who will be responsible for managing and administering the agency's OSH program. This *Designated Agency Safety and Health Official* must have "sufficient authority" to effectively represent and support the agency head with regard to the OSH program; [§1960.6](#) states that the DASHO should be an Assistant Secretary or equivalent. [29 CFR §1960.6\(c\)](#) also requires the agency to designate OSH officials at appropriate levels throughout the agency to ensure implementation of an effective OSH program.

³ [EO 12196](#), paragraph 1-201(b); [The Act](#), Section 19(a); and [29 CFR §1960.1\(a\)](#)

Submit an annual report to OSHA, and include a summary of OSH program self-evaluation findings.

All three documents⁴ require each agency to send an annual report to the Secretary with respect to OSH-related accidents and injuries, and its OSH program. The agency must include a summary of its self-evaluation findings in the annual report. It must also include any information or data the Secretary requests. OSHA's Office of Federal Agency Programs formulates the annual report request and analyzes the agency reports.

Ensure adequate financial and other resources for effective OSH program implementation and administration.

[29 CFR §1960.7](#) stipulates that each agency must provide the resources to implement and administer its OSH program. The standard lists several resources that a federal agency OSH program must include, such as sufficient personnel, personal protective equipment (PPE), hazard abatement, OSH-related sampling and analyses, training, technical information, and medical surveillance – but it does not limit the resources to that list.

Include appropriate OSH criteria in managers' and supervisors' performance appraisals.

According to [29 CFR §1960.11](#), agencies must include OSH-related performance measures as part of the performance evaluations for any management official-in-charge of an establishment, any supervisory employee, or any other appropriate management official. The standard further requires that the evaluation must measure the employee's performance "*in meeting requirements*" of the agency's OSH program, consistent with the manager's or supervisor's assigned responsibilities and authority.

Post the OSHA poster or equivalent and provide a copy to the Secretary.

[29 CFR §1960.12](#) requires the agency to "*post conspicuously in each establishment*" and keep posted, a poster informing employees of the "*provisions of the Act, Executive Order 12196, and the agency occupational safety and health program.*" The poster must include core OSHA-provided text along with other information specific to the agency. The agency must also provide a copy of this poster to the Secretary.

Promote OSH-related employee awareness.

Along with conspicuously posting the "OSHA poster," [29 CFR §1960.12](#) – specifically paragraph (e) – requires agencies to use their ordinary information channels – such as newsletters, bulletins, handbooks, website, etc. – to promote employees' awareness of OSH-related issues. While the standard does not define "*occupational safety and health matters,*" nor does it specify the frequency with which an agency must "*promote... awareness,*" simply posting the "OSHA poster" does not satisfy the requirements of this paragraph.

Establish anti-discrimination and -reprisal procedures for OSH-related activities.

Both [EO 12196](#), paragraph 1-201(f), and the Code of Federal Regulations ([29 CFR §1960.46](#)) require agencies to [establish procedures](#) assuring that no employee is subject to "*restraint, interference, coercion, discrimination or reprisal*" for OSH-related

⁴ [EO 12196](#), paragraph 1-201(l); [The Act](#), Section 19(a)(5); and [29 CFR §1960.71\(a\)](#)

activities. Various OSH-related regulations afford employees rights and privileges related to reporting OSH issues and participating in OSH-related activities. Agencies must establish procedures to assure that employees can exercise their rights and/or participate in OSH-related activities without becoming subject to discrimination or reprisal.

Provide CSHCs with all agency information relative and necessary to their duties.

If an agency has established a *Certified Safety and Health Committee*⁵ per [Subpart F](#) of 29 CFR §1960, it must provide that CSHC with “*all agency information*” relative to the Committee’s duties. According to the standard, such information can include - but is not limited to: OSH policies and programs; available OSH-related human and financial resources; accident, injury, and illness data; material safety data sheets; inspection reports; abatement plans; and reprisal investigation reports.

Provide OSH training to top management, supervisors, OSH inspectors, collateral duty personnel, CSHC members, employees, employee representatives.

[EO 12196](#), paragraph 1-201(k), requires OSH-related training for several levels of agency employees. 29 CFR §1960 [Subpart H](#) specifies the necessary OSH-related training for all levels of agency employees. Agencies must provide at least the listed required training for the designated level of employee, but may provide more extensive or comprehensive training for any level of employee.

STANDARDS

Comply with applicable OSHA and 1960 alternate standards.

All three documents⁶ require agencies to comply with all applicable OSHA standards issued under Section 6 of the Act – or an OSHA-approved alternate standard.

Adopt emergency temporary and permanent supplemental standards as necessary and appropriate if no OSHA standard exists.

According to [29 CFR §1960.18](#), if there is no OSHA standard that applies to a particular worksite, job, condition, or other workplace exposure, an agency must implement an emergency temporary supplemental standard to protect its employees. Subsequent to implementing an emergency temporary supplemental standard, the agency must develop and implement a permanent supplemental standard to continue to assure a safe and healthful workplace and adequate employee protection.

Notify OSHA and the other federal agency if another agency’s standard conflicts with an OSHA standard.

[29 CFR §1960.19\(c\)](#) stipulates that, in the unlikely event of another agency’s standard interfering with an OSHA standard, the head of the agency discovering such a conflict must notify the other federal agency and the Secretary. The agencies will then undertake joint efforts to resolve the conflict.

⁵ See [Certified Safety and Health Committees](#) for a description of CSHCs.

⁶ [EO 12196](#), paragraph 1-201(d); [The Act](#), Section 19(a); and [29 CFR §1960, Subpart C](#)

The standard also requires compliance with the more protective of the conflicting standards until after the conflict is resolved.

WORKPLACE

Provide safe and healthful workplaces and working conditions.

All three previously identified documents require that federal workplaces and working conditions be safe and healthful and free from recognized serious hazards. According to [§1960.2\(v\)](#), a “*serious hazard or condition*” is one that has the “*substantial probability*” of causing death or serious physical harm. [29 CFR §1960.1\(g\)](#) clarifies that federal employees who work in private sector establishments are covered by their respective federal employer’s OSH program, and the agency is responsible for assuring safe and healthful workplaces and conditions for these employees.

Ensure timely response to employee reports of unsafe/unhealthful conditions.

[EO 12196](#), paragraph 1-201(h), requires agencies to respond to employee reports of hazardous conditions. It also requires agencies to inspect the situation within 24 hours for “*imminent dangers*,” within three working days for potentially “*serious*” conditions, and within 20 working days for other conditions.

Promptly abate unsafe/unhealthful conditions.

Both [EO 12196](#), paragraph 1-201(e), and [§1960](#) require agencies to promptly abate unsafe or unhealthful working conditions. While [29 CFR §1960.28\(d\)\(3\)](#) recognizes that some hazards can be abated immediately, the [Executive Order](#) clarifies that if the agency cannot promptly abate the condition, it must develop an abatement plan that includes both a timetable for abatement and interim protective measures. [29 CFR §1960.30](#) provides further instructions with regard to abatement and abatement plans.

Acquire, maintain, and require the use of safety equipment, PPE, and other protective devices.

Both the [Act](#), at Section 19(a)(2), and [29 CFR §1960.8\(d\)](#) require federal employers to “*acquire, maintain, and require the use of approved PPE, approved safety equipment, and other devices necessary to protect employees.*”

RECORDS

Keep records per 29 CFR §1904, and allow OSHA access to them.

[The Act](#), at Section 19(a)(3), mandates that agencies maintain “*adequate records*,” and [29 CFR §1960.66](#) clarifies that, at a minimum, agencies must comply with the recordkeeping and reporting requirements under [29 CFR §1904](#), Subparts C, D, E, and G.

Use the records to identify unsafe/unhealthful conditions and establish OSH program priorities.

[29 CFR §1960.66\(c\)](#) requires agencies to analyze the information [including the records required by paragraph (b) of the standard] collected through its management information system (required by [EO 12196](#)) to identify unsafe and unhealthful working conditions and establish its OSH program priorities.

INSPECTIONS AND INVESTIGATIONS

Require inspections, allow access to OSHA’s inspectors, and establish a procedure for issuing Notices. (Refer to page 28 for an explanation of an OSHA Notice.)

Subpart D of Part 1960 covers workplace inspections and abatement of hazardous conditions. Among its requirements, agencies must:

- Inspect “*all areas and operations...at least annually,*” and more frequently if the area is hazardous – [§1960.25\(c\)](#);
- Authorize OSHA inspectors to “*enter without delay*” any agency worksite – [§1960.31\(b\)](#);
- Immediately abate imminent danger conditions and remove employees who are not needed during the abatement process – [§1960.26\(b\)\(5\)](#); and
- Establish procedures for issuing *Notices of Unsafe or Unhealthful Working Conditions* (Notices) not later than 15 days after completing the inspection for safety violations, or 30 days after completing the inspection for health violations – [§1960.26\(c\)\(2\)](#).

Allow for employee representatives during inspections.

[EO 12196](#), paragraph 1-201(i), requires agencies to assure that employee representatives accompany OSH inspectors during workplace inspections. In addition, [29 CFR §1960.27\(a\)](#) provides guidance on the selection of employee representatives.

Allow OSH personnel to use necessary specialized expertise.

[29 CFR §1960.8\(e\)](#) requires agencies to allow their OSH personnel to use necessary specialized expertise “*from whatever source available,*” such as other agencies, professional groups, labor organizations, universities, etc.

Investigate all fatalities and catastrophes, keep investigation report copies, and provide a summary report to OSHA, and CSHCs.

According to [§1960.29\(b\)](#) agencies must investigate all fatalities and/or catastrophes (hospitalization of three or more employees) and produce a written report of the investigation. The report must include specific information [[§1960.29\(d\)](#)] and the agency must provide copies to specified parties, including OSHA.

Keep CSHC members advised of reprisal allegations and provide copies of investigation reports.

Among the duties of both local- and national-level CSHCs is the requirement to review the agency’s response to allegations of reprisal. [29 CFR §1960.40\(b\)\(8\)](#) requires local CSHCs to review the agency’s response and, according to [§.40\(b\)\(9\)](#), if at least half the committee is dissatisfied with the agency’s investigation report, they must report their

dissatisfaction to the Secretary. The same requirements are found at [§1960.41\(b\)](#) and [§.41\(d\)](#), respectively, for national CSHCs.

Given these statutory duties for CSHC members, [§1960.47](#) requires agencies to provide copies of reprisal investigation reports to their certified committees.

REFERENCES

[Executive Order 12196](#) - *Occupational safety and health programs for Federal employees*, 45 FR 12769, Feb. 26, 1980.

[Occupational Safety and Health Act of 1970](#), Public Law 91-596, 84 STAT. 1590, 91st Congress, S.2193, December 29, 1970, as amended through January 1, 2004.

Title 29 Code of Federal Regulations, [Part 1960](#).



OSHA ACTIVITIES

OSHA ACTIVITIES

This section provides information about OSHA activities concerning enforcement, oversight, and compliance assistance; including a summary of the *Protecting Our Workers and Ensuring Reemployment* Presidential Initiative, significant enforcement cases involving federal agencies, and agencies' reporting of self-evaluations using components of an integrated safety and health evaluation tool. This section also contains information on recordkeeping, and agency reports on fatalities and catastrophic events, along with a description of training OSHA provided for federal agencies.

ENFORCEMENT

INSPECTIONS

29 CFR §1960 provides for OSHA inspections of federal agencies, which are similar to those conducted within the private sector. OSHA inspections can occur for many reasons, but generally fall into one of two categories: *programmed* or *unprogrammed*. Programmed worksite inspections occur as the result of OSHA's emphasis on a particular safety or health issue, such as sites reporting injury and illness statistics that exceed industry averages, or sites associated with particular hazards, or adverse health outcomes, such as amputations. Unprogrammed inspections occur for other reasons, such as when OSHA receives a complaint or notification of serious hazards.

OSHA further categorizes its inspections as either *safety* or *health* inspections. Safety inspections focus on workplace issues, such as egress, electrical safety, machine guarding, or proper confined space procedures. Health inspections may focus on worker exposures to specific chemicals, or proper protection from an infectious disease.

If OSHA determines during an inspection that violations of its standards exist, OSHA may document those violations. There are different types of violations, depending on the severity of the hazard or the employer's response to the condition, including:

- *Serious*: The hazard could cause injury or illness that would most likely result in death or serious physical harm.
 - *Willful*: The employer knew that a hazardous condition existed, but made no reasonable effort to eliminate it.
 - *Repeat*: OSHA has cited the employer previously for a substantially similar condition.
- *Other-Than-Serious*: The hazard cannot reasonably be predicted to cause death or serious physical harm to exposed employees, but does have a direct and immediate relationship to their safety and health.

- *DeMinimis*: Violations that have no direct or immediate relationship to safety or health, and do not result in citations.
- *Failure-To-Abate*: The employer has not corrected a violation for which OSHA has issued a citation, and the abatement date has passed or is covered under a settlement agreement. A *failure-to-abate* also exists when the employer has not complied with interim measures involved in a long-term abatement within the given timeframe.

In the private sector, OSHA issues citations for violations, and the citations often include monetary penalties. However, for federal agencies, OSHA issues *Notices of Unsafe or Unhealthful Working Conditions* (Notices), which carry no monetary penalties.

GENERAL INSPECTIONS

In FY 2012, OSHA initiated 838 inspections of federal worksites; of these sites, 29.9 percent were in compliance with OSHA standards. There was an average of 3.6 violations cited per initial inspection, with 64.7 percent of the total violations issued as *serious*.

PROGRAMMED/TARGETED INSPECTIONS

In FY 2012, OSHA's national office continued the *Federal Agency Targeting Inspection Program*, which is a targeted inspection program of federal worksites. It uses the previous fiscal year's OWCP data to identify federal establishments with the highest number of lost-time cases. During FY 2012, OSHA conducted 113 inspections under this program and discovered an average of 4.8 violations per inspection, a *decrease* from FY 2011's average of 5.1 violations per inspection. Overall, OSHA discovered 353 violations that included 1 *Willful*, 276 *Serious*, 22 *Repeat*, 2 *Failure-To-Abate*, and 52 *Other-Than-Serious* violations.

In addition, OSHA inspected federal agencies under a variety of national and local emphasis programs that targeted specific hazards such as lead, falls, powered industrial vehicles, energized equipment; and specific injuries, such as amputations; or industries, such as manufacturing or maritime. Local or regional emphasis programs can result in stronger relationships between OSHA and the federal agencies.

SIGNIFICANT CASES

During FY 2012, OSHA defined *significant cases* as those inspections having penalties over \$100,000. While, by law, OSHA cannot assess penalties against federal agencies, it can determine the *significance* of a federal agency inspection by comparing the violations to the penalties that would be assessed to a private sector employer. In FY 2012, OSHA completed a total of seven federal *significant cases*. These cases involved the departments of the Air Force (one case), Interior (two cases), the Navy (two cases), and Veterans Affairs (two cases). Table 2 provides specific information on the agency inspected, the reason for the inspection (complaint, programmed, referral), the emphasis program (if applicable), and the number and severity of the violations.

Table 2. *Summary of OSHA Significant Cases Involving Federal Agencies.*

Department/Agency	Inspection Type	Program	Violations
Air Force	Planned Programmed	Forklifts, Amputations, Dust	Serious: 34
Interior – Bureau of Indian Affairs	Accident	Not applicable	Serious: 3
Interior – National Park Service	Complaint	Not Applicable	Serious: 19 Repeat: 4
Navy	Complaint	Not Applicable	Serious: 2 Willful: 2
Navy	Follow-up	Not Applicable	Serious: 2 Repeat: 2
Veterans Affairs	Planned Programmed	Fall Protection, Powered Industrial Vehicles	Serious: 4 Repeat: 5 Other-Than-Serious: 4
Veterans Affairs	Planned Programmed	Forklifts, Amputations	Serious: 18 Repeat: 1 Other-Than-Serious: 6

As with all inspections, OSHA worked with these agencies to ensure that they abated the hazards, and made the necessary improvements to their safety and health management systems.

OVERSIGHT

POWER INITIATIVE

The *Presidential Protecting Our Workers and Ensuring Reemployment* Initiative was established in 2010 to challenge federal Executive Branch agencies to improve their safety, health, and injury case management programs through seven goals: 1) reduce total injury and illness case rates; 2) reduce lost-time injury and illness case rates; 3) analyze lost-time injury and illness data; 4) increase timely filing of injury and illness notices; 5) increase timely filing of wage loss claims; 6) reduce lost production days; and 7) increase return-to-work outcomes for those federal employees who sustain serious workplace injuries. The Department of Labor leads the POWER Initiative to help ensure that agencies provide their employees with both safe and healthy work environments, as well as the necessary support following a serious work-related injury or illness.

Each year, tens of thousands of federal employees file claims for workers' compensation benefits due to workplace injuries or illness. In FY 2012, federal employees (excluding those employed by the USPS and non-Executive Branch agencies) filed more than 71,000 injury notices. Although the vast majority of claimants report back to duty following only a brief disruption in employment, thousands take longer to recover and may remain on workers' compensation rolls for months, years, or in some cases permanently. While the number of reported federal-sector injuries has continued to decline over the past several years, compensation for lost wages and

medical benefits still represents a significant cost to American taxpayers. In chargeback year 2012 alone, total costs were approximately \$1.7 billion, excluding the USPS and non-Executive Branch agencies.

The POWER Initiative is a Government-wide effort that succeeded the six-year Safety, Health, and Return-to-Employment (SHARE) Initiative that ended in FY 2009. A more challenging program, POWER expanded on SHARE by revising its four goals to set more challenging performance targets, and to establish FY 2009 as the baseline for the Initiative. It also introduced three performance measures that focus on improving the analysis of lost-time injury and illness data, increasing the timely submission of wage-loss claims, and enhancing agencies' efforts to return injured employees to work as soon as possible. In the memorandum of September 21, 2010 that introduced the President's Initiative, the Secretary set specific goals for agencies.

The second year of the POWER Initiative, FY 2012, was an overall success. The Government as a whole, less the USPS⁷, met all six measurable goals. Two departments, the departments of Energy and Transportation, met all of their measurable goals⁸. Five independent agencies met all five of their measurable goals: Armed Forces Retirement Home; General Services Administration; National Aeronautics and Space Administration; National Science Foundation; and Tennessee Valley Authority. Four agencies within the Legislative Branch met all of their measurable goals⁹: House of Representatives; Library of Congress; United States Capitol Police; and Congressional Budget Office¹⁰. In the Judicial Branch, two agencies met all of their measurable goals: the Federal Judiciary and the Court of Veterans Appeals (this agency filed no injury/illness or wage loss claims, and therefore was not measured for goals 4 and 5).

Goal 1 directs agencies to reduce their total injury and illness case rates. In this second year of the POWER Initiative, the Government as a whole (less the USPS) exceeded this goal. The FY 2012 performance target was for agencies to have no more than 2.75 total injury and illness cases per 100 employees; government-wide the total case rate was 2.66, representing a 17 percent decrease over the rate of 3.22 in the FY 2009 baseline year. In FY 2012, 13 of the 18 Executive Branch departments met their goals. Among the remaining 44 independent agencies that are being tracked for goal 1, 25 met this goal, 13 fell short, and 6 had no measurable data.

Goal 2 directs agencies to reduce their lost-time case rates. In this second year of the POWER Initiative, the Government as a whole (less the USPS) exceeded this goal. The FY 2012 performance target was for agencies to have no more than 1.32 lost-time cases per 100 employees; Government-wide, the lost-time case rate was 1.30, representing a 12 percent decrease over the rate of 1.48 in the FY 2009 baseline year. Fifteen of the 18 Executive Branch departments met their goals. Among the remaining 44 independent agencies that are being

⁷ The United States Postal Service was not included in the POWER Initiative.

⁸ Please note that the POWER Goal 3 involves data analysis, and does not have specific performance targets associated with it; Goal 7 is measured only for the 14 agencies with the largest number of disability cases.

⁹ The Legislative and Judicial branches are not tracked for goals 1, 2, and 3.

¹⁰ The Congressional Budget Office filed no injury/illness or wage loss claims so was not measured for goals 4 and 5.

tracked for Goal 2, 31 agencies met their performance target, 7 failed to do so, and 6 agencies had no measurable data.

Goal 3 requires agencies with a lost-time case rate above the national average to analyze their injury and illness data, and report to OSHA on what steps they are taking to mitigate the most common hazards. Refer to the EXECUTIVE SUMMARY for a discussion of these strategies.

Goal 4 concerns the timely filing of initial claim forms for injuries and illness. Agencies are expected to increase their timely filing by 3 percent per year (with the goal capped at 95 percent), or meet the FY 2012 minimum threshold of 70 percent. Government-wide (less the USPS), these claims were timely filed 86.2 percent of the time, which represents an increase of 7 percent over the baseline of 80.1 percent, and exceeded the performance target of 82.0 percent. However, among the 18 Executive Branch departments, only 6 met this goal. Of the 12 that failed, 3 did not meet the minimum threshold and the remaining nine failed to increase timely filing by 3 percent per year above the baseline year. In the Legislative Branch, five agencies met their performance targets and one had no measurable data for the year. The remaining three agencies failed to meet the minimum threshold of 70 percent. In the Judicial Branch, one of the three agencies had no measurable data, one met its goal, and the third did not meet its 3 percent increase target. Of the 44 independent agencies, five had no claims filed during FY 2012, 17 met their goal, and the remaining 22 failed to meet their performance target (17 did not meet the minimum threshold, and the other 5 failed to increase by 3 percent per year above the baseline year).

Goal 5 asks agencies to meet or exceed minimum timely filing requirements for compensation claims. All departments and agencies were tasked with the timely filing of these claims 64 percent of the time for FY 2012. Government-wide (less the USPS), 75.9 percent of wage loss claims were filed on-time, surpassing the goal of 64 percent. Of the 18 Executive Branch departments, 13 met or exceeded this target, and five did not. Four Legislative Branch agencies met their goal, two did not, and three had no claims filed during the fiscal year. Two of the Judicial Branch agencies had no wage loss claims filed, the third (Federal Judiciary) met its target. Of the 44 independent agencies that were tracked, only 11 achieved satisfactory timely filing of wage loss claims; 15 had no wage loss claims filed, and the remaining 18 failed to meet the 64 percent goal for the year.

Goal 6 tasked agencies with decreasing the number of lost production days per 100 employees by 1 percent below the baseline year, or maintain a rate of 15 days or less. The Government as a whole (less the USPS) achieved a lost production day rate of 34.5 days, exceeding the target of 35.1 days. Among the 18 Executive Branch departments, 9 met or exceeded their targets. Seven Legislative Branch agencies met lost production day targets, while two did not. All three components of the Judicial Branch met their targets. Of the 44 independent agencies that were tracked, 29 met their lost production day targets, 10 failed to do so, and 5 had no measurable data.

Goal 7 of the POWER Initiative tasked the 14 agencies with the largest, statistically significant number of serious injuries with increasing the return-to-work outcomes in these cases. The 14

agencies are: departments of Agriculture, the Air Force, the Army, Defense, Health and Human Services, Homeland Security, the Interior, Justice, Labor, the Navy, Transportation, the Treasury, Veterans Affairs, and the Social Security Administration. Collectively, these agencies were to increase the return-to-work of their seriously injured employees to 88.4 percent; the actual percentage returned-to-work was 91.5 percent for FY 2012. With the exception of the Department of Health and Human Services, all of the agencies subject to this goal met or exceeded their performance targets.

Goal 7 also serves to support EO 13548: Increasing Federal Employment of Individuals with Disabilities. As noted in section 3(b),

Agencies shall make special efforts, to the extent permitted by law, to ensure the retention of those who are injured on the job. Agencies shall work to improve, expand, and increase successful return to work outcomes for those of their employees who sustain work-related injuries and illnesses, as defined under the Federal Employees' Compensation Act (FECA), by increasing the availability of job accommodations and light or limited duty jobs, removing disincentives for FECA claimants to return to work, and taking other appropriate measures. The Secretary of Labor, in consultation with the Director of the Office of Personnel Management, shall pursue innovative re employment strategies and develop policies, procedures, and structures that foster improved return to work outcomes, including by pursuing overall reform of the FECA system. The Secretary of Labor shall also propose specific outcome measures and targets by which each agency's progress in carrying out return to work and FECA claims processing efforts can be assessed.

In support of POWER Goal 7 and EO 13548, OWCP established the POWER Return-to-Work Council to serve as a forum for: discussing and exchanging best practices in the area of return-to-work; reviewing the results of analytical studies on return-to-work and promoting sharing and implementation of best practices identified; and forming a bridge between the workers' compensation and disability hiring personnel and establishing a continuity of practice for the sharing of information, ideas, and experiences. The Council includes representatives of the 14 agencies subject to Goal 7 of the POWER Initiative, as well as representatives from DOL's OWCP, Office of Disability Employment Policy, OSHA, and the Office of Personnel Management.

The Council held quarterly meetings during FY 2012. On September 20, 2012, the Council held a meeting open to all federal agencies. During this meeting, the Council shared information on its efforts toward improving return-to-work, agency progress in this area to date, and proposed changes to this goal during the final two years of the Initiative. Additionally, presentations were given on the results of a study of best practices for promoting return-to-work, as well as assistance available through the Department of Defense's Computer/Electronic Accommodations Program. Many agencies took advantage of the opportunity to participate in the POWER Council meeting and learn about ways to promote return-to-work within their organizations. Based on the agencies' successes in returning injured employees to work during the first two

years of the Initiative, the Council established agency performance in FY 2011 as the new baseline for setting more challenging targets for return-to-work in FY 2013 and onward.

The POWER Initiative builds on prior safety and workers' compensation efforts to provide a framework that focuses agencies' attention and resources on improving their safety, injury management, and return-to-work programs. As the performance results in this report illustrate, the Federal Government as a whole, less the USPS, has achieved success in these areas during the first two years of the Initiative. However, it is evident that further improvement is needed moving forward, notably in the areas of timely filing of injury/illness and wage loss claims. To address these areas, OWCP has taken measures to establish new baselines for setting timely filing targets for the remaining years of the Initiative, as well as to promote electronic forms submission, which is expected to greatly improve timely filing. During the next two years of the POWER Initiative, OWCP and OSHA will continue their collaboration with federal agencies and provide assistance toward improving performance in weaker areas. These efforts will extend our partnership within the Federal Government and foster further improvement on the success achieved in the first two years of the POWER Initiative.

FEDERAL ADVISORY COUNCIL ON OCCUPATIONAL SAFETY AND HEALTH

The Federal Advisory Council on Occupational Safety and Health (FACOSH) is an advisory council to the Secretary of Labor on OSH matters related to federal agencies. The Assistant Secretary of Labor for Occupational Safety and Health chairs the Council, which consists of sixteen members: eight representing federal agency management, and eight from labor organizations representing federal employees.

FACOSH met twice during FY 2012. During its December 2011 meeting, FACOSH received a report from the *Emerging Issues – Occupational Exposure Limits* (OELs) subcommittee¹¹. The Council approved the subcommittee's recommendation that provided for a modification of the language in EO 12196 to require federal agencies to use the most protective technologically and economically feasible OEL as published by a recognized research or regulating body. FACOSH referred the remaining two recommendations back to the subcommittee for reconsideration.

During its May 2012 meeting, FACOSH approved the *Emerging Issues – Occupational Exposure Limits*' remaining two recommendations; and approved the *Training Subcommittee*¹² - *Federal Buildings Personnel Training Act* workgroup's report and recommendation, and approved the reports of the *Model Career Management Plan*, and *Uniform Safety and Health*

¹¹ The Subcommittee was tasked with evaluating OSHA's current permissible exposure limits' ability to effectively protect federal workers, and to determine the means necessary to assure the Government's leadership in using the most protective measures to protect its employees from exposure to hazardous substances.

¹² The Training Subcommittee was tasked with evaluating the effectiveness of the Industrial Hygiene Series 0690, and the Safety and Occupational Management Series, 0018, in meeting the needs of federal agency OSH programs, as well as assessing the OSH training needs for federal workers at all levels. The Subcommittee's first goal was to provide FACOSH with recommendations for altering core qualifications requirements for those job series and to provide justification for changing OPM's current qualification standards. In addition, the Subcommittee planned to assess the training needs of federal employees, possibly dividing those requirements into different categories, such as managers, collateral duty personnel, and professional OSH personnel.

Training Guidelines workgroups. FACOSH forwarded the subcommittees' reports and recommendations to the Secretary, who approved all the recommendations.

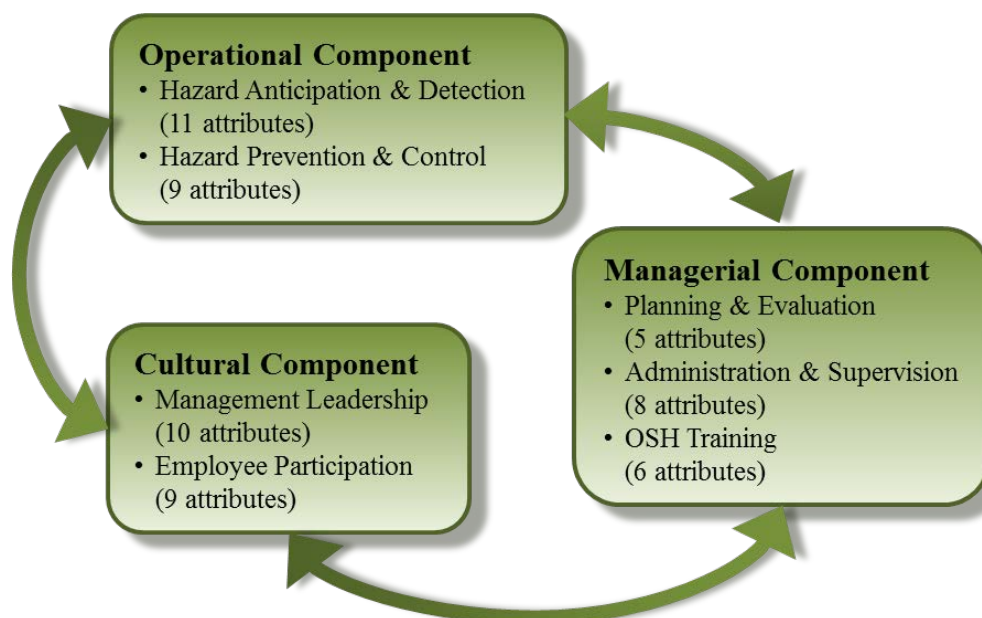
EVALUATIONS

Section 1-401(h) of EO 12196 requires the Secretary of Labor to, “*evaluate the occupational safety and health programs of agencies and promptly submit reports to the agency heads.*”

While the EO establishes OSHA’s responsibility for evaluating federal agencies, 29 CFR §1960.79 expands the evaluation responsibilities to the federal agencies themselves. In addition, 29 CFR §1960.80 develops OSHA’s responsibilities for conducting evaluations. According to the regulations, both the OSHA evaluations and the agencies’ self-evaluations should focus on an assessment of agencies’ OSH program elements.

In an effort to find a consistent and standard evaluation method, OSHA determined that an existing private sector evaluation tool, the OSHA Form 33, might be beneficial for both OSHA and the federal agencies. The Form 33 was developed in 1984 as a safety and health program assessment tool to evaluate an employer’s safety and health management system. A SHMS integrates occupational safety and health into an organizational structure. Therefore, an evaluation of a SHMS requires a systematic approach to determine whether policies and procedures are appropriately developed and implemented, and regularly monitored and modified to correct any problems and/or adapt to a changing worksite.

Based on the concept of an organizational safety and health program, the OSHA Form 33 provides for the assessment of the components of a SHMS—*operational, managerial, and cultural*—using 58 attributes as metrics for the program’s overall effectiveness and integration.



OPERATIONAL COMPONENT

- HAZARD ANTICIPATION & DETECTION (2 OF 11 ATTRIBUTES ASSESSED)
 - **Effective OSH self-inspections performed regularly.** *Are agency personnel performing effective OSH inspections on a regular basis?*
 - **Effective surveillance of established hazard controls.** *Does the agency regularly assess whether established OSH controls are still effective or if they are either improperly applied or otherwise inadequate?*
- HAZARD PREVENTION & CONTROL (2 OF 9 ATTRIBUTES ASSESSED)
 - **Effective OSH rules, and work practices exist.** *Has the agency established general workplace rules, and specific work practices that prescribe safe and healthful behaviors and task performance methods?*
 - **An effective procedure for tracking hazard correction exists.** *Does the agency monitor timely correction of identified hazards?*

The operational component measures whether a SHMS has a well-defined and communicated system to identify, correct, and control hazards. The managerial component assesses

whether the SHMS incorporates effective planning, administrative, training, management leadership, and supervision to support the prevention or elimination of hazards. Finally, the

MANAGERIAL COMPONENT

- PLANNING & EVALUATION (2 OF 5 ATTRIBUTES ASSESSED)
 - **An action plan designed to accomplish the organization's OSH objectives exists.** *Has the agency established a plan to achieve its OSH objectives?*
 - **Annual review of the overall safety and health management system (SHMS).** *Does the agency periodically audit the management aspects of its SHMS, identifying progress and needed changes/improvements?*
- ADMINISTRATION & SUPERVISION (3 OF 8 ATTRIBUTES ASSESSED)
 - **OSH program tasks and performance requirements are each specifically assigned to a person or position.** *Are essential OSH responsibilities identified and assigned to appropriate personnel?*
 - **Individuals with assigned OSH responsibilities have the necessary knowledge, skills, and timely information to perform their duties.** *Do agency personnel have the understanding, skill, and information to effectively perform their OSH duties?*
 - **Organizational policies promote performing OSH responsibilities.** *Does the agency provide personnel with positive incentive for fulfilling their OSH responsibilities?*
- SAFETY & HEALTH TRAINING (3 OF 6 ATTRIBUTES ASSESSED)
 - **Employees receive appropriate OSH training.** *Does the agency provide personnel with training appropriate to their assigned OSH responsibilities?*
 - **New employee orientation includes applicable OSH information.** *Does the agency provide new employees with appropriate OSH education and training?*
 - **Supervisors receive training that covers the supervisory aspects of their OSH responsibilities.** *Does the agency provide supervisory training that addresses OSH responsibilities and hazards?*

cultural component evaluates whether the SHMS has developed an effective safety culture in which management and workers come together to effectively reduce or eliminate hazards. While the attributes within each of the components are distinct, they are also interdependent.

CULTURAL COMPONENT

- MANAGEMENT LEADERSHIP (3 OF 10 ATTRIBUTES ASSESSED)
 - **Top management provides competent OSH staff support to line managers and supervisors.** *Does the agency provide appropriate staff guidance and assistance to managers and supervisors relative to their OSH responsibilities?*
 - **Managers delegate the authority necessary for personnel to carry out their assigned OSH duties effectively.** *Do agency managers promote a culture of safety and health, and support effective operation of the SHMS by delegating adequate authority for personnel to perform their OSH duties?*
 - **Managers allocate the resources needed to properly support the organization's SHMS.** *Do agency managers demonstrate OSH leadership, promote a culture of safety and health, and support effective operation of the SHMS by allocating needed resources?*
- EMPLOYEE PARTICIPATION (2 OF 9 ATTRIBUTES ASSESSED)
 - **There is an effective process to involve employees in OSH issues.** *Is there an established organizational process that employees know, trust, and use to provide input on OSH issues?*
 - **Employees participate in the evaluation of OSH performance.** *Are employees actively engaged in reviews and audits of OSH performance?*

For the FY 2012 President's Report, OSHA selected 17 attributes across the three components for the agencies to assess. OSHA asked agencies to rate each of these attributes, based on the

FY 2012 reporting period experience, and provided criteria for each attribute rating. Furthermore, OSHA asked agencies to provide a detailed narrative, with examples to support each self-identified rating.

OVERALL ASSESSMENT

OSHA's analysis of the agencies' SHMS self-evaluation data indicated an 87.6 percent response rate, with 85 of 97¹³ federal agencies providing a mean "2.35" rating, and 9 agencies¹⁴ providing a "3" rating for the overall assessment of their SHMSs. The majority of federal agencies provided a "3," or "2" rating for the 17 attributes used to rate the three components of a SHMS, thereby indicating that federal agencies' SHMS are in compliance with the provisions of 29 CFR §1960. Of the responding agencies, 14 percent (12 of 85 agencies) provided a "not-applicable" rating for the overall assessment of their SHMSs.

¹³ Eight agencies did not provide ratings for the overall assessment of their SHMSs, including the National Endowment for the Arts, National Gallery of Art, Occupational Safety and Health Review Commission, Office of Government Ethics, Office of Special Counsel, Selective Service System, Social Security Advisory Board, and the U.S. Commission of International Religious Freedom.

¹⁴ The nine agencies that provided an overall "3" rating of their SHMS included: the Committee for Purchase From People Who Are Blind or Severely Disabled, Commodity Futures Trading Commission, Farm Credit Administration, Federal Maritime Commission, the Morris K. and Stewart L. Udall Foundation, National Transportation Safety Board, Office of Personnel Management, U.S. Commission of Fine Arts, and the Vietnam Education Foundation.

Of the four attributes used to rate the **operational** component, approximately 52 percent provided a “3” rating for the *presence of work rules and practices* attribute. Of the eight attributes used to rate the **managerial** component, approximately 62 percent provided a “3” rating for *specific assignment of OSH tasks* attribute. Of the five attributes used to rate the **cultural** component, 64 percent provided a “3” rating for *delegation of authority* attribute. OSHA will continue to work with all federal agencies to improve the effectiveness of their SHMSs. However, several of the agency ratings suggest the need for improvement across the SHMS attribute spectrum, including those agencies that reported the most effective systems, as indicated by “3” ratings, as well as those that indicated a SHMS was “not applicable” to their situations, or did not report on the status of their SHMSs. Table 3 provides detailed information regarding the ratings federal agencies provided the various attributes of their SHMSs.

Table 3. *Number of Federal Agencies Assigning Ratings to Safety and Health Management System Attributes*

Component	Attribute	Agency Assigned Rating of Attribute				
		3	2	1	0	NA
Operational	Self-inspection	41	20	5	3	16
	Surveillance	38	18	3	4	22
	Presence of work rules and practices	44	22	3	2	14
	Tracking hazard correction	32	25	4	3	21
Managerial	Action plan	28	30	4	5	18
	Annual SHMS review	35	23	4	6	17
	Specific assignment of OSH tasks	53	14	2	2	14
	Knowledge, skills, and information	41	26	2	2	14
	Promotion of OSH through organizational policies	45	22	1	3	14
	Employee OSH training	44	23	3	2	13
	New employee orientation	39	19	3	7	16
	Supervisory training	23	30	8	7	17
Cultural	“Line” function	46	17	2	4	16
	Delegation of authority	54	14	0	1	16
	Resource allocation	46	19	3	2	15
	Employee participation	45	23	1	2	14
	Employee evaluation of OSH performance	30	26	4	6	19

RECORDKEEPING

Beginning January 1, 2005, federal agencies were required to maintain their injury and illness records in essentially the same format as the private sector, as is set forth in 29 CFR §1904. However, due to other regulatory requirements, OSHA could not obtain this data from the agencies. On August 5, 2013 OSHA finalized a rule change that will allow it to annually collect the statutorily-required injury and illness records from all Executive Branch agencies. In addition, the rule clarifies and updates some existing provisions of 29 CFR §1960. Collecting

these records will allow OSHA to identify those worksites that have the highest injury and illness rates, and better target needed training for federal agencies.

OSHA is working with the Bureau of Labor Statistics to adapt its private sector survey to the federal sector for universal data collection. In order to ensure the best response rate from federal agencies, OSHA is planning to provide guidance about the data collection process, and advance information about the data to be collected so agencies are familiar with data collection requirements prior to Bureau's system becoming active. In addition, OSHA is proposing to conduct training regarding the changes to 29 CFR §1960, and the data collection process and procedures.

COMPLIANCE ASSISTANCE

AGENCY TECHNICAL ASSISTANCE REQUEST

An agency technical assistance request (ATAR) is a consultative service open only to federal agencies and is analogous to OSHA's Consultation Program for private sector employers. Federal agencies may contact an OSHA area office and request technical assistance, which may include hazard abatement advice, training, a partial or comprehensive inspection, and program assistance. While the request is generally considered to be totally consultative, an agency's failure or refusal to abate serious hazards can result in an inspection referral. In FY 2012, OSHA conducted one assistance request for the U.S. Secret Service. OSHA also began planning for another ATAR involving the National Archives and Records Administration.

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

Field federal safety and health councils are federal interagency groups, chartered by the Secretary, that bring together local OSH professionals for education, problem solving, and cooperation in the safety and health field. Located throughout the nation, these councils work to reduce the incidence, severity, and cost of accidents, injuries, and illnesses within their designated geographic areas. In FY 2012, 35 FFSHCs actively carried out efforts to improve the effectiveness of OSH functions within the Government.

Under 29 CFR §1960.89, each active council must submit an *Annual Report to the Secretary* describing its activities and programs for the previous calendar year (CY); and its plans, objectives, and goals for the current year. The report is used to assess the FFSHC's program plans, and to determine the success of its goals and objectives. The councils that best exemplify the intent and purpose of the FFSHC program receive an achievement award from the Secretary.

In determining award recipients, councils are separated into three categories based on the size of the federal population they serve, which allows them to compete with other councils that possess approximately the same resources and serve similar populations. Each council's *Annual Report to the Secretary* is evaluated and receives a score that is ranked with other FFSHCs in its category. The top three scorers in each category receive awards for *Superior Performance*, *Meritorious Achievement*, and *Notable Recognition*.

ALTERNATE AND SUPPLEMENTARY STANDARDS

Under 29 CFR §1960.17, if agencies cannot comply with an applicable OSHA standard, the agency may submit a request for an *alternate standard*.¹⁵ Currently, there are five OSHA-approved alternate standards; two additional alternate standards¹⁶ are pending. The agencies and their alternate standards include:

- Federal Aviation Administration (FAA) - *Alternate Standard for Fire Safety in Air Traffic Control Towers*.
- GSA - *Standard on Special-Purpose Ladders*.
- National Aeronautics and Space Administration (NASA) - *Standard for Lifting Devices and Equipment*.
- U.S. Navy, Naval Facilities Engineering Command - *Management of Weight-Handling Equipment*.
- U.S. Navy - *Gas Free Engineering Manual*.

Under 29 CFR §1960.18, if no OSHA standard exists that is appropriate for application to working conditions of federal agency employees, an agency may submit a request for a *supplementary standard*. Currently, there are only two OSHA-approved supplementary standards: NASA's *Safety Standard for Explosives, Propellants, Pyro-technics*; and U.S. Department of Agriculture/Forest Service's *Supplementary Standard for Containers and Portable Tanks Transport*.

OSH TRAINING

Annually, OSHA provides a week of training, known as FEDWEEK, specifically for federal agency OSH personnel at the OSHA Training Institute, located in Arlington Heights, Illinois. In FY 2012, OSHA provided eight half-day seminars offered twice, and one additional seminar, offered once during the week on topics chosen after surveying federal OSH personnel. The 110 federal OSH employee participants, representing 66 federal agencies, had the opportunity to attend up to six different sessions on various topics, including *Office Ergonomics, Electrical Hazards, Indoor Air Quality, Bloodborne Pathogens, Hazard Communications - Aligning with Globally Harmonized System, Safety and Health Management Systems, Hearing Conservation, Recordkeeping, and Workplace Violence*.

¹⁵ An alternate standard is the federal agency equivalent of a private sector variance. Any alternate standard must provide equal or greater protection than the applicable OSHA standard for the affected employees.

¹⁶ During FY 2012, the National Oceanic and Atmospheric Administration (NOAA), and the National Archives and Records Administration (NARA) each submitted requests for alternate standards to OSHA. NOAA requested OSHA consider its application for an alternate *Diving Standard*, and NARA asked for approval of modifications to its *Special Purpose Ladders (Pulpit Ladders)*.



AGENCY ACTIVITIES

AGENCY ACTIVITIES

This section provides information on selected agency activities, including participation in OSH committees and councils, continuity of operations planning, motor vehicle safety, and telework programs. It also provides a summary of agencies' methods of controlling injury and illness trends, specifically highlighting POWER Goal 3; the impact of the inspection process on an agency's safety and health management system; employees' overseas training; and protections afforded employees who report safety and health hazards. Per statute, the General Services Administration (GSA) and the National Institute for Occupational Safety and Health (NIOSH) are required to provide certain services to federal agencies in pursuing the safety and health of federal employees. This section ends with a brief regarding these activities.

CERTIFIED SAFETY AND HEALTH COMMITTEES

A certified safety and health committee is an OSH committee that the head of the sponsoring agency has certified to the Secretary of Labor as meeting the requirements of 29 CFR §1960, Subpart F. The purposes of a CSHC are to monitor and assist with an agency's OSH program; maintain an open channel of communication between employees and management; and facilitate employee input to improve OSH-related policies, conditions, and practices. In addition to an improved OSH program and a safe and healthful workplace, agencies with a CSHC are statutorily exempt from unannounced OSHA inspections.

Both EO 12196 and 29 CFR §1960, Subpart F discuss the formation, composition, and duties of CSHCs. In brief, an agency that wants to establish a CSHC must establish OSH committees at both the national and – if the agency has subcomponents located outside its national office or headquarters – other appropriate levels within the organization. Committee membership must include equal numbers of management and non-management representatives. In addition, the committee must have access to OSH-related information, monitor the agency's OSH program, and consult and advise on OSH program operations.

When an agency decides to form a CSHC, it must report this intent to the Secretary and include:

- The existence, location, and coverage (establishments and populations) area of the committee; and
- The names and phone numbers of each committee chair (national and local).

In addition, the agency must certify to the Secretary of Labor that the committee meets all the requirements of 29 CFR §1960, Subpart F. The agency must also provide an annual update on its CSHC as part of its required *Annual Report to the Secretary of Labor on the Agency's Occupational Safety and Health Program*.

In an effort to support agency formation of CSHCs, OSHA may not conduct unannounced inspections at federal agencies with CSHCs unless the CSHC has requested an inspection. While any agency may form a CSHC, only five such committees currently exist. The Secretary recognizes the following departments or independent agencies as having CSHCs:

- Central Intelligence Agency,
- Department of Labor,
- General Services Administration,
- Tennessee Valley Authority, and
- U.S. International Trade Commission.

STATUS OF AGENCY CSHCs

As previously noted, the aforementioned agencies must provide the Secretary with an annual status report on their respective CSHCs. DOL and the TVA submitted information certifying to the Secretary that their respective CSHCs met the requirements of the subpart. GSA indicated that it is in the process of revitalizing its committee. The CIA reported that while details of its CSHC's organizational makeup are classified, its network includes representatives from many of the agency's Directorates, programs, and facilities. The ITC did not submit information in its report to the Secretary.

A summary of the provided reports include:

- The Department of Labor described having CSHCs at three levels: *Department of Labor Safety and Health Committee* (Departmental Level), *National Office Safety and Health Committee* (Establishment Level), and *Field Safety and Health Committee* (Regional Level). According to DOL's annual report, its *National Office Safety and Health Committee* typically meets quarterly. It indicated that the Department will be replacing the field safety and health committees with six regional safety and health committees and one oversight board. These new committees will evolve over the next fiscal year, and will address regional issues.
- The General Services Administration reported that, as part of its revitalization efforts, in FY 2012 it signed a memorandum of agreement with the National Federation of Federal Employees Union (NFFE) to establish a national-level safety committee. It also reported that efforts will establish regional-level safety committees in FY 2013.
- Although the Tennessee Valley Authority did not provide a specific report on the activities of its CSHC, it reported that the committee meets the CSHC requirements identified in 29 CFR 1960, and that its purpose, operations, and functions are explicitly described in its standard procedure and processes.

The CIA, GSA, and the ITC did not provide an annual report for FY 2012. The CIA cited security issues as the reason for its omitted report.

OTHER OSH COMMITTEES AND COUNCILS

Many departments and agencies reported on a variety of non-certified OSH-related committees that function at the departmental, agency, and field operation levels, including FFSHCs. Committee membership varied from agency to agency, with some comprised of various levels of managers, others focused on expertise in a specific area, and still others had members with only OSH-related duties and responsibilities. According to the various reports, most of these OSH committees were considered vital components of the respective department or agency's OSH program. Given the reported levels of participation of some of the OSH committees, some of the

departments and agencies may want to pursue certifying their committees and achieving the recognition and OSH benefits such certification would provide.

Thirty-seven agencies included reports of committee activities. Among the reports:

- The Armed Forces Retirement Home indicated that its safety and health committee oversees and implements the agency's safety and health responsibilities, further indicating that the agency medical director and campus administrators play a major role in ensuring that the relevant oversight for safety and health responsibilities is assigned to appropriate staff and those duties are carried out effectively.
- The Central Intelligence Agency indicated that it currently participates in a number of formal information exchange forums with other federal intelligence agencies.
- While no formal committee exists, the Committee for Purchase from People Who are Blind or Severely Disabled stated that it discusses safety concerns during “all hands” meetings, or disseminates necessary information via email; and that employees are encouraged to provide feedback concerning OSH issues.
- The Corporation for National and Community Service indicated that its primary strategy to address OSH issues is through the regional Federal Executive Board.
- The National Aeronautics and Space Administration reported that several of its offices are active participants on FACOSH sub-committees, inter-agency safety and health programs contributing to the development of Agency safety and health policies, and in supporting the OSHA Office of Federal Agency Programs, and that several of its Centers conduct bimonthly scheduled meetings and activities.

Although the majority of federal agencies reported minimal to no involvement in FFSHC activities, some agencies described a variety of committees and other venues to address workplace OSH issues. These departments and agencies reported active participation in FFSHC activities, and reported that they encourage employees to participate in local council activities and appropriate OSH professional organizations, such as the American Biological Safety Association, the American Conference of Governmental Industrial Hygienists, the American Industrial Hygiene Association (AIHA), the American Society of Safety Engineers (ASSE), Health Physics Society, the Human Factors and Ergonomics Society, the National Fire Protection Association, the National Strength and Conditioning Association, as well as, nationally- and locally-oriented safety organizations, such as the National Safety Council, and local working groups, to assess safety procedures for specific jobs or draft worksite safety policies. Other agencies reported making efforts to reestablish their OSH committees that had become inactive in recent years. Specifically,

- The Air Force reported that it finished a year-long program to increase involvement in local FFSHCs, further indicating that its most recent poll showed 52 installations regularly attend - an increase of 33 percent from FY 2011. It further stated that some of its installations host the conferences as an appropriate forum to discuss regional issues and share lessons learned.
- The Army indicated that most of its major Commands, subordinate Commands, and organizations participate in Command OSH advisory councils at least twice a year, and that it encourages its personnel to participate in other agencies' OSH councils.

- The Department of Commerce reported active encouragement of its employees to participate in Bureau field office OSH meetings, and that its various Bureaus participate in the Department's semiannual OSH council and the monthly safety managers' workgroup meetings.
- The Department of Education stated that the current Chairperson of the Metropolitan Washington Federal Safety and Health Council is a departmental employee, and has held that position for the past six years.
- State indicated that it participated in several of the FACOSH subcommittees and workgroups.
- The Department of Veterans Affairs reported quarterly designated agency safety and health official conference calls, and bi-monthly safety meetings; and that six active FFSHCs are chaired by Veterans Health Administration employees.
- The Federal Housing Finance Agency indicated that it does not participate in FFSHCs, but is planning on creating an agency OSH committee in FY 2013.
- NASA indicated that its headquarters personnel participate in FACOSH and its various subcommittees.
- The National Traffic Safety Board stated that it recently established a national-level safety council, and has a long-standing field safety committee.
- Although the Small Business Administration reported that its staff is not currently involved with FFSHCs, it indicated that the agency is investigating ways to increase involvement in council activities.

CONTINUITY OF OPERATIONS

Various executive orders and legislative acts require Executive Branch agencies to develop and implement plans for responding to or maintaining agency operations in the event of emergencies or disasters. Depending on the specific event, some agencies may respond to the site of an event, and must account for the safety and health of their federal employees during such a response. Still other agencies, with no mission to respond, are required to plan for continuing their operations should an event affect their business sites and workplaces. Nearly every department and agency reported that it had some type of plan for dealing with emergency response and continuity of operations, or that it is currently developing a plan. Most agencies also reported that these plans either contained provisions for ensuring the safety and health of their federal workers, or were developed with the input of OSH personnel. Specifically,

- USDA reported that it has a variety of COOP plans, including occupant emergency (OEP) and business continuity plans, which contain provisions for building evacuation and shelter-in-place (SIP) during emergencies; and cover a wide variety of scenarios.
- The Air Force reported that its health protection standards provide for key and other personnel at all levels; and that its unit-level COOP plans incorporate disease containment guidelines, as well as plans for many types of disasters and other events.
- The Department of Energy indicated that its program offices and field sites address pandemic situations, including the use of social distancing, shutdown of non-essential operations, and alternate work locations. It further indicated that its *Biologic Event Monitoring Team* reviews other infectious diseases that can result in a biological

emergency, and provides advice and coordinates communications to more than 15,000 federal employees.

- DHHS reported that it fosters a cooperative dialogue between all personnel focused on or engaged in the development of OEPs, COOPs, and emergency contingency operations at all levels; and that its emergency planners share and compare plans, procedures, and policies on a regular basis, and are inclusive of other planning groups during exercises, drills, and table talks.
- The Department of Housing and Urban Development (HUD) stated that during a COOP event, the emergency relocation site occupant emergency coordinator/safety officer provides Department COOP personnel with “in-briefs,” including information on facility emergency procedures, SIP, building evacuation, and area medical, lodging, and religious services; and that non-COOP personnel are provided instructions on departure procedures and advised when it is safe to return to the workplace. The Department indicated that it routinely performs physical security and safety assessments on COOP facilities.
- The Department of Justice indicated that its COOP programs are comprehensive in nature, but bureau-specific, based on mission requirements.
- Organizationally, GSA indicated that it is in the process of elevating the emergency management functions at both headquarters and in the regions to the department-level, and has aligned most of its OSH and emergency management functions in the same Public Buildings Service division to help ensure that OSH considerations are addressed during emergency planning activities, and OSH program representatives are integrated into the COOP planning process.

In addition to COOP planning, federal agencies were asked to report lessons learned from recent natural disasters. Collectively, they reported challenges with communications, command and control, accountability for employees’ safety, as well as inter- and intra-agency communication and coordination. Specifically,

- The Broadcasting Board of Governors indicated that as a result of the recent earthquake, the agency implemented an emergency notification system that provides for real-time updates, including reporting to work or alternate site, to employees via mobile devices, email, and telephones in the event of a natural disaster or other catastrophic event.
- The Commodity Futures Trading Commission indicated that it established a "Safety Team," with the responsibility to coordinate all emergency response: facilitate safe evacuations, distribute copies of the OEP to all employees, distribute SIP supplies, and maintain communications throughout all emergency events.
- The USDA reported that its national capital region offices were not prepared for the earthquake that occurred, and that OEPs were not in place. However, since the event, it has updated its COOP, and held emergency preparedness meetings for employees to learn SIP and evacuation protocols. It also reported that it is implementing an employee emergency notification system to provide emergency notification and instructional information coverage to its over 15,000 employees in the national offices.

- The Air Force highlighted the Air Force Academy's experience with the Waldo Canyon wildfire¹⁷. It indicated deficiencies in multiple systems, including those for alert, training, personnel accountability, and deployment. Other analyses discovered issues concerning resource management; planning for basic human needs; conducting air sampling, and facility safety inspections.
- The Army indicated that a small number of its Command safety directors don't have COOP plans; and that some Commands have them, but do not include safety as an active participant; and that it is correcting these two circumstances.
- Commerce indicated that anticipating very rare events, such as recent natural disasters, is an ongoing challenge that must be based on risk assumptions, and worst case evaluation and management.
- DoD reported that the primary lessons learned from the 2012 disasters highlight the need for ongoing planning, training, and exercising; assignment of personnel responsibilities; communicating with and accounting for all personnel; and reinforcement of telework agreements, to include safety precautions.
- When reporting its experience with an asbestos exposure event at its Oak Ridge site, the Department of Energy (DOE) stated that the challenges faced during its remediation efforts included: access to essential information, loss of critical facility infrastructure and systems, and effectively communicating information to employees, the public, and the media.
- DHHS reported that the primary lessons learned from COOP activation during 2012 disasters involved issues with: command, control and communication; employee training; and intra-agency coordination of COOP planning.
- The Department of Homeland Security indicated that communication disruptions involving internet/intranet services, and telephone systems were self-evident, that it lacked corporate expertise in coping with such natural disasters; and that the Department event-specific COOP planning and training required updating.
- The Department of Justice (DOJ) explained that its main challenge, pre-event, was to ensure all secondary personnel were identified and trained to perform critical functions in the absence of primary staff.
- The Navy reported that lessons learned from the 2011 earthquake, tsunami, and nuclear reactor catastrophe in Japan resulted in the increased use of various communication methods to communicate personal preparedness messages, COOP plans, and office closures during the 2012 super-storm Sandy event.
- State indicated that it is pursuing text-messaging options as additional channels for sending emergency notifications.
- The Environmental Protection Agency specified that Hurricane Sandy highlighted the need to further address power outage issues; encourage employees to take laptops home

¹⁷ The Waldo Canyon wildfire started approximately four miles northwest of Colorado Springs, CO on June 23, 2012 and was active in the Pike National Forest and adjoining areas, covering a total of 18,247 acres. The fire caused the evacuation of over 32,000 residents of Colorado Springs, Manitou Springs, and Woodland Park, several small mountain communities along the southwestern side of U.S. Highway 24, and partial evacuation of the United States Air Force Academy. The fire destroyed approximately 346 homes and closed Highway 24, a major east-west road, in both directions. It was declared 100% contained on July 10, 2012 after no smoke plumes were visible on a small portion of the containment line on Blodgett Peak. It is the most expensive fire in Colorado's history with insurance claims totaling more than \$352.6 million dollars, and the most destructive, as measured by the number of homes destroyed, eclipsing the High Park Fire of 2012.

when severe weather is forecast; and a priori identify the exact role of each COOP essential team member.

- NASA indicated that the agency learned the importance of personal preparedness, agency emergency management planning for all hazards, the need for employees to prepare for regional emergencies, and COOP preparedness.

Several agencies indicated the lack of a COOP plan, or that their plans do not address OSH issues, including the Architectural and Transportation Barriers Compliance Board (Access Board), Inter-American Foundation, James Madison Memorial Fellowship Foundation, and the Vietnam Education Foundation.

MOTOR VEHICLE SAFETY

Federal agencies reported approximately 5,621 MVAs (See Table 4.). The majority of agencies reported having a motor vehicle safety program, with most agencies noting specifically that they were in compliance with EOs 13043 and 13513, which require the use of seatbelts in motor vehicles, and ban texting while driving, respectively. In addition, agencies reported that they continued to provide programs to limit the likelihood and impact of motor vehicle accidents.

Table 4. *Summary of Motor Vehicle Accidents by Department or Independent Agency*

Department/Agency	Number of Accidents
Department of Justice	3006
Department of Homeland Security	2669
Department of Defense	823
Department of Labor	370
Department of Veterans Affairs	292
Department of State	271
National Aeronautics and Space Administration	205
Office of Personnel Management	204
Department of Agriculture	147
Department of Commerce	128
Department of Health and Human Services	96
General Services Administration	92
Tennessee Valley Authority	78
Department of Energy	47
Department of Transportation	38

Department/Agency	Number of Accidents
Environmental Protection Agency	31
Department of the Army	23
Court Services and Offender Supervision Agency	15
Nuclear Regulatory Commission	15
Smithsonian Institution	15
Department of the Air Force	13
Federal Deposit Insurance Corporation	10
Equal Employment Opportunity Commission	8
Federal Energy Regulatory Commission	6
Social Security Administration	6
Farm Credit Administration	5
Department of the Treasury	4
Broadcasting Board of Governors	3
Federal Communications Commission	2
National Archives and Records Administration	2
International Boundary and Water Commission	1
Office of Navajo and Hopi Indian Relocation	1
Small Business Administration	1
Central Intelligence Agency	Undisclosed
Department of the Navy	Undisclosed

Many departments and agencies required defensive driving courses, the majority using courses through GSA, or the National Safety Council. Several agencies also reported having programs to encourage seatbelt use, such as decals in vehicles, or reminders on employee websites or in break rooms. While several agencies reported tracking seatbelt use after an accident – many using information from police reports – few had any full-time tracking of seatbelt use at other times. A number of agencies mentioned having random compliance checks, including one agency that reported using camera surveillance.

Several agencies indicated the lack of a motor vehicle safety program, including: the AbilityOne Commission, Access Board, Defense Nuclear Facilities Safety Board, Federal Labor Relations Authority, Federal Maritime Commission, Federal Retirement Thrift Investment Board, Harry S. Truman Scholarship Foundation, Institute of Museum and Library Services, Inter-American

Foundation, James Madison Memorial Fellowship Foundation, Merit Systems Protection Board, Morris K. and Stewart L. Udall Foundation, National Endowment for the Humanities, Postal Regulatory Commission, United States Commission on Civil Rights, United States Commission of Fine Arts, and the United States Holocaust Memorial Museum.

TELEWORK ENHANCEMENT

Agencies reported that their telework programs are in compliance with *Telework Enhancement Act of 2010*, other applicable laws, statutes, and regulations, and OPM guidelines; and that the authority, policy, and responsibilities for managing the telework programs are set forth in agency regulations and policies. Most reported the use of checklists, self-evaluations; and in some cases, counseling, training, and visits from supervisors for personnel who are authorized to telework. Of those agencies that reported on this item, they reported continuing to promote telework, and expand telework capability with minimal adverse mission impacts, and that no employees were injured or became ill while on telework. Several agencies reported the lack of a telework program, including the James Madison Memorial Fellowship Foundation, Morris K. and Stewart L. Udall Foundation, Presidio Trust, U.S. African Development Foundation, U.S. Arctic Research Commission, and U.S. Commission of Fine Arts, citing various reasons for the omission, including agency size and mission requirements.

Agencies were also requested to describe how recent natural disasters affected their telework programs. Of the agencies that reported adverse impacts, the majority describe stressed and overtaxed communication systems, and preparedness issues. Specifically,

- The Access Board indicated that it is in the process of revising its telework policy.
- The Broadcasting Board of Governors mentioned the agency's undisturbed performance during Hurricane Sandy as a success story for its telework policies. The Board indicated that its recent expansion of telework opportunities, such as a pilot program within its broadcasting elements, has increased telework eligible employees to 25 percent, compared to only 5 percent in FY 2011.
- The Department of the Air Force indicated that, during Hurricane Sandy, it had the opportunity to test and evaluate its telework response for national office personnel, and noted miscommunication on the treatment of telework-eligible employees. In response, it stated that it issued a memorandum to all major Command headquarters clarifying in place telework agreements and alternate worksites.
- The Securities and Exchange Commission indicated that it offers employees temporary medical telework and alternate work schedules during natural disasters and other emergency situations.

CONTROLLING TRENDS

This year, OSHA again asked agencies how they determined any OSH-related trends, such as specific causes or types of injuries, or hazardous jobs or tasks. Also, the POWER Initiative requires those agencies above the Government's LTCR of 1.30 to submit a summary of measures taken to address the most frequent and severe cases. OSHA requested a summary report from those eleven affected federal agencies identified in the OSHA ACTIVITIES section of this Report.

Agencies responded by describing a range of analysis methods, from manual cataloging of incidents to real-time computer monitoring of OSH-related data as entered into an information system(s). In general, agencies with a greater number of employees, or higher incidence rates, tended to incorporate information systems and more frequent monitoring of entered data.

Most departments and agencies reported performing some type of data analysis to determine the prevalence of injury type, the most common causes of injuries, and the jobs or tasks that resulted in injuries. Agencies also reported tracking and analyzing “near-misses,” or those incidents that could have resulted in an accident or injury but did not at that particular time. Other strategies for reducing workplace injuries and illnesses include integrating safety considerations into building design and/or job duties and procedures, encouraging employees to report potential hazards as they are discovered, and focusing on specific problems, such as frequent types of injuries, or specific hazards.

The departments and larger independent agencies reported several methods of data analysis and injury and illness reduction strategies, among them:

- The Air Force reported that it is developing and deploying an enterprise-level tracking system that will improve trend recognition and communication of trend information.
- The USDA reported that its agencies have varying tracking programs for hazard abatement, which include standardized written policies, procedures, and forms, and employee injury and illness recording and hazard tracking applications. Safety professionals also track hazards identified during their inspections.
- Energy reported that most of its field sites use the primary contractor’s hazard tracking system to ensure abatement of identified hazards, and that a few headquarters program offices have separate hazard tracking systems or have access to a contractor-developed system. It indicated that there are several areas in its SHMS that need improving, including effective surveillance of established hazard controls, tracking hazard corrections, supervisory training for safety and health responsibility, and participation of employees in the evaluation of safety and health performance.
- The Army report indicated that it has an effective process, in that the U.S. Army Combat Readiness/Safety Center analyzes Army civilian claims data from the Injury Compensation and Unemployment Division, Defense Civilian Personnel Advisory Service; and that accident trends and costs have remained consistent for more than a decade; and that the number of new accident claims has trended slightly down, while costs have remained relatively constant.
- Commerce reported 423 injuries, which fell into four main categories, with falls accounting for 31.2 percent; “struck by” accounting for 19.1 percent; exertion, accounting for 16.6 percent; and “bitten by” accounting for 8.8 percent. It reported that it is strengthening its safety culture by conducting management evaluations of the larger bureaus’ safety programs, and risk assessments of the smaller bureaus to assist them in identifying deficiencies in their safety program management, and to encourage bureaus to involve their leadership in their safety program implementation.

- Interior reported that it is developing an inspection and abatement module, designed to provide a method of reporting and tracking safety findings, creating and recording annual inspection plans, and creating compliance and other reports within all its facilities.

Most of the smaller independent agencies reported analyzing their OSH-related reports and data. The majority of these agencies had low total and lost-time case rates and tended to focus on specific types of incidents or injuries. For example:

- The Harry S. Truman Scholarship Foundation reported no injuries, no “near misses,” and no accidents in the workplace. It stated that its staff has embarked on a program to increase the health and fitness of each employee, and will continue to discuss OSH issues and focus on preventative measures in the workplace.
- According to the National Archives and Record Administration, it currently tracks injuries and illnesses manually. It indicated that it’s planning to refine or modify existing forms such that all needed data fields (including near misses and corrective actions) can be added to a single form for future computerization and data mining to capture more information about serious accidents and encourage more in depth accident investigation and corrective actions.
- The National Science Foundation reported that it has made progress in developing trends, improving logs, and establishing a dashboard for inspections, assessments, findings, and treatments. The agency is carrying this over into FY 2013 as a goal to further improve the protection portfolio and metrics, and lagging and leading indicators.
- The National Transportation Safety Board indicated that it has an active, written process designed to seek and identify those hazards or hazardous conditions present in the workplace that may potentially harm/injure employees, damage/destroy equipment, or otherwise disrupt/halt operations, and mitigate the associated risks to an acceptable level to ensure the agency can complete its mission.
- The Committee for Purchase from People Who are Blind or Severely Disabled indicated that any noted unsafe building-related conditions are reported and logged into the building manager’s tracking system.
- The Railroad Retirement Board continued to control trends and lost-time accidents by reviewing all reported accidents quarterly through its safety and health committee. It indicated that there were no particular areas with high case rates this fiscal year.
- While nearly all the agency’s OSH records are maintained in an electronic format, the United States Chemical Safety and Hazard Investigation Board reported that it needs to file and organize them inside a relational database for easy access and retrieval.

Overall, federal departments and agencies with higher rates of injuries and illnesses reported greater emphasis on data analysis, integrating OSH-related considerations into all aspects of agency operations, and tracking near misses. Yet even agencies that reported few or no work-related injuries and illnesses continued to track OSH-related reports and information to help ensure safer and more healthful workplaces.

With regard to reporting strategies to control illness and injury trends, only two of the eleven agencies that had a LTCR above the federal government’s rate (see [Table 1](#), page 14) - the Armed Forces Retirement Home Board, and the National Endowment for the Arts - did not

report specific strategies to control such trends. Although the Department of Veterans Affairs reported specific strategies implemented by the Veterans Health Administration, it did not report on its other two subagencies. The remaining agencies reported using tracking systems, training, and increasing labor/management participation in OSH processes as the main strategies for controlling illness and injury trends. With respect to causal factors and controlling trends per POWER Goal 3:

- Homeland Security reported that a significant number of the Department's incidents occur during law enforcement physical techniques training. It stated that it is addressing the issue by expanding its emphasis from the classic areas of accident prevention, such as training, inspection, job hazard analysis, and hazard reporting, to new areas of emphasis, including the "value of safety"; identifying and tracking leading indicators; and implementing fatigue management, and physical techniques training and exercise physiology programs.
- Interior reported that 51 percent of all injury and illness cases were related to slips, trips, and falls; and materials handling. It reported that it uses the Safety Management Information System to identify facilities with high injury and illness rates. The agency indicated that in FY 2013, the system will be adding an exposure assessment module that will categorize all tasks, associated risks, and occupational exposures at a given Interior site/facility. The agency also stated that in early FY 2014 it will complete and deploy an inspection and abatement module, intended to provide a method of reporting and tracking safety findings, creating and recording annual inspection plans, and creating compliance and other reports.
- Justice reported that slips, trips, and falls; and sprains and strains account for the majority of employee injuries, and that these are attributable to "uncontrollable work environments," such as those found in its bureaus and subagencies; followed by sprains and strains attributable to fitness-related activities. For example, the Department stated that employees of the Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF) incur injuries from falls and exertions while lifting during combat training or running after suspected criminals. Similarly, Bureau of Prisons' (BOP's) employees experience slips, trips, and falls while breaking up inmate fights; inmates taking physical action against guards; and guards running to handle an inmate altercation. Employees of the United States Marshal Service (USMS) experience sprains and strains while making arrests, serving warrants, or working in cellblocks or courtrooms. To rectify these occurrences, the DOJ reported that it is centralizing the workers' compensation reporting system in the BOP, addressing injury issues with ATF upper management, reviewing the USMS's fitness program, and implementing quarterly onsite claim file reviews of bureaus and subagencies.
- Veterans Affairs provided reports for its three subagencies. It indicated that nearly 50 percent of the Veterans Health Administration injuries are attributable to slips, trips, and falls; with another 25 percent attributable to back sprains and strains. It further suggested that improvement in the Administration's reporting and classification processes, and quarterly reporting to senior level management on the status of illnesses and injuries will have positive outcomes. Without identifying specifics, the Department indicated that a contract service would analyze the National Cemetery Administration's lost-time injury

and illness data; and that the Veterans Benefits Administration will continue to improve the reporting of lost-time and illness data.

- The International Boundary and Water Commission reported that a motor vehicle accident contributed to the lost production day rate in calendar year 2012. It stated that its employees will continue to receive training in the “cushion of safety concept,” which stresses both the driver’s awareness of his or her own actions and anticipation of other drivers’ actions. According to the official police report, the other driver caused the motor vehicle accident that contributed to the Commission’s lost production days.
- The National Archives and Record Administration reported that material handling of records/boxes, involving lifting and the use of ladders, at its Record Centers is a prime source of injuries. The agency reported that since 2002, it has developed an agency-wide OSH committee, with active management and labor participation. It stated that the agency has improved its recordkeeping process so as to better characterize the type of incidents associated with a specific location and/or activity; has developed standard operating procedures to use, inspect, and maintain ladders; has provided new and improved lifting techniques and guidelines; has created an intramural ladder workgroup; and has included OSH performance as a critical element in all supervisors’ performance appraisals.
- The Presidio Trust reported that it reviews injury and illness data, including lost-time data, on a monthly basis. It indicated that if it identifies a trend for a particular type of injury, it focuses on that topic in the biweekly tailgate safety meeting, or through additional safety training. In addition, supervisors must review employee accident reports, and institute changes to prevent recurrence.
- The Smithsonian Institute reported that most of its lost-time injuries were muscle strains or traumatic injuries associated with slips, trips, and falls; materials handling; ergonomic issues; struck by/against; and punctures, cuts, and bites. The Institute indicated that training, enforcing “best work practices,” and encouraging employee participation in its SHMS are its main strategies to control trends.
- The USDA reported that for all types of illness and injury cases, it will increase emphasis on training, workplace evaluations, data and trend analysis, and general safety awareness through committees and employee involvement to help lower future rates.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

Federal agencies reported involvement in a variety of inspection activities, including internal and external inspections; and various responses to the inspection process, including immediate correction, working with GSA and other entities for hazard abatement, negotiation with OSHA, and updating policy and procedural guidance. Some agencies, including DHHS, DOJ, and ITC indicated that they encourage employee and contractor participation in the inspection process. Thirty-one agencies either indicated that this item was “not applicable” to their situations, or did not report on it. Examples of agencies’ responses to the inspection process include:

- According to the USDA, its subagencies’ response to Notices is dependent upon specific conditions present at the site of each inspection, and is limited. The USDA indicated that it elects on-the-spot correction whenever possible; and that holding informal conferences

with OSHA helps to speedily correct identified hazards. In addition, USDA reported that it encourages private industry worksites to comply fully and effectively with OSHA regulations.

- The Air Force indicated that all hazards/deficiencies identified during OSHA inspections are assigned a risk assessment code based on the severity and probability of an adverse occurrence caused by the hazard/deficiency, and that they are evaluated for appropriate corrective action. It stated that, whether internally inspected or by OSHA, units submit corrective actions taken, and safety personnel track and monitor the status of all open findings until closed.
- Energy reported that its headquarters and several of its subagencies conducted announced and unannounced self-inspections for FY 2012, that its subagencies track hazard abatement, and that it has developed methods to incorporate inspection findings into its departmental “lessons learned” system.
- Health and Human Services indicated that it conducts annual workplace inspections of every work space within its establishments, accomplished by either internal staff or by contracted personnel, and that any hazards are immediately corrected.
- Homeland Security reported that it either corrects deficiencies on-the-spot, or through the GSA, or negotiates the correction with OSHA.
- Interior indicated that it is developing an Inspection and Abatement System as a method of reporting and tracking hazard findings, creating and recording annual inspection plans, and creating compliance and other reports for its facilities.
- DOL indicated that it has incorporated its inspection process into its management series of departmental regulations, which requires the prompt abatement of unsafe and unhealthful conditions.
- The Navy indicated a robust response to the inspection process, including reinvigorating its oversight and notification procedures, bolstering its OSH and OSHA Headquarters collaboration, pursuing local mitigation of the toxic metal hazards across all its readiness centers, and updating its field operation manual regarding sampling and interpretation of concentrations of deposited metal particulates in non-industrial areas.
- Transportation reported that it has developed a centralized method to process OSH violations from any source.
- The Federal Energy Regulatory Agency and the Federal Maritime Commission reported that they ensure safe and healthy work environments by conducting periodic inspections of their facilities, with immediate correction.
- GSA reported that its *OSH Program Handbook* describes the process for employees to follow if they identify unsafe, unhealthful, or hazardous conditions during routine OSH surveys.
- The Millennium Challenge Corporation indicated that a workgroup composed of infrastructure and environmental specialists assessed the risk management processes associated with foreign travel and construction site visits, and developed an OSH planning template for country teams. It indicated that its new hire training reviews the risks associated with foreign travel.
- The Railroad Retirement Board indicated that it requires its OSH committee to inspect areas of the facility to ensure compliance with all safety requirements.

- The U.S. International Trade Commission indicated that it conducts joint management and labor annual safety and health inspection of its worksites.

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The legislative provisions of the Act, EO 12196, and 29 CFR §1960 that require agencies to provide safe and healthful workplaces have no geographical limits. In an effort to determine how to best assist agencies with providing safe and healthful workplaces for their overseas employees, OSHA requested that agencies provide information on whether any of their federal employees were stationed overseas, and how they ensured that those employees were provided with safe and healthful workplaces.

According to agency reports, more than 157,000 government employees worked outside the boundaries of the United States. The departments of Defense (including the armed services, reported approximately 88,000 employees) and State (54,584 employees) reported the largest number of overseas employees.¹⁸ The DoD, its various components, and the other military departments indicated that they extend their OSH programs and coverage to include their overseas federal civilian employees. State indicated that it has a robust overseas OSH program, and includes provisions for safe and healthful living conditions for its overseas employees, as well as other federal employees stationed at embassies. Several independent agencies reported an overseas federal workforce, most of whom are covered under either DoD's or State's OSH programs.

Several agencies also reported on agency support of their stateside employees, reporting a range of employee support activities for OSH-related activities. Some reported that employee training was largely based on job responsibilities. Some also reported making special efforts to ensure that collateral duty OSH personnel received the appropriate training. In addition, several agencies reported that employees were encouraged to seek professional OSH certification and participate in professional OSH organizations. Agencies also provided support by maintaining OSH websites, distributing OSH awards, publishing OSH newsletters, and encouraging participation in FFSHCs. Many agencies reported that they also supported employees' safety and health through encouraging healthy lifestyles by providing fitness centers; subsidizing gym memberships; sponsoring health fairs; and offering a variety of health-related services, such as health-screenings and physical examinations.

¹⁸ In addition, other agencies reported having employees assigned overseas (and respective number), in descending order of number of employees, include U.S. Agency for International Development (6,780); Departments of Health and Human Services (2,500), Homeland Security (2,100), Justice (1,037), Commerce (~900), Agriculture (458), and Interior (~380); the Broadcasting Board of Governors (~300); the National Aeronautics and Space Administration (284); the Peace Corps (200); and the Environmental Protection Agency (158). Other agencies reported a scant number of employees working overseas, including the Millennium Challenge Corporation (37), and the Department of Energy (undisclosed number); with the Department of Labor, Consumer Product Safety Commission, General Services Administration, National Science Foundation, Nuclear Regulatory Commission, Overseas Private Investment Corporation, the Smithsonian Institution, and Social Security Administration reporting under 10 employees each, respectively. Some agencies provided information regarding their overseas OSH programs, but omitted the exact number of employees stationed overseas due to security concerns.

WHISTLEBLOWER PROTECTION PROGRAMS

29 CFR §1960, Subpart G requires federal agencies to ensure that employees are not subjected to reprisal or other forms of restraint for filing a report of unsafe or unhealthy working conditions. In an effort to assess agencies' whistleblower protection programs, OSHA requested that agencies provide information on any federal employee allegations of reprisal, and the actions taken in response to the allegations. Most agencies indicated awareness of provisions of the *Whistleblower Protection Act*, Title 5, U.S.C. § 2302(c), and reported having functional protection programs. Most agency reports were not specific to occupational safety and health issues. Examples of federal agency programs include:

- The departments of Defense, Air Force, Army, and Navy indicated that their employees are empowered to identify and report hazardous conditions that place personnel or property at risk, and have the opportunity, through the agency's hazard reporting program, to participate in safety and health programs without fear of coercion, discrimination, or reprisal. Each indicated that their respective service refers all allegations of whistleblower reprisal against civilian employees to the DoD Inspector General, or to the Office of Special Counsel. In addition, the Navy indicated other efforts to provide whistleblower protections, including the Navy Medicine Hotline Program, which provides an alternative to the chain of command when a complainant believes the chain has been unresponsive or reasonably fears reprisal; and the Navy Education and Training Command Whistleblower Protection Program, which posts hotline contact information on the website and on posters throughout these training command facilities.
- The Department of Health and Human Services stated that it is currently in the process of establishing procedures to define its program, and requires bi-annual completion of the Notification and Federal Employee Anti-discrimination and Retaliation Act of 2002 training.
- The Department of Labor indicated that it has incorporated general provisions of whistleblower protection into its management series, and specific guidelines in its *Policy and Procedures for Preventing and Eliminating Harassing Conduct in the Workplace*. The agency indicated that approximately 2,067 employees completed *No Fear Act* training; a Departmental training subcommittee is working on training to provide supervisors, managers, and union stewards with additional information, including employee rights and employer responsibilities; and the OSHA Training Institute is revising its collateral duty safety officer training course for other federal agencies.
- The Presidio Trust indicated that this issue has not been raised at the agency, and that no employee has ever reported the occurrence of reprisal to the agency head.
- The United States Commission of Fine Arts indicated this item as "not relevant."
- The Vietnam Education Foundation indicated that it does not have a whistleblower protection program, has no experience with allegations of reprisal, and will contact GSA for legal counsel, as needed.

According to agency reports, during FY 2012 the departments of Defense and State, the Equal Employment Opportunity Commission, the Smithsonian Institute, and the Veterans Health Administration processed one allegation report of reprisal each, respectively. State indicated that its case remains under investigation. According to their reports, the Armed Forces Retirement

Board and the Export-Import Bank do not have whistleblower protection programs. The Inter-American Foundation indicated that, although it does not have a whistleblower protection program, it will develop one in FY 2013.

SPECIFIC AGENCY REPORTING REQUIREMENTS

29 CFR 1960, Subpart E requires GSA and NIOSH to assist federal agencies with specific activities affecting federal employee safety and health. This year, OSHA requested that GSA and NIOSH provide reports on these activities. Specifically, OSHA asked GSA to address its programs for ensuring that federal facilities are designed, operated, and maintained in accordance with safety and health requirements and best practices; how the agency ensures that the 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 any system for providing material safety data sheets. OSHA asked NIOSH to address its health hazard evaluation¹⁹ program.

GENERAL SERVICES ADMINISTRATION

GSA reported on its activities as they relate to Facilities and Operations, and Products and Services. According to its report, it provides services as follows:

FACILITIES AND OPERATIONS – ACQUISITION

According to GSA, the agency provides both government-owned and commercially leased facilities to federal tenants. It stated that safety and health requirements for GSA-designed and -constructed facilities are included in its *P100 Facilities Standards for the Public Buildings Service* document, with similar requirements for leased facilities found in its *Request for Leasing Proposal*, and lease contract forms. Both sets of requirements are continually updated. The agency also stated that it is developing a formal process to ensure safety and health is included in each project, i.e. a "plan approval process."

FACILITIES AND OPERATIONS – OPERATIONS AND MAINTENANCE

GSA reported that most activities in this area are conducted through contract services. It indicated that its operations, maintenance and custodial specifications include safety and health clauses. It indicated that it is working to improve verification through a consolidated environmental, health, safety, and fire facility survey process.

¹⁹ A health hazard evaluation (HHE) is a study of a workplace to learn whether workers are exposed to hazardous materials or harmful conditions. On the basis of the information provided, NIOSH responds to a HHE request in one of the following ways: respond in writing with helpful information or a referral to a more appropriate agency; call to discuss the problems and how they might be solved; visit the workplace. During a visit, they will meet with the employer and employee representatives to discuss the issues and tour the workplace. During one or more visits they may review records about exposure and health, interview or survey employees, measure exposures, and perform medical testing. At the end of this evaluation, NIOSH will provide a written report to the employer and employee representatives. Depending on the type of evaluation, the final report may require a development time of a few months to a few years.

PRODUCTS AND SERVICES

According to GSA, it offers products and services to federal and some state and local customers through its Federal Acquisition Service. Products are available through both the stocked Global Supply program, and through its open purchase schedules program; services are also available through its schedules program. It stated that it assures that all products meet applicable government and non-government standards; that contractors are required to meet applicable safety and health standards; and that the agency expects its vendors to be knowledgeable of, and adhere to, commercial practices, including standards, processes, labeling, testing, training, recalling, transportation, and handling. GSA indicated that federal agencies using schedules are responsible for determining their own equipment needs, with assistance provided through the Federal Acquisition Service. It indicated that its system provides for consumer product safety recall in its product line. Lastly, it indicated that hazard information on its product lines can be obtained online at the Defense Logistics Agency's Hazardous Material Information Resource Center.

NATIONAL INSTITUTE OF OCCUPATIONAL SAFETY AND HEALTH

NIOSH reported that in FY 2012 it received a total of 23 requests from federal agencies for health hazard evaluations, and conducted 5 field investigations and 18 record reviews/teleconference consultations.



**AGENCY
ABSTRACTS**

DEPARTMENT OF AGRICULTURE

STATISTICS

The Department of Agriculture's (USDA's) employment rolls *decreased* by 4,855 to 90,638 in FY 2012. Its total injury and illness cases *decreased* by 189 to 4,320; and its TCR *increased* from 4.72 to 4.77 (0.1.1%). The USDA's lost-time cases *increased* by 236 to 1,813; and its LTCR *increased* from 1.65 to 2.0 (0.21.2%).

The USDA's workers' compensation costs *increased* by 1.7% to \$73,874,998 during the chargeback year.

FATALITIES AND CATASTROPHIC EVENTS

The USDA reported that the U.S. Forest Service recorded three fatalities in FY 2012. The work-related death occurred when a falling tree struck and killed a wildland firefighter. The two additional deaths were not work-related.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER FEDERAL GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

The USDA reported that its facilities and locations are covered by various plans, including OEPs, business continuity, and continuity of operations plans. Its OEPs contain provisions for building evacuation and SIP during emergencies; and covers such scenarios as: civil disobedience, disturbance, or disorder; computer or cyber security incident; elevator malfunction or entrapment; explosion or fire; hazardous material incident – chemical, biological, or radiological; hostage situation; medical emergency; missing child alert; earthquake; severe weather – thunderstorm, tornado, flood, hurricane, tsunami, or winter storm; electrical power disruption; suspicious package or object; bomb threat; workplace violence; and suspicious or unlawful activity.

The USDA reported lessons learned from 2012 disasters, noting that its National Capital Region offices were not prepared for the earthquake that occurred, and that OEPs were not in place. However, it reported that since the event, its COOP plans have been updated, and emergency preparedness meetings have been held for employees to learn SIP protocols, as well as when to evacuate; and that it is implementing an employee emergency notification system, to provide emergency notification and instructional information coverage to over 15,000 USDA employees in the national offices.

MOTOR VEHICLE SAFETY

According to USDA, its federal employees were involved in 147 motor vehicle incidents, an *increase* from the 133 reported in FY 2011. It reported that total workers' compensation costs due to injuries from these incidents were \$342,564 for FY 2012 (a *decrease* from \$484,768 in FY 2011). The Department reported that seatbelt use has long been a requirement for employees driving or riding in both government and privately-owned vehicles on government business. While the driver is primarily responsible for ensuring that all occupants wear seatbelts, all employees share this requirement as a personal responsibility. It also reported that its departmental regulations, supporting EO 13513, ban the use of texting devices while driving. In addition, the Department stated that most subagencies have published directives to supplement the USDA directives on distracted driving and seatbelt use.

According to the USDA, it provides mandatory defensive driving courses through the on-line AgLearn system and the National Safety Council (NSC); and its non-fleet training is specific to the location and the types of non-fleet equipment, such as all-terrain vehicles and farm equipment, being used.

TELEWORK ENHANCEMENT

The USDA reported that the authority, policy, and responsibilities for managing the telework program are set in Departmental and sub-agency regulations and policy.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

According to USDA, its national office personnel participate in the Metropolitan Washington Federal Safety and Health Council on a regular basis, while other safety, health, and environmental professionals are encouraged to participate in local FFSHC activities. It also indicated that many USDA safety professionals and collateral duty safety officers (CDSO)/personnel participate in FFSHC meetings throughout the country, including holding office and hosting meetings.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

According to USDA, during FY 2012, OSHA inspected five of its subagencies. These included the Food Safety Inspection Service (FSIS), Agricultural Marketing Service (AMS), Grain Inspection, Packers and Stockyards Administration (GIPSA), Agricultural Research Service (ARS), and the Forest Service. The FSIS was issued Notices regarding recordkeeping, hazard communications, and its hearing conservation program. The GIPSA was issued one Notice, classified as *serious*, regarding a violation of 29 CFR 1960.8 – considered the “general duty clause” for federal agencies. Although Notices were not issued to either the AMS or the ARS, the Department indicated that OSHA inspectors raised concerns regarding deficiencies to the AMS's lock out/tag out procedures, and ARS's fire preparedness, and that no Notices were issued to the Forest Service.

According to USDA, its agencies' response to the Notices issued is dependent upon specific conditions present at the site of each inspection, and is limited. The USDA indicated that it elects on-the-spot correction, whenever possible; and that holding informal conferences with OSHA helps to speedily correct identified hazards. It indicated that Notices regarding written programs, such as emergency action plans, hazard communication programs, energy control procedures, are amenable to coverage under memoranda of understanding. Training deficiencies are addressed on a situational basis at the specific worksites, and safety training programs are updated and improve agency-wide programs. Other safety violations are addressed globally, through amending service contracts, and/or training provided to supervisors in a mandatory computer-based course on hazard recognition and reporting, and recordkeeping, and through training provided personnel on lock out/tag out, and fall protection. In addition, USDA reported that it encourages private industry worksites to comply fully and effectively with OSHA regulations.

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The USDA reported that it had approximately 458 employees deployed overseas, the majority of whom fell under State and embassy safety programs. It indicated that employees are routinely provided with health assessments and exams prior to deployment, and have access to internet-based safety training through the USDA AgLearn system, and other agency specific websites.

WHISTLEBLOWER PROTECTION PROGRAM

The USDA reported that aspects of its Whistleblower Protection Program are captured in Departmental regulations. It stated that no investigations or findings of reprisal were reported for FY 2012.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

The USDA provided a "2" rating²⁰ for the overall assessment of its SHMS. With regard to assessing specific components of the overall system, the Department rated:

- Three of four Operational Component attributes as "2," with the exception of the *presence of work rules and practices* attribute, which it assigned a "3" rating²¹.
- Six of eight Managerial Component attributes as "2," with the exception of *specific assignment of OSH tasks*, and *promotion of OSH through organizational policies* attributes, which it rated as "3."
- All five of the Cultural Component attributes as "2."

SUMMARY OF SELF-EVALUATION

The USDA substantiated its SHMS's ratings by stating that workplace inspections are performed regularly in most facilities. However, due to the extremely large inventory of facilities and work

²⁰ A "2" rating indicates that portions or aspects of the system are largely in place, but the system still needs minor improvements.

²¹ A "3" rating indicates that the attribute is model, and completely in place.

areas in an agency, such as the Forest Service, and given a limited number of qualified inspectors, the highest risk areas are given priority. Also, since a significant amount of work takes place in private facilities, the Department reported that it must rely on responsible industry personnel to maintain equipment, working conditions, and control hazards. In these cases, according to the Department, supervisors work with industry personnel; and if hazardous conditions exist, its employees may be removed from such areas until corrective action is undertaken. It also indicated that Departmental written OSH policy, and programs and procedures are in place.

GOALS

Besides continuing to strive to meet POWER goals, USDA reported that it will:

- Increase OSH outreach by filing OSH vacancies;
- Update its SHMS program policies, regulations and manuals;
- Fund and implement its Department-wide Safety and Health Information Portal System and workers' compensation data management systems;
- Assess and develop methods for improving safety and health training of employees, including supervisors, CDSOs, and new employees;
- Increase safety and industrial hygiene inspections at high priority establishments; and
- Conduct safety and health evaluations and self-assessments.

DEPARTMENT OF THE AIR FORCE

STATISTICS

The Department of Air Force's employment rolls *decreased* by 1,350 to 174,842 in FY 2012. Its total injury and illness cases *decreased* by 448 to 3,563; and its TCR *decreased* from 2.28 to 2.04 (0.10.5%). Its lost-time cases *decreased* by 158 to 2,145; and its LTCR *decreased* from 1.31 to 1.23 (06.9%).

The Air Force's workers' compensation costs *decreased* by 1.7% to \$133,304,828 during the CBY.

FATALITIES AND CATASTROPHIC EVENTS

According to the Air Force, there were no civilian fatalities during FY 2012.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER FEDERAL GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

According to the Air Force, it has established health protection standards for key and other personnel at all levels, and has incorporated disease containment guidelines into its unit level COOP plans. It stated that these plans include force protection; emergency management; combating weapons of mass destruction, counter-nuclear, -biological, -chemical, and -radiological; antiterrorism; medical force health protection; critical infrastructure program; cyber security; facilities; and communication and computer design standards. It indicated that, locally, OSH requirements are not waived during COOP events, and that applicable OSHA, Departmental, Nuclear Regulatory Commission, and American National Standards Institute (ANSI) standards continue to apply. It stated that COOP plans and training include OSH-related information for relocating personnel, stay-behind and business continuity personnel and their families. During pandemic influenza/disease outbreaks, Centers for Disease Control and Prevention (CDC), OPM, and other disease containment guidelines and practices can be implemented; such as, social distancing, cleanliness, telework, and excused absences.

The Air Force reported lessons learned from COOP activation during 2012 disasters, specifically highlighting the Academy's experience with the Waldo Canyon wildfire²². It indicated system

²² The Waldo Canyon wildfire started approximately four miles northwest of Colorado Springs, CO on June 23, 2012 and was active in the Pike National Forest and adjoining areas, covering a total of 18,247 acres. The fire caused the evacuation of over 32,000 residents of Colorado Springs, Manitou Springs, and Woodland Park, several small mountain communities along the southwestern side of U.S. Highway 24, and partial evacuation of the United States Air Force Academy. The fire destroyed approximately 346 homes and closed Highway 24, a major east-west road, in both directions. It was declared 100% contained on July 10, 2012 after no smoke plumes were visible on a small portion of the containment line on Blodgett Peak. It is the most

deficiencies in its electronic alert venues; availability of alternate Unit Control Centers, and member training; and personnel accountability, key/essential personnel assess to “closed” base facilities, and standard geographic information system products deployment issues. Other lessons included issues concerning resource management; planning for basic human needs; and conducting air sampling, and facility safety inspections.

The Air Force reported that adequately funding its COOP programs is a challenge, particularly with changes to the location or physical structure of alternate facilities, communication/cyber technical infrastructures, equipment inventories, exercises, and COOP personnel.

MOTOR VEHICLE SAFETY

The Air Force indicated that its civilian employees experienced 13 4-wheel motor vehicle incidents (a ~55% *decrease* from FY 2011) with seven resulting in reportable injury (a ~67% *decrease* over FY 2011). It indicated that in all instances, employees were wearing seatbelts.

Although it does not specifically track seatbelt use, the Air Force reported that its installations conduct periodic seatbelt checks, citing individuals for non-compliance. It provides a variety of traffic safety training courses designed to establish and reinforce a positive attitude toward driving, stressing individual responsibility and correct response to routine and emergency driving situations. In support of EO 13513, the Air Force reported that it prohibits texting while driving in its formal instructions and traffic safety training classes. It reported that none of the motor vehicle incidents for FY 2012 were attributable to distracted driving, indicating that its installations place messages on base marquees and signage addressing texting. Additionally, employees are notified through electronic media and public service announcements. Other specific training courses are provided to first-time supervisors and to its employees who ride motorcycles. It reported that it has developed a Motorcycle Unit Safety Tracking Tool, a demographic database, to track its motorcycle riders; thereby, allowing the Department to target funding for motorcycle skills, education and awareness training.

TELEWORK ENHANCEMENT

The Air Force indicated that the DoD published a new instruction on telework, implementing various provisions of the “Telework Enhancement Act of 2010,” and other applicable Public Law; and has issued a new version of the DoD Telework Agreement, which outlines the expectation that all telework ready employees will telework from their alternate worksites in the event of office closures due to severe weather or other emergency conditions. It indicated that the Air Force component implementing guidance has been drafted, and is being reviewed by its national labor unions.

The Air Force indicated that, during Hurricane Sandy, it had the opportunity to test and evaluate its telework response for national office personnel, and noted miscommunication on the treatment of telework-eligible employees. In response, it stated that the Department issued a memorandum to all major command headquarters clarifying in place telework agreements and

expensive fire in Colorado’s history with insurance claims totaling more than \$352.6 million dollars, and the most destructive, as measured by the number of homes destroyed, eclipsing the High Park Fire of 2012.

alternate worksites. It indicated that the Department continues to promote the use telework, and expand telework capability throughout the Department with minimal adverse mission impacts.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

According to the Department, Air Force Safety remains engaged through its representation by the Office of the Secretary of Defense on FFSHCs. During 2012, it indicated that the Air Force finished a year-long program to increase involvement in local FFSHCs, *increasing* installation involvement in council activities by 33 percent from FY 2011; and an additional 20-30 percent more of its installations participated in other or similar forums, such as the ASSE, state health and safety councils, and NSC meetings.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The Air Force reported that OSHA issued 137 *Notices of Unsafe and Unhealthy Working Conditions* (Notice) to 11 Air Force locations. It indicated that all hazards/deficiencies identified during OSHA inspections are assigned a risk assessment code based on the severity and probability of an adverse occurrence caused by the hazard/deficiency, and that they are evaluated for appropriate corrective action. It stated that, whether inspected by Air Force or OSHA, units submit corrective actions taken, and safety personnel track and monitor the status of all open findings until closed.

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The Air Force reported that there were 5,341 civilian employees who worked overseas during FY 2012, adding that these overseas-assigned employees typically work on DoD installations. Each DoD installation normally has a Safety Office, an OSH section within the Surgeon General's Office and a Civilian Personnel Office. These offices are responsible for advising commanders on the occupational safety and health of installation employees. The Department indicated that these employees receive the same OSH training as their state-side counterparts.

WHISTLEBLOWER PROTECTION PROGRAM

The Air Force indicated that its employees are empowered to identify and report hazardous conditions that place its personnel or property at risk, and have the opportunity, through the Air Force Hazard Reporting Program, to participate in safety and health programs without fear of coercion, discrimination, or reprisal. It stated that, per Air Force regulations and policy, the Air Force Inspector General refers all allegations of whistleblower reprisal against Air Force civilian employees to the DoD Inspector General, or to the Office of Special Counsel.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

The Air Force provided a “2” rating for the overall assessment of its SHMS. With regard to assessing specific components of the overall system, the Department rated:

- Two of the four Operational Component attributes as “2,” with the exception of *surveillance*, and *presence of work rules and practices* attributes, which it rated as “3.”
- Five of eight Managerial Component attributes as “3,” with the exception of the *action plan*, *annual SHMS review*, and *promotion of OSH through organizational policies* attributes, which it rated as “2.”
- Three of five Cultural Component attributes as “3,” with the exception of the *employee participation*, and *employee evaluation of OSH performance*, which it rated as “2.”

SUMMARY OF SELF-EVALUATION

As reported by the Air Force, the Department needs to integrate SHMS elements together to provide upper-level management with systemic information to enable continuous improvement in OSH performance. It indicated that the Air Force has a very robust and mature OSH program based on compliance with the OSH Act, EO 12196, *Occupational Safety and Health Programs for Federal Employees*, and DoD/Air Force implementing directives and instructions. The Department indicated that its well-educated, and trained cadre of OSH professionals are empowered to implement program requirements and assess program performance. It further indicated that all levels of management are held accountable for OSH performance of their respective organizations.

It reported that although OSH requirements are written to prevent workplace fatalities, these are inadequate to address those issues which cause lost-time injuries/illnesses. The Air Force reported that it is implementing a management system approach to its OSH programs to effectively engage its employees in OSH processes, including:

1. Self-Assessment – improve process by tailoring program to local installation commander needs and encourage employee involvement in the assessment process.
2. Tracking Hazard Correction – developing and deploying an enterprise-level tracking system will improve trend recognition and communication of trend information.
3. Action Plans – greater use of action plans will focus goals and objectives to provide greater guidance on desired outcomes and allow assessment of success.
4. SHMS Review – allow leadership at all levels to see overall performance of the SHMS, measure achievement of goals and objectives, and establish a baseline for the follow-on action plan.
5. Employee Participation – need to incentivize employees to participate in all OSH processes.

GOALS

According to the Department, for FY 2013 and beyond, it has set a goal of zero preventable on-duty fatal mishaps, to be accomplished by program emphasis by supervisors and commanders, improved policy from the headquarters, and emphasis on compliance and a new inspection program lead by the Air Force Inspector General. In addition, it will expand relevant media messaging to its most “at risk” employees.

DEPARTMENT OF THE ARMY

STATISTICS

The Department of Army's employment rolls *decreased* by 9,991 to 285,858 in FY 2012. Its total injury and illness cases *decreased* by 401 to 7,241; and its TCR *decreased* from 2.58 to 2.53 (1.9%). The Army's lost-time cases *decreased* by 292 to 3,674; and its LTCR *decreased* from 1.34 to 1.29 (0.3.7%).

The Army's workers' compensation costs *increased* by 0.8% to \$178,289,081 during the CBY.

FATALITIES AND CATASTROPHIC EVENTS

The Army reported two civilian fatalities for FY 2012, one each from the Army Material Command (AMC), and the Installation Management Command (IMC). In addition, AMC reported a catastrophic event that resulted in no fatalities or injuries. Details of incidents are provided below.

- According to AMC, an Army civilian at the McAlester Army Ammunition Plant was killed and three other individuals seriously injured in a railhead mishap. The civilian was operating a crane cart when a tow bar on a rail cart broke, causing it to roll into another rail vehicle, which then struck the crane cart. The employee was thrown approximately 70 feet and killed.
- The AMC reported a catastrophic event when a storage tank holding 153,000 pounds of oleum reportedly ruptured while under 'extreme' pressure. Spillage extended beyond the containment dikes and compromised an adjacent acid tank. Cumulative damage/clean-up costs exceeded \$2 million.
- According to IMC, a civilian employee was speeding in a government vehicle. The driver overcorrected on a curve, rolling the vehicle and killing the civilian passenger. IMC indicated that seatbelts were not being used at the time of the incident.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER FEDERAL GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

According to the Army, approximately 96 percent of its Commands have COOP plans. It indicated that all planning and preparatory measures, alert and notification actions, response actions, and restoration activities for all hazards, including acts of nature, natural disasters, accidents, and technological and/or attack related emergencies of its COOP program are contained in an integrated set of Army policies, plans, and procedures that support the Defense Continuity Program. It stated that most safety offices are members of COOP response teams, committees and working groups, ensuring the integration of OSH into their respective Command

COOP plans, and are involved in pre- and post-event planning for different disasters and emergencies. It indicated that telework is an integral element of COOP planning.

The Army reported general lessons learned from 2012 disasters, including various Commands testing of COOP plans during Hurricane Sandy, participating in several COOP tornado exercises, incorporating earthquake emergency procedures into multiple Command COOP planning documents, and providing formal automated external defibrillator (AED) training to Training and Doctrine Command personnel. It specifically identified the experience of the Army National Guard Bureau's integration of lessons-learned from Hurricane Irene into its COOP planning, including: training personnel on the facts and circumstances surrounding high water operations; ensuring vehicle operators comply with vehicular limitations; developing a crew-briefing checklist for operations, to include roles of drivers, hazard identification, risk mitigation, mission and contingency plans with specific emphasis on high water operations, and updating the "HURRICANE CONPLAN" to address these elements. The Army indicated that a small number of Command Safety Directors do not have a COOP plan; and that some Commands have COOP plans, but safety is not an active participant; and that these two circumstances are being corrected.

MOTOR VEHICLE SAFETY

The Army indicated that, in FY 2012, Army civilian personnel were involved in 23 recordable accidents. It indicated that a review of civilian injury claims data shows 73 approved claims for drivers, 27 for passengers, and 13 for pedestrians. As noted below, seatbelts were not always in use. The Army reported that seatbelt, and distracted driving policies are contained in multiple regulations and policy statements, and that all aspects of safe driving are addressed by Commands, and supported by Army-level campaigns and media developed and marketed by the U.S. Army Combat Readiness/Safety Center.

TELEWORK ENHANCEMENT

The Army reported that approximately 75 percent of its Commands have viable telework programs or are in the process of implementing them, and that its telework policy is embodied in policy statements, which also establish options for COOP during emergency or pandemic situations, and the Army's ability to employ and accommodate people with disabilities, including employees who have temporary or continuing health problems.

It reported that its Central Command, Southern Command and U.S. Army Africa do not participate in the telework program due to mission constraints. Of the participating Commands, the Army indicated that most use checklists, self-evaluations, and in some cases, counseling, training and visits from supervisors for personnel who are authorized to telework. The Army reported that none of its Commands indicated an impact on telework programs resulting from recent natural disasters.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

Although most its major Commands, subordinate Commands, and organizations do not participate in FFSHCs, the Army indicated that most participate in Command OSH advisory councils at least twice a year, and that it encourages its personnel to participate in other federal agency's OSH councils, and appropriate OSH professional organizations, such as ASSE, and the American Society of Safety Professionals.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The Army reported assisting OSHA Regional Offices in investigating employee allegations of unsafe work conditions, and that the Corpus Christi Army Depot, an OSHA Voluntary Protection Programs (VPP) Star Site, is currently in the OSHA appeal process.

It reported that the following Commands received OSHA Notices, and summarized the implemented abatement measures. It indicated that the U.S. Army Corps of Engineers addressed all OSHA Notices, reporting the Notices and corrective actions to the Office of the Director of Army Safety. These included:

- Tank-Automotive and Armaments Command/Life Cycle Management Command (TACOM/LCMC) - Joint Manufacturing and Technology Center (JMTC), Rock Island Arsenal, IL, received a Notice regarding potential exposure to fiberglass dust. Personal air monitoring was accomplished and control measures were implemented, including: the use of high-efficiency particulate air vacuum cleaners, requiring employees to keep exposed skin covered, and using sanders with vacuum cleaner attachments.
- JMTC, Rock Arsenal, IL, received three Notices concerning a potential explosion hazard during the machining of titanium, specifically, regarding the mounting and inspection of, and personnel training on the use of firefighting equipment. The Agency reported that all violations were corrected by implementing an accountability process, inspection tracking system, and training program, respectively.
- TACOM LCMC - Anniston Army Depot (ANAD), Anniston, AL, received two Notices regarding mold and PPE. Deficiencies were corrected immediately. A service contractor performed mold remediation, and signage requiring safety shoes was posted in the Self-Service Supply Center.
 - TACOM LCMC - Sierra Army Depot, Herlong, CA, received one Notice regarding asbestos remediation. The Agency reported revising its action plan, and standard operating procedures (SOP) for the removal of asbestos-containing, fireproof composite materials and fiber cement boards.
 - A subordinate organization of the Army Network Enterprise Technology Command (NETCOM), Fort Huachuca, AZ received two Notices regarding: "slip, trip, and fall"

hazards, and a “struck by” hazard. The Command reported that collaboration between NETCOM and post support organizations provided interim and permanent abatement.

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

In FY 2012, the Army reported that it had 20,694 civilian employees, spread over 18 Commands, working outside the continental United States. It indicated that these employees and local national employees are afforded the same OSH programs and protections as US-based employees, including training opportunities.

WHISTLEBLOWER PROTECTION PROGRAM

The Army reported that its safety policy addresses the Army’s Whistleblower Protection Programs, which are managed by the Human Resources and Equal Employment Opportunity offices, and that allegations are investigated by the Inspector General. The policy specifically requires supervisory and operating personnel who direct or affect the actions of others to protect soldiers and Army civilians who identify hazards, raise safety and health concerns, or engage in authorized safety and occupational health activities against reprisal. It indicated that none of its major commands, subordinate commands, and organizations reported reprisal incidents or investigations specifically related to complaints of unsafe or unhealthful working conditions during FY 2012 (Special Operations Command reported 18 cases, but these were verified as unrelated to safety or health issues.).

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

The Army provided a “2” rating for the overall assessment of its SHMS. With regard to assessing specific components of the overall system, the Department rated:

- All four Operational Component attributes as “2.”
- All eight Managerial Component attributes as “2.”
- All five Cultural Component attributes as “2.”

SUMMARY OF SELF-EVALUATION

The Army substantiated its SHMS’s ratings by stating that there was notable improvement in updating Army Headquarters safety regulations to reflect current Department guidance. It indicated that the Department’s Audit Program assesses, every three years, each Army Headquarters for overall effectiveness of management controls for integrating the Army Safety Program into business processes and mission execution. For FY 2012, the Army stated that it completed eight audits, and analyzed the findings, identifying best practices and trends, using new audit assessment criteria. It also identified several areas needing improvement, stating that program elements demonstrating the greatest weaknesses were in the areas of industrial operations safety, force mobilization, and workplace inspections. It further stated that,

- Commands have not taken the necessary measures to develop supervisor responsibilities as part of their overall safety program in SOP development and use in the area of industrial operational safety.

- Organization safety regulations lacked force mobilization policy and procedures to ensure personnel deploying and redeploying go through adequate training and medical screening.
- A procedure to assist command leaders to implement Individual Risk Assessments for deploying/redeploying individuals is an area needing emphasis. The Organizational Inspection Program failed to evaluate all subordinate commands, or failed to audit all elements of the Army Safety Program.

GOALS

The Army stated that its Secretary and Chief of Staff established six OSH objectives for FY 2013. Objective Five specifically addresses Department of Army civilian injury and illness reporting:

Supervisors must promptly report all workplace injuries and illnesses to their ICPA using the Electronic Data Interchange system. This system may provide notification to safety and occupational health staffs to facilitate investigation and reporting of recordable mishaps to the U.S. Army Combat Readiness/Safety Center.

The Army reported that its Secretary prioritized efforts for Army leaders as:

- Ensure Federal Employees' Compensation Act working groups develop and monitor actions to improve by reviewing injuries and illnesses, determining effective prevention and return-to-work strategies, improving case management, and investigating and acting upon fraudulent claims.
- Leverage the DoD Pipeline Program as a return-to-work strategy to help injured workers return as productive members of the Army team and save resources through future cost avoidance.

DEPARTMENT OF COMMERCE

STATISTICS

The Department of Commerce's (Commerce's) employment rolls *decreased* by 2,007 to 44,938 in FY 2012. Its total injury and illness cases *decreased* by 180 to 466; and its TCR *decreased* from 1.38 to 1.04 (24.6%). Commerce's lost-time cases *decreased* by 44 to 252; and its LTCR *decreased* from 0.63 to 0.56 (11.1%).

The Department's workers' compensation costs *decreased* by 28.6% to \$19,166,477 during the CBY.

FATALITIES AND CATASTROPHIC EVENTS

According to Commerce, there were no civilian fatalities or catastrophes during FY 2012.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER FEDERAL GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

Commerce reported that it incorporates employee OSH into its COOP, OEP, SIP and other emergency planning documents, including preparations for natural disasters, such as pandemic influenza and earthquake, and requires its bureaus and organizations to have OEPs, and hold annual evacuation and SIP drills.

The Department reported lessons learned from COOP activation during recent natural disasters, specifically highlighting:

- The August 2011 Virginia earthquake caused a disruption in communications at its National Capital Region (NCR) headquarters. Commerce stated that during this communication outage, its human resources and safety functions successfully devolved to alternate sites.
- The June 2012 Colorado wildfires prompted mandatory evacuations, including National Institute of Standards and Technology, National Oceanic and Atmospheric Administration (NOAA), and National Telecommunications and Information Administration (NTIA) employees working at the Boulder campus. Commerce stated that its OSH Office contacted the bureau safety managers and distributed hourly updates to management.

The Department indicated that anticipating very rare events, such as the above mentioned earthquake, is an ongoing challenge that must be based on risk assumptions, and worst case evaluation and management.

MOTOR VEHICLE SAFETY

Commerce reported that it actively promotes the use of seatbelts by its employees, and the prohibition against texting while driving. It further indicated that, in August 2011, it completed a revision to the Department's "Injury, Illness, Accident, and Fatality Investigation and Reporting" Order, to include standardized guidelines for reporting motor vehicle accidents which resulted in the bureaus reporting all incidents, even minor and near misses. The Department indicated that, in FY 2012, its personnel were involved in 128 incidents, 18 of which resulted in personal injury. It indicated that the Department's General Litigation Division, Office of General Counsel, investigates and conducts adjudication and processing of all motor vehicle *Federal Tort Claims Act* claims, reporting that it paid 34 claims, totaling \$107,833.11, a 4.6 percent increase from the 31 paid in FY 2011.

TELEWORK ENHANCEMENT

Commerce reported that its telework policy provides guidance for designing, developing, and implementing telework programs at all levels. It indicated that some bureaus have supplemented this policy with requirements specific to their mission and operations.

The Department indicated that, because of a communications disruption caused by the August 2011 earthquake, it had the opportunity to test and evaluate its telework response within the national region. The Department's telework policy allowed employees to work at home during this brief period without interrupting its mission.

29 CFR 1960 REQUIREMENTS**FIELD FEDERAL SAFETY AND HEALTH COUNCILS**

Commerce reported that it actively encourages its employees to participate in local FFSHCs, bureau field offices OSH meetings, and membership/attendance of professional organizations, such as ASSE, the AIHA, and the NSC. It indicated that its various bureaus participate in the Department's semiannual OSH Council and the monthly Safety Managers' Workgroup meetings.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

Commerce reported that OSHA inspected six establishments of the NOAA National Marine and Fisheries Service, and that all hazards were corrected.

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The Department indicated that it had over 900 employees working at overseas sites, including posts in American Samoa, Guam, the Northern Mariana Islands, and Puerto Rico; and additional personnel on temporary duty assignments in high threat areas, such as South America, the Middle East, and Eastern Europe, require security briefings and training. It indicated that the State Department provides safety and health support, training, and resources. Personnel receive training, using a variety of venues, including computer-based training, e-newsletters, and central safety pages, on multiple issues, including worldwide motor vehicle safety, initial and job specific training, and State Department country entrance requirements.

WHISTLEBLOWER PROTECTION PROGRAM

Commerce indicated that its program is overseen by its Office of Inspector General, which has been certified by the OSC for conducting training and promoting awareness of provisions of the Whistleblower Protection Act, Title 5, U.S.C. § 2302(c).

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

The Department did not provide an overall assessment rating of its SHMS. However, with regard to assessing specific components of the overall system, the Department rated:

- Three of four Operational Component attributes as “2,” with the exception of the *tracking hazard correction* attribute, which it rated as “3.”
- Four of eight Managerial Component attributes as “3,” with the exception of *specific assignment of OSH tasks, knowledge, skills and information*, and *new employee orientation*, which it rated as “2,” and *supervisory training*, which it assigned a “1” rating for each attribute, respectively. A rating of a “1” indicates that some portion or aspect is present but major improvement is needed.
- All five of the Cultural Component attributes as “3.”

SUMMARY OF SELF-EVALUATION

Commerce substantiates its attribute ratings by stating that Department-level activities are strengthening its safety culture, including:

- Holding monthly safety workgroup meetings of the bureau safety managers/coordinators, where OSH personnel receive timely, camera-ready, safety information that can be used to inform and train employees, and enhance the culture of their bureau’s safety program.
- Encouraging safety managers/coordinators to engage their management and employees to promote a safety culture within their bureaus.
- Conducting management evaluations of larger bureaus’ SHMS, and risk assessments of the smaller bureaus, to assist in identifying deficiencies in safety program management, and to encourage bureaus to involve leadership in SHMS implementation.

Specifically focusing on the SHMS attribute of *supervisory training*, the Department reported that it is in the process of re-designing its supervisor training program to include a safety component. It indicated that bureaus are responsible for orientation and training of new supervisors that are assigned or assume new duties with new or additional risks.

GOALS

According to the Department, its significant goals for FY 2013 will focus on investigating ways to enhance the safety, health, and wellness culture throughout the Department, including evaluating work-related injury reporting mechanisms, such as E-COMP. It reported that the Human Resources Office of Occupational Safety and Health will assess the effectiveness of efforts in assisting the bureaus with strengthening their safety culture.

DEPARTMENT OF DEFENSE²³

STATISTICS

The Department of Defense's (DoD's) employment rolls *decreased* by 14,448 to 766,327 in FY 2012. Its total injury and illness cases *decreased* by 1,655 to 17,400; and its TCR *decreased* from 2.44 to 2.27 (7.0%). The DoD's lost-time cases *decreased* by 899 to 9,453; and its LTCR *decreased* from 1.33 to 1.23 (7.5%).

The DoD's workers' compensation costs *increased* by 6.8% to \$69,787,884 during the CBY.

FATALITIES AND CATASTROPHIC EVENTS

According to the DoD, its Components reported four civilian employee work-related fatalities during FY 2012: two Army, one Defense Contracting Audit Agency, and one Army Air Force Exchange Service. The fatalities included a fall in a shower, two motor vehicle accidents, and a railhead mishap. In addition, the Army Material Command reported an acid storage tank rupture. Although the incident had no injuries, it did require more than \$2 million for environmental clean-up.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER FEDERAL GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

According to DoD, its policy issuances provide its Components with responsibilities and instructions on developing, maintaining, and exercising COOP, installation emergency management, and public health emergency management plans for "... any incident, natural or manmade, that warrants action to protect the life, property, health, and safety of military members, dependents, and civilians at risk, and minimize any disruptions of installation operations." The DoD policies for COOP include safety and health procedures to protect the workforce. It indicated that its Component safety and occupational health personnel are well

²³ The DoD Report summarizes reports submitted by DoD non-combat subagencies, including: Defense Logistics Agency, Defense Commissary Agency, Defense Contract Audit Agency, Defense Contract Management Agency, Defense Finance and Accounting Service, Army and Air Force Exchange Service, Defense Information Systems Agency, Defense Intelligence Agency, Defense Media Activity, Defense Security Service, Defense Threat Reduction Agency, Department of Defense Education Activity, Missile Defense Agency, National Geospatial-Intelligence Agency, National Security Agency, Office of Inspector General, and Washington Headquarters Service. The combat commands include: U.S. Africa Command, U.S. Central Command, U.S. Northern Command, U.S. Pacific Command, U.S. Southern Command, and U.S. Strategic Command. Three combat commands (U.S. European Command, U.S. Special Operations Command, and U.S. Transportation Command) did not submit reports, and are not included in the DoD summary report. Reports for the Departments of the Army, Navy, and Air Force are separate from the consolidated DoD Report.

integrated at the installation command team level and regularly participate in COOP planning, training, exercising, and evaluation.

The Department reported that the primary lessons learned from COOP activation during 2012 disasters highlight the need for ongoing planning, training, and exercising; assignment of personnel responsibilities; communicating with and accounting for all personnel; and reinforcement of telework agreements, to include safety precautions.

MOTOR VEHICLE SAFETY

The DoD indicated that the Department has an established Traffic Safety Program, that addresses the prohibition against texting while driving and promotes the use of seatbelts. It stated that the Department has updated standardize motorcycle operator training across the DoD. Key elements include: updating initial, intermediate, and refresher operator training requirements; clarifying cost of training to DoD Components; and updating motorcycle and all-terrain vehicle operator requirements for helmets, eye protection, foot protection, and protective clothing.

The DoD reported that, although several DoD Components reported significant reductions in motor vehicle accidents from FY 2011 to FY 2012, the overall DoD total *increased* from 739 to 823 (11 percent), with the primary causes being driver negligence, lack of attention, excessive speed, and weather-related factors.

TELEWORK ENHANCEMENT

According to the DoD, it fully supports telework through its policy and component programs.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

The DoD reported that it encourages the DoD Components to participate, as formal members or attendees, in FFSHCs and other professional safety and health organizations, conferences, and workgroups to promote professional development, communications, and information sharing, and indicated that approximately 50% of its organizations reported participation in FFSHCs.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The Military Departments, Defense Logistics Agency, Defense Contracting Audit Agency, Defense Contracting Management Agency, and Defense Finance and Accounting Agency reported OSHA inspections at several installations and worksites, with approximately 200 Notices being issued. Each responded to ensure expeditious abatement of the identified hazards.

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

According to the Department, the DoD Components provided a variety of support services to ensure the safety and health of approximately 52,000 civilian employees working overseas.

WHISTLEBLOWER PROTECTION PROGRAM

According to the Department, DoD policy requires its components and their subordinate commands to provide written notification of whistleblower rights and protections pursuant to Public Law 107-174 (also known as the “No Fear Act”). The DoD Instruction 6055.1 encourages employees to report unsafe or unhealthful working conditions, and requires DoD Components to establish procedures to protect all DoD personnel from coercion, discrimination, or reprisals for participation in the OSH program. These procedures include provisions to ensure individual anonymity; prompt, impartial investigation of allegations of reprisal; and appropriate administrative action when allegations are substantiated.

The DoD reported that its components maintain effective whistleblower protection programs at all organizational levels and workplaces through publication of policies and procedures, web links to organizational websites, training for employees and supervisors, posters, anonymous hotlines and other hazard reporting mechanisms, and other fully visible means of communication.

In FY 2012, the DoD components reported only one reprisal allegation resulting from an employee reporting unsafe or unhealthy working conditions. The investigation did not substantiate the reprisal allegation.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

The DoD provided a “2” rating for the overall assessment of its SHMS. With regard to assessing specific components of the overall system, the Department rated:

- Two of four Operational Component attributes as “3,” with the exception of the *self-inspection*, and *surveillance* attributes, which it rated as “2.”
- Six of eight Managerial Component attributes as “3,” with the exception of *specific assignment of OSH tasks*, and *new employee orientation* attributes, which it rated as “3.”
- Three of five Cultural Component attributes as “2,” with the exception of *line function*, and *delegation of authority* attributes, which it rated as “3.”

SUMMARY OF SELF-EVALUATION

The DoD substantiated its SHMS’s ratings by identifying its SHMS major strengths and improvement areas, including:

Strengths:

- Senior leadership emphasis on OSH programs to protect the workforce and enhance force readiness, to include assignment of responsibilities, authority, and accountability.
- Initial and sustainment OSH training for leaders, supervisors, and employees.
- Effective communication of OSH information all concerned.
- Initiatives to implement safety and health management systems.

Improvement Areas:

- Implementation of safety and health management systems across the DoD enterprise.
- Use of safety and health action plans to guide achievement of organizational objectives.
- Lack of higher headquarters ability to centrally track hazard corrections.
- Completion of lower priority workplace hazard characterizations and mitigations.
- Full participation of employees in safety and health evaluations.

The DoD indicated that it continues to make OSH program improvements to provide safe and healthful places and conditions of employment for all employees. Worksite fatalities and injury and illness rates continued to improve. Motor vehicle incidents *increased* by 11 percent, indicating a targeted need for further investigation of causal factors and initiatives to improve driver safety.

GOALS

According to the Department, the primary DoD OSH program goal is to eliminate accidents, deaths, and occupational illnesses by applying risk management strategies toward achieving an annual goal of significant reductions in all accidents and occupational injuries and illnesses, with the ultimate goal of zero accidents, no occupational injuries and illnesses, and compliance with DoD OSH standards and policies. It reported its significant objectives for FY 2013 include:

- Improve implementation of safety and health management systems DoD-wide.
- Exceed Presidential POWER Initiative targets. Coordinate with DoD component OSH staff, human resources and workers' compensation claims management offices, and other agencies to prioritize resources and program initiatives to improve performance in the POWER Initiative goal areas.

DEPARTMENT OF EDUCATION

STATISTICS

The Department of Education's (ED's) employment rolls *increased* by 24 to 4,501 in FY 2012. Its total injury and illness cases *increased* by 7 to 30; and its TCR *increased* from 0.51 to 0.67 (31.4%). The ED's lost-time cases *decreased* by 2 to 16; and its LTCR *decreased* from 0.4 to 0.36 (10.0%).

The ED's workers' compensation costs *increased* by 13.0% to \$1,926,213 during the CBY.

FATALITIES AND CATASTROPHIC EVENTS

According to the ED, there were no civilian fatalities or catastrophic events during FY 2012.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

The ED reported that its COOP program provides guidance to employees regarding their responsibilities during an emergency, and direction to management in their response initiatives consistent with federal regulatory guidelines.

MOTOR VEHICLE SAFETY

The ED indicated that the Department has a fleet of 102 motor vehicles nationwide. It reported zero motor vehicle accidents for FY 2012. It indicated that the Department continues to improve motor vehicle safety and seatbelt usage by encouraging all drivers to wear seatbelts, and obey traffic rules and regulations while on official government business. The ED has continued to work closely with the GSA to replace vehicles in a timely manner based on mileage and auto repair history. It reported that the Department is currently working with GSA, Ford Motor Company Corporation and other federal agencies to institute qualify and implement the Federal Chauffeur's Driver Safety Program within the national region.

TELEWORK ENHANCEMENT

The ED indicated that it has a well-established telework program.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

According to the ED, its involvement in FFSHCs is a long-standing commitment, spanning three decades. The Department indicated it has provided physical facilities for hosting meetings, providing administrative services for program presentation, and personnel to assist in the

planning and facilitation of Council programs from one to two hour meetings to full day safety and health conferences. The ED stated that the current Chairperson of the Metropolitan Washington Federal Safety and Health Council is an ED employee, and has held that position for the past six years.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The ED did not report on this item.

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The ED reported that it does not have employees working in overseas assignments.

WHISTLEBLOWER PROTECTION PROGRAM

The ED did not report on this item.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

The ED did not report on this item.

GOALS

The ED did not identify its goals for FY 2013.

DEPARTMENT OF ENERGY

STATISTICS

The Department of Energy's (DOE's) employment rolls *decreased* by 336 to 15,809 in FY 2012. Its total injury and illness cases *decreased* by 9 to 251; and its TCR *decreased* from 1.61 to 1.59 (1.2%). DOE's lost-time cases *increased* by 16 to 92; and its LTCR *increased* from 0.47 to 0.58 (23.4%).

DOE's workers' compensation costs *increased* by 1.3% to \$9,519,730 during the CBY.

FATALITIES AND CATASTROPHIC EVENTS

DOE reported one fatality and zero catastrophic events. The Department stated that in September 2012 a Bonneville Power Administration lineman lost his footing and fell from a transmission tower during routine tower maintenance. DOE indicated that the accident investigation remains open in FY 2013.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

DOE stated that it has well-defined COOP plans that establish requirements and responsibilities to ensure that the DOE is ready to respond promptly, efficiently, and effectively to a COOP event involving facilities, activities, or operations. It indicated that all DOE program offices and field sites have COOP programs incorporating OEPs offering assistance for employees with special and medical conditions needs during evacuations; and coordination with site safety offices, incident management, and other emergency officials. DOE indicated that its program offices and field sites address pandemic situations, to include preemptive measures, such as social distancing, shutdown of non-essential operations, or the use of alternate work locations. It further indicated that its Biologic Event Monitoring Team reviews other infectious diseases that can result in a biological emergency, and provides advice and coordinates communications to more than 15,000 federal employees through DOE site medical directors and providers.

DOE reported on several lessons learned from COOP activation during 2012, highlighting the efforts of its Oak Ridge Office during an asbestos exposure event. It stated that the challenges faced during remediation efforts included: access to essential information, loss of critical facility infrastructure and systems, and effectively communicating information to employees, the public, and the media. In addition, DOE stated that the frequent travel of its employees and the hosting of international visitors during public health warnings are a challenge to its COOP plans, as well as personnel tracking, and plan maintenance.

MOTOR VEHICLE SAFETY

DOE indicated that its employees reported 47 motor vehicle accidents during FY 2012, resulting in approximately \$8,900.00 in damages. According to the Department, accident investigations resulted in positive outcomes, including vehicle safety campaigns, distracted driving seminars (scheduled for FY 2013), and employee reminders to follow EOs concerning seatbelt use, and the prohibition against distracted driving; and all traffic laws.

TELEWORK ENHANCEMENT

The DOE indicated that it has a telework policy, intended to improve the environment, to reduce energy consumption and to improve the quality of life and DOE's readiness for pandemic and other COOP events. Program guidance is contained in multiple documents, including Departmental policy statements, instructions, frequently asked question guides, and desk references. The DOE indicated that the Department evaluated its telework program during the earthquake in Virginia, the Colorado wildland fires, and tropical storm Isaac, indicating that these events did not adversely impact employee safety.

29 CFR 1960 REQUIREMENTS**FIELD FEDERAL SAFETY AND HEALTH COUNCILS**

DOE reported that it encourages its OSH professionals to attend, participate in, and hold office whenever possible in local FFSHCs. It stated that its personnel provide assistance to the councils by providing meeting room, producing newsletters, maintaining e-mail group lists, and providing information for council's website. It further indicated that a Departmental goal for FY 2013 is to establish a Certified Safety and Health Committee, with the intent that the committee will take a leadership role to encourage participation in FFSHC activities.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

DOE reported that, although it was not involved in OSHA inspections during the year, its headquarters and several of its subagencies conducted announced and unannounced self-inspections for FY 2012. It indicated that abatement of identified hazards is being tracked through the responsible subagency's OSH professionals. It indicated that it has developed methods to incorporate inspection findings into its "lessons learned" system.

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

DOE reported that it has very few civilian employees officially assigned to work outside the country. For these employees, its employing agency provides training, immunizations, annual physicals, and medical kits, with additional health and safety training available to them through the DOE Chief Medical Officer. Some support may be provided through State, as was provided to DOE employees deployed to provide assistance with the 2011 nuclear plant incident at Fukushima, Japan; they received special mission-specific guidance, and health and safety oversight.

WHISTLEBLOWER PROTECTION PROGRAM

The Department indicated that it has an effective program, specifically designed to provide whistleblower protections by prohibiting retaliation against an employee for the act of disclosing a violation of any law, rule, or regulation; gross mismanagement; a gross waste of funds; an abuse of authority; or a substantial and specific danger to public health or safety. In addition to the governing legislation, the DOE reported that it has established policy and processes to ensure employee concerns are promptly addressed. It indicated that no DOE program, site or support organizations reported information or investigations regarding employee allegations of reprisal during this reporting period.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

DOE provided a “3” rating for the overall assessment of its SHMS. With regard to assessing specific components of the overall system, the Department rated:

- All four Operational Component attributes as “3.”
- All eight Managerial Component attributes as “3,” with the exception of *supervisory training* attribute, which it rated as “2.”
- All five Cultural Component attributes as “3.”

SUMMARY OF SELF-EVALUATION

DOE substantiated its SHMS’s ratings by stating that its SHMS major strengths are in the areas of *Administration and Supervision; Planning and Evaluation; and Management and Leadership*. It stated that several attributes need improvement, including: *surveillance, tracking hazard correction, supervisory training, and employee evaluation of OSH performance*. Besides stating that it is developing action plans to address these areas, DOE identified its significant accomplishments for FY 2012, including:

- Improvement in the dissemination of complex-wide safety and health information.
- Development of a self-assessment process.
- Establishment of an ergonomics technical panel.

GOALS

The Department reported the following FY 2013 SHMS goals:

- Conduct improved safety and health training to ensure that all employees understand safety and health responsibilities, identification of hazards and the use of more effective communication tools;
- Explore the feasibility of developing a Certified Safety and Health Committee that meets OSHA requirements;
- Enhance the self-inspection and surveillance process by focusing on employee involvement, hazard control, and hazard correction; and
- Review and update Departmental policy requiring surveillance of seatbelt use.

DEPARTMENT OF HEALTH AND HUMAN SERVICES

STATISTICS

The Department of Health and Human Services's (DHHS's) employment rolls *increased* by 600 to 86,051 in FY 2012. Its total injury and illness cases *decreased* by 141 to 940; and its TCR *decreased* from 1.27 to 1.09 (14.2%). The DHHS's lost-time cases *increased* by 38 to 543; and its LTCR *increased* from 0.59 to 0.63 (6.8%).

The DHHS's workers' compensation costs *increased* by 7.3% to \$28,076,469 during the CBY.

FATALITIES AND CATASTROPHIC EVENTS

According to the DHHS, although there were no federal civilian employee fatalities to report, a Centers for Disease Control and Prevention driver had a motor vehicle accident that resulted in the death of a foreign national.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

The DHHS stated that its safety systems are integrated into its COOP plans and processes. It reported that the Department fosters a cooperative dialog between all personnel focused on or engaged in the development of OEPs, COOP plans, and emergency contingency operations at all levels. It indicated that its emergency planners share and compare plans, procedures, and policies on a regular basis, and are inclusive of other planning groups during exercises, drills, and table talks.

The Department reported that the primary lessons learned from COOP activation during 2012 disasters were in the areas of command, control and communication; employee training; and intra-agency coordination of COOP planning. The Department provided specific examples focused on its efforts subsequent to the 2011 Virginia earthquake. The DHHS indicated that several operating divisions have undertaken major efforts to ensure that their ability to communicate and make senior level decisions are preserved during such events. It explained that extensive planning has resulted in procedures for senior leaders, additional SIP training, and reinvigorated emergency protocol planning, training and exercises. Lessons learned from the earthquake included an understanding of the inherent weaknesses associated with traditional communication platforms, a general misunderstanding by occupant employee populations as to when to evacuate versus SIP, and the need to de-conflict emergency evacuation plans between neighboring buildings in the event several buildings are required to evacuate.

MOTOR VEHICLE SAFETY

The DHHS reported that it has effective, decentralized Department-wide motor vehicle safety programs that enforce seatbelt use and the prohibition against texting while driving. It reported 96 accidents that resulted in 11 injured employees and 12 injured non-federal drivers or pedestrians. In one case, a foreign national pedestrian in Haiti was struck and later died. The DHHS indicated that it has implemented several measures to mitigate motor vehicle accidents, including defensive driving courses, on-line safety training, prohibiting picking up hitchhikers, posting of safe driving posters, dashboard reminders to drive safely, and daily vehicle safety inspections.

TELEWORK ENHANCEMENT

The DHHS reported that it has an effective telework program that has allowed approximately 32% of its employees to work from a location other than their traditional duty station. It indicated that recent natural disasters did not precipitate changes to the program.

29 CFR 1960 REQUIREMENTS**FIELD FEDERAL SAFETY AND HEALTH COUNCILS**

The DHHS indicated that its safety program managers are active participants in their local area FFSHCs. It reported that the Department has hosted council meetings, and has supported the council's efforts through various safety presentations.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The DHHS indicated that it conducts annual workplace inspections of every work space within its establishments, accomplished by either internal staff or by contracted personnel. It stated that OSHA inspected several of its operating divisions, including the CDC, Indian Health Services, and the Program Support Center, and several field offices. It indicated that hazards were identified, specifically in the areas of housekeeping, hazardous noise, indoor air quality, employee training, and hazard communications, that resulted in the issuance of three Notices. It concluded by stating that the hazards were immediately corrected.

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The DHHS reported that it has nearly 2,500 employees (both American citizens and local nationals) serving around the globe, and that its employees are supported both internally and externally through services provided by State, and other mechanisms, such as an interagency agreement with Federal Occupational Health .

WHISTLEBLOWER PROTECTION PROGRAM

The Department reported that, during the 2012 reporting period, there were no records of employee allegations of reprisal concerning the reporting of unsafe or unhealthy working conditions. The DHHS stated that it is currently in the process of establishing procedures to define its program, and requires bi-annual completion of the *No FEAR Act* of 2002 training. It indicated that managers, supervisors and team leads must complete established training requirements, including an 8-hour basic employee relations course; and that employees are

introduced to the program's reporting process, including the Safety HelpDesk, during new employee orientation and are reminded that a safe work environment begins with them.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

The DHHS provided a "2" rating for the overall assessment of its SHMS. With regard to assessing specific components of the overall system, the Department rated:

- Two of four Operational Component attributes as "2," including *self-inspections*, and *tracking hazard correction*, with the exception of *surveillance*, and *presence of work rules and practices* attributes, which it rated as "3."
- Five of eight Managerial Component attributes as "2," with the exception of *specific assignment of OSH tasks*, and *knowledge, skills and information* attributes, which it rated as "3;" and *supervisory training*, which it rated as "1," for each attribute, respectively.
- Four of five Cultural Component attributes as "2," with the exception of *delegation of authority*, which it rated as "3."

SUMMARY OF SELF-EVALUATION

In support of its Departmental SHMS rating, the DHHS indicated that it has improved its ability to anticipate and detect hazards by training 40 CDSOs, and continues to work to enhance their safety knowledge, skills, and abilities; and incorporated safety and health rules and practices in workplace processes through division safety councils, marketing efforts, and social media, such as the DHHS Yammer-feed. The DHHS offered other support provided by its subagencies to substantiate the Departmental SHMS's ratings, including that:

- The National Institutes of Health developed workbooks for supervisors defining safety responsibilities.
- The Centers for Medicare and Medicaid Services completed 1,080 inspections of workspaces.
- The strengths of the Indian Health Service's safety and health programs include hazard anticipation and detection, hazard prevention and control, safety program planning and evaluation, employee safety training, and delegation of safety authorities. Areas that need improvement are placing safety officer functions organizationally near top management, supervisor's safety responsibility training, support for a safety program budget, and inclusion of employees in safety program performance evaluations.
- Overall, the Program Support Center's SHMS does well in many areas, but also needs improvement in some. One of the major strengths this system has is in its ability to observe, identify and remediate potential safety hazards before injuries take place. This is achieved through regular safety inspections of the building and grounds, as well as occupant feedback to Building Management about potential hazards.
- The U.S. Food and Drug Administration (FDA) continued to develop its occupational safety and health program, and move forward in the implementation of recommendations developed as a result of an organizational assessment of the safety and health components

conducted in FY 2010. There are still improvements that need to be realized before the FDA program can be characterized as highly effective.

- In FY 2012, the FDA hired Agency level managers in Occupational Medicine, Environmental Protection, and Biological Safety. The FDA components hired additional personnel in biosafety management and emergency response planning positions. Although other resource levels in the overall program remain steady, the commitment to replacing safety and health personnel that vacate positions is encouraging.
- Safety and health committees continued to be a major component in the on-going monitoring and development of the FDA safety and health program; and are established at all levels of the organization and provide considerable input, direction and oversight to the operation of the safety program.
- The Substance Abuse and Mental Health Services Administration (SAMHSA) conducted an employee viewpoint survey that showed that its employees are satisfied with the safety program at their workplace.
- Safety and health inspections are performed routinely by the health and safety officer, members of the Office of Economic Opportunity, the building and logistics staff and the building engineer. This includes regular inspections of AEDs, looking for and correcting trip hazards (i.e., brick pavers outside, wires, boxes/furniture blocking walkways), and inspections of our health unit and fitness center. Every identified hazard is immediately corrected or scheduled for remediation. The SAMHSA has developed and distributed written guidelines regarding emergency preparedness. Presentations were held to inform employees of our emergency plans and to distribute desk reference cards and emergency telephone cards. These are also given to new employees as part of their new employee orientation.
- Overall, the CDC reported that its greatest strength is its employees' commitment to prevention at all levels of the organization, the commitment of resources to ensure safe working conditions, and the leadership and guidance of dedicated members of safety committees and safety and occupational health professionals. CDC noted that the strengths and weaknesses of CDC's safety and health management system varies by campus/facility location. Although CDC has two OSHA VPP Star worksites, namely NIOSH-Morgantown, WV, and NIOSH-Cincinnati (North), there are minor improvements needed in several elements of the management system at the remaining seven owned-campus/facilities.
- The CDC continues to achieve significant gains in ensuring that it has effective and efficient systems for various worksite analyses with the Safety HelpDesk, accident reporting databases – including the Worker Incident Management System being phased out with the deployment of the MedGate System, revision and expansion of the Survey and Auditing Tracking System for routine workplace inspections, deployment of eRAMP for risk assessments and job hazard analyses at environmental health laboratories, and revision of their chemical handling and inventory system.

GOALS

The Department reported the following FY 2013 SHMS goals:

- Improve trend analysis reporting and tracking systems to include injury/illness cost and cause analysis;
- Improve ability to identify, schedule, track and monitor all newly assigned personnel (managers/supervisors, laboratory personnel, etc.) that may require occupational safety and health training and support;
- Develop, improve, and automate OSH training such as: manager/supervisor safety development training, hazard identification and assessment, hazard prevention and control, etc;
- Coordinate and implement ECOMP accident reporting and workers' compensation filing system; and
- 100 percent compliance with 29 CFR 1960, and applicable OSHA standards at each campus/facility.

DEPARTMENT OF HOMELAND SECURITY

STATISTICS

The Department of Homeland Security's (DHS's) employment rolls *increased* by 2,889 to 198,542 in FY 2012. Its total injury and illness cases *increased* by 67 to 11,156; and its TCR *decreased* from 5.67 to 5.62 (0.9%). The DHS's lost-time cases *increased* by 50 to 4,779; and its LTCR *decreased* from 2.42 to 2.41 (0.4%).

The DHS's workers' compensation costs *increased* by 6.9% to \$178,036,614 during the CBY.

FATALITIES AND CATASTROPHIC EVENTS

The Department indicated there were eight fatalities during FY 2012, with three being OSHA reportable. The DHS explained that two of the reportable deaths were Customs and Border Protection (CBP) employees: one died in an all-terrain vehicle rollover, and the other was struck by a car while assisting a local law enforcement traffic officer. The third, a U.S. Coast Guard (USCG) civilian employee, was murdered during a break-in while on an overnight communications watch (A USCG Petty Officer was also murdered during the crime.).

The DHS indicated that there were four additional fatalities, three attributable to underlying medical conditions. The last fatality occurred when an Immigration and Customs Enforcement (ICE) employee was shot and killed by another ICE agent after he shot his supervisor multiple times.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

The DHS indicated that preparedness and emergency response are essential missions for the Department, and OSH is an integral part of these activities. It indicated that Department and Component COOP plans include provisions for equipping employees with appropriate PPE, providing pre- and post-deployment medical surveillance, developing hazard assessments, information on the anticipated hazards to which responders are likely to be exposed, and personal emergency preparedness, with OSH personnel providing safety and health guidance and information on weather-related emergencies, earthquakes, terrorism, and other events, as well as emergency support, such as AED/Cardiopulmonary Resuscitation (CPR) programs and training.

The DHS reported Department-wide common themes from COOP activation during 2012 disasters, specifically highlighting the Virginia earthquake. It indicated that communication disruptions involving internet/intranet services, and telephone systems were self-evident, that it lacked corporate expertise in coping with such an event; and that the Department event-specific

COOP planning and training required updating. In response to the event, the DHS reported that its Components had verified that OEPs contain earthquake information, updated employee training programs, and rewrote emergency broadcasts to provide clarity. The DHS stated that its Components have taken other actions, including that:

- The United States Secret Service contacted Federal Emergency Management Agency (FEMA) personnel to conduct earthquake awareness training, and is working with building engineers to clarify roles in future emergencies;
- The CBP gave supervisors Internet access on their smartphones; and
- National area employees actively participated in the Great American Shakeout earthquake response exercise.

The Department stated that coordinating, monitoring, and moving COOP tasks forward is the prime challenge it faces. According to the Department, the scope of the challenge is reflected in the over 198,000 civilian employees distributed among eight major operational Components and numerous smaller support Components, located in every state and several foreign countries. Employees work in thousands of locations, from large campuses to single-person workplaces. Many of the smaller locations are in extremely remote areas, some in off-the-grid trailers in the desert. The Department stated that this makes distributing information, PPE, or medical countermeasures a difficult and, without considerable planning and creative solutions, time-consuming process.

MOTOR VEHICLE SAFETY

According to the Department, its employees drove over 675 million miles in FY 2012, and were involved in 2,669 motor vehicle accidents, for an accident rate of 395 accidents per 100 million miles. These miles include vehicular pursuit, off-road conditions, and driving at night or in inclement weather. The Department attributes this *increase* from FY 2011 data due to improved reporting procedures. It reported that seatbelt use is mandatory throughout the Department; and that texting and the use of electronic devices, except for agents involved in law enforcement activities, are also banned by the Department and Components.

The DHS indicated that it requires Component Safety Offices to provide defensive driver training, with many using the online NSC Defensive Driving class. It stated that many Components augment basic driver training with specialized training, such as the training provided by CBP, which includes: high center gravity vehicle - emergency driving, defensive driving annual refresher, emergency driving and vehicular pursuit policy, office of border patrol emergency driving and vehicular pursuit, high center gravity vehicle skid prevention and recovery, vehicle pursuit training, office of border patrol vehicle safety and accident prevention, and CBP vehicle safety and accident prevention.

TELEWORK ENHANCEMENT

The Department indicated no significant changes to its telework program during FY 2012. It also indicated that the Virginia earthquake did not impact the Department to the degree that significant increases in telework were required.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

According to the DHS, it encourages Departmental and Component employees to participate in FFSHCs, with Department personnel serving in leadership roles, and Component employees providing time and, in some cases, miscellaneous administrative resources.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The DHS indicated that, in FY 2012, OSHA inspected:

- Seven Transportation Security Administration (TSA) facilities; one as part of OSHA's Federal Agency Targeting Inspection Program, and six a result of employee complaints. The TSA was issued one Notice; the Component indicated that the violations were corrected.
- Two FEMA facilities; one being an unannounced visit to FEMA's Region 10 area office, and one in response to an employee complaint at the Atlanta Distribution Center. The Region 10 office inspection identified six hazards, specifically in the areas of electrical equipment, building egress and fire protection. The Center inspection identified four hazards, specifically in the areas of hazard communication and assessment, and compressed gas cylinder storage. The Components indicated that all violations were corrected, either on-the-spot, or through the GSA, or correction negotiated with OSHA.

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

Due to security restrictions, the Department could only provide general information regarding foreign deployed personnel. The Department did state, however, that there are over 2,100 employees, or slightly more than 1 percent of the DHS civilian workforce, in foreign countries. In FY 2012, the DHS reported that 432 pre-deployment personnel attended State two-day Security Overseas class, which includes OSH elements. The DHS provides other training through the classroom, on-the-job training, and the Virtual Learning Center. The Department stated that it is developing an internal course for foreign-deployed employees. It further indicated that local OSH support for deployed personnel is provided under State International Cooperative Administrative Support Services (ICASS). The exception to this protocol are the approximately 490 CBP employees assigned to passenger pre-clearance facilities, primarily in Canada and the Caribbean, who are covered by the CBP OSH program.

WHISTLEBLOWER PROTECTION PROGRAM

The Department indicated that protecting the right of employees to report OSH hazards is a core value of its OSH program. It indicated that its Components did not report or file any reprisal cases for FY 2012.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

The DHS provided a “2” rating for the overall assessment of its SHMS. With regard to assessing specific components of the overall system, the Department rated:

- Three of four Operational Component attributes as “3,” with the exception of *surveillance*, which it rated as “2.”
- Six of eight Managerial Component attributes as “2,” with the exception of the *annual SHMS review*, and *specific assignment of OSH tasks* attributes, which it rated as “3.”
- Three of five Cultural Component attributes as “3,” with the exception of *line function*, and *employee evaluation of OSH performance* attributes, which it rated as “2.”

SUMMARY OF SELF-EVALUATION

The DHS indicated that it has a strong SHMS with some areas in need of minor improvement, and that many of its Component SHMS programs evolved from legacy programs, with variable OSH resourcing and performance. It indicated that there are no Department-wide deficiencies; those areas rated as needing improvement by some Components are all being performed well by others, so many of the SHMS tools needed already exist and can be shared. The Department indicated its high performance areas as:

- Hazard anticipation and detection measures, through effective internal inspection programs and technical direction,
- Hazard prevention and control achieved through standards, regulations, rules, and work practices,
- Successful safe work practices operational at its field levels, enacted through generalized DHS OSH directives and manuals, and detailed through Component safety policies and regulations, and
- Management leadership, with extensive support provided to SHMS personnel through delegation of authority, and resources.

The DHS indicated areas of needed improvement, including: safety training for employees, especially supervisors; planning and evaluation assessments; and employee participation.

GOALS

The DHS indicated that Components have developed specific FY 2013 SHMS program goals; but indicated its primary goals for the Department SHMS are:

- Resource Preservation/ Allocation - In order to provide efficient and effective OSH programs and services, strong support from upper management as well as employees must be developed. This will be developed incrementally, through management/labor education on the value of safety and health related to the cost and resource needs for integration of OSH into facilities and operations; by providing SHMS advocacy and oversight to ensure the effective and efficient use of resources; and developing

organizational metrics and regular reporting on the resource impact of incidents/ unsafe conditions and the status of resources for the OSH programs to upper level management.

- OSH Program Consistency and Efficiency - In addition to the annual OSH evaluations performed by the Department's OSH Program, a DHS-wide policy and program review will be performed to ensure core consistency of OSH management systems across all Components.
- Develop Unique Technical Guidelines - Several DHS Components perform unique, high-hazard work for which little national technical OSH guidance available, such as law enforcement. The DHS HQ, in cooperation with the Components, will develop best technical OSH guidelines through the establishment of national Safety Technical workgroups with other federal agencies doing similar work.
- OSH Career Management: The DHS will ensure that OSH personnel are qualified and well-trained for their work and that they have continuing opportunities to learn and grow. This will be developed incrementally, through a survey of all OSH personnel to establish their levels of experience, training, and staffing within their organization; establishing staffing standards, including staffing levels and competencies, for safety and health offices and personnel, and by promoting professional certifications, memberships and career paths.

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

STATISTICS

The Department of Housing and Urban Development's (HUD's) employment rolls *decreased* by 270 to 9,498 in FY 2012. Its total injury and illness cases *increased* by 4 to 94; and its TCR *increased* from 0.92 to 0.99 (7.6%). HUD's lost-time cases *decreased* by 9 to 39; and its LTCR *decreased* from 0.49 to 0.41 (16.3%).

HUD's workers' compensation costs *decreased* by 5.9% to \$7,882,153 during the CBY.

FATALITIES AND CATASTROPHIC EVENTS

HUD reported no fatalities during FY 2012.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

HUD indicated that the Department's COOP plans cover a variety of COOP events. HUD reported that during a COOP event, the emergency relocation site occupant emergency coordinator/safety officer provides Department COOP personnel with "in-briefs," including information on facility emergency procedures, SIP, building evacuation, and area medical, lodging, and religious services; non-COOP personnel are provided instructions on departure procedures and advised when it is safe to return to the workplace. The Department indicated that it routinely performs physical security and safety assessments on COOP facilities.

MOTOR VEHICLE SAFETY

In FY 2012, HUD reported that its employees did not experience any motor vehicle accidents while on official government business. It indicated that the Department has a strong policy requiring seatbelt use, and prohibiting texting while driving.

TELEWORK ENHANCEMENT

HUD indicated that it has an effective telework program meeting all legislative mandates enlivened by programmatic and policy supports and structures. It indicated that FY 2011-2012 natural disasters did not adversely impact its telework program.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

HUD reported no involvement in FFSHC activities, but stated that the Department will encourage future involvement by granting “time-off” for participation, and announcing meetings through OSH committee meetings, and on its OSH webpage.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

HUD indicated that the Department conducted semi-annual and quarterly safety inspections of its Headquarters and field facilities. It reported that no Notices were issued during FY 2012.

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

HUD reported that it did not have any employees working overseas in FY 2012.

WHISTLEBLOWER PROTECTION PROGRAM

HUD indicated that it has an effective program.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

HUD provided a “3” rating for the overall assessment of its SHMS. With regard to assessing specific components of the overall system, the Department rated:

- Three of four Operational Component attributes as “3,” with the exception of *tracking hazard corrections*, which it rated as “2.”
- Seven of eight Managerial Component attributes as “3,” with the exception of *action plan*, which it rated as “2.”
- Four of five Cultural Component attributes as “3,” with the exception of *employee evaluation of OSH performance*, which it rated as “2.”

SUMMARY OF SELF-EVALUATION

HUD stated that the safety of all employees is of the utmost importance to the successful accomplishment of its program objectives; that any hazardous workplace conditions, equipment, practices, or behavior are reported promptly to the supervisor and designated OSH staff so that timely corrective action may be taken; and that the joint cooperation of management officials, supervisors and employees in supporting and promoting its OSH program is vital to the successful accomplishment of the program’s objectives. To achieve these objectives, a successful safety and health system is in place that includes: management commitment to making the program work, employee involvement in the program, a system to identify and control hazards, compliance with OSHA regulations, training on safe work practices, mutual respect and open communication in a climate conducive to safety, and continuous improvement.

GOALS

HUD indicated that its primary goal for FY 2013 is to continue its “3” rated SHMS by maintaining current information on all chemicals used at Headquarters, operating an effective environmental control program, identifying and providing reasonable accommodations to handicapped employees, conducting regular safety and health inspections and OSH committee meetings, educating employees on OSH matters using cost-effective methods, training staff on relevant safety and health topics, recognizing safety excellence through awards, continuing a proactive campaign to practice fire drills and SIP, track hazard corrections, and providing for an annual review of its SHMS.

DEPARTMENT OF THE INTERIOR

STATISTICS

The Department of Interior's (DOI's) employment rolls *increased* by 608 to 80,764 in FY 2012. Its total injury and illness cases *decreased* by 3 to 4,215; and its TCR *decreased* from 5.26 to 5.22 (0.8%). The DOI's lost-time cases remained *UNCHANGED* at 1,482; and its LTCR *decreased* from 1.85 to 1.83 (1.1%).

The DOI's workers' compensation costs *increased* by 3.1% to \$61,701,690 during the CBY.

FATALITIES AND CATASTROPHIC EVENTS

The DOI reported nine fatalities, with five being work-related: two reported by Bureau of Indian Affairs (BIA), and three reported by National Park Service (NPS), respectively. The BIA reported that an employee was killed when the wildland fire engine in which he was a passenger left the roadway and rolled over, and a security guard was killed in a head on collision in New Mexico. The NPS reported that a law enforcement park ranger on duty near the Longmire Ranger Station in Mount Rainier National Park was fatally shot by an armed assailant; an employee working along the Blue Ridge Parkway in North Carolina was fatally injured when the mower he was operating fell down an embankment approximately 143 feet downslope; and an employee who was participating in search and rescue activity at Mt. Rainier died after falling approximately 2,500 feet down the side of Emmons Glacier. The Department did not provide details on the four non work-related fatalities.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

The DOI indicated that its COOP activities are covered by directives, OEPs, and general disaster planning. It reported lessons learned from COOP activation during FY 2012 disasters required updating the Department and Bureau COOP plans, emergency management plans and OEPs. It indicated that employees have since been provided earthquake awareness training and participated in the nation-wide "Shake-Out Drill." It highlighted several Bureau program updates by reporting:

- The Bureau of Safety and Environmental Enforcement incorporated incident command teams into their emergency response plans.
- U.S. Fish and Wildlife Service regional safety managers are assigned the role of safety manager on their emergency management teams which ensures the incorporation of safety and health into emergency/disaster response.
- The NPS emergency management and COOP team personnel are trained to evaluate and mitigate hazards to employee health and safety.

- During new employee orientations, the Office of the Special Trustee for American Indians' safety officer covers safety and health in the workplace and issues attendees a copy of its emergency procedures guide which details various emergency evacuation procedures.

MOTOR VEHICLE SAFETY

The DOI reported that Departmental and Bureau policies require employees to wear seatbelts and prohibit using cell phones or similar devices. It indicated that employees are educated through a variety of educational sources, including defensive driver training courses and safe driving awareness campaigns. It indicated that Bureaus have implemented additional measures to further improve motor vehicle safety.

- Bureau of Land Management's motor vehicle accident investigations include investigating driver/occupant seatbelt use. Its offices report that seatbelt compliance based on accident investigations is near 100 percent, and that policy improvements for complete compliance will take effect in 2013.
- The BIA conducts annual reviews of driving histories on all motor vehicle operators. All potential new hires driving histories are also checked and supervisors determine whether the employee is properly qualified to operate certain motor vehicles in the performance of duty.
- The NPS implemented a new national policy prohibiting employees from driving more than 10 hours, to include breaks and rest stops, during a 24-hour period.

TELEWORK ENHANCEMENT

The DOI indicated that it encourages telework through a robust program. It stated that recent natural disasters have not affected the telework program, and that there were no telework injuries or illnesses reported in FY 2012.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

The DOI indicated that employees in DOI regional offices are encouraged to be active participants in FFSHCs. It added that the Department has not pursued remote site employee participation in FFSHC activities outside the local commuting area, but encourages employees at such sites to collaborate with other federal, state, or local entities to share OSH training and educational resources.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The DOI stated that its OSH team is developing an Inspection and Abatement System which will provide a method of reporting and tracking hazard findings, creating and recording annual inspection plans, and creating compliance and other reports for DOI facilities. It indicated OSHA inspected the Bureau of Reclamation, and the Fish and Wildlife Service with ten Notices being issued. All violations have been or in the process of being corrected.

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The DOI reported that 4 employees were stationed in foreign countries, and 375 were stationed in U.S. territories. It indicated that Bureaus are responsible for assuring safety and health programs for overseas employees are implemented, congruent with Department and Bureau safety and health policy, and follow Department and State protocols for safety and security, including requirements for immunizations.

WHISTLEBLOWER PROTECTION PROGRAM

The Department reported that it has a well-established Whistleblower Protection Program, and has made whistleblower protection a top priority focusing on education, prevention and advocacy.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

The Department provided a “3” rating for the overall assessment of its SHMS. With regard to assessing specific components of the overall system, the Department rated:

- Three of four Operational Component attributes as “3,” with the exception of *tracking hazard corrections*, which it rated as “2.”
- Seven of eight Managerial Component attributes as “3,” with the exception of *knowledge, skills and information*, which it rated as “2.”
- Three of five Cultural Component attributes as “3,” with the exception of *resource allocation*, and *employee evaluation of OSH performance* attributes, which it rated as “2.”

SUMMARY OF SELF-EVALUATION

The DOI indicated that it employs more than 175 full-time OSH and approximately 1,200 CDSOs who support 77,000 employees and slightly over 300,000 volunteers over multiple sites, some sites being located at remote locations. It stated that identifying and controlling accident and incident trends is an ongoing effort, with its automated information system being the primary source of information. It indicated that improvements to its information management system will greatly improve its effectiveness, specifically an exposure assessment module will categorize all tasks, associated risks, and occupational exposures at a given DOI site/facility, and an inspection and abatement (IAS) module will provide a method of reporting and tracking safety findings, creating and recording annual inspection plans, and creating compliance and other reports. Implementation of both programs is scheduled in FY 2013 – 2014.

In addition to SMIS reporting, the Department uses a Risk Assessment System, which assigns a code to an identified hazard. The codes assist safety and health staffs and program managers in determining the extent of the risk to employees and the priority for mitigation.

GOALS

The DOI stated that Bureaus have identified specific goals, focused on employee involvement; training and education; policy development, clarification and dissemination; hazard identification and communication, risk analysis and control; and improving the self- inspection system. The DOI identified its Departmental goals and strategies as:

- Enhance the role of leadership in promoting a culture of safety,
- Engage employees in reaching safety and health commitments,
- Identify, evaluate, and control employee exposures to workplace hazards, and
- Implement, evaluate, and continuously improve the OSH program to meet/exceed all federal OSH regulations and requirements.

DEPARTMENT OF JUSTICE

STATISTICS

The Department of Justice's (DoJ's) employment rolls *decreased* by 2013 to 116,910 in FY 2012. Its total injury and illness cases *decreased* by 271 to 4,517; and its TCR *decreased* from 4.03 to 3.86 (4.2%). The DoJ's lost-time cases *decreased* by 101 to 2,563; and its LTCR *decreased* from 2.24 to 2.19 (2.2%).

The DOJ's workers' compensation costs *increased* by 6.7% to \$117,252,562 during the CBY.

FATALITIES AND CATASTROPHIC EVENTS

The Department reported two workplace fatalities and one catastrophic event.

- A BOP staff member shot another staff member at a hotel while on temporary duty. The Department indicated that the case remains under investigation.
- While off-duty, a New York City - Bureau of Alcohol, Tobacco, Firearms, and Explosives Special Agent interrupted an armed robbery in progress, and pursued and wrestled with the assailants. An off-duty policeman and a retired policeman, observing the melee, fired, killing both agent and suspects.
- The catastrophic event involved a Drug Enforcement Administration (DEA) Special Agent assigned to an advisory and support team interdicting drugs in Afghanistan. The agent was shot in the head by a local insurgent.

The DoJ indicated that it did not investigate the latter two incidents due to their nature.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

The DoJ indicated that its COOP programs are comprehensive in nature, but Bureau-specific, based on mission requirements. The Department reported lessons learned from 2011 and 2012 disasters, specifying that the Virginia earthquake affected its national area operations and challenged its communication network – many supervisors, who planned to use cellular phones to maintain personnel accountability, found the system unavailable/shut down due to high call volume. It explained that its main challenge, pre-event, is to ensure all secondary personnel are identified and trained to perform critical functions in the absence of primary staff.

MOTOR VEHICLE SAFETY

The DoJ indicated that it has a comprehensive motor vehicle safety program which incorporates accident investigation, prevention, and tracking programs; and ensures DoJ's motor vehicle memoranda, such as seatbelt use and distracted driving, are followed. Its program is augmented

by an automated database to track motor vehicle accidents, and offers online driver safety courses. However, it indicated no specific programs or initiatives are in place to increase awareness of motor vehicle safety.

Although the Department reported experiencing no motor vehicle fatalities, it did report a six percent *increase* in accidents, up from 2,839 incidents in FY 2011 to 3,006 incidents in FY 2012. Its data, as provided, indicated that the Federal Bureau of Investigation (FBI) experienced the majority of accidents, up from 1,109 incidents (FY 2011) to 1,131 incidents (FY 2012); followed by the ATF, 701 to 776 incidents; U.S Marshals Service, 571 to 621 incidents; and the DEA, 312 to 343 incidents. The data indicated that the Federal Bureau of Prisons had a *decrease* in accidents, down from 146 to 135 incidents.

TELEWORK ENHANCEMENT

The Department indicated that it has a standardized telework program within all Bureaus. It added that recent natural disasters did not impact its programs, and that no changes were necessary.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

According to the DoJ, Department and Bureau representatives attend the Metropolitan Safety and Health Council meetings as time permits and when agenda items are pertinent. The Bureau encourages involvement and provides support to the local council meetings by allowing employees to attend meetings during work hours and provide critical input from the Department's perspective by providing travel, supplies, and materials for the meetings.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

According to the DoJ, the Department and Bureaus have a comprehensive inspection process in place. The process initially begins with informing employees of their rights and responsibilities of reporting unsafe or unhealthful working conditions at the initial employee orientation. Annual inspections are conducted on facilities based on schedules that are developed annually. Applicable inspection findings are documented on hazard abatement logs with projected dates for abatement. No Notices were issued in the Department in FY 2012.

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

Four out of the five Bureaus had a combined total of 1,037 employees who worked overseas during FY 2012. Employees who worked overseas fell under the safety program administered by the U.S. Embassy, Consulate, or State Department in each country. Training is provided prior to deployment from the Bureau's own facilities, or online.

WHISTLEBLOWER PROTECTION PROGRAM

The Department indicated that it provides No Fear Act training annually to all employees. Each Bureau provides notice to its employees informing them of their rights and protections under both the anti-discrimination and whistleblower protection laws through policies and notices

which are posted on employee bulletin boards. The Department indicated that it did not have any employee allegations of reprisal.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

The Department provided a “2” rating for the overall assessment of its SHMS. With regard to assessing specific components of the overall system, the Department rated:

- All four Operational Component attributes as “2.”
- All eight Managerial Component attributes as “2.”
- All five Cultural Component attributes as “2.”

SUMMARY OF SELF-EVALUATION

The DoJ indicated that its SHMS is comprehensive and detailed, and addresses the unusual safety issues found in the missions of the Bureaus. It indicated its strengths as: the safety expertise within Bureaus, quality safety training programs, and the quality/quantity of Bureaus’ safety inspections. However, it noted areas needing improvement, including increasing safety’s involvement in overall Departmental and Bureau functions.

GOALS

The DoJ identified its goals for FY 2013 as:

- Provide internal evaluations/assessments of all Bureau safety programs,
- Continue to implement a comprehensive safety program in the Department,
- Hire additional safety personnel for the ATF, and
- Continue to enhance its safety intranet.

DEPARTMENT OF LABOR

STATISTICS

The Department of Labor's (DOL's) employment rolls *decreased* by 647 to 16,713 in FY 2012. Its total injury and illness cases *increased* by 41 to 319; and its TCR *increased* from 1.6 to 1.91 (19.4%). The DOL's lost-time cases *increased* by 17 to 136; and its LTCR *increased* from 0.69 to 0.81 (17.4%).

The DOL's workers' compensation costs *decreased* by 4.7% to \$20,024,450 during the CBY.

FATALITIES AND CATASTROPHIC EVENTS

In FY 2012, the DOL reported that there were no civilian fatalities or catastrophic events.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

The Department reported that it has improved its COOP to better incorporate employee safety and health strategies into emergency and disaster plans, including revising the DOL Manual Series (DLMS) to provide consistent and uniform guidance on OEPs; incorporating DOL Emergency Management Center (EMC) and other federal agency guidelines for pandemic preparedness into its National Office Continuity Plan; training its emergency personnel and other OSH professionals on their program responsibilities concerning evacuation and SIP, including crowd management, first aid, administration of CPR, use of AEDs, general safety and health, and emergency preparedness; and incorporating agency plans for pandemic influenza implementation into their respective COOP plans; providing for the safe and timely evacuation of employees needing assistance by installing new stairway evacuation devices; and providing training on web management, including 508 compliance. It indicated that training opportunities were provided through webinars, computer-based programs, seminars and training videos. It reported that all DOL agencies have designated primary and alternate representatives to execute emergency response and preparedness functions and who serve on the Department's Emergency Management Working Group. In addition, it indicated that several DOL agency OSH managers, staff, and CDSOs have roles in crowd management, emergency response and emergency preparedness, participate in the work group, and assist Department regional Continuity and Emergency Coordinators with completing countermeasure calculators and provide training and guidance on PPE and social distancing for pandemic preparedness. DOL reported providing other employee OSH enhancements, including a website highlighting OSH information relevant to emergencies; telework capabilities, information regarding proper hygiene procedures, a vaccination program, and an Employee Assistance Program (EAP) to help employees cope with emergencies and disasters.

The Department estimated 22,700 DOL training completions, including: approximately 9,900 employees/contractors completed the online combined Continuity Awareness/Pandemic and Seasonal Influenza training, 521 employees completed New Employee Safety Orientation, 523 employees and/or contractors completed First Aid/CPR/AED training, approximately 2,166 employees participated in some form of training relating to emergency preparedness or response, and OSHA reported 1,181 employees completed training on radiation safety guidelines.

The Department reported on several lessons learned from COOP activation during 2012, highlighting improvements made to its COOP accountability and communications processes. It reported that SIP location descriptions were clarified to ensure all building occupants understood where to report in different emergency situations, and that DOL Regional Offices located in hurricane-prone areas further developed their regional office closure procedures which are posted and readily available on the DOL LaborNet. It indicated that employee accountability procedures and office closure procedures were successfully tested and utilized during Hurricane Isaac in August 2012, and that DOL facilities were able to validate and improve upon recently added earthquake preparedness OEPs. DOL indicated that none of its facilities were directly impacted by the summer 2012 wildland fires. It indicated that the Department's devolution planning, including regional offices, was tested through a tabletop exercise during the national level Eagle Horizon exercise in both 2010 and 2012.

The DOL reported that the Department continues to improve its COOP program despite budget restrictions. It reported that its EMC leveraged emerging technologies, such as web- and video-conferencing, Google Earth Pro, and blackberry pin-to-pin capabilities, to further the continuity program for both agencies and regional offices. It indicated the Department's other challenges include: updating and implementing emergency and/or disaster and pandemic obtaining accurate contact information for employees, maintaining current contact information when individuals change positions, and lack of contact information for alternates in the event the primary essential personnel are not available.

MOTOR VEHICLE SAFETY

The Department indicated that in FY 2012, it held a total of 4,054 vehicles, a drop from the 4,167 vehicles held in FY 2011. It reported that the Department experienced a *decrease* in the number of motor vehicle accidents reported from 434 in FY 2011 (426 fleet and 8 non-fleet accidents) to 370 in FY 2012 (362 fleet and 8 non-fleet accidents). It indicated that the government vehicle operators were reported to be at fault in 75% of the reported fleet accident, and 25% of the non-fleet accidents; and that in FY 2011, the government vehicle operators were reported to be at fault in 82.2% of the reported fleet accidents, and 12.5% of the non-fleet accidents. It added that the number of motor vehicle accidents resulting in personal injury *increased* from 32 in FY 2011 to 56 in FY 2012; that there were no work-related fatalities due these accidents; and that FY 2012 property damage costs associated with the fleet accidents *decreased* to an estimated \$750,000 from approximately \$1,000,000 in FY 2011.

The DOL reported that it promotes compliance with EO requiring seatbelt use and banning texting while driving through outreach and education efforts, such as safety talks, videos, online and classroom training, physical and email distribution of informational materials and postings

inside vehicles, vehicle logbooks, or on custody papers. It indicated that the Department provides a variety of training programs, including: safety training, and a 4-hour online NSC defensive driving course. According to DOL, it increased the number of employees completing defensive driving training from 1,166 in FY 2011 to 2,702 in FY 2012 by aggressively promoting the online GSA/NSC Defensive Driving training.

TELEWORK ENHANCEMENT

The DOL indicated that the Department administers its telework program in accordance with applicable laws, statutes and regulations, and that a Departmental personnel regulation describes its program.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

According to the DOL, several of its agencies reported participating in FFSHCs, including the *Mine Safety and Health Administration*, the *Office of the Assistant Secretary for Administration and Management* (OASAM), and the *Wage and Hour Division*, with involvement including attending meetings, serving as council members, chairing local FFSHC, and providing technical expertise, support, and presentations. The DOL reported that the Department encourages staff participation in professional associations, and involvement in OSH seminars, forums, and other activities to promote learning and sharing of information, with several agencies reporting that funds are budgeted annually for these activities. It also reported that OSHA provides comprehensive support to the Federal Advisory Council on Occupational Safety and Health, indicating that the OSHA Assistant Secretary is the Council's Chair.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

According to the Department, the DOL inspection process is incorporated into its management series of departmental regulations, which requires the prompt abatement of unsafe and unhealthful conditions. It did not indicate involvement in inspections or issuing Notices.

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The DOL indicated that safety training for its employees working in overseas locations is conducted by OASAM regional safety and health managers. It reported having five employees in Guam and two in Saipan who fall under the jurisdiction of the OASAM San Francisco/Seattle safety and health manager. It reported that it has increased its use of web-based and online training in order to make safety training available to more employees, especially those in remote locations. It reported that newly developed training modules include Slip/Trip/Fall Prevention and Crowd Management, and are available for downloading from its website.

WHISTLEBLOWER PROTECTION PROGRAM

The DOL indicate that it has incorporated general provisions of whistleblower protection into its management series, and specific guidelines in its *Policy and Procedures for Preventing and Eliminating Harassing Conduct in the Workplace*. DOL indicated that approximately 2,067 employees completed *No Fear Act* training; a DOL training subcommittee is working on training

to provide supervisors, managers and union stewards with additional information, including employee rights and employer responsibilities; and the OSHA Training Institute is revising its CDSO training course for other federal agencies. Although it indicated investigating several whistleblower cases, DOL reported that none of the cases involved complaints of reprisal based on participation in the Department's SHMS.

SPECIAL 29 CFR 1960 REPORTING

CERTIFIED SAFETY AND HEALTH COMMITTEE

The DOL reported that it has a CSHC with committees at the Departmental, National Office, and field levels. It indicated that the Department will be replacing the field safety and health committees with six regional safety and health committees and one oversight board. These new committees will evolve over the next fiscal year, and will address regional issues.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

The Department provided a "2" rating for the overall assessment of its SHMS. With regard to assessing specific components of the overall system, the DOL rated:

- Three of four Operational Component attributes as "3," with the exception of *tracking hazard corrections*, which it rated as "2."
- Five of eight Managerial Component attributes as "3," with the exception of *new employee orientation*, and *supervisory training* attributes, which it rated as "2," and *promotion of OSH through organizational policy*, which it rated as "1."
- All five Cultural Component attributes as "3."

SUMMARY OF SELF-EVALUATION

The Department substantiated its SHMS's ratings by stating that its SHMS has a solid framework and infrastructure. It indicated that the program is managed and administered through a combination of full time OSH professionals and CDSOs, and that its Office of Worker Safety and Health (OWSH) serves as the central base for safety operations in the National Office. The DOL identified its SHMS major strengths and improvement areas as its:

- *Commitment to conducting annual inspections* of all its offices. The DOL is working to improve the training of supervisors and managers tasked with conducting self-inspections in lieu of the OSH professionals' site visit. The process of abatement verification has also been targeted for improvement to ensure that hazards are either corrected or abatement plans are developed and tracked through to completion.
- *Surveillance and job hazard analysis (JHA) programs*. It stated that surveillance is important to ensure that violations are not repeated. It indicated that given that some agencies work in the field, their work environments are not always under the control of the agency and JHA are required to ensure the protection of employees working in the field. It added that the DOL is working to improve its JHA documentation and recommendations for safe work practices and PPE.

- *Review of SHMS.* The DOL stated that it uses the OSHA annual report requirement as an opportunity to review its SHMS, leading and lagging safety indicators, and assess individual agency participation in and commitment to the DOL's safety and health program. The results of the annual report compilation process are used to set goals and establish initiatives for the coming year and beyond.
- *Training Program.* The DOL indicated that it has made progress towards ensuring that training is provided for all levels of employees, CDSOs, supervisors, managers, and union stewards.

GOALS

The DOL indicated that it fully accomplished several of its FY 2012 goals for its SHMS, including:

- Providing training for DOL CDSOs, and providing opportunities for expanded involvement in the DOL safety and health program;
- Making safety training available for newly appointed national level safety and health committee members who are non-OSH professional staff;
- Increasing participation in GSA online defensive driving training for fleet vehicle operators;
- Implementing training for employees driving non-fleet vehicles for government business; and
- Expanding its initiative to reduce slips, trips, and falls.

It indicated that the Department will continue working FY 2012 goals that were only partially accomplished, including:

- Implementing computer-based training for supervisors, managers, and union stewards; and
- Conducting hearing conservation training for employees covered under the Mine Safety and Health Administration's (MSHA's) Hearing Conservation Program.

It indicated its other FY 2013 goals as:

- Meeting or exceeding all POWER goals;
- Training for supervisors, managers, and union stewards via the DOL website and/or online;
- Continuing to provide CDSO training for DOL CDSOs and opportunities for expanded involvement in the DOL safety and health program;
- Participating in the OSHA revision of the CDSO training;
- Making safety training available for all DOL safety and health committee members who wish to participate;
- Increasing number of employees covered under MSHA's Hearing Conservation Program who complete required annual training;
- Continuing to increase participation in GSA online defensive driving training for fleet vehicle operators;

- Implementing training for employees driving non-fleet vehicles for government business; and
- Expanding slip/trip/fall prevention training and continuing implementation of initiatives to reduce slips, trips, and falls.

DEPARTMENT OF THE NAVY

(including the U.S. Marine Corps)

STATISTICS

The Department of the Navy's (Navy's) employment rolls *decreased* by 19,933 to 180,538 in FY 2012. Its total injury and illness cases *decreased* by 1,202 to 3,947; and its TCR *decreased* from 2.57 to 2.19 (14.8%). The Navy's lost-time cases *decreased* by 616 to 2,051; and its LTCR *decreased* from 1.33 to 1.14 (14.3%).

The Navy's workers' compensation costs *decreased* by 8.3% to \$216,811,195 during the CBY.

Separate from the Navy, the U.S. Marine Corps' (USMC's) employment rolls *decreased* by 628 to 19,146 in FY 2012. Its total injury and illness cases *decreased* by 163 to 616; and its TCR *decreased* from 3.94 to 3.22 (18.3%). The USMC's lost-time cases *decreased* by 178 to 317; and its LTCR *decreased* from 2.5 to 1.66 (33.6%).

The USMC's workers' compensation costs *increased* by 3.5% to \$23,043,731 during the CBY.

FATALITIES AND CATASTROPHIC EVENTS

The Navy and the USMC reported no civilian work-related fatalities or catastrophic events in FY 2012.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

The Department reported that the COOP requirements of the Navy and the USMC, including development, implementation, and periodic review and update of emergency response plans, are provided in various policy and program documents. It indicated that these plans are routinely tested and revised as appropriate at all levels of Command, and that Command and installation safety personnel actively monitor drills and policy revisions, ensuring appropriate safety oversight personnel address all roles, responsibilities, and overall execution of the plan.

The Department reported that lessons learned from the 2011 earthquake, tsunami, and nuclear reactor catastrophe in Japan resulted in the increased use of various communication methods to communicate personal preparedness messages, COOP plans, and office closures during the 2012 super-storm Sandy event. It stated that the primary lessons learned from COOP activation during 2012 disasters involved command, control and communication issues, specifically, personnel's inadequate knowledge of building evacuation procedures, roles and responsibilities in an earthquake event; individual personnel preparedness for emergency evacuations, and means

of keeping personnel informed as the situation evolved. As a result, the Department has revised its COOP plans, OEPs, and has established and trained building evacuation teams; conducted employee training at all hands meetings (pre-event); coordinated with public affairs, local emergency management workgroups and command leadership to ensure organizational support for individuals volunteering for these key positions; conducted full scale evacuation drills and evaluation of the effectiveness of these evacuations; and has identified and maintains a current list of command subject matter experts.

It reported that its most significant challenges faced during COOP activation are an inability to account for the health, safety and welfare of personnel and their families who are isolated due to storm damage, debris or loss of communication networks; and the acquisition of monitoring equipment to equip first responders during nuclear, biological, chemical and radiological incidents.

MOTOR VEHICLE SAFETY

According to the Department, the Navy and the USMC follow traffic safety requirements and guidance found in EOs 13043 and 13513, DoD traffic safety policy, and service-specific Navy and Marine Corps instructions. It reported that OWCP data indicates the Navy experienced 287 civilian lost-time cases from injuries involving official motor vehicle drivers, passengers or pedestrians. The Department reported using a multi-pronged approach to reduce the frequency and severity of motor vehicle accidents and injury outcomes, including training and education, certification procedures; driving restrictions; and remedial training for observed undesirable driving behaviors; and participates in targeted national and service-specific driver safety campaigns and programs aimed at seatbelt use, distracted driving, driving under the influence, and aggressive driving.

TELEWORK ENHANCEMENT

The Department reported that it has effective and efficient civilian telework policies governed by appropriate guidance documents. It stated that most recently, the telework program demonstrated its value by enabling prepared employees to conduct their typical work functions via teleworking despite the base closures during Hurricane Sandy that disrupted normal operations for one day at the Naval Support Activities in Philadelphia and Mechanicsburg, PA.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

The Department stated that the Navy and the USMC strongly encourage membership and participation in FFSHCs, that participation and membership vary according to location, from extensive engagement, to occasional attendance at FFSHC meetings, and that all Department activities cite some level of participation in their local FFSHC.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The Department reported that, Navy commands were inspected 25 times by OSHA, with 23 Notices being issued. It reported that the most significant were two “serious” and two “willful”

Notices issued at the Naval Air Systems Command Fleet Readiness Center Southwest, related to the presence of toxic metals in the workplace. The Department indicated that as a result of the Notice, the Department reinvigorated its oversight and notification procedures across the Department related to OSHA inspections and Notices, bolstered its OSH and OSHA Headquarters collaboration, has pursued local mitigation of the toxic metal hazards across all its readiness centers, and updated its field operation manual regarding sampling and interpretation of concentrations of deposited metal particulates in non-industrial areas.

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

According to the Department, the Navy employed approximately 8,000 civilians overseas; the USMC approximately 1,700; the Marine Corps also deployed Tactical Safety Specialists to Afghanistan and other forward operating bases, in support of operational units. It stated that all Navy and USMC employees working overseas are afforded the same level of protection, must comply equally with Navy and USMC OSH policy and program requirements as their stateside counterparts. It indicated that its OSH program and pertinent training of overseas employees is administered through local safety officers who ensure appropriate coordination with host service providers, which provide generic OSH and local hazards training.

WHISTLEBLOWER PROTECTION PROGRAM

The Department indicated that its *Navy Safety and Occupational Health Program Manual* requires Commands to establish procedures to protect all Navy personnel from coercion, discrimination, or reprisals for participation in the safety program; and further requires development of procedures for all personnel to report suspected hazards to their supervisors and or safety and health officials without fear of reprisal including ensuring that employees are aware that they may file, through their appropriate grievance processes, allegations of reprisals for having filed a complaint of unsafe or unhealthy working conditions. It further stated that all headquarters commands have policies in place that support and promote this overarching policy. The Department provided two salient examples of its efforts to provide whistleblower protections, specifically identifying the *Navy Medicine Hotline Program*, which provides an alternative to the chain of command when a complainant believes the chain of command has been unresponsive or reasonably fears reprisal; and the Navy Education and Training Command Whistleblower Protection Program, which posts hotline contact information on the website and on posters throughout these training command facilities. The Department indicated that none of the reprisal complaints were made by an employee suffering an adverse personnel action as a result of filing a report of unsafe or unhealthy working conditions.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

The Navy provided a “2” rating for the overall assessment of its SHMS. With regard to assessing specific components of the overall system, the Navy rated:

- All four Operational Component attributes as “2.”

- Seven of eight Managerial Component attributes as “2,” with the exception of *knowledge, skills and information*, which it rated as “1.”
- All five Cultural Component attributes as “2.”

SUMMARY OF SELF-EVALUATION

The Department reported that it considers safety as an organizational function, with robust employee participation; and that negative safety outcomes are symptoms of organizational dysfunction, requiring an organizational system analysis to identify gaps in the system that create hazards, and organizational solutions to remedy those hazards. It indicated that the Navy and the USMC have well-defined hazard anticipation and detection policies and procedures in different forms at numerous levels across the enterprise, effective safety and health rules, and work practices in place. These practices include worksite inspections, JHA, industrial hygiene activities, annual self-assessments, oversight inspections, tracking hazard corrections. It reported that inspection and self-assessment findings are tracked electronically in a number of systems across the Department. The Department indicated that its hazard prevention and control programs benefit from significant subject matter expertise across numerous OSH areas, including: shipyard safety, contractor safety, weight handling, ergonomics, respiratory protection, confined space entry, radiation safety, and explosive safety; and that the Navy employs one of the nation’s foremost fall protection experts. Regarding OSH planning and evaluation, the Navy indicated that the Department has established broad safety goals and objectives tying warfighter readiness to resource preservation, through mishap prevention; and that its Naval Sea Systems Command has the greatest number of Navy VPP Star sites in the entire DoD, and conducts daily audits, including safety practices of shipyard operations. The Department indicated that its SHMS is administered by a team of dedicated and highly talented OSH professionals, with clearly delineated OSH roles and responsibilities. Comprehensive OSH training is conducted across the organization, and includes leadership, management, supervisors, employees (new and incumbent), and contractor OSH training requirements.

GOALS

The Navy identified its top three safety program improvement goals as: continuing the development of a risk management information system; development of an enterprise safety management system; and, rationalization of the OSH workforce.

DEPARTMENT OF STATE

STATISTICS

The Department of State's (State's) employment rolls *increased* by 1,063 to 40,613 in FY 2012. Its total injury and illness cases *decreased* by 57 to 342; and its TCR *decreased* from 1.01 to 0.84 (16.8%). State's lost-time cases *decreased* by 13 to 167; and its LTCR *decreased* from 0.46 to 0.41 (10.9%).

State's workers' compensation costs *increased* by 10.3% to \$8,624,003 during the CBY.

FATALITIES AND CATASTROPHIC EVENTS

According to the Department, domestically, it experienced no fatalities and catastrophic events during FY 2012. However, overseas, it reported four work-related fatality incidents, three work-related injury incidents, and three incidents involving property damage in excess of \$100,000 each. These included work-related injury/fatality incidents, which resulted in:

- Three injuries, and two fatalities when armed local nationals attacked the Consulate at Benghazi, Libya, and then set the buildings on fire;
- One injury, and one fatality when a suicide attack was perpetrated outside of the Forward Operating Base, Fiaz, in Kunar Province, Afghanistan;
- Two injuries, and one fatality while two guards were operating the compound access security gate in Tripoli, Libya. The gate broke loose and fell on the men; and
- Three injuries, and one nonwork-related fatality when a government owned vehicle (GOV) collided with a local vehicle in Sanaa, Yemen.

In addition, State reported on work-related incidents, which resulted in injury only, including:

- Five injuries when the driver of a government owned vehicle lost control of the vehicle on a wet road in La Paz, Bolivia, resulting in a head on collision with a local national truck;
- Four injuries when employees assigned to a post in Hermosillo, Mexico were traveling in a government convoy from Culiacan to Mazatlan, Sinaloa. The rear tire of vehicle failed, causing the vehicle to roll over; and
- Three injuries in Ecuador when the tire on a government owned vehicle failed, causing the vehicle to roll over.

State also reported ten non-work-related incidents that occurred in eight countries; and involved either a fatality of a local national, including two adults and four children; and/or property damage in excess of \$100,000.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

The Department indicated that its COOP plan meets the human capital requirements found in the Federal Continuity Directive, and addresses the needs of overseas embassies and consulates. It added that its plan details mission critical team member training policies, and includes information on the Department's COOP facility, and considerations for health, safety, security, and emotional well-being of these personnel. State indicated that its overseas embassies and consulates routinely practice their emergency action plans to assure their functionality, and that critical post support is not interrupted.

State reported that although recent natural disasters did not require the activation of its COOP plan, the Virginia earthquake did precipitate the activation of its Centralized Emergency Notification System (CENS). The Department indicated that, since the earthquake stressed the local telephone networks, it is pursuing a text-messaging option for CENS as an additional channel for sending emergency notifications.

MOTOR VEHICLE SAFETY

The Department reported that it requires all occupants of government motor vehicles, and personal vehicles being used for official business, to use seatbelts; and reported that seatbelt compliance improved from 83% in FY 2011 to 96% in FY 2012. In addition, it stated that the Department requires the use of infant and child safety seats in motor vehicles used at overseas posts. According to State, Department policies and procedures also reflect the prohibition on distracted driving; and that the Department has mounted drive cameras in selected domestic motor pool vehicles to ensure compliance. The Department indicated that its use of the *DriveCam Event Data Recorder* program at eight of its highest risk overseas posts has *decreased* risky driving behaviors by 70%, seatbelt violations by 24%, and cell phone violations by 21%; and projected at least 13 lives *saved* so far based on past experience. The Department indicated that it uses periodic internal notifications domestically to remind drivers and passengers of the requirement to wear seatbelts, the dangers of distracted driving; and that it provides a variety of training opportunities and venues, domestically and overseas, including: defensive driving (classroom and practical), distracted driving, local road traffic hazards and traffic rules specific to the country, and global driver safety training. It indicated that this program, now in its fifth year, has trained 269 active certified trainers, who, in turn, have trained 1,071 overseas drivers. State reported that it experienced 271 motor vehicle accidents involving federal civilian employees; of these, 87 occurred domestically and 184 occurred overseas. Fifty-seven of the domestic accidents were determined to be the fault of a federal civilian employee with the remainder attributed to drivers of non-agency vehicles.

TELEWORK ENHANCEMENT

The Department indicated that it has a comprehensive telework policy that defines all telework requirements.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

State indicated that it participated in the FACOSH Training Subcommittee and the Career Management Workgroup, and that it encourages its OSH staff to participate in NCR and other local meetings whenever possible.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The Department indicated that no *Notices of Unsafe or Unhealthy Working Conditions* were issued during self-inspections in FY 2012. However, it reported that OSHA issued a Notice to the National Visa Center in Portsmouth, NH regarding the ventilation system; the matter was investigated and closed without further action required.

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The Department stated that it has a comprehensive training program for conveying appropriate OSH information to 54,584 overseas employees and thousands of family members living overseas. It indicated that the FY 2012 program trained approximately 11,000 employees regarding multiple topics, including technical and program management information for Post OSH Officers program administrative and legal requirements to management officials; job applicable OSH information to post workers; and general safety and health information to family members, contractors and others who reside overseas. State indicated that approximately 35,000 additional employees at 132 overseas post received emergency response training, including emergency escape mask training, and that it issued nearly 40,000 new emergency escape masks to its employees.

WHISTLEBLOWER PROTECTION PROGRAM.

According to State, it has established internal procedures to ensure that no employee is subject to restraint, interference, coercion, discrimination, or reprisal for filing a report of an unsafe or unhealthy working condition. The Department reported one grievance filed during FY 2012 that included allegations of reprisal, but indicated that the final outcome of the case has not been rendered.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

State provided a “2” rating for the overall assessment of its SHMS. With regard to assessing specific components of the overall system, State rated:

- Two of four Operational Component attributes as “3,” with the exception of *presence of work rules and practices*, and *tracking hazard corrections* attributes, which it rated as “2.”
- Six of eight Managerial Component attributes as “3,” with the exception of *specific assignment of OSH tasks*, and *new employee orientation* attributes, which it rated as “2.”

- Four of five Cultural Component attributes as “3,” with the exception of *employee evaluation of OSH performance*, which it rated as “2.”

SUMMARY OF SELF-EVALUATION

The Department substantiated its SHMS’s ratings by indicating that its POWER performance is consistently better than the Federal Government rates, as a whole, and that all POWER and SHMS trends indicate that the Department has workplace hazards under control. It reported that its two OSH management offices direct the Department’s domestic and overseas programs, and sets goals based on the domestic and overseas posts requirements. Domestically, it reported that most of its OSH managers have received training in workplace hazard control, and have been responsible for the Department’s reduced injury and illness rates. It added that its OSH personnel are augmented by contractor certified industrial hygienists and safety professionals, and an ergonomist. Overseas, State indicated that its SHMS protects both Departmental and employees of other agencies under Chief of Mission authority on over 250 posts scattered across the world. State indicated that its web-based SHMS tracking system has been instrumental in increasing worksite OSH compliance to 80% in FY 2012 from 30-40% compliance in previous years. State identified its programs’ ability to develop targeted strategies to eliminate high loss safety and health hazards without a large commitment of resources as key in eliminating carbon monoxide, pesticide poisoning, and toddler drowning, and motor vehicle fatalities at high risk posts.

Its SHMS continually works to get out ahead of emerging problems. In addition, it indicated that its other program elements, including new building safety review, electrical safety, and OSH training programs, have dramatically *increased* its personnel’s recognition of emerging problems, and *decreased* their high risk behaviors.

GOALS

State indicated that its primary goals for FY 2013 as continuing to emphasize teamwork and coordination with Department organizational functions; provide technical and management support; ensure all OSH requirements are fulfilled; and support the rollout of the facilities operations and maintenance management system for owned and delegated domestic facilities. It identified strategies to improve safety and health protection of employees and family members at U.S. missions and consulates, including:

- Conduct OSH and environmental program assistance, focused electrical safety, and motor vehicle safety visits to overseas posts using certified OSH professionals and track assessment findings to monitor compliance.
- Install and implement the *DriveCam Event Data Recorder* system at six additional overseas posts.
- Train 2,500-3,000 employees, their family members, and other federal agency and private sector employees in OSH requirements for overseas environments.
- Conduct 25-30 driver trainer sessions to recertify existing instructors, and certify new instructors.

- Conduct two each Regional and Assistant Post OSH Officer seminars to educate and support key personnel responsible for safety and health programs; and obtain certification of these courses.
- Perform design reviews of overseas construction projects, and conduct OSH assessments of newly constructed facilities prior to occupancy.
- Continue to partner with Facilities Management to conduct at least two regional electrical safety training sessions for local national electricians and facility managers.
- Publish and distribute worldwide monthly electronic safety and health newsletters to key employees.
- Continue to support CDSOs by updating/expanding intranet-based OSH program guidance, implementing tools and frequently asked questions, and improving navigation.
- Provide the newly developed construction safety training program to Facility Managers and Project Directors responsible for all construction projects.
- Implement the *Captivate* training program to facilitate rollout of the Mishap Reporting System to all overseas posts.
- Implement a pilot program to gain greater employee participation in OSH issues and to provide feedback on the existing program.

DEPARTMENT OF TRANSPORTATION

STATISTICS

The Department of Transportation's (DOT's) employment rolls *decreased* by 642 to 57,346 in FY 2012. Its total injury and illness cases *decreased* by 32 to 868; and its TCR *decreased* from 1.55 to 1.51 (2.6%). The DOT's lost-time cases *increased* by 7 to 498; and its LTCR *increased* from 0.85 to 0.87 (2.4%).

The DOT's workers' compensation costs *increased* by 4.93% to \$102,257,821 during the CBY.

FATALITIES AND CATASTROPHIC EVENTS

The DOT reported that there were no work-related fatalities or catastrophic incidents during FY 2012.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

The DOT reported that it continually seeks to prepare for workplace emergencies, and that 2012 was no exception. It indicated that the Department conducted an extensive safety training campaign, that included mandatory, internet-based training (3,127 employees), in-person training seminars (1,317 employees and contractors), and a practice evacuation drill. It also reported that it conducted its first Telework drill on March 7, 2012, which included 10,352 employees and contractors participating, with 6,445 teleworking; lessons learned included the need for additional remote access licenses for teleworkers, and improving communication and accountability through an emergency management software application.

MOTOR VEHICLE SAFETY

The Department reported a *decrease* in the number of employees who sustained injuries as a result of motor vehicle accidents from 41 in FY 2011, to 38 in FY 2012, with most related to rear end collisions. The DOT indicated that it has mandatory policy requiring the use of seatbelt and prohibiting distracted driving. The DOT noted that its annual seatbelt survey demonstrated 90 percent compliance.

TELEWORK ENHANCEMENT

The DOT indicated that it has a successful telework program which uses a variety of tools to ensure the safety of its employees while teleworking. It noted that the DOT's telework exercise, conducted in March 2012 was demonstrative of the program's effectiveness.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

The DOT indicated that its OSH professionals and CDSOs are involved in local FFSHCs.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The DOT indicated that 21 worksites of the FAA operations in Washington State were inspected by OSHA in FY 2012, with at least one Notice being generated at each of the worksites and several receiving multiple Notices. It stated that sixteen "Repeat" Notices were issued for use of office electrical equipment not certified by a Nationally Recognized Testing Laboratory, and that other Notices included violations of lockout/tagout and the hazard communication standards; and hazards regarding asbestos dust, exposed live electrical parts, fire safety systems and protection, egress, fall protection and guardrails, floor loading placard, recordkeeping, and personal protective equipment and eye safety. It reported that all violations were corrected. The Department further indicated that multiple DOT operating sites in seven other States also were inspected by OSHA without the issuance of Notices. It reported that the DOT has developed a centralized method to process OSH violations from any source.

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The Department reported that the majority of DOT personnel do not travel overseas; and that approximately 90% of overseas travel was related to FAA, which reported that 829 employees conducted 1,953 trips to 134 countries. It intimated that its personnel are provided pre-deployment training on OSH laws for the visited country, the types of activities carried out by the employee, and the aviation risk assessment score given to the repair facility being visited.

WHISTLEBLOWER PROTECTION PROGRAM

The DOT reported that it clearly prohibits discrimination and reprisal for employees who express safety issues, and indicated that its safety policies emphasize the importance of workplace safety and the value of every employee. Employees may express issues to their DASHO, safety officers, or report via telephone or email address mechanisms.

SPECIAL 29 CFR 1960 REPORTING

CERTIFIED SAFETY AND HEALTH COMMITTEE

The Department reported that although both the FAA and Federal Railroad Administration operate safety committees at a nation-wide level, the Department does not currently have a certified safety and health committee at the national level.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

The Department provided a “2” rating for the overall assessment of its SHMS. With regard to assessing specific components of the overall system, it rated:

- Three of four Operational Component attributes as “1,” with the exception of *tracking hazard corrections*, which it rated as “2.”
- Five of eight Managerial Component attributes as “3,” with the exception of *knowledge, skill, and information*, and *supervisory training* attributes, which it rated as “2,” and *action plan*, which it rated as “1,” respectively.
- Three of five Cultural Component attributes as “2,” with the exception of *delegation of authority*, which it rated as “3,” and *resource allocation*, which it rated as “1,” respectively.

SUMMARY OF SELF-EVALUATION

The Department reported that it has made employee safety a priority, has done a good job of conducting employee safety and emergency preparedness training, and implemented safety awareness campaigns in FYs 2011 and 2012. It indicated that the more industrial and hazardous DOT Administrations have done a better job of implementing OSH programs than its smaller Administrations with office exposure hazards.

GOALS

On a national level, the DOT reported that it will continue to seek ways to improve its SHMS, with specific attention to: revising its OSH manual; conducting annual safety and occupational health program evaluations; implementing OSH metric goals through the DOT safety council, and internal regulation review process; and exploring the use of a comprehensive SHMS Department-wide.

DEPARTMENT OF THE TREASURY

STATISTICS

The Department of Treasury's (Treasury's) employment rolls *decreased* by 921 to 117,312 in FY 2012. Its total injury and illness cases *decreased* by 60 to 1,162; and its TCR *decreased* from 1.03 to 0.99 (3.9%). The Treasury's lost-time cases *decreased* by 114 to 644; and its LTCR *decreased* from 0.64 to 0.55 (14.1%).

The Treasury's workers' compensation costs *increased* by 3.3% to \$56,183,327 during the CBY.

FATALITIES AND CATASTROPHIC EVENTS

The Treasury indicated that there were no work-related fatalities or catastrophic events in FY 2012. However, it did report that an employee died of a heart attack while exercising.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

The Treasury indicated that aspects of COOP are integrated across its Bureaus, and provide for continuity of essential functions during any contingency situation. It reported that its requirements include, but are not limited to, current delegations of authority, availability of current vital records, personal and family preparedness, and contingency communications. The Department indicated that although recent natural disaster did not require the activation of its COOP plan, valuable lessons were learned in the area of communicating with its employees; it developed earthquake procedures and included them in the agency's emergency action and fire prevention plans.

MOTOR VEHICLE SAFETY

The Treasury indicated that it has an effective seatbelt use policy and prohibits distracted driving. It stated that it provides annual training specific to these areas. It reported that its employees were involved in four minor motor vehicle accidents, which were determined not to be caused by negligence.

TELEWORK ENHANCEMENT

The Treasury indicated that the Department recognizes that telework is an important tool to enhance employee performance, morale, retention and organizational productivity, and supports the broadest possible use of telework without diminished employee performance and/or adverse impact on an organization meeting its work requirements.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

The Treasury reported not participating in any FFSHCs.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The Treasury did not report on this area.

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The Treasury reported zero civilian employees working overseas in FY 2012.

WHISTLEBLOWER PROTECTION PROGRAM

The Treasury reported that Whistleblower disclosures are handled by the Office of Special Counsel.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

The Treasury provided a “3” rating for the overall assessment of its SHMS. With regard to assessing specific components of the overall system, the Treasury rated:

- Three of four Operational Component attributes as “3,” with the exception of *tracking hazard corrections*, which it rated as “2.”
- Seven of eight Managerial Component attributes as “3,” with the exception of *supervisory training*, which it rated as “2.”
- All five Cultural Component attributes as “3.”

SUMMARY OF SELF-EVALUATION

The Treasury indicated the strengths of its SHMS to be regular safety and health self-inspections; effective surveillance of established hazard controls, and existing safety and health rules, and work practices; annual reviews of its overall SHMS; specific OSH assignment/tasks with the appropriate knowledge, skills, and timely information to perform their duties; organizational policies; employees OSH training; management commitment; and employee participation. It reported opportunities for SHMS enhancements, including: improving its injury and illness accountability and root cause analysis program, and upgrading its hazard tracking system.

GOALS

The Treasury indicated that its primary goals for FY 2013 include modification to its injury call, training, and inspection tracking programs, and continuing progress on POWER.

DEPARTMENT OF VETERANS AFFAIRS

STATISTICS

The Department of Veterans' Affairs (VA's) employment rolls *increased* by 5,322 to 320,124 in FY 2012. Its total injury and illness cases *decreased* by 632 to 10,406; and its TCR *decreased* from 3.51 to 3.25 (7.4%). The VA's lost-time cases *decreased* by 191 to 4,952; and its LTCR *decreased* from 1.63 to 1.55 (4.9%).

The VA's workers' compensation costs *increased* by 7.7% to \$200,569,180 during the CBY.

FATALITIES AND CATASTROPHIC EVENTS

The VA indicated that the Veteran's Health Administration (VHA) reported four fatalities during FY 2012, with only one being work-related. It stated that the work-related incident involved a in-home primary care nurse, who was driving to her next home visit when she lost control of the vehicle, went down an embankment, and hit a tree. The investigation revealed that distracted driving was not a factor in the incident.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

The VA reported that its COOP readiness is ensured by a continuum of national level exercises and Administration-level training, exercises, and activations; and that its Integrated Operations Center serves as the 24/7 point of contact for all operations, security, and emergency preparedness concerns.

MOTOR VEHICLE SAFETY

The VA reported that its employees were involved in 292 MVAs in FY 2012, which is a 14.6% *decrease* from the 342 motor vehicle accidents reported in FY 2011. The VA reported that the Department enforces and monitors the use of seatbelts by providing web-based training to all of its motor vehicle operators, with topics including: driver safety awareness and injury prevention, safe driving practices, defensive driving, distracted driving, and texting while driving.

TELEWORK ENHANCEMENT

The VA reported that its telework program adheres to the requirements set forth in the Telework Enhancement Act of 2010 and OPM guidelines.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

The VA reported that the Department encourages FFSHC involvement through discussions at the VA's quarterly DASHO conference calls and the VA's bi-monthly safety steering committee meetings. It indicated that six active Councils are chaired by VHA employees.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The VA indicated that it has received Notices, and is trending them and other internal inspection data. It indicated that Notices are used to develop key initiatives and to develop action plans to prevent future reoccurrences.

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The VA indicated that all employees who are working overseas receive OSH education and training consistent with the provisions set under the VA and the Administration's directives.

WHISTLEBLOWER PROTECTION PROGRAM

The VA indicated 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. It reported that the VHA had one allegation of reprisal case for FY 2012.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

The Department provided a "2" rating for the overall assessment of its SHMS, but did not provide an assessment of the specific components of its system.

SUMMARY OF SELF-EVALUATION

The VA indicated that its safety steering committee is responsible for the monitoring and oversight of the agency's SHMS program, it receives and reviews all Administrations program data that specifically identifies the agency's strengths, weaknesses, and requires a response to the areas identified for improvement. It stated that one of its greatest achievements over the years has been using the VA Safety Strategic Plan to monitor, track, validate, and identify weaknesses and areas of opportunity for the continued improvement within its SHMS.

GOALS

The VA stated that its primary goal for FY 2013 is to continue the partnership between OSHA and the VA to develop and implement a SHMS Assessment tool designed to identify strengths and weaknesses within a federal agency SHMS program. It stated its other goals as:

- Redesign its multiple data system into one corporate data collection system for VA.

- Develop and implement agency wide blended/hybrid training modalities at all staff levels.
- Resurvey its employees using the FY 2013 NSC Employee Perception Survey.

ENVIRONMENTAL PROTECTION AGENCY

STATISTICS

The Environmental Protection Agency's (EPA's) employment rolls *decreased* by 216 to 18,524 in FY 2012. Its total injury and illness cases *decreased* by 26 to 90; and its TCR *decreased* from 0.62 to 0.49 (0.2%). The EPA's lost-time cases *decreased* by 4 to 47; and its LTCR *decreased* from 0.27 to 0.25 (0.07%).

The EPA's workers' compensation costs *increased* by 13.0% to \$4,856,751 during the CBY.

FATALITIES AND CATASTROPHIC EVENTS

The EPA reported that its employees did not suffer any job-related fatalities or catastrophic events in FY 2012.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

The EPA reported that 97 percent of its major offices and laboratories have established COOP plans, 79 percent of them performed a COOP exercise, and that approximately 4,845 employees participated in these exercises or completed COOP training in FY 2012. It indicated that its COOP plans include provisions for ensuring employee safety and health during emergency situations; address OSH concerns for specific types of emergencies, such as pandemic influenza; and safety checklists. The EPA indicated that its OSH professionals play a key role in the COOP development process; and may be called on to assess the safety of alternative work sites and assist in deciding when vacated facilities can be reoccupied during COOP exercises. The EPA reported that lessons learned from COOP activation during 2012 disasters prompted some EPA locations to adjust their COOP plans and OEPs to include information on earthquake safety protocols, and update communication and accountability procedures. It specified that Hurricane Sandy highlighted the need to further address power outage issues; encourage employees to take laptops home when severe weather is forecast; and identify, in advance, the exact role of each COOP essential team member. The EPA indicated that it faces several challenges to maintaining its COOP plans – maintaining accuracy of contact lists and phone trees, training challenges associated with software and communications technology, and fully implementing telework options at the local level.

MOTOR VEHICLE SAFETY

The EPA reported that it requires the use of seatbelts and prohibits distracted driving practices. It reported that more than 6,200 EPA employees drove over 8 million miles on official government business in FY 2012. It indicated a three year *decrease* in MVAs from 54 incidents

(9 resulting in personal injury) in FY 2010, to 37 incidents (6 resulting in personal injury) in FY 2011, to 31 incidents (1 resulting in personal injury) in FY 2012. It explained²⁴ that, in FY 2012, 14 MVAs involved a roadway collision between two vehicles; six MVAs occurred when drivers struck stationary objects - parked vehicles, poles; four involved EPA vehicles hitting road debris or hitting ram barriers/security-gate arms upon entering or exiting EPA facilities; and two involved property damage from unknown sources. It added that in all instances, seatbelts were in use. The EPA reported that it provides defensive driving training and information through a variety of methods, including online; seminar; email/bulletin board communications; signs, newsletters, and fact sheets; and pop-up reminders in online vehicle reservation procedures; and that 116 employees completed the online NSC training, and 142 trailer-towing training.

TELEWORK ENHANCEMENT

The EPA indicated that the agency has had an effective telework program in place since December 1997. The EPA has noticed that the number of telework enrollment applications and approvals increases after storms or disasters, as these events highlight the importance of being able to work from home. Such preparedness proved to be beneficial during Hurricane Sandy, as teleworking employees located in EPA Region 2 were able to continue conducting the agency's business even though their physical offices in New York and New Jersey were temporarily inoperable.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

The EPA stated that 26 employees from 12 of its major offices and laboratories collectively participated in 43 council activities in FY 2012, with some serving as council officers, and hosting council meetings.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The agency indicated that it has a robust self-assessment program with the agency performing comprehensive onsite hazard risk assessments at its major locations on a pre-determined schedule, and all EPA locations performing informal safety walkthroughs regularly and comprehensive internal SHMS self-assessments annually. EPA indicated that it sends OSH and environmental auditors to its offices, laboratories and research vessels on a three- to five-year cycle. The agency reported that eight EPA locations were inspected either by federal OSHA or a state or local regulatory agency, and that non-compliances were identified at two locations. It indicated that required corrective actions included: adding a maximum occupancy sign, replacing an emergency exit light, adding a mechanical closure to an exit door, fixing lighting fixtures, replacing sprinkler escutcheons and cover plates, replacing ceiling tiles, securing a gas cylinder, and addressing chemical storage issues; all issues have been corrected.

²⁴ EPA stated that its OSH managers were unable to retrieve information about the remaining five accidents.

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The agency reported that it had approximately 158 employees working or traveling overseas in FY 2012; they attended conferences, delivered training, offered technical assistance, provided advice to foreign program representatives, conducted field assessments, and helped develop site-specific computer-based contaminant plume models. Pre-deployment, the EPA indicated that its employees are provided appropriate immunizations and medical advice and travel information to assure their safety, including Department of State travel briefs, embassy contact information, and relevant CDC-prepared health-related information.

WHISTLEBLOWER PROTECTION PROGRAM

The EPA indicated that it is committed to assuring that no employee is subject to restraint, interference, coercion, discrimination or reprisal for filing a report of an unsafe or unhealthy working condition, and encourages employees to report unsafe or unhealthy working conditions. It indicated that no EPA employees alleged unfair reprisal for reporting an OSH issue in FY 2012.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

The EPA provided a “3” rating for the overall assessment of its SHMS. With regard to assessing specific components of the overall system, the EPA rated:

- All four Operational Component attributes as “3.”
- Five of eight Managerial Component attributes as “3,” with the exception of *knowledge, skills, and information*, and *supervisory training* attributes, which it rated as “2.” The remaining attribute, *annual SHMS review*, was rated “not applicable” with the EPA explaining that the agency has not yet completed SHMS implementation at all its designated reporting locations.
- All five Cultural Component attributes as “3.”

SUMMARY OF SELF-EVALUATION

The EPA indicated that 55 percent of its major offices and laboratories reported having a fully operational SHMS, and an additional 16 percent are expected to complete the implementation process by year’s end 2012; and that 68 percent report completing an internal SHMS audit, and 55 percent a management review. It stated that the agency: conducts a variety of self-assessment activities, internal annual self-assessments, and hazard control monitoring, in an effort to anticipate, identify, prevent and control hazards; has in-place tracking systems and action plans across the agency to document and track potential hazards and audit findings; continues to reduce the time it takes to control and manage hazards, mitigate audit findings and minimize repeat findings. It indicated that its safety and health rules and work practices are clearly defined in numerous policy orders, guidelines, manuals and outreach materials, and are readily available to management and employees, that it strongly supports SHMS operations through funding, personnel, and a strong training program.

GOALS

The EPA reported that its main FY 2013 OSH-related goal is to complete the SHMS implementation process. The agency indicated that it also intends to:

- Meet the President's POWER goals;
- Implement its new health and wellness program;
- Promote integrated audits; and
- Continue strengthening its OSH policies, guidelines, and manuals.

GENERAL SERVICES ADMINISTRATION

STATISTICS

The General Services Administration's (GSA's) employment rolls *decreased* by 133 to 12,687 in FY 2012. Its total injury and illness cases *decreased* by 9 to 102; and its TCR *decreased* from 0.87 to 0.8 (0.08%). The GSA's lost-time cases *increased* by 2 to 64; and its LTCR *increased* from 0.48 to 0.5 (0.04)

The GSA's workers' compensation costs *increased* by 6.0% to \$14,527,341 during the CBY.

FATALITIES AND CATASTROPHIC EVENTS

The GSA reported that no employees suffered job-related fatalities or catastrophic events in FY 2012.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

FEDERAL GOVERNMENT-WIDE AND PRESIDENTIAL INITIATIVES

CONTINUITY OF OPERATIONS

The GSA reported that its COOP plans incorporate OSH-related considerations, and are in-place across all 11 GSA regions. Organizationally, the GSA indicated that the agency is in the process of elevating the emergency management functions (EMFs) at both headquarters and in the regions to the department-level, and has aligned most of its OSH and EMFs in the same Public Buildings Service (PBS) division to help ensure that OSH considerations are addressed during emergency planning activities, and OSH program representatives are integrated into the COOP planning process. The GSA indicated that the agency is committed to improving its COOP plans to address lessons learned from recent natural disasters, including the adoption of earthquake-related safety features in its NCR COOP plan, and improving its personnel alert and notification procedures. Additionally, the GSA reported that its OSH program managers have highlighted the need to: provide additional training on disaster response and information technology (IT) support, improve communications to ensure that employees are continuously notified of issues that could impact their safety and well-being, and collect and maintain accurate home address data to ensure that teleworking employees can be easily reached.

MOTOR VEHICLE SAFETY

The GSA reported that its drivers experienced 50 MVAs and 42 incidents in FY 2012, with two MVAs resulting in personal injuries. It reported that all of GSA's regions require and promote seatbelt use, and the prohibition against distracted driving. Accordingly, the agency incorporates aspects in its training regional intranet sites, defensive driver training, initial orientation training, and informal training venues (e.g., staff meetings).

TELEWORK ENHANCEMENT

The GSA indicated that, in early FY 2012, the agency replaced its existing telework program with a new *GSA Mobility and Telework Policy*. It summarized the new policy by stating: “*Work is what we do, not where we are.*” Moving beyond a traditional telework program, the GSA indicated that its new policy encompasses a broader range of alternative working situations, covering alternative officing to include desk sharing, “hoteling,” and “hot-desking;” mobile work to include site audits, client visits, and site inspections; as well as satellite work, teleworking from home, emergency situations, attendance at conference or training events, and virtual and distributed work.

29 CFR 1960 REQUIREMENTS**FIELD FEDERAL SAFETY AND HEALTH COUNCILS**

The GSA indicated that the agency actively encourages its OSH staff to participate in local FFSHCs, and reported that 27 representatives from 8 of its 11 regions participated in local FFSHCs in FY 2012, collectively attending 42 local council meetings. It indicated that the agency provides leadership, speakers and trainers for council meeting, performs some administrative function, and that its regions provide additional support by advertising meetings and alerting staff of council events, granting time away from the office to attend events, providing transportation to council events, and making webinars available to encourage attendance in remote locations.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The GSA reported that its *OSH Program Handbook* describes the process for employees to follow if unsafe, unhealthful, or hazardous conditions are identified during routine OSH surveys.

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The GSA reported that the agency had seven employees from the Pacific Rim Region engaged in general property management activities overseas in FY 2012, with three in Japan, two in Korea, and two in Guam. It indicated that deployed employees are given appropriate medical examinations and vaccinations.

WHISTLEBLOWER PROTECTION PROGRAM

The GSA reported that the agency encourages employees to report unsafe or unhealthy working conditions, and is committed to assuring that no employee is subject to restraint, interference, coercion, discrimination, or reprisal for filing a report of an unsafe or unhealthy working condition. It indicated that no GSA employees alleged unfair reprisal for reporting an OSH issue in FY 2012.

SPECIAL 29 CFR 1960 REPORTING

CERTIFIED SAFETY AND HEALTH COMMITTEE

Although the GSA has a CSHC approved by the Secretary of Labor, it intimated that it is in the process of revitalizing the Committee. It stated that, in FY 2012, the agency signed a memorandum of agreement with the National Federation of Federal Employees Union (NFFE) to establish a national-level safety committee. It also reported that efforts will establish regional-level safety committees in FY 2013.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

The GSA provided a “2” rating for the overall assessment of its SHMS. With regard to assessing specific components of the overall system, the GSA rated:

- Three of four Operational Component attributes as “1,” with the exception of *surveillance*, which it rated as “3.”
- Five of eight Managerial Component attributes as “2,” with the exception of *action plan*, *employee OSH training*, and *new employee orientation* attributes, which it rated as “1.”
- Two of five Cultural Component attributes as “3,” with the exception of *employee participation*, which it rated as “2,” *resource allocation*, which it rated as “1,” and *employee evaluation of OSH performance*, which it rated as “0,” respectively. A “0” rating indicates that there is no discernible or meaningful indication that the SHMS item is even partially in place.

SUMMARY OF SELF-EVALUATION

Generally speaking, the GSA indicated that its score of “2” is justified because its SHMS is not consistent with current standards, but indicated that it has laid the foundation for many of the components that are critical to SHMS implementation. It indicated that the agency needs a process and the resources to adequately monitor and assess regional compliance, develop mandatory on-line basic training modules, fully operationalize its certified committees, and provide dedicated human resources to the program.

GOALS

The GSA identified its FY 2013 agency-wide SHMS goals, and that it will:

- Implement an SHMS consistent with OSHA and ANSI standards,
- Establish certified safety and health committees at the national and regional level,
- Develop or acquire on-line courses to meet the minimum training requirements of 29 CFR 1960,
- Begin using DOL’s ECOMP system, and
- Evaluate the optimal effective organizational location for the GSA OSH program management within the agency.

In addition, the GSA indicated that its regions and OSH program offices identified internal OSH-related goals, and that specific regions and offices will implement a contractor safety program, develop a warehouse safety standard, develop and publish materials in support of the agency's mobility and telework policy, conduct inspections, and provide training on underground storage tanks, accident investigations, and safety considerations as applicable to emergency responders and a variety of other disciplines.

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION

STATISTICS

The National Aeronautics and Space Administration's (NASA's) employment rolls *decreased* by 495 to 18,201 in FY 2012. Its total injury and illness cases *decreased* by 10 to 86; and its TCR *decreased* from 0.51 to 0.47 (0.08%). NASA's lost-time cases *increased* by 15 to 50; and its LTCR *increased* from 0.19 to 0.27 (0.42%).

NASA's workers' compensation costs *decreased* by 1.9% to \$5,689,877 during the CBY.

FATALITIES AND CATASTROPHIC EVENTS

According to NASA, there were no civilian fatalities during FY 2012.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

FEDERAL GOVERNMENT-WIDE AND PRESIDENTIAL INITIATIVES

CONTINUITY OF OPERATIONS

NASA stated that it incorporates OSH aspects of emergency and disaster response, and COOP through various agency standards, including: *NASA Procedural Requirements*, *NASA General Safety Program*, *Mishap and Close-Call Reporting*, *Investigating and Recordkeeping*, and *Safety Standard for Fire Protection*. It stated that these documents address both standard and unique NASA emergency preparedness and COOP concerns. It indicated that NASA headquarters, field centers, and contractor activities develop and maintain all hazards emergency preparedness, response, and recovery programs, while the Office of the Chief Health and Medical Officer (OCHMO) provides technical support and policy guidance to Field Centers.

The agency indicated several lessons learned from recent natural disasters, and from conducting emergency and disaster exercises, to include: the importance of personal preparedness, agency emergency management planning for all hazards, the need for employees to prepare for regional emergencies, and COOP preparedness. It stated that revised processes to alert employees have been implemented using the NASA HQ Emergency Notification System (ENS). To circumvent cell phone disruptions and unreliability communications, it used radios and email, and verified the ability to use social media workarounds. NASA reported that several Field Centers indicated that special needs persons did not receive evacuation assistance because they were not "self-identified;" agency evacuation processes are being revised to accommodate this type of situation.

MOTOR VEHICLE SAFETY

NASA reported a total of 205 MVAs occurred across the agency, with none resulting from distracted driving. It stated that its *General Safety Program Requirements* provides policy for

seatbelt use and prohibits texting while driving. It reported that it uses various practices for enforcing motor vehicle safety and decreasing distracted driving, including: issuing traffic notices, levying fines, and delivering verbal warnings; periodic displays on electronic signboards to reinforce safety regulations and mandated requirements; driver and pedestrian education, employee awareness campaigns, presentations at safety-related forums, mobile radar speed kiosks, and frequent public notices; making activities and presentations central topics at safety day events; partnering with a co-located Center or nearby federal facility on safety campaigns and seat belt surveys; and offering driver training courses on *How to Avoid Vehicle Over-Correction Accidents, Dangers of DUI, How to Install Child Safety Seats, and Distracted Driving*.

TELEWORK ENHANCEMENT

The agency reported that it has effective telework program that provides employees and managers with flexible work arrangements, and includes COOP provision during national or regional emergencies, such as pandemic influenza.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

NASA indicated that it promotes active participation of Field Center personnel as an official function of their positions, and contractors in FFSHCs. It also indicated that its headquarters personnel participate in FACOSH and its subcommittees.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The agency reported that it did not have any OSHA inspections during FY 2012 that resulted in a Notice being issued.

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

NASA reported that it had 284 employees who traveled or were stationed overseas during FY 2012. It indicated that its employees are covered by an interagency agreement with State, allowing them access to State's medical facilities. NASA indicated that all overseas-destined employees must attend safety and awareness training, but that it recommends that the employee visit the Field Center OSH clinic to receive information regarding potential hazards, required vaccines, and available resources incountry. It reported that its medical evacuation vendor has a dedicated website, which offers other tools and resources.

WHISTLEBLOWER PROTECTION PROGRAM

NASA stated that it follows the Whistleblower Protection Act of 1989, which gives employees the right to make whistleblower disclosures and protects them from reprisal, and that employees and contractors are strongly encouraged to file and report unsafe or unhealthy working conditions. It indicated that all Centers have websites to allow anonymous reporting of safety concerns. NASA reported that there were no allegations of reprisal during FY 2012.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

NASA provided a “3” rating for the overall assessment of its SHMS. With regard to assessing specific components of the overall system, NASA rated:

- All four Operational Component attributes as “3.”
- All eight Managerial Component attributes as “3.”
- Four of five Cultural Component attributes as “3,” with the exception of *employee evaluation of OSH performance*, which it rated as “2.”

SUMMARY OF SELF-EVALUATION

NASA reported that its top-management provides competent OSH staff support to line managers and supervisors, with each Field Center having safety director and health positions established in senior management, and a trained complement of OSH professionals based on the needs of the projects and programs at the Center. Employees participating in the evaluation of safety and health performance was the lowest rated attribute.

GOALS

NASA stated that it met all of its previously identified FY 2012 goals, except that it did not: hold the OSH managers meeting, continue enhancement of IRIS, update its safety and health policy to meet emerging needs, and did not perform IRIS collaboration with the Department of Commerce. The Administration indicated that its FY 2013 agency performance goals are:

- Assure zero fatalities or permanent disabling injuries to the public resulting from NASA activities.
- Maintain a TCR and LTCR that meets POWER goals.
- Reduce damage to NASA assets, excluding launched flight hardware, by a 2 percent annual reduction from the FY 2010 baseline.

SOCIAL SECURITY ADMINISTRATION

(including the Social Security Advisory Board)

STATISTICS

The Social Security Administration's (SSA's) employment rolls *decreased* by 3,965 to 65,566 in FY 2012. Its total injury and illness cases *decreased* by 77 to 779; and its TCR *decreased* from 1.23 to 1.19 (0.03%). The SSA's lost-time cases *decreased* by 8 to 528; and its LTCR *increased* from 0.77 to 0.81 (0.05%).

The SSA's workers' compensation costs *decreased* by 0.2% to \$26,941,447 during the CBY.

FATALITIES AND CATASTROPHIC EVENTS

According to the SSA, there were no civilian fatalities during FY 2012.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

The SSA stated that Federal-level directives, orders, and policies form the foundation for its COOP program, which includes contingency plans to ensure the safety and well-being of employees and the continuation of important government services and functions in the event of an emergency. The agency stated that its program encompasses all agency personnel who operate in the NCR, Virginia, North Carolina, and regional, field, and hearing offices nationwide; and encompasses all resources and capabilities it may use in support of the COOP mission, including personnel working from another location during COOP operations. The SSA indicated that its plans encompass extensive emergency and disaster response for all of its buildings and operations. It reported that as a result of the 2011 earthquake, it developed several improvements to enhance its communicating with employees and visitors during all emergency situations.

MOTOR VEHICLE SAFETY

The SSA reported that its employees were involved in six MVAs during FY 2012, and that one employee was injured. The Administration indicated that it ensures compliance with EOs 13043 and 13513 by providing annual reminders about seat belt requirements and the hazards of texting while driving to all offices; and that it provides health and safety representatives, committee members, and employees who drive agency vehicles with online training that addresses the hazards of driving while distracted.

TELEWORK ENHANCEMENT

The agency did not report on this item.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

The SSA indicated that its administrative procedures manuals encourage health and safety representatives to participate in their local councils; further indicating that the agency ensures that all field facilities are aware of the councils, and that it sends annual reminders encouraging active involvement. It stated that agency managers hold executive positions in FFSHCs, and that both management and union health and safety representatives attend meetings.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The SSA stated that the agency cooperates fully with OSHA inspections of its worksites, whether part of its targeted inspection program or in response to employee allegations of unsafe or unhealthful working conditions; and that its employees and employee representatives also participate in the process. The agency stated that it posts all Notices, and takes action to correct hazards.

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The SSA indicated that it had six employees working overseas as Regional Federal Benefit Officers located in U.S. embassies, and that they receive appropriate site-specific training. The agency reported that none of these employees experienced any occupational injuries or illnesses during FY 2012.

WHISTLEBLOWER PROTECTION PROGRAM

The SSA indicated that it prominently displays the OSHA poster at its facilities nationwide to inform employees of their whistleblower protection rights. The agency reported that mandatory *No Fear* training is also provided for all employees.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

The SSA provided a “3” rating for the overall assessment of its SHMS. With regard to assessing specific components of the overall system, it rated:

- All four Operational Component attributes as “3.”
- All eight Managerial Component attributes as “3.”
- All five Cultural Component attributes as “3.”

SUMMARY OF SELF-EVALUATION

The agency stated that its SHMS is comprehensive in scope, in that the agency: exceeds the annual work space inspection requirements required by 29 CFR 1960.25(c); conducts surveillance of established hazard controls in addition to regularly scheduled inspections; has standards and rules that meet or exceed OSHA requirements; and documents hazards and monitor corrective action implementation. In addition, the SSA stated that it conducts annual comprehensive assessment audits of its SHMS, and provides a wide range of OSH training for employees; developed an extensive action plan to accomplish its SHMS objectives; developed an organizational Environmental Management System that documents its commitment to environmental conservation, and provides a tracking and reporting mechanism to monitor programs with significant environmental impacts.

GOALS

The SSA stated that it will continue its comprehensive SHMS, and plans to improve the program's effectiveness in FY 2013 and beyond by,

- Continuing to provide support for its offices nationwide in the program areas of indoor air quality, water quality, water intrusion and mold prevention, asbestos management, confined space management, EHS training, hazard communication, and waste management.
- Developing a centralized *SharePoint* electronic filing and document management system.
- Expanding its incident reporting.
- Developing a National Environmental Policy Act work plan, and a job safety analysis protocol and PPE certification program.
- Reviewing its respiratory protection, hearing conservation, and self-contained breathing apparatus programs.
- Preparing site-specific programs for confined space entry, bloodborne pathogens, hazard communication, and lockout/tagout.
- Developing a contractor safety management program.

TENNESSEE VALLEY AUTHORITY

STATISTICS

The Tennessee Valley Authority's (TVA's) employment rolls *increased* by 392 to 12,946 in FY 2012. Its total injury and illness cases *decreased* by 22 to 184; and its TCR *decreased* from 1.64 to 1.42 (0.13%). The TVA's lost-time cases remained *UNCHANGED* at 19; and its LTCR *UNCHANGED* from 0.15 to 0.15 (0.0%).

The TVA's workers' compensation costs *increased* by 0.2% to \$50,550,030 during the CBY.

FATALITIES AND CATASTROPHIC EVENTS

The TVA reported that there were no work-related fatalities or catastrophic events.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

The TVA explained that the health and safety of its employees is provided for in all its COOP plans, processes, and procedures regardless of whether it is business as usual or an emergent situation. It indicated that although recent natural disasters did necessitate COOP activation, these events did not affect changes in its COOP planning.

MOTOR VEHICLE SAFETY

The TVA reported a 33% decrease in MVAs from FY 2011 (117 incidents) to FY 2012 (78 incidents), with nine MVAs resulting in personal injury. It indicated that its policies and procedures require seatbelt use and prohibit texting while driving and other forms of distracting driving - non-conformance to these procedures is treated in the same manner as a violation of any other work rule.

TELEWORK ENHANCEMENT

The TVA reported that its telework standard programs and processes establish participation terms and conditions, eligibility criteria, participation guidelines, approval process, and roles and responsibilities for teleworking. It indicated that participating employees and their supervisor(s) are required to complete telework training and document the arrangement by completing and obtaining approval of an application and agreement to telework. Employees are responsible for the security of TVA property and information, regardless of work location. TVA policies are enforced at the same rigorous level when employees telework as when they are in the office.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

The TVA reported that it does not participate in any of the FFSHCs.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The TVA reported that OSHA did not inspect any of its sites or issue any Notices. It stated that its corrective action program tracks to closure all received Notices.

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The TVA indicated that it did not have any civilian employees working overseas.

WHISTLEBLOWER PROTECTION PROGRAM

The TVA indicated that it has a working program that encourages its employees, contractors, and others who support TVA functions to express concerns and differing views, cooperate, and participate in the investigation of concerns and in the development of concern resolution without fear of reprisal. It indicated that its employees did not file any allegations of reprisal.

SPECIAL 29 CFR 1960 REPORTING

CERTIFIED SAFETY AND HEALTH COMMITTEE

The TVA reported that its certified safety and health committee, the *TVA Joint Union/Management Health and Safety Committee*, meets the CSHC requirements identified in 29 CFR 1960, and that its purpose, operations and functions are explicitly described in TVA standard procedure and processes. The TVA did not provide a report specific to the activities of its CSHC.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

The TVA provided a “2” rating for the overall assessment of its SHMS. With regard to assessing specific components of the overall system, it rated:

- Three of four Operational Component attributes as “2,” with the exception of *self-inspection*, which it rated as “3.”
- Five of eight Managerial Component attributes as “2,” with the exception of *annual SHMS review; knowledge, skill and information; and employee OSH training*, which it rated as “3.”
- Four of five Cultural Component attributes as “2,” with the exception of *delegation of authority*, which it rated as “3.”

SUMMARY OF SELF-EVALUATION

The TVA stated that its Safety and Health Group develops and publishes an agency-wide annual assessment plan focusing on regulatory required assessments and other safety performance assessments. During FY 2012, TVA indicated that it completed 14 assessments of its fossil fuel and nuclear facilities, covering outage, process safety management, and asbestos. It indicated that deficiencies are tracked to closure via the Corrective Action Program.

GOALS

The TVA reported that its Safety and Health Group is working hard to improve the effectiveness of its SHMS, including: leading indicators to predict safety performance, behavior-centered safety expansion to the non-generation business units, leadership safety training to develop supervisory skills, and corrective action and human performance programs development to improve safety performance.



EXECUTIVE SUMMARIES

ARCHITECTURAL AND TRANSPORTATION BARRIERS COMPLIANCE BOARD

STATISTICS

Not reported.

FATALITIES AND CATASTROPHIC EVENTS

The Architectural and Transportation Barriers Compliance Board (Access Board) reported that it has never had a fatality or a catastrophic event in its offices.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER FEDERAL GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

The Access Board indicated that its COOP plan does not address safety and health management.

MOTOR VEHICLE SAFETY

The Access Board indicated that it does not have a MVS program, and reported zero MVAs.

TELEWORK ENHANCEMENT

The Access Board indicated that it is in the process of revising its telework policy.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

The Access Board indicated that the agency is not involved in FFSHC activities.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The Access Board indicated that the agency has not had an inspection during FY 2012.

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The Access Board indicated that it does not have overseas employees.

WHISTLEBLOWER PROTECTION PROGRAM

The Access Board indicated that it does not have a WPP.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

The Access Board provided a “0” rating for the overall assessment of its SHMS. With regard to assessing specific components of the overall system, the agency rated:

- All four Operational Component attributes as “0.”
- All eight Managerial Component attributes as “0.”
- Three of five of the Cultural Component attributes as “not applicable,” with the exception of *line function*, and *employee participation*, which it rated as “0.”

SUMMARY OF SELF-EVALUATION

The Access Board stated that the agency does not perform safety and health self-inspections, and does not use hazardous materials. The agency identified its SHMS’ greatest weakness is that staff are not trained on any safety procedures outside of emergency preparedness, but indicated that they may benefit from training in safety and health management. The agency reported its greatest accomplishment and strength is there has not been an injury since 1996.

GOALS

The Access Board indicated that it will complete the action plan to develop a strong SHMS policy, including staff training and annual self-inspections.

ADVISORY COUNCIL ON HISTORIC PRESERVATION

STATISTICS

Not reported.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

The Advisory Council on Historic Preservation did not submit an assessment report for inclusion in the Secretary of Labor's Report to the President.

AMERICAN BATTLE MONUMENTS COMMISSION

STATISTICS

The American Battle Monuments Commission's (ABMC's) employment rolls remained at 455 in FY 2012. Its total injury and illness cases *increased* by 2 to 2; and its TCR *increased* from 0.0 to 0.44. The ABMC's lost-time cases *increased* by 2 to 2; and its LTCR *increased* from 0.0 to 0.44. According to the ABMC, there were no civilian fatalities during FY 2012.

The ABMC's workers' compensation costs *decreased* by 18.4% to \$45,501 during the CBY.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

The American Battle Monuments Commission did not submit an assessment report for inclusion in the Secretary of Labor's Report to the President.

ARMED FORCES RETIREMENT HOME BOARD

STATISTICS

The Armed Forces Retirement Home Board's (AFRH's) employment rolls *increased* by 12 to 279 in FY 2012. Its total injury and illness cases *decreased* by 9 to 11, and its TCR *decreased* from 7.49 to 3.94 (47.4%). The AFRH's lost-time cases *decreased* by 7 to 4; and its LTCR *decreased* from 4.12 to 1.43 (65.3%).

The Board's workers' compensation costs *decreased* by 12.3% to \$709,386 during the CBY.

FATALITIES AND CATASTROPHIC EVENTS

According to the agency, there were no civilian fatalities during FY 2012.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER FEDERAL GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

The AFRH did not report on this item.

MOTOR VEHICLE SAFETY

The AFRH did not report on this item.

TELEWORK ENHANCEMENT

The AFRH did not report on this item.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

The AFRH did not report on this item.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The AFRH did not report on this item.

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The AFRH did not report on this item.

WHISTLEBLOWER PROTECTION PROGRAM

The AFRH did not report on this item.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

The AFRH did not provide an overall assessment rating of its SHMS. With regard to assessing specific components of the overall system, the agency rated:

- All four Operational Component attributes as “3.”
- Seven of eight Managerial Component attributes as “3,” with the exception of the *annual SHMS review* attribute, which it rated as “2.”
- All five of the Cultural Component attributes as “3.”

SUMMARY OF SELF-EVALUATION

The agency substantiated its SHMS rating by stating that its qualified OSH specialist conducts monthly, quarterly, and annually formal inspections using a comprehensive safety checklist; that the agency has established surveillance programs of extant hazard controls, including engineering controls, PPE, safety rules, and safe work practices; that its agency-level safety program manager and campus safety officers are responsible for the performance and coordination of their respective OSH programs, with the primary responsibility for workplace safety being assigned to the safety officer, these individuals are trained in NFPA 101 Life Safety Code, OSHA 30 hour course, and attend various continuing education courses; that SOPs are in-place to promote OSH performance; that OSH issues are part of the agency’s mandatory quarterly and annual safety training, including life safety; accident/illness reporting; fire safety; COOP; the agency policies regarding smoking, hazard communications, personal safety and ergonomics, as well as supervisory safety responsibilities; that the agency has an established safety and health committee that oversees and implements the agency's safety and health responsibilities; and that the agency encourages its employees to submit suggestion to the safety committees and management, and participate in safety and health evaluation activities.

GOALS

The AFRH indicated that its significant goals for FY 2013 include, establishing a SHMS, perform a quarterly review of its goals and objectives for safety and health management through its safety committees, and track safety issues and establish measurements and goals for its SHMS.

BROADCASTING BOARD OF GOVERNORS (INCLUDING THE INTERNATIONAL BROADCASTING BUREAU)

STATISTICS

The Broadcasting Board of Governors' (Board), which includes the International Broadcasting Bureau (IBB), employment rolls *decreased* by 52 to 1,902 in FY 2012. Its total injury and illness cases *decreased* by 2 to 14; and its TCR *decreased* from 0.82 to 0.74 (9.8%). The Board's lost-time cases *decreased* by 5 to 6; and its LTCR *decreased* from 0.56 to 0.32 (42.9%).

The Board's workers' compensation costs *increased* by 13.8% to \$750,690 during the CBY.

FATALITIES AND CATASTROPHIC EVENTS

According to the Board, there were no civilian fatalities during FY 2012.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER FEDERAL GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

The Board reported that the agency actively maintains a COOP facility located at a Maryland FEMA Training/Education Center. The agency indicated that as a result of the Virginia epicentered earthquake, the Board implemented an emergency notification system that allows the agency to provide real-time updates, including reporting to work or alternate site, to employees via mobile devices, email and telephones in the event of a natural disaster or other catastrophic events.

MOTOR VEHICLE SAFETY

The Board reported that its motor vehicle safety policy requires the use of seatbelts and prohibit distracted driving practices. It indicated that the agency experienced three accidents that resulted in vehicular damage only, no employees were injured.

TELEWORK ENHANCEMENT

The Board indicated that it has an effective telework program designed to strengthen the agency's ability to carry out its mission during hazardous weather and other situations when staff is unable to reach agency offices. It mentioned the agency's undisturbed performance during Hurricane Sandy as a success story for its telework policies. The Board indicated that its recent expansion of telework opportunities, such as a pilot program within its broadcasting elements, has increased telework eligible employees to 25 percent, compared to only 5 percent in FY 2011.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

The Board reported that the agency does not participate in FFSHC activities.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The Board indicated that OSHA notified the agency of an alleged workplace hazard involving the water temperature in restroom sinks; the agency quickly investigated, and provided OSHA with a written response, with test results.

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The Board reported that it had over 300 civilian employees overseas, working at one of its 8 radio transmitting facilities. It stated that the manager of each overseas transmitting facility, as well as the one domestic facility, is responsible for providing OSH training to employees, which typically includes: first aid, including animal and snake bite management; certification/recertification in CPR, AED use, and forklift safety; operator/maintenance safety; safe driving; electrical equipment LOTO procedures; fire safety/prevention; antenna rigger safety; radiation hazard refresher; and radiation frequency safety.

WHISTLEBLOWER PROTECTION PROGRAM

The Board stated that it requires all employees to take biennial “*No FEAR Act*” training, which it provides online. It reported that new employees are informed of their rights during new employee on-boarding orientation.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

The Board provided a “2” rating for the overall assessment of its SHMS. With regard to assessing specific components of the overall system, the agency rated:

- All four Operational Component attributes as “2.”
- Three of the eight Managerial Component attributes as “3,” with the exception of the *annual SHMS review; knowledge, skills and information; and promotion of OSH through organizational policy* attributes, which it rated as “2,” and *action plan, and supervisory training* attributes, which it rated as “1,” for each attribute, respectively.
- Four of five of the Cultural Component attributes as “3,” with the exception of *employee evaluation of OSH performance*, which it rated as “1.”

SUMMARY OF SELF-EVALUATION

The Board substantiated its SHMS ratings by stating that the agency’s management is committed to safety, health, and well-being of employees by ensuring that an effective SHMS is in-place. It stated that the agency has experienced a reduction in the number of injuries in FY 2012; it met most of its POWER goals; has established a ready-to-use COOP facility, and implemented an

emergency notification system, expanded its telework program, and its whistleblower protection program is functional.

GOALS

The Board reported that its goal for FY 2013 is to strengthen its SHMS by: ensuring that a dedicated OSH manager is made available; continuing normal safety operations, enhancing OSH performance, and emergency and OEP planning; completing a safety program update of the agency's Broadcast Administration Manual; improving its POWER performance regarding goals 4 and 8; providing OSH-related training for headquarters employees; involving employees in the evaluation of its SHMS; and conducting a mid-year evaluation of the Board's overall SHMS.

BOARD OF GOVERNORS OF THE FEDERAL RESERVE SYSTEM

STATISTICS

The Board of Governors of the Federal Reserve System's (FRS's) employment rolls remained at 1,873 in FY 2012. Its total injury and illness cases *increased* by 9 to 27; and its TCR *increased* from 0.96 to 1.44 (50.0%). The FRS's lost-time cases *increased* by 9 to 24; and its LTCR *increased* from 0.8 to 1.28 (60.0%).

The FRS's workers' compensation costs *increased* by 2.0% to \$565,834 during the CBY.

FATALITIES AND CATASTROPHIC EVENTS

The FRS reported no fatalities or catastrophic events.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER FEDERAL GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

The FRS reported that its COOP plan, which the FRS reported is not part of its OSH program, is practiced internally during routine table-top exercises, and externally during national-level events. The FRS indicated that it is actively working to resolve issues identified during the 2011 earthquake regarding employee safety and communications, including conflicts with assembly areas, and assuring effective staff communication.

MOTOR VEHICLE SAFETY

The FRS reported that it did not experience any motor vehicle accidents in FY 2012. It indicated that the agency requires the use of seatbelts; prohibits texting or using cell phones while driving; and promotes safe driving practices in a variety of ways, including a toolkit and videos.

TELEWORK ENHANCEMENT

The FRS indicated that it has a viable telework plan available to all workers.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

The FRS indicated that, although it does not have field offices, it places high importance on its OSH, safety, and emergency preparedness managers participating in interagency working groups and attending training and networking events within the NCR.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The FRS indicated no formal inspections.

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The FRS reported no overseas employees.

WHISTLEBLOWER PROTECTION PROGRAM

The FRS indicated that it has a viable WPP, and that all employees have the right to report unsafe or unhealthy working conditions, and request an inspection of the suspected hazard without fear of restraint, interference, coercion, discrimination, or reprisal for filing such a report, or for otherwise participating in the agency's OSH program.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

The FRS provided a "3" rating for the overall assessment of its SHMS. With regard to assessing specific components of the overall system, the FRS rated:

- Three of four Operational Component attributes as "3," with the exception of the *tracking hazard correction* attribute, which it rated as "2."
- Six of eight Managerial Component attributes as "3," with the exception of the *new employee orientation*, and *supervisory training* attributes, which it rated as "2."
- All five of the Cultural Component attributes as "3."

SUMMARY OF SELF-EVALUATION

The FRS indicated that it maintains an aggressive program of conducting workplace evaluations on all its facilities and work operations; and conducts evaluations, and holds briefings and quarterly meeting with its facilities management staff, shop supervisors, and employees on workplace findings to ensure all parties are aware of pending safety and emergency preparedness issues. In addition, the FRS reported aggressive efforts to improve training specifically tailored to their needs, and that its employees have completed more than 1,000 online training courses. The FRS reported that it has an exceptional ergonomics program, including having conducted more than 165 work station assessments, maintaining in-house training guides and pamphlets, and addressing workplace ergonomic during annual and biannual hazard assessment inspections.

GOALS

Within one year, the FRS reported that, besides continuing to strive to promote a positive safety culture, it will continue to develop written programs in compliance with OSHA regulations and standards, and workplace evaluations and deficiency abatement strategies; reach or surpass the total FY 2012 safety awareness training numbers; and complete an update of its medical surveillance program for at-risk employees.

CENTRAL INTELLIGENCE AGENCY

STATISTICS

Not available.

FATALITIES AND CATASTROPHIC EVENTS

The agency indicated that it had no significant trends or major causes or sources of fatalities and lost-time disabilities in FY 2012.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER FEDERAL GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

The CIA indicated that it has established COOP plans that ensure mission essential functions continue in the event of a wide range of emergencies, but that their details are classified.

MOTOR VEHICLE SAFETY

The agency indicated that the number of accidents is classified.

TELEWORK ENHANCEMENT

The CIA indicated that it has limited options for telework due to the classified nature of its work.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

The CIA indicated that it currently participates in a number of formal information exchange forums with other federal intelligence agencies.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The agency indicated that it conducts comprehensive inspection activities, evaluates its OSH program in the work environment, monitors compliance and abatement, and develops changes and modifications to a broad range of highly technical and classified work processes and equipment operations.

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The CIA reported this item as classified.

WHISTLEBLOWER PROTECTION PROGRAM

The agency indicated that it has procedures to ensure that no employee is subject to restraint, interference, coercion, discrimination or reprisal for filing a report of an unsafe or unhealthy working condition.

SPECIAL 29 CFR 1960 REPORTING

CERTIFIED SAFETY AND HEALTH COMMITTEE

The CIA indicated that its CSHC is an effective forum for information exchange, problem resolution and program administration outreach. Although it indicated that its network includes representatives from many of the agency's Directorates, programs and facilities, the CIA reported that details of the organizational makeup are classified.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

The CIA provided a "3" rating for the overall assessment of its SHMS. With regard to assessing specific components of the overall system, it rated:

- Two of four Operational Component attributes as "3," with the exception of the *self-inspection*, and *tracking hazard correction* attributes, which it rated as "2."
- Five of eight Managerial Component attributes as "3," with the exception of the *action plan*, *new employee orientation*, and *supervisory training* attributes, which it rated as "2."
- All five of the Cultural Component attributes as "3."

OVERALL ASSESSMENT

According to the CIA, it has a highly effective OSH program. It provided cues to substantiate its rating, indicating that:

- Its embedded program safety officers (PSOs) conduct regular environmental, safety and health surveys, comprehensive industrial hygiene surveys, risk and exposure assessments inspections and program reviews, and recommend corrective action strategies;
- A recent upgrade to its hazard/ abatement tracking system allows its PSOs and managers to view and update the agency's corrective actions database;
- It assesses risks associated with a variety of hazardous operations, and involves PSOs and subject matter experts in the evaluation, planning and action processes;
- Organizational policies promote the performance of OSH responsibilities by its managers, employees, and PSOs;
- The agency endeavors to provide comprehensive safety training to employees through a highly experienced and qualified in-house training team; and that managers are responsible for ensuring employees are properly trained, provide safe work conditions for their respective program areas; and
- Its employees are involved, as permissible, in the agency's SHMS.

GOALS

The CIA indicated that its FY 2013 goals as continuing to identify and mitigate OSH hazards; to conduct agency-wide comprehensive inspection activities, evaluate the effectiveness of OSH requirements, assess compliance, and develop changes and modifications to a broad range of highly technical and classified work processes and equipment operations; and to strive to reduce injury and illness rates in high hazard operations, and sustain maximum OSH support.

COMMITTEE FOR PURCHASE FROM PEOPLE WHO ARE BLIND OR SEVERELY DISABLED

STATISTICS

Not reported.

FATALITIES AND CATASTROPHIC EVENTS

The Committee for Purchase from People Who Are Blind or Severely Disabled reported no incidents in FY 2012.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER FEDERAL GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

The Agency, which operates as the U.S. AbilityOne Commission (Commission), stated that should situations arise that necessitate COOP outside of its normal work location, the agency relies upon and makes extensive use of its telework program.

MOTOR VEHICLE SAFETY

The Commission reported that it does not have any government vehicles, and that its workforce is aware of the local laws requiring the use of seatbelts, as well as the prohibition on texting while driving.

TELEWORK ENHANCEMENT

According to the Commission, 26 of its 27 full time positions are telework capable, and that the agency exercises its telework program on a semi-annual basis.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

The Commission did not report on this item.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The Commission indicated that this item was “not applicable” to its situation.

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The Commission indicated that this item was “not applicable” to its situation.

WHISTLEBLOWER PROTECTION PROGRAM

The Commission reported that its Executive Director has an open door policy; and that, in addition, employees have access to the agency chairperson. It indicated that the agency has a staff General Counsel that provides guidance to employees at monthly “All-hands” meetings, and is available for consultation. The agency reported that it did not have any investigations during FY 2012.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

The Commission provided a “3” rating for the overall assessment of its SHMS. With regard to assessing specific components of the overall system, it rated:

- All four Operational Component attributes as “3.”
- All eight Managerial Component attributes as “3.”
- All five of the Cultural Component attributes as “3.”

SUMMARY OF SELF-EVALUATION

The Commission indicated that it has a robust hazard anticipation and detection capability; and that as a small agency, the Chief of Staff and support staff are tasked with routine inspections and surveillance. It indicated that all staff members are aware of the requirement to report unsafe or hazardous conditions to the Chief of Staff or the support staff, and that any findings and corrections are quickly and easily communicated to the entire workforce of 27 employees. It stated that relevant issues are routinely discussed during “All-hands” meetings or communicated via email, and that deficiencies involving building management are logged by the Chief-of-Staff or support personnel into the building electronic work order system. It concluded that its program could be strengthened through a more systemic documented approach.

GOALS

While the agency did experience an injury during the past year, the Commission stated that employee safety awareness has remained high, and the agency continues to maintain a safe and hazard-free work environment. The Commission identified its FY 2013 goals to continue to maintain personnel awareness of safety; maintain a healthy, hazard free work environment; and agency management will continue to communicate with personnel, and make use of available resources to improve upon its previous year’s record.

COMMODITY FUTURES TRADING COMMISSION

STATISTICS

The Commodity Futures Trading Commission's (CFTC's) employment rolls *increased* by 21 to 700 in FY 2012. Its total injury and illness cases *decreased* by 1 to 0, and its TCR *decreased* from 0.15 to 0.0 (100.0%). The CFTC's lost-time cases remained *UNCHANGED* at zero; and its LTCR remained *UNCHANGED* at 0.0.

The CFTC's workers' compensation costs *decreased* by 40.5% to \$ 42,237 during the CBY.

FATALITIES AND CATASTROPHIC EVENTS

The Commission reported that there were no injuries, fatalities, and/or catastrophic events in FY 2012.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER FEDERAL GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

The Commission stated that it has integrated OSH requirements into its OEP, and that these plans provide procedural guidance on managing different situations, including evacuations, power outages, bomb threats, hazardous materials spills and releases, weather-related events, SIP, and first response to medical emergencies. The Commission indicated that it established a "Safety Team," whose responsibility it is to coordinate all emergency response and facilitate evacuations safely, distribute copies of the OEP to all employees, distribute SIP supplies, and maintain communications throughout all emergency events.

MOTOR VEHICLE SAFETY

The Commission indicated that the only authorized operators of its two leased vehicles are trained and certified contract drivers; and that the vehicles are intended for official government business only. It stated that the agency's motor vehicle safety policy clearly outlines the proper use of the motor vehicles; who can request vehicle service; and the restrictions and limitations that apply to travelers using the agency's vehicles, including the use of seatbelts and the prohibition on distracted driving. The agency reported that it encourages and enforces 100 percent compliance with seatbelt use. It indicated that there were no accidents in FY 2012.

TELEWORK ENHANCEMENT

The Commission reported having a well-established telework program, with approximately 35 percent of eligible staff teleworking 1-2 days per pay period. It indicated that its telework program was not impacted by FY 2012 natural disasters.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

The Commission reported that it does not currently participate in FFSHCs; however, it periodically attends FACOSH meetings.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The Commission reported that it did not receive any Notices, nor did it require any outside safety inspections in FY 2012.

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The Commission indicated that it does not have overseas employees.

WHISTLEBLOWER PROTECTION PROGRAM

The Commission indicated that it has detailed procedures to report a health and safety hazard to its OSH coordinator; and that the policy describes the agency's commitment to respond to reports, and the employee's rights to report a hazard without fear of reprisal. The agency indicated that, in FY 2012, there were no investigations conducted regarding employee allegations of reprisal for reporting a life-safety-health related problem.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

The Commission provided a "3" rating for the overall assessment of its SHMS. With regard to assessing specific components of the overall system, it rated:

- All four Operational Component attributes as "3."
- Seven of eight Managerial Component attributes as "3," with the exception of the *action plan* attribute, which it rated as "not applicable."
- All five of the Cultural Component attributes as "3."

SUMMARY OF SELF-EVALUATION

According to the Commission, the health and safety of its employees plays a crucial role in its ability to successfully meet its mission goals and objectives. The agency stated that its top management and policies support staff, making the agency one of the safest and healthiest places to work in the Federal Government; given the Commission is a very small federal agency whose mission is comprised completely of administrative functions and whose employees are housed completely in newly renovated, state-of-the-art office buildings plays a significant role in the success of its OSH program. It indicated that in FY 2012, the agency continued to monitor its facility and operations in order to quickly alleviate possible health and safety threats and hazardous situations.

GOALS

The Commission reported that it will continue to evaluate the effectiveness of its OSH program, making improvements where necessary. In addition, the Commission reported that it will fully integrate and incorporate employee safety and health into all existing and new emergency plans, guides, and policies and maintain continuous quality improvements to its OEP and COOP plan, including the development of essential personnel preparedness and deployment guidance, family readiness guide, and its workplace violence policy.

CONSUMER PRODUCT SAFETY COMMISSION

STATISTICS

The Consumer Product Safety Commission's (CPSC's) employment rolls *decreased* by 8 to 543 in FY 2012. Its total injury and illness cases remained *UNCHANGED* at 6; and its TCR *increased* from 1.09 to 1.1 (0.9%). The CPSC's lost-time cases *increased* by 2 to 4; and its LTCR *increased* from 0.36 to 0.74 (105.6%).

The CPSC's workers' compensation costs *increased* by 6.2% to \$167,121 during the CBY.

FATALITIES AND CATASTROPHIC EVENTS

The CPSC reported no fatalities or catastrophic events.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER FEDERAL GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

The agency reported that it is currently working on its COOP plan.

MOTOR VEHICLE SAFETY

The CPSC reported that its personnel must reserve and sign-out vehicles, and are reminded to wear seatbelts and refrain from using cell phones or texting while driving.

TELEWORK ENHANCEMENT

The agency indicated that it has a telework program, and that employees are encouraged to maintain good ergonomic postures and motions when working at home. It indicated that the 2011 earthquake did not impact its program.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

The agency did not report on this item.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The agency did not report on this item.

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The CPSC reported that its one overseas employee, stationed at the U.S. Embassy, Beijing, China, is covered by State's program.

WHISTLEBLOWER PROTECTION PROGRAM

According to the CPSC, it complies with the *Whistleblower Protection Enhancement Act of 2012*.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

The CPSC provided a “3” rating for the overall assessment of its SHMS. With regard to assessing specific components of the overall system, it rated:

- All four Operational Component attributes as “2.”
- All eight Managerial Component attributes as “2.”
- All five of the Cultural Component attributes as “2.”

SUMMARY OF SELF-EVALUATION

The CPSC indicated that it provides and maintains EO 12196 posters in all its facilities; PPE is provided to employees as needed, warehouse employees are properly trained on the use of warehouse equipment, such as fork lifts and cherry pickers; laboratory personnel are enrolled/monitored annually by Federal Occupational Health (FOH) physicians as required by their jobs; the agency maintains an ergonomic program to promote proper ergonomic posture and motion; safety posters are hung throughout the laboratory facility promoting safe working habits; it maintains an AED program, and provides employees with CPR, AED and first aid training; and that annual flu shots and health fairs are provided to employees.

GOALS

The CPSC indicated that it will implement a quarterly inspection program, continue its aggressive ergonomic program, and strive to avoid workplace injuries.

CORPORATION FOR NATIONAL AND COMMUNITY SERVICE

STATISTICS

The Corporation for National and Community Service's (Corporation's) employment rolls *increased* by 15 to 609 in FY 2012. Its total injury and illness cases *increased* by 1 to 4; and its TCR *increased* from 0.51 to 0.66 (29.4%). The Corporation's lost-time cases remained *UNCHANGED* at 0; and its LTCR remained *UNCHANGED* at 0.0.

The Corporation's workers' compensation costs *increased* by 13.1% to \$1,277,840 during the CBY.

FATALITIES AND CATASTROPHIC EVENTS

According to the Corporation, there were no civilian fatalities during FY 2012.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER FEDERAL GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

The Corporation reported that its COOP plans establish procedures, and provides information to executive leadership regarding disasters and other emergencies, and to employees regarding workplace access and other status information. The agency indicated that its full COOP plan is exercised on an annual basis as part of national disaster preparedness exercises, and that it tests its communications protocols on a quarterly basis.

MOTOR VEHICLE SAFETY

The Corporation stated that it has established *Vehicle Management, Usage, and Safety Procedures*; and that driving employees are provided training on a variety of issues, including seatbelt use, prohibition on texting, and preventing distracted driving. It indicated no accidents during FY 2012.

TELEWORK ENHANCEMENT

The agency reported that its telework program has expanded allowing more employees to qualify for and enroll in the program. It indicated that recent natural disasters resulted in more employees participating in the program, and integrated COOP communications protocol to inform staff of exigent circumstances.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

The Corporation indicated that its participation in FFSHC activities is primarily through the regional Federal Executive Board structure.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The agency indicated this item as “not applicable.”

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The agency indicated this item as “not applicable.”

WHISTLEBLOWER PROTECTION PROGRAM

The agency indicated that it has a working whistleblower protection program. It reported no complaints or investigations related to allegations of reprisal due to reporting of unsafe or unhealthy conditions for FY 2012.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

The Corporation provided a “2” rating for the overall assessment of its SHMS. With regard to assessing specific components of the overall system, it rated:

- One of the four Operational Component attributes as “3,” with the exception of the *self-inspection* attribute, which it rated as “2,” and the *surveillance*, and *presence of work rules and practices* attributes, which it rated as “not applicable,” for each attribute, respectively.
- Six of the eight Managerial Component attributes as “3,” with the exception of *promotion of OSH through organizational policies*, and *supervisory training* attributes, which it rated as “2.”
- Three of the five Cultural Component attributes as “3,” with the exception of the *line function*, and *delegation of authority* attributes, which it rated as “2.”

SUMMARY OF SELF-EVALUATION

The Corporation stated that the agency’s OSH self-inspections work well, and results in corrections of identified hazards in a timely manner. It stated that employees receive appropriate information concerning OSH issues, and have the opportunity to participate in information sessions on a range of OSH concerns, as well as to be trained in first aid, and CPR/AED. However, the agency indicated that documentation of safety and health inspections, identified problems, and corrective actions are not as thorough as they should be.

GOALS

The Corporation indicated that it will continue to identify topics for employee information sessions, expand employee training and opportunities for participation in the safety/health program, maintain the present inspection/correction procedure, and assure on-going integration of COOP policies and procedures with the agency safety and health program. It also indicated that the agency will establish procedures to assure timely and accurate documentation of safety and health program activity, and for electronic submission of required worker's compensation claim reports.

COURT SERVICES AND OFFENDER SUPERVISION AGENCY

(Including the Pretrial Services Agency)

STATISTICS

The Court Services and Offender Supervision Agency (CSOSA) reported that the agency has a total of 1,247 federal civilian employees, which includes its 877 employees, and the 370 employees of the Pretrial Services Agency.

FATALITIES AND CATASTROPHIC EVENTS

The CSOSA reported that there were no fatalities or catastrophic events in FY 2012.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER FEDERAL GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

The CSOSA, which includes the Pretrial Services Agency for the District of Columbia (PSA), reported that the agency provides its employees with education and training throughout the year, including sessions on OSH and emergency response plans, and information and guidance that highlight the safety and health during seasonal emergencies. It also indicated that it observes September's *National Preparedness Month* theme through the distribution of daily "Preparedness Tips" that emphasize employees' personal role in emergency preparedness and response. The agency indicated that several lessons were learned from recent natural disasters, specifically mentioning that the FY 2011 earthquake highlighted the need to modify its OEP and provide additional training to all employees, but that the lack of program staff stifles accomplishment of these needed changes.

MOTOR VEHICLE SAFETY

The CSOSA stated that its MVS program includes policy, training, promotes seatbelt use and a zero tolerance policy concerning distracted driving. The agency reported that its employees were involved in 15 MVAs, with 4 resulting from the fault of the employee. It indicated that all employees were using seatbelts. The PSA indicated no MVAs.

TELEWORK ENHANCEMENT

The CSOSA indicated that it has an efficient telework program which serves as a recruitment and retention tool. The PSA indicated that approximately 70 percent of its employees are telework eligible. CSOSA indicated that although its program was not directly affected by recent natural disaster, the experience highlighted the lack of sufficient numbers of simultaneous connections to access their network.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

The CSOSA stated that the agency supports local FFSHC by sending a representative to regularly attend and actively participate in meetings; and encourages its facilities staff to participate in all recommended trainings, workshops and OSH-related activities.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The CSOSA reported that it had one facility that was formally inspected by OSHA in July 2012 due to an employee complaint of poor indoor air quality and unsafe work environment; however, the allegations were unsubstantiated by the finding of the OSHA inspector.

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The CSOSA reported that the agency did not have any federal employees overseas during FY 2012.

WHISTLEBLOWER PROTECTION PROGRAM

The agency reported that all reports of unsafe working conditions, fraud, waste and abuse are handled with care, are reported to the appropriate CSOSA entity for investigation and/or corrective action, and each concern is logged, tracked and investigated for corrective action. It indicated that the agency did not receive any whistleblower complaints, and that no investigations were conducted regarding employee allegations of reprisal.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

The CSOSA provided a “3” rating for the overall assessment of its SHMS. With regard to assessing specific components of the overall system, it rated:

- All four Operational Component attributes as “3.”
- Seven of eight Managerial Component attributes as “3,” with the exception of *employee OSH training*, which it rated as “2.”
- Four of five Cultural Component attributes as “3,” with the exception of *employee evaluation of OSH performance* attribute, which it rated as “2.”

SUMMARY OF SELF-EVALUATION

The CSOSA stated that its security staff perform daily safety checks upon the initial opening and closing of each CSOSA-occupied facility; and facilities management conducts daily and annual inspections of these facilities to anticipate, and detect hazards with follow-up inspections being performed as needed to ensure corrective action; effective safety and health rules, and work practices are in-place; its facilities management team uses off-the-shelf software to track and create action plans to correct hazards; and staff that are assigned OSH responsibilities have the necessary knowledge, skills, and timely information to perform their duties. It also indicated

areas of improvement, including: employee OSH training, and participation in the evaluation of safety and health performance. The PSA added that its Office of Facilities Management performs quarterly and annual safety and health self-inspections at all of its locations, with union representation being present.

GOALS

The CSOSA identified its overarching goal for FY 2013 and beyond as improving the overall safety and health of all employees through policy development, and strengthening its OEP and Fleet Management Program. It cited several specific goals as:

- Develop a formal agency policy that designates a DASHO and assigns responsibility to OSHA compliance and reporting;
- Update OEP to include procedures on natural disasters;
- Provide training in CPR, AED, and first-aid to all emergency evacuation team members;
- Install and train the emergency response team on the use of evacuation chairs;
- Add a training class on *Office Safety* to the new employee orientation program; and
- Implement the agency-wide use of fleet management software.

In addition to goals similar to those reported by CSOSA, the PSA indicated that it will update its employee *Office Safety Guide*, OEP training for key personnel, and all emergency floor plans per building specifications; and participate in the Federal Government *Shake-Out*²⁵ drill.

²⁵ The *Shake-Out* drill is an exercise for federal agencies and offices to ensure continuity of Government and its ability to fulfill emergency functions after a large earthquake.

DEFENSE NUCLEAR FACILITIES SAFETY BOARD

STATISTICS

Not reported.

FATALITIES AND CATASTROPHIC EVENTS

The Defense Nuclear Facilities Safety Board (Board) reported that there has never been a fatality or catastrophic accident.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER FEDERAL GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

The Board did not report on this item, but did indicate that it does not conduct emergency response and/or disaster recovery operations.

MOTOR VEHICLE SAFETY

Although it reported that the agency has never experienced a motor vehicle accident, its report did not indicate that it has a motor vehicle safety program that supports seatbelt use and the prohibition against distracted driving.

TELEWORK ENHANCEMENT

The Board did not report on this item.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

The Board reported this item as “not applicable.”

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The Board did not report on this item.

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The Board did not report on this item.

WHISTLEBLOWER PROTECTION PROGRAM

The Board did not report on this item.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

The Board did not provide an overall assessment rating of its SHMS. With regard to assessing specific components of the overall system, its report did not indicate that the agency accomplished the requested assessment.

SUMMARY OF SELF-EVALUATION

The Board did not report on this item.

GOALS

The Board did not identify specific goals for FY 2012.

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

STATISTICS

The Equal Employment Opportunity Commission's (EEOC's) employment rolls *decreased* by 165 to 2,396 in FY 2012. Its total injury and illness cases *increased* by 6 to 34; and its TCR *increased* from 1.09 to 1.42 (30.3%). The EEOC's lost-time cases *increased* by 5 to 20; and its LTCR *increased* from 0.59 to 0.83 (40.7%).

The EEOC's workers' compensation costs *decreased* by 20.8% to \$1,118,819 during the CBY.

FATALITIES AND CATASTROPHIC EVENT

The EEOC reported that there were no fatalities or catastrophic events in FY 2012.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER FEDERAL GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

The EEOC reported that it incorporates the safety and health of its employees into its COOP Order for emergency and/or disaster response. It identified lessons learned from the 2011 earthquake, including the need to enhance its overall emergency response, specify management roles during events, and enhance command and control. The agency indicated that it does not foresee difficulties with incorporating these OSH aspects into COOP plans.

MOTOR VEHICLE SAFETY

The EEOC reported that eight motor vehicle accidents occurred during FY 2012, and that these accidents did not result in lost-time injuries. It indicated that its Safety Order incorporates aspects of motor vehicle safety, including seatbelt use and the prohibition on distracted driving, and that it emphasizes *Driving Safety* in its annual *Safety and Security Awareness Training Program*.

TELEWORK ENHANCEMENT

The EEOC indicated that it has a viable telework program that uses flexible work arrangements, and technological enhancements to increase productivity in the workplace and promote a cleaner environment. It indicated that recent natural disasters did not affect its program.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

Although the agency did not indicate specific participation in FFSHCs, it stated that its OSH managers and employee are provided training and the opportunity to discuss OSH issues at

district office-specific medical management meetings, and that each of its 15 district offices and the Washington field office has a safety representative who is responsible for receiving training and working with its Office of Human Resources on OSH issues.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The agency indicated that a FY 2012 OSHA inspection of its San Diego Field Office resulted in the issue of a Notice which EEOC immediately abated.

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The EEOC indicated that the agency does not have overseas employees.

WHISTLEBLOWER PROTECTION PROGRAM

The agency indicated that it has a whistleblower protection program that is posted on its website, and that its Office of Legal Counsel has provided guidance regarding the whistleblower protection provisions of the *Notification and Federal Employee Antidiscrimination and Retaliation Act of 2002*, including retaliation for health and safety violations. The agency reported that in FY 2012, an allegation of an unsafe working condition in an EEOC field office led to the filing of a union grievance; however, the conditions which led to the grievance were remedied by the EEOC in conjunction with the GSA.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

The EEOC provided a “2” rating for the overall assessment of its SHMS. With regard to assessing specific components of the overall system, its report did not indicate that the agency accomplished the requested assessment.

SUMMARY OF SELF-EVALUATION

The EEOC indicated that the agency is committed to providing a healthy and safe work environment with effective safety and health rules and work practices in place. It stated that in FY 2012, the agency had been extremely active with the continuation of initiatives aimed squarely at training, education and awareness related to injury prevention and effective return-to-work strategies; and despite focused efforts to improve workplace safety, its employees continue to sustain injuries by slipping on floors or tripping over objects, resulting in falls and striking injuries. It indicated that the agency takes a proactive approach to mitigate potential injury or illness situations before an employee is affected; and that information on the causes of injuries/illnesses allows its OSH program to targeted training and annual formal inspections involving the use of a checklist to inspect office areas to ensure hazards are identified and immediately corrected.

GOALS

The EEOC identified its goals for FY 2013 and beyond as including:

- Continue to hold various meetings with agency OSH managers, medical management team, managers and contractors to resolve OSH issues, provide training on relevant topics, and discuss and distribute intra- and extra-agency best OSH practices;
- Review, evaluate, and revise the Self-Evaluation Program, including evaluation metrics;
- Conduct annual workplace safety inspections;
- Develop and implement tools to enhance its SHMS, including e-learning training, OSH program action plans, SHMS evaluation protocols, electronic whistleblower protection program guidance materials, new-hire training, and security orders;
- Encourage participation in FFSHCs;
- Continue to conduct on-site visits to district office with the highest number of on-the-job injuries and illnesses; and
- Ensure that all operating locations have current COOP planning documents, and fully participate in COOP exercises, including OEP, SIP, and fire evacuation.

EXPORT-IMPORT BANK OF THE UNITED STATES

STATISTICS

The Export/Import Bank's (E-I Bank) employment rolls *decreased* by 2 to 394 in FY 2012. Its total injury and illness cases *increased* by 2 to 3; and its TCR *increased* from 0.25 to 0.76 (204.4%). The Bank's lost-time cases *increased* by 1 to 1; and its LTCR *increased* from 0.0 to 0.25 .

The E-I Bank's workers' compensation costs *increased* by 118.9% to \$4,343 during the CBY.

FATALITIES AND CATASTROPHIC EVENTS

The E-I Bank reported no incidents in FY 2012.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER FEDERAL GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

The E-I Bank reported that it has established guidelines and protocol for responding to significant emergency events, organized according to DHS and FEMA guidelines and recommendations.

MOTOR VEHICLE SAFETY

The E-I Bank indicated that its motor vehicle safety policy is in final draft, and that it contains provisions for seatbelt use and distracted driving. It stated that the agency keeps its drivers informed of all motor vehicle safety initiatives. It reported no accidents in FY 2012.

TELEWORK ENHANCEMENT

The E-I Bank indicated that its telework policy is consistent with governing legislation.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

The E-I Bank did not indicate involvement in FFSHCs, but emphasized management's commitment to protect its employees from injury and illness through various means, including continually improving its policies, and providing information on the agency's website.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The E-I Bank reported no inspections or Notices in FY 2012.

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

It reported that the E-I Bank does not have civilian employees stationed overseas.

WHISTLEBLOWER PROTECTION PROGRAM

The E-I Bank stated that it does not have an internal whistleblower protection program policy or program, that employees are referred to the Office of Special Counsel, and that any case tracking is conducted by its Human Resources Division.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

The E-I Bank provided a “2” rating for the overall assessment of its SHMS. With regard to assessing specific components of the overall system, its report did not indicate that the agency accomplished the requested assessment.

SUMMARY OF SELF-EVALUATION

The E-I Bank substantiated its SHMS’s ratings by stating that the agency maintains awareness, and continues to evaluate all employees working on computers to prevent work-related carpal tunnel syndrome. In addition, it stated that it provides employees with footstools, risers for computer screens, keyboards trays, and other accommodations as needed.

GOALS

The E-I Bank indicated it will continue to improve the effectiveness of its SHMS for FY 2013 and beyond, and continue to report all concerns to GSA for monitoring and correction.

FARM CREDIT ADMINISTRATION

STATISTICS

The Farm Credit Administration's (FCA's) employment rolls remained *UNCHANGED* at 290 in FY 2012. Its total injury and illness cases *decreased* by 1 to 0; and its TCR *decreased* from 0.34 to 0.0 (100%). The FCA's lost-time cases remained *UNCHANGED* at 0; and its LTCR remained *UNCHANGED* at 0.0.

The FCA's workers' compensation costs *increased* by 10.1% to \$130,043 during the CBY.

FATALITIES AND CATASTROPHIC EVENTS

During FY 2012, the FCA reported that there were no fatalities or catastrophic incidents.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER FEDERAL GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

The FCA reported that its COOP planning methodology revolves around two priorities: protecting the safety of staff, including family disaster planning; and protecting FCA assets and ensuring COOP services. It indicated that the agency's COOP plans cover a multitude of scenarios, man-made and natural, planned and unplanned; and includes provisions for building evacuation, SIP, SIP/"drive-away" bags, and annual immunizations.

MOTOR VEHICLE SAFETY

The FCA reported that in FY 2012 its employees were involved in five minor MVA. It stated that the agency's motor vehicle safety policy requires the use of seatbelts and prohibits distracted driving. It added that the agency periodically publishes articles in its daily newsletter to increase motor vehicle safety, and decrease all causes of distracted driving.

TELEWORK ENHANCEMENT

The FCA indicated that the agency has a viable telework program that was recently changed to meet its COOP goals by allow nearly all employees to be telework-eligible.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

The FCA indicated no involvement in FFSHCs. It indicated that the agency's training efforts focus on educating employees, using newsletters, handouts, and electronic message boards, on improving work-related safety and health in an office setting.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The agency reported this item as “not applicable.”

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The agency reported this item as “not applicable.”

WHISTLEBLOWER PROTECTION PROGRAM

The FCA indicated that it has a certified whistleblower protection program. It indicated that the agency provides information to employees through a variety of methods, including its website, written materials and training packets; and trains managers and supervisors on their responsibilities under the prohibited personnel and whistleblower protection provisions of Title 5 of the U.S. Code.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

The FCA provided a “3” rating for the overall assessment of its SHMS. With regard to assessing specific components of the overall system, it rated:

- All four Operational Component attributes as “3.”
- All eight Managerial Component attributes as “3.”
- All five of the Cultural Component attributes as “3.”

SUMMARY OF SELF-EVALUATION

The FCA indicated that its training efforts focus on educating employees on improving work-related safety and health in an office setting, and that the agency was injury free in FY 2012. It indicated that the agency takes a proactive approach regarding its employees' safety and health. In an agency administered survey conducted in FY 2012, 90.9 percent of its employees reported being satisfied with the physical conditions of the workplace, and 95 percent felt protected from on-the-job health and safety hazards.

GOALS

The agency indicated that its continued goal is to be accident-free for FY 2013 and beyond.

FEDERAL COMMUNICATIONS COMMISSION

STATISTICS

The Federal Communications Commission's (FCC's) employment rolls *decreased* by 68 to 1,750 in FY 2012. Its total injury and illness cases *decreased* by 1 to 9; and its TCR *decreased* from 0.55 to 0.51 (7.3%). The FCC's lost-time cases *decreased* by 1 to 7; and its LTCR *decreased* from 0.44 to 0.4 (9.1%).

The FCC's workers' compensation costs *increased* by 17.5% to \$163,025 during the CBY.

FATALITIES AND CATASTROPHIC EVENTS

The agency reported this item as "not applicable."

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER FEDERAL GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

The FCC reported that its OSH manager is responsible for all OEPs, and helps in the development of the agency's pandemic and COOP plans. The agency elaborated on the content of the plans, by stating that they include thorough procedures employees need to follow to: safely evacuate the building, participate in SIP, and handle a pandemic or COOP situation. The agency indicated that it has developed safety and health checklists to better prepare its employees for a variety of emergency situations, both at work and at home. It reported several lessons learned for recent natural disasters, including the need to disseminate timely information to all employees during and after the event, and a lack of specific employee "best practices." The agency stated that it has implemented procedures to ensure employees receive information within one-minute of an event, and updated OEPs to include guidance on earthquakes, hurricanes, and other natural disasters.

MOTOR VEHICLE SAFETY

The FCC reported that it experienced two motor vehicle accidents in FY 2012; specific details indicated that the first accident involved an FCC vehicle being side swiped on a freeway entry ramp, and the second involved an FCC vehicle being struck while parked; and seatbelts were in use. The FCC indicated that it has a motor vehicle safety policy that requires the use of seatbelts and prohibits distracted driving, and requires annual driver safety training.

TELEWORK ENHANCEMENT

The agency indicated that it has a viable telework program and encourages its employees to use telework for those projects/duties that are well-suited for completion at an alternative work site.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

The agency reported this item as “not applicable.”

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The agency reported this item as “not applicable.”

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The agency reported this item as “not applicable.”

WHISTLEBLOWER PROTECTION PROGRAM

The FCC reported that its whistleblower protection program is managed by the Office of Inspector General, and that its employees are advised annually of their rights and reporting procedures pursuant to the Whistleblower Protection Act. It indicated that there were no OSH-related investigations and/or findings conducted during the FY regarding employee allegations of reprisal.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

The FCC did not provide an overall assessment rating of its SHMS. With regard to assessing specific components of the overall system, it rated:

- Two of four Operational Component attributes as “3,” with the exception of the *presence of work rules and practices*, and *tracking hazard correction* attributes, which it rated as “2.”
- Six of eight Managerial Component attributes as “3,” with the exception of *annual SHMS review*, and *promotion of OSH through organizational policy* attributes, which it rated as “2.”
- Four of five Cultural Component attributes as “3,” with the exception of *employee evaluation of OSH performance*, which it rated as “2.”

SUMMARY OF SELF-EVALUATION

The FCC substantiated its SHMS rating by stating that self-evaluation indicate that the agency’s SHMS is effective, but needs minor adjustments, such as establishing a safety and health committee, and updating its program documentation.

GOALS

The FCC’s reported goals for FY 2013 mirror the agency’s POWER goals:

- Goal 1. TCR: Keep at or below 1%;
- Goal 2. LTCR: Keep at or below 1%;

- Goal 4. Timely filing of injury and illness claims: Increase filing to at least 95%;
- Goal 5. Timely filing of wage-loss claims: Maintain filing at 100%; and
- Goal 6. Reduce Lost Production Day Rate due to injury and illness. Maintain at 15 or less.

FEDERAL DEPOSIT INSURANCE CORPORATION

STATISTICS

The Federal Deposit Insurance Corporation's (FDIC's) employment rolls *decreased* by 82 to 8,314 in FY 2012. Its total injury and illness cases *decreased* by 7 to 31; and its TCR *decreased* from 0.45 to 0.37 (17.8%). The FDIC's lost-time cases *decreased* by 4 to 28; and its LTCR *decreased* from 0.38 to 0.34 (10.5%).

The FDIC's workers' compensation costs *increased* by 3.2% to \$2,105,197 during the CBY.

FATALITIES AND CATASTROPHIC EVENTS

The FDIC reported zero employee fatalities, and zero permanent total disabilities.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER FEDERAL GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

The FDIC reported that the agency has an Emergency Preparedness Program comprised of Emergency Response and Business Continuity plans, and complemented by an "all-hazards" based Pandemic Influenza Preparedness Plan. It indicated that the agency had numerous OSH-related and emergency response training programs in FY 2012, including: emergency preparedness, ergonomics, basic workplace safety hazard recognition and inspection skills, wellness, and fitness.

MOTOR VEHICLE SAFETY

The FDIC indicated that it has an effective motor vehicle safety program that emphasizes seatbelt use and prohibits distracted driving. It reported ten MVAs for FY 2012, a 50 percent *reduction* from FY 2011. It indicated that all employees were using seatbelts; and that these motor vehicle accidents resulted in ten reported injuries, with four being lost-time cases.

TELEWORK ENHANCEMENT

The FDIC reported a comprehensive telework program, and that it actively encourages eligible employees to work from alternate workplaces when possible.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

Although it did not indicate that the agency participates in FFSHCs, the FDIC reported that its OSH staff attended annual conferences and training, and that it does not utilize social networking for its OSH program as a matter of policy.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The FDIC did not report on this item.

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The FDIC indicated that it had zero employees overseas.

WHISTLEBLOWER PROTECTION PROGRAM

The FDIC did not report on this item.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION**OVERALL ASSESSMENT**

The FDIC did not provide an overall assessment rating of its SHMS. With regard to assessing specific components of the overall system, its report did not indicate that the agency accomplished the requested assessment.

SUMMARY OF SELF-EVALUATION

The FDIC did not report on this item.

GOALS

The FDIC indicated its FY 2013 goals as: conduct ergonomic evaluations and implement controls; conduct indoor air quality, water quality and safety surveys; reduce injuries, illnesses, and workers' compensation costs; maintain zero fatalities and zero permanent disabilities record; provide health unit services, including wellness programs, and emergency training to all personnel; improve online information and develop brochures for office safety and telework for electronic distribution to all employees; RTW; evaluate safety and health programs; and develop and implement ECOMP.

FEDERAL ELECTION COMMISSION

STATISTICS

The Federal Election Commission's (FEC's) employment rolls *decreased* by 4 to 347 in FY 2012. Its total injury and illness cases *decreased* by 6 to 0; and its TCR *decreased* from 1.71 to 0.0 (100.0%). The FEC's lost-time cases *decreased* by 2 to 0; and its LTCR *decreased* from 0.57 to 0.0 (100.0%).

The FEC's workers' compensation costs *decreased* by 100.0% to zero during the CBY.

FATALITIES AND CATASTROPHIC EVENTS.

The FEC reported that there were no fatalities or catastrophic events.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER FEDERAL GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

The FEC reported that its Disaster Recovery Plan and OEP incorporate COOP and stress employee OSH. The agency indicated that the lack of effective communication was the primary lesson learned from recent natural disasters. As a result, it indicated that the agency has: updated its OEP; established a clear command and control process with defined roles; installed a secure cabinet within its facility containing extra two-way radios, copies of its COOP plans, and extra emergency equipment; established predefined locations for staff and decision makers, and defined a process to communicate updates to staff; expanded the use of social media tools and emergency contact lists to improve staff communication; and established a COOP Steering Committee to ensure that the COOP is reviewed, updated and tested on a routine basis.

MOTOR VEHICLE SAFETY

According to the FEC, the agency did not experience any motor vehicle accidents during FY 2012. It indicated that the agency has established and recently updated internal procedures for its motor vehicle safety program, which provide guidelines regarding seatbelt use and the prohibition against distracted driving. It explained recent initiatives that the agency has taken to increase motor vehicle safety and decrease all causes of distracted driving including: providing regular fleet drivers with Bluetooth headsets for fleet vehicle operators to comply with federal and state motor vehicle laws, and requiring regular fleet vehicle operators to complete the NSC's Online Defensive Driving course, and view the GSA Vehicle Operator Orientation video.

TELEWORK ENHANCEMENT

The agency reported that it has two telework policies - one for the bargaining unit under a MOU with the National Treasury Employees Union, and one for the non-bargaining unit employees. It

indicated that approximately 94 percent of its employees are telework eligible on an episodic basis.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

The FEC reported this item as “not applicable.”

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The FEC reported this item as “not applicable.”

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The FEC reported this item as “not applicable.”

WHISTLEBLOWER PROTECTION PROGRAM

The FEC reported that the agency maintains a number of best practices to ensure that employees remain informed of their rights regarding whistleblower protections; chief among these protections is that all FEC employees receive mandatory training on a biennial basis, and that every new staff member must complete “*No FEAR Act*”/Whistleblower training as a prerequisite to gaining full network access on the agency’s computer system. It also indicated that its Equal Employment Opportunity Office provides /coordinates supplemental trainings throughout the year on topics that address other behaviors that could be potentially chilling to whistleblower activity, such as bullying, and workplace civility.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

The FEC provided a “2” rating for the overall assessment of its SHMS. With regard to assessing specific components of the overall system, it rated:

- Three of four Operational Component attributes as “3,” with the exception of the *surveillance* attribute, which it rated as “not applicable.”
- Seven of eight Managerial Component attributes as “3,” with the exception of the *supervisory training* attribute, which it rated as “2.”
- Four of five of the Cultural Component attributes as “3,” with the exception of the *employee evaluation of OSH performance* attribute, which it rated as “1.”

SUMMARY OF SELF-EVALUATION

The agency substantiated its rating by stating that, in FY 2012, no employees filed workers’ compensation claims, and the agency had no fatalities or catastrophic events; it has strengthened its motor vehicle safety program; updated COOP/OEP procedures, clearly identify responsibilities for safety and health program tasks, and ensure employees receive appropriate safety and health training. The FEC continues to review the OSH needs of the agency to strengthen areas of

weakness associated with its safety and health program(s). It reported other FY 2012 accomplishments, by stating that it:

- Continues to implement telework policies for all employees;
- Expanded ergonomic options and equipment through use of the DoD's Computer and Electronics Accommodation Program;
- Replenished agency emergency supplies;
- Provided training and seminars on health and wellness;
- Provided OEP training seminars on responding to active shooter situations, and CPR, AED, and first aid;
- Provided employee awareness training on workplace bullying and harassment; and
- Incorporated OSH and emergency preparedness policies and information into new employee orientations.

GOALS

For FY 2013, the FEC reported that it plans to:

- Continue to deliver on 2012 initiatives;
- Incorporate OSH into its security program;
- Expand communication of OSH requirements and responsibilities to employees and managers by using intranet;
- Educate and train employees and supervisors on OSH issues; explore online training options and training resources being underutilized;
- Complete negotiations of the bargaining unit's telework policy, and incorporate it into the new labor-management agreement;
- Revise performance management systems to align with its new strategic plan, currently under development. As part of this revision, OSH requirements and responsibilities will be included as part of performance plans for managers and supervisors;
- Improve employee participation in the evaluation of safety and health performance by developing an annual survey;
- Enhance inter-office collaboration, and build coalitions with internal and external stakeholders; and
- Evaluate initiatives for effectiveness and revise, as necessary.

FEDERAL ENERGY REGULATORY COMMISSION

STATISTICS

The Federal Energy Regulatory Commission's (FERC's) employment rolls remained *UNCHANGED* in FY 2012. Its total injury and illness cases remained *UNCHANGED at 0*; and its TCR remained *UNCHANGED at 0 (0.0%)*. The FERC's lost-time cases remained *UNCHANGED at 0*; and its LTCR remained *UNCHANGED at 0 (0.0%)*.

The FERC's workers' compensation costs *increased* by 5.4% to \$301,927 during the CBY.

FATALITIES AND CATASTROPHIC EVENTS

The FERC reported that there were no fatalities or catastrophic accidents in FY 2012.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER FEDERAL GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

The FERC reported that the agency updated its OEP and COOP plans to improve employee safety, including increasing telework opportunities, training all employees on telework, and the associated hazards and mitigating factors of working from a remote location or from a home office, and participating in a one-day awareness session with DHS and the Federal National Preparedness Committee, that included fire emergency training, preparedness and federal safety initiatives. It indicated that ineffective agency communications was a significant lesson learned from the June 2011 electrical power outage that affected approximately 1,500 residents and commercial customers in the northeastern neighborhoods of the capital region. As a result, the agency indicated that it has updated key segments of its COOP plans.

MOTOR VEHICLE SAFETY

The agency indicated that it has an effective motor vehicle safety program that emphasizes seatbelt use and the prohibition against distracted driving. It reported six work-related motor vehicle accidents in FY 2012; and that all accidents occurred in its parking garage; no injuries to employees were reported.

PROTECTING OUR WORKERS AND ENSURING REEMPLOYMENT

The agency reported that during Spring 2012, it launched "FitterFERC," a wellness program designed to improve the health and wellness of employees, and create an awareness of healthy lifestyle choices – indicating that it hosted a variety of events, including nutrition, "heart healthy" seminars, work posture to a better spine, glaucoma screening, stretching demonstrations, and a flu shot campaign; and will host monthly 2013 seminars on additional issues, such as, workplace wellness, diet, nutrition, and safety.

TELEWORK ENHANCEMENT

The agency indicated that it has an effective telework policy designed to ensure that an employee has successfully completed the required telework training program before entering into a written telework agreement.

29 CFR 1960 REQUIREMENTS**FIELD FEDERAL SAFETY AND HEALTH COUNCILS**

The agency did not report on this item.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The agency indicated that it has not had an external inspection conducted, but that its Logistics Management, and Security and Safety Divisions conduct periodic inspections of the facility to ensure no hazards exist within FERC facilities.

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The agency indicated that it does not have any overseas employees.

WHISTLEBLOWER PROTECTION PROGRAM

The agency indicated that it posts notices in each of its galleys regarding the Whistleblower Protection Act including, what is a whistleblower, and who and where to report an incident. It also indicated that its Office of the General Counsel investigates such complaints.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION**OVERALL ASSESSMENT**

The FERC provided a “2” rating for the overall assessment of its SHMS. With regard to assessing specific components of the overall system, its report did not indicate that the agency accomplished the requested assessment.

SUMMARY OF SELF-EVALUATION

The FERC reported that the agency has made progress in reaching its goal to reduce incidents, hazards and associated medical costs due to avoidable accidents and incidents; implemented several significant initiatives and programs to utilizing social media, telework enhancement, and OEP planning; and increased its first aid and emergency responder efforts, training approximately 60 persons in first aid and CPR.

GOALS

The FERC stated that training is a primary means of improving its OSH program, and that it planning to offer quarterly brown bag lunch informational sessions as part of the initiative;

including information on work place hygiene, motor vehicle safety, individual emergency preparedness, workplace first aid and CPR, and establish community emergency response teams.

FEDERAL HOUSING FINANCE AGENCY (INCLUDING THE FEDERAL HOUSING FINANCE BOARD)

STATISTICS

The Federal Housing Finance Agency's (FHFA's) employment rolls *increased* by 10 to 499 in FY 2012. The agency's report indicated an additional 75 employees. Its total injury and illness cases *decreased* by 2 to 2; and its TCR *decreased* from 0.82 to 0.4 (51.2%). The FHFA's lost-time cases *decreased* by 3 to 0; and its LTCR *decreased* from 0.61 to 0.0 (100%).

The FHFA's workers' compensation costs *increased* by 735.2% to \$10,072 during the CBY.

FATALITIES AND CATASTROPHIC EVENTS

The agency reported no events in FY 2012.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER FEDERAL GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATION

The FHFA indicated that the agency maintains a robust COOP program, which received a score of 14/14, indicating a "GREEN" or outstanding status, from FEMA/DHS during the 2010, 2011, and 2012 COOP exercises. It stated that its OEPs are consistent with OSHA, GSA, and FEMA/DHS requirements; that its safety warden team members are trained in CPR/AED, evacuation techniques, communications, and first aid; and that new employees receive "Safety, Security, and COOP" secession training, including sessions on medical emergencies, protestors, suspicious packages, and natural disasters.

MOTOR VEHICLE SAFETY

The agency indicated that it has a motor vehicle safety program that requires seatbelt use, and prohibits distracted driving practices. It reported zero motor vehicle accidents in FY 2012.

PROTECTING OUR WORKERS AND ENSURING REEMPLOYMENT

The FHFA reported processing four employee work-related injuries, with no more than one-day of lost work time per employee.

TELEWORK ENHANCEMENT

The agency indicated that its policies strongly support telework, during normal operations, and during periods when access to its primary facility is limited, such as during natural disaster - Hurricane Sandy, or during a COOP event.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

The agency indicated that it does not participate in FFSHC activities, but is planning on creating an agency OSH committee in FY 2013.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The agency indicated that it did not receive any Notices during FY 2012.

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The agency indicated that this item was “not applicable.”

WHISTLEBLOWER PROTECTION PROGRAM

The FHFA reported that an Office of the Inspector General advises agency employees of their whistleblower protection program rights, and how to contact the OIG.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

The FHFA provided a “2” rating for the overall assessment of its SHMS. With regard to assessing specific components of the overall system, it rated:

- One of the four Operational Component attributes as “3,” with the exception of the *presence of work rules and practices* attribute, which it rated as “2,” and *surveillance*, and *tracking hazard corrections* attributes, which it rated as “not applicable,” for each attribute, respectively.
- Five of the eight Managerial Component attributes as “3,” with the exception of *action plans*, and *annual SHMS review* attributes, which it rated as “2,” and *supervisory training*, which it rated as “1,” for each attribute, respectively.
- Four of five of the Cultural Component attributes as “3,” with the exception of the *employee evaluation of OSH performance* attribute, which it rated as “2.”

SUMMARY OF SELF-EVALUATION

The agency indicated that it maintains a robust OSH program that requires some administrative work to be fully compliant with OSHA standards.

GOALS

The FHFA identified its significant goals for FY 2013 to include that the agency will:

- Work with FOH to develop an agency occupational health clinic;
- Develop formal OSH plans, and a memorandum of understanding with building management on OSH issues;

- Brief its senior leadership through the agency DASHO concerning OSH issues; and
- Provide its OSH staff with formal OSHA training.

FEDERAL LABOR RELATIONS AUTHORITY

STATISTICS

The Federal Labor Relations Authority's (FLRA's) employment rolls *decreased* by 3 to 136 in FY 2012. Its total injury and illness cases remained *UNCHANGED* at 0; and its TCR remained *UNCHANGED* at 0.0 (0.0%). The FLRA's lost-time cases remained *UNCHANGED* at 0; and its LTCR remained *UNCHANGED* at 0.0 (0.0%).

The FLRA's workers' compensation costs *increased* by 13.6% to \$114,379 during the CBY.

FATALITIES AND CATASTROPHIC EVENTS

The FLRA reported that there were no fatal or catastrophic incident cases during FY 2012.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER FEDERAL GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

The FLRA indicated that the agency has an effective COOP program designed to ensure that the agency can perform its mission essential functions, and primary mission essential functions, under all conditions, while reducing the loss-of-life, and minimize property damage and loss. It stated that its COOP provides for the successful order of succession with accompanying authorities; and its timely and orderly recovery and reconstitution from an emergency. Concerning recent natural disasters, the agency reported that its primary lesson learned involved the importance of continually educating and updating employees on health and safety and the agency's COOP plans, and practicing the same.

MOTOR VEHICLE SAFETY

The agency indicated that although it does not have a formal motor vehicle safety program, it does advise its employees on seatbelt use, and the prohibition against distracted driving practices.

TELEWORK ENHANCEMENT

The FLRA reported that, in FY 2012, the agency expanded its already comprehensive telework program, to encompass 65 percent of its workforce.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

The agency indicated that none of FLRA managers or employees has formal involvement in FFSHCs.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The FLRA reported that the agency did not receive any Notices during FY 2012.

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The agency indicated this item as “not applicable.”

WHISTLEBLOWER PROTECTION PROGRAM

The FLRA indicated that it has an effective whistleblower protection program, and that its Office of the Inspector General is responsible for managing employee allegations of reprisal. It added that in FY 2012, the agency did not conduct any investigations or make any findings regarding employee allegations of reprisal.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

The FLRA provided a “2” rating for the overall assessment of its SHMS. With regard to assessing specific components of the overall system, it rated:

- Two of four Operational Component attributes as “3,” with the exception of the *self-inspection*, and *surveillance* attributes, which it rated as “2.”
- Five of eight Managerial Component attributes as “3,” with the exception of *action plans*, *annual SHMS review*, and *supervisory training* attributes, which it rated as “2.”
- Three of five of the Cultural Component attributes as “2,” with the exception of the *line function*, and *employee participation* attribute, which it rated as “3.”

SUMMARY OF SELF-EVALUATION

The FLRA reported that it is agency policy to provide a comprehensive and continuous OSH program to ensure the safety and health of its employees, and promote the performance of health and safety responsibilities; that its Executive Director, Director of Administrative Services, and Director of the Human Resources Division have the necessary knowledge, skills, and timely information to perform their specific OSH responsibilities, as assigned; that all employees are educated about, and responsible for, using safe work procedures, immediately notifying supervisors upon learning of unsafe or unhealthy conditions, and reporting all on-the-job injuries and illnesses. The agency added that its OSH Program provides for periodic OSH inspections, and identifies appropriate work rules and practices, including hazard tracking and correction; and addresses employee OSH training.

GOALS

According to the FLRA, the agency will: review and update its OSH Program Policy; educate all employees on relevant OSH issues; allocate SHMS’s functions, resources, and personnel to ensure effective management, including the training of supervisors on agency OSH policy, and

their OSH responsibilities; continue its educational campaign; and increase employee participation concerning safety and health issues.

FEDERAL MARITIME COMMISSION

STATISTICS

The Federal Maritime Commission's (FMC's) employment rolls *decreased* by 4 to 124 in FY 2012. Its total injury and illness cases remained *UNCHANGED* at 0, as did its TCR and LTR.

The FMC's workers' compensation costs *increased* by 61.1% to \$200 during the CBY.

FATALITIES AND CATASTROPHIC EVENTS

The FMC reported zero fatalities and catastrophic accidents for FY 2012.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER FEDERAL GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

The FMC reported that its COOP plan involves pre-planning, training, and rehearsal. The agency indicated lessons learned from recent natural disasters, specifying the Virginia earthquake as an example. It stated that as a result of its loss of power during the incident, the agency has initiated the move of all its critical information technology systems to a "cloud" environment, but funding the initiative remains critical.

MOTOR VEHICLE SAFETY

The FMC reported that the agency does not have a specific motor vehicle safety program, but relies on GSA's policy regarding the safe operation of leased motor vehicles, including the use of seatbelts and prohibition against distracted driving. It stated that there were no motor vehicle accidents reported in FY 2012 by its employees while on official government business.

TELEWORK ENHANCEMENT

Although the FMC indicated that the agency has a telework policy, it stated that the agency has not made program changes during FY 2012. It indicated that recent natural disasters did not impact its program.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

The FMC reported that the agency has no involvement with any FFSHC.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The agency stated that its Office of Management Services conducts a safety inspection as part of the agency's annual accountable personal property inventory. It indicated that there were no instances of *Notices of Unsafe or Unhealthy Working Conditions* issued during FY 2012.

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The FMC reported that it has no overseas employees.

WHISTLEBLOWER PROTECTION PROGRAM

The FMC indicated that the agency issues periodic reminders to employees concerning merit system principles and prohibited personnel practices, including provisions of its whistleblower protection program and the "No FEAR Act." It further stated that its policy on *Workforce Discipline and Adverse Actions* includes severe penalties for any individual who violates the whistleblower protection program, or interferes with an investigation regarding retaliation against a whistleblower. The agency indicated that there were no investigations conducted during FY 2012 regarding employee allegations of reprisal for/or related to filing a report of an unsafe or unhealthy working condition.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

The FMC provided a "3" rating for the overall assessment of its SHMS. With regard to assessing specific components of the overall system, it rated:

- All four Operational Component attributes as "3."
- All eight Managerial Component attributes as "3."
- All five of the Cultural Component attributes as "3."

SUMMARY OF SELF-EVALUATION

To substantiate its rating, the agency stated that its SHMS is highly effective. It also reported that it met its FY 2012 goals to review its OSH policy, as well as issue regular preventive health and awareness newsletters, provide OSH information to new employees, and maintain currency of the OWCP forms housed on its intranet.

GOALS

In FY 2013, the agency reported that it plans to complete the work necessary to implement the electronic filing of OWCP claim forms; provide refresher training to all employees regarding OSH issues and training for all supervisors in order to motivate their direct reports to recognize hazards, use protective measures, and follow emergency procedures.

FEDERAL MEDIATION AND CONCILIATION SERVICE

STATISTICS

The Federal Mediation and Conciliation Service's (FMCS's) employment rolls remained *UNCHANGED* at 242 in FY 2012. Its total injury and illness cases *decreased* by 2 to 1; and its TCR *decreased* from 1.24 to 0.41 (66.9%). The FMCS's lost-time cases remained *UNCHANGED* at 1; and its LTCCR remained *UNCHANGED* at 0.41.

The FMCS's workers' compensation costs *decreased* by 10.2% to \$301,967 during the CBY.

FATALITIES AND CATASTROPHIC EVENTS

The agency indicated that there were no fatalities or catastrophic events during the reporting period.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER FEDERAL GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

According to the FMCS, the agency established an assembly location, an employee notification system, and a COOP operating site. It indicated that its CCOP is challenged to ensure that its 67 field offices spread throughout the country are adequately covered by the emergency procedures provided by the plan.

MOTOR VEHICLE SAFETY

The agency reported that it did not experience any motor vehicle accidents during FY 2012. It indicated that its ten regional Directors of Mediation Services hold regular meetings with their employees to discuss motor vehicle safety issues, including: seatbelt use; distracted driving and the use of "hands free" devices, and the prohibition of texting while driving. It specified that its managers, routinely, and on a recurring basis, encourage employees to be cognizant of all safety rules and regulations.

TELEWORK ENHANCEMENT

The agency indicated that its telework policy encourages all employees with telework agreements to work to the degree possible in the event of a disaster, and that ad hoc telework is encouraged when appropriate.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

The agency indicated that it does not participate in FFSHCs.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The agency reported that there were no safety inspections during the reporting period.

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The agency reported that it does not have any employees stationed overseas.

WHISTLEBLOWER PROTECTION PROGRAM

The agency reported that it did not receive any employee allegations of reprisal for reporting an unsafe or unhealthy working condition, adding that should such a charge be filed, its Office of the General Counsel would handle the claim; and that other offices would become involved depending on the nature of the claim.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

The FMCS rated its SHMS as an overall “0,” assessing that no discernible or meaningful indication that the rated attributes are even partially in-place. With regard to assessing specific components of the overall system, it rated:

- Three of four Operational Component attributes as “0,” with the exception of the *presence of work rules and practices* attribute, which it rated as “3.”
- Six of eight Managerial Component attributes as “0,” with the exception of the *employee OSH training*, and *supervisory training* attributes, which it rated as “3.”
- All five of the Cultural Component attributes as “0.”

SUMMARY OF SELF-EVALUATION

The FMCS stated that it routinely and informally communicates work practice rules through supervisory instructions; employees receive informal OSH information during local meetings; and that its managers discuss OSH issues during scheduled meetings, and are remind that it is the managers’ responsibility to encourage employees to maintain a safe work environment at all times. The agency indicated that it did not conduct a self-evaluation during FY 2012.

GOALS

The FMCS reported that although it does not have formalized goals, its informal goal has been, and continues to be one that encourages its employees to adhere to all safety requirements associated within a normal office environment, as well as practice highway safety as they drive for work, and for pleasure.

FEDERAL MINE SAFETY AND HEALTH REVIEW COMMISSION

STATISTICS

Not available.

FATALITIES AND CATASTROPHIC EVENTS

The Federal Mine Safety and Health Review Commission (Commission) reported that there were no fatalities or catastrophic events.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER FEDERAL GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

The Commission reported that the agency is currently working on its COOP plans for emergency and disaster response; and is taking proactive measures to ensure the safety and health of its employees by implementing mass notification systems, increased awareness in regards to SIP and evacuation procedures, and notification of temporary work centers in the event of a disaster in our current location. It indicated that recent natural disasters did not impact its COOP plans.

MOTOR VEHICLE SAFETY

The agency indicated that it has an effective motor vehicle safety program that emphasizes seatbelt use and the prohibition against distracted driving practices; and reported that there were no motor vehicle accidents involving its employees.

TELEWORK ENHANCEMENT

The Commission indicated that the agency has a working telework program, that was unaffected by recent natural disasters.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

The Commission indicated that it does not have FFSHCs.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The Commission reported that the agency has not had inspections during FY 2012.

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The Commission reported that the agency does not have federal employees overseas.

WHISTLEBLOWER PROTECTION PROGRAM

The Commission indicated that it has an effective whistleblower protection program, and that no investigations regarding allegations of reprisal were conducted.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

The Commission provided a “2” rating for the overall assessment of its SHMS. With regard to assessing specific components of the overall system, it rated:

- Two of four Operational Component attributes as “3,” with the exception of the *surveillance*, and *tracking hazard corrections* attributes, which it rated as “2.”
- Six of eight Managerial Component attributes as “2,” with the exception of the *specific assignment of OSH tasks*, and *new employee orientation* attributes, which it rated as “3.”
- Four of five Cultural Component attributes as “3,” with the exception of *employee participation*, which it rated as “2.”

SUMMARY OF SELF-EVALUATION

The Commission reported that its staff assigned with OSH duties spent most of the year committed to relocation efforts of its headquarters offices, which delayed the implementation of the agency’s OSH objectives.

GOALS

The Commission reported that its overarching goal is to have its OSH plan fully implemented, and that the agency’s primary (supportive) goals for the coming year are to:

1. Establish an OSH committee comprised of employees, managers and supervisors.
2. Provide OSH initial and ongoing training to employees, managers and supervisors.
3. Schedule a building inspection by OSHA representatives for headquarters and satellite offices.
4. Schedule monthly or semi-monthly meetings to promote employee input and participation in an effort to identify and eliminate hazards that may develop in the workplace.
5. Develop a system for identifying and correcting hazards and plan for foreseeable emergencies.

FEDERAL RETIREMENT THRIFT INVESTMENT BOARD

STATISTICS

Not reported.

FATALITIES AND CATASTROPHIC EVENTS

The Federal Retirement Thrift Investment Board (Board) reported that there were no fatalities or catastrophic events.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER FEDERAL GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

The Board indicated that, in the event of an incident, the agency follows the property manager's emergency procedures. Additionally, the Board indicated that it has created an agency COOP implementation team that is identifying relevant crises that may affect the agency, and the responsibilities of key personnel; and is coordinating internally within the agency's departments to address business continuity, and personal safety during a crisis of any kind.

MOTOR VEHICLE SAFETY

The agency indicated that it does not own vehicles; and therefore, does not have a motor vehicle safety program.

TELEWORK ENHANCEMENT

The Board reported that it has expanded the program by making it available to more employees, and promoting it to the Board's Directors as part of COOP planning. The Board indicated that recent natural disasters did not significantly impact its COOP programs.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

The Board indicated that the agency is not involved in FFSHC activities.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The Board reported that the agency did not have any Notices issued.

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The Board indicated that the agency does not have any overseas employees.

WHISTLEBLOWER PROTECTION PROGRAM

The agency reported that its whistleblower protection program is a component of its equal employment opportunity program, and is in the midst of contracting out the program requirements with a local law firm.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

The Board provided a “2” rating for the overall assessment of its SHMS. With regard to assessing specific components of the overall system, it rated:

- Two of four Operational Component attributes as “1,” with the exception of the *presence of work rules and practices* attribute, which it rated as “2,” and the *surveillance* attribute, which it rated as “0,” for each attribute, respectively.
- Six of eight Managerial Component attributes as “2,” with the exception of the *promotion of OSH through organizational policy*, and *supervisory training* attribute, which it rated as “3.”
- Two of five Cultural Component attributes as “1,” with the exception of *delegation of authority* attribute, which it rated as “3,” *resource allocation* attribute, which it rated as “2,” and *line function* attribute, which it rated as “0,” for each attribute, respectively.

SUMMARY OF SELF-EVALUATION

The Board indicated that the system’s strengths include: the agency’s influenza immunization and ergonomics programs; and its on-site SIP, with incumbent emergency water and rations stores, and first aid supplies, including a recently acquired air-cleaner. It explained that the system’s weaknesses include: an incomplete plan for disaster notification and recovery, and faulty doors. It stated that the agency has acquired a sharps disposal box for the quiet/nursing room.

GOALS

The Board identified its FY 2013 goals to include the completion of COOP and disaster recovery plans, distribution of emergency supplies, and provision of CPR/AED recertification for its floor wardens.

FEDERAL TRADE COMMISSION

STATISTICS

The Federal Trade Commission's (FTC's) employment rolls remained *UNCHANGED* at 1,131 in FY 2012. Its total injury and illness cases *increased* by 3 to 5; and its TCR *increased* from 0.18 to 0.44 (144.4%). The FTC's lost-time cases remained *UNCHANGED* at 2; and its LTCR remained *UNCHANGED* at 0.18.

The FTC's workers' compensation costs *increased* by 3.5% to \$186,403 during the CBY.

FATALITIES AND CATASTROPHIC EVENTS

The FTC reported zero fatalities or catastrophic events.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER FEDERAL GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

The FTC reported that the agency has an emergency preparedness program, conducts evacuation and SIP drills annually, and has developed an emergency notification system to contact employees. It indicated that maintaining emergency communications between the agency's capital region facilities was one of the challenges it faced during recent natural disasters; it indicated that the agency is evaluating alternate communication systems to further enhance the agency's emergency communications capabilities.

MOTOR VEHICLE SAFETY

The FTC reported that it has an established motor vehicle safety policy that requires seatbelt use and prohibits distracted driving practices. It indicated that the agency did not have any injuries resulting from motor vehicle accidents during FY 2012.

TELEWORK ENHANCEMENT

The FTC indicated that it has an established telework program that did not require changes in FY 2012 due to any natural disaster.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

The agency indicated that the agency's OSH manager periodically attends, and will continue to attend NCR FFSHC meetings.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The FTC reported that the agency was not inspected, nor did it receive any Notices during FY 2012.

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The FTC reported that it did not have any overseas federal employees during FY 2012.

WHISTLEBLOWER PROTECTION PROGRAM

The FTC indicated that the agency has included the requirements of §1960.46 as part of the union agreement, and will include similar language in its revision of the agency's OSH policy. It indicated that the agency did not have any allegations of reprisal for reports of health or safety conditions during FY 2012.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

The Board provided a "2" rating for the overall assessment of its SHMS. With regard to assessing specific components of the overall system, it rated:

- Three of four Operational Component attributes as "3," with the exception of the *presence of work rules and practices* attribute, which it rated as "2."
- Five of eight Managerial Component attributes as "3," with the exception of the *annual SHMS review*, and *employee OSH training* attributes, which it rated as "2," and *supervisory training*, which it rated as "1," for each attribute, respectively.
- Three of five Cultural Component attributes as "2," with the exception of the *line function*, and *delegation of authority* attributes, which it rated as "3."

SUMMARY OF SELF-EVALUATION

Overall, the FTC indicated that its SHMS is managed by an OSH manager, and has strong top-management commitment, and that the agency is maintaining POWER injury rates significantly below the government-wide comparable rates and below agency-specific POWER rates. The agency stated that its system includes regular inspections, established policies, employee training, and a corrective action management program. According to the agency, there are several areas of its SHMS that would benefit by improvements, including training, including supervisory training; and the timely filing of injury/illness claims.

GOALS

The FTC indicated five goals for FY 2013 and beyond, including: maintaining a TCR and LTCR below 1.0 and the government-wide average; conduct and document the annual OSH self-evaluation; complete IAQ testing for its HQ facility; and update the agency's OSH policies, and COOP and OEP plans.

HARRY S. TRUMAN SCHOLARSHIP FOUNDATION

STATISTICS

Not available.

FATALITIES AND CATASTROPHIC EVENTS

The Harry S. Truman Scholarship Foundation (Foundation) indicated that there were no injuries or illnesses to report.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER FEDERAL GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

Regarding its COOP activities, the Foundation stated that the safety of its employees is a paramount concern when developing its COOP plans, and that its employees participate in plan development.

MOTOR VEHICLE SAFETY

The Foundation indicated that, although the agency does not have a fleet or formal motor vehicle safety program, management emphasizes seatbelt use and prohibits distracted driving practices. It stated that the agency did not have any motor vehicle accidents in FY 2012, and had 100 percent compliance with seatbelt use and the distracted driving prohibition.

TELEWORK ENHANCEMENT

The Foundation did not report on this item.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

The Foundation indicated that it is not involved in FFSHC activities.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The Foundation did not report on this item.

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The Foundation did not report on this item.

WHISTLEBLOWER PROTECTION PROGRAM

The Foundation did not report on this item.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

The Foundation did not provide an overall assessment rating of its SHMS. With regard to assessing specific components of the overall system, its report did not indicate that the agency accomplished the requested assessment.

SUMMARY OF SELF-EVALUATION

The Foundation did not report on this item.

GOALS

The Foundation stated that it plans to continue on its present course of workplace discussions of health and safety, focus on preventative measures, and hopes to take advantage of additional training for staff.

INSTITUTE OF MUSEUM AND LIBRARY SERVICES

STATISTICS

Not reported.

FATALITIES AND CATASTROPHIC EVENTS

The agency reported no fatalities or catastrophic events.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER FEDERAL GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

The Institute of Museum and Library Services (IMLS) indicated that its COOP plan describes the facility, management and employee responsibilities, and emergency actions necessary to ensure occupant safety during an untoward event. The agency indicated that recent natural disaster minimally impacted its COOP plans.

MOTOR VEHICLE SAFETY

The IMLS reported has no government vehicles or work-related motor vehicle use for FY 2012.

TELEWORK ENHANCEMENT

The agency indicated that its recently revised telework policy provides policies and procedures to maximize the effective use of telework in carrying out its mission.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

The agency indicated no involvement in FFSHC activities.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The agency indicated no involvement in inspection activities.

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The agency indicated that it has no overseas federal employees.

WHISTLEBLOWER PROTECTION PROGRAM

The agency indicated that it provides employees with information on the agency's whistleblower protection program on its website, and through annual training. It indicated that the agency did not receive any whistleblower complaints during FY 2012.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

The IMLS provided a “1” rating for the overall assessment of its SHMS. With regard to assessing specific components of the overall system, it rated:

- All four Operational Component attributes as “0.”
- Five of eight Managerial Component attributes as “0,” with the exception of *knowledge, skills, and information* attribute, which it rated as “2,” and the *annual SHMS review*, and *specific assignment of OSH tasks* attributes, which it rated as “1,” for each attribute, respectively.
- Two of five Cultural Component attributes as “0,” with the exception of the *line function*, and *resource allocation* attributes, which it rated as “not applicable,” and *line function*, which it rated as “1,” for each attribute, respectively.

SUMMARY OF SELF-EVALUATION

The IMLS stated that the agency does not have any formal rules or work practices in-place, but that its existing informal processes have been sufficient to keep accidents and injury incidents to a minimum; and that the agency’s Director of Operations, and Human Resources, who is the agency’s DASHO, directly monitors and oversees the agency’s “work order” system – its process for identifying safety-related, as well as other building issues.

GOALS

The IMLS stated that although the agency has not identified any specific goals for FY 2012 and beyond, its DASHO will continually work to ensure agency employees have a safe work environment, and that potential safety and health issues are identified and addressed quickly and efficiently.

INTER-AMERICAN FOUNDATION

STATISTICS

Not reported.

FATALITIES AND CATASTROPHIC EVENTS

The agency reported no fatalities or catastrophic events.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER FEDERAL GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

The Inter-American Foundation's (IAF's) report did not indicate COOP involvement other than stating that it had no injury or illnesses during FY 2012.

MOTOR VEHICLE SAFETY

The IAF reported that it does not have a motor vehicle safety program, and had no motor vehicle accidents for FY 2012.

TELEWORK ENHANCEMENT

The agency indicated that it has a working program.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

The agency indicated no involvement in FFSHC activities.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The agency did not report on this item.

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The agency indicated that it has no overseas federal employees.

WHISTLEBLOWER PROTECTION PROGRAM

The agency indicated that it does not have a whistleblower protection program, but will develop a program in 2013.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

The IAF did not provide an overall assessment rating of its SHMS. With regard to assessing specific components of the overall system, its report did not indicate that the agency accomplished the requested assessment.

SUMMARY OF SELF-EVALUATION

The IAF did not report on this item.

GOALS

The IAF reported that in FY 2013, the agency will maintain its existing programs and initiatives that will continually allow it to receive zero work-related injuries and illnesses..

INTERNATIONAL BOUNDARY AND WATER COMMISSION

STATISTICS

The International Boundary and Water Commission's (IBWC's) employment rolls *decreased* by 33 to 253 in FY 2012. Its total injury and illness cases remained *UNCHANGED* at 21; and its TCR *increased* from 7.34 to 8.3 (13.1%). The IBWC's lost-time cases *decreased* by 7 to 10; and its LTCR *decreased* from 5.94 to 3.95 (33.5%).

The IBWC's workers' compensation costs *increased* by 0.2% to \$429,130 during the CBY.

FATALITIES AND CATASTROPHIC EVENTS

The agency reported no fatalities or catastrophic accidents during CY 2012.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER FEDERAL GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

The IBWC reported that the agency hired Regional Safety Officers (RSOs) at several key facilities, and is developing OEPs that integrate with its COOP plans. It indicated that recent natural disasters along the US/Mexico border, such as winter storms, flash floods, and dust storms, resulted in the development of an agency-wide mass notification system to alert and mobilize key personnel. It indicated that the agency's emergency management programs are challenged by the 30 percent reduction in travel, including personnel experiencing difficulties in attending incident command system training, and traveling to locations conducting tabletop and emergency drills.

MOTOR VEHICLE SAFETY

The agency indicated that its motor vehicle safety program encourages seatbelt use and prohibits distracted driving practices, and that the agency provides driver training through a variety of methods, including e-mail safety briefs, site safety meetings and audits to distribute information to employees and verify compliance. It indicated that site-audits have shown 100 percent compliance with seatbelt use and no texting while driving. It reported one motor vehicle accident involving a federal civilian employee that resulted in lost-time. The agency indicated that the involved employee was wearing seatbelts at the time of the incident, and that the other driver was cited at fault.

TELEWORK ENHANCEMENT

The IBWC indicated that its program addresses, the types of telecommuting arrangements, authority to approve telecommuting arrangements, participation criteria, equipment, utility costs, and safety requirements. It indicated that recent natural disasters did not impact its program.

29 CFR 1960 REQUIREMENTS**FIELD FEDERAL SAFETY AND HEALTH COUNCILS**

Although the agency stated that it encourages involvement in the FFSHCs, it indicated that only a few of its area OSH managers sporadically participate in their activities.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The agency indicated that its Falcon Heights, Texas Field Office received a Notice that identified issues with the facility's heat stress prevention program, and worksite ambient temperature control. The agency reported that the facility quickly responded to correct all deficiencies.

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The agency indicated no overseas employees during FY 2012.

WHISTLEBLOWER PROTECTION PROGRAM

The agency indicated that its whistleblower protection program is managed through its Office of the Commissioner, and that there were no investigations in CY 2012 regarding employee allegations of reprisal for reporting unsafe or unhealthy work conditions.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION**OVERALL ASSESSMENT**

The IBWC provided a "2" rating for the overall assessment of its SHMS. With regard to assessing specific components of the overall system, it rated:

- Three of four Operational Component attributes as "2," with the exception of *tracking hazard correction*, which it rated as "1."
- Six of eight Managerial Component attributes as "2," with the exception of *annual SHMS review*, which it rated as "3," and *new employee orientation*, which it rated as "1," for each attribute, respectively.
- Four of five Cultural Component attributes as "2," with the exception of *resource allocation*, which it rated as "1."

SUMMARY OF SELF-EVALUATION

The IBWC stated that its professionally trained OSH manager performed self-inspections at all field offices in CY 2012 with few exceptions; that the agency has updated a series of OSH rules to reflect changes in organizational structure, agency activities and regulatory requirements; that it has a library of Activity Hazard Analyses developed with employee input, has detailed OSH

plans, and performs an annual review of its SHMS, using leading and lagging factors; that OSH roles and responsibilities are clearly defined; and that employees are provided hazard-specific training, and have input on the development, implementation and application of agency safety programs.

GOALS

The IBWC identified its FY 2013 goals as revolving around achieving all of the POWER Initiative goals; ensuring the agency OSH program is effective, and contains all essential elements, and implementing aspects of recently developed and revised OSH programs; and developing/delivering safety-related training.

INTERNATIONAL TRADE COMMISSION

STATISTICS

The International Trade Commission's (ITC's) employment rolls *decreased* by 6 to 398 in FY 2012. Its total injury and illness cases *increased* by 2 to 2; and its TCR *increased* from 0.0 to 0.5. The ITC's lost-time cases *increased* by 2 to 2; and its LTCR *increased* from 0.0 to 0.5.

The ITC's workers' compensation costs *decreased* by 100.0% to zero during the CBY.

FATALITIES AND CATASTROPHIC EVENTS

The ITC reported that no fatalities or catastrophic accidents occurred during FY 2012.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER FEDERAL GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

The ITC did not report on this item.

MOTOR VEHICLE SAFETY

The agency did not report on this item.

PROTECTING OUR WORKERS AND ENSURING REEMPLOYMENT

The agency did not report on this item.

TELEWORK ENHANCEMENT

The agency indicated that it has a telework program.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

The agency did not report on this item.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The agency indicated that a self-inspection of all its facilities, conducted in May, 2012, identified 13 potential hazards, mostly housekeeping and a few tripping hazards, that were corrected on the spot, or within one week.

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The agency did not report on this item.

WHISTLEBLOWER PROTECTION PROGRAM

The agency did not report on this item.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION**OVERALL ASSESSMENT**

The ITC provided a “2” rating for the overall assessment of its SHMS. With regard to assessing specific components of the overall system, it rated:

- All four Operational Component attributes as “3.”
- Five of eight Managerial Component attributes as “3,” with the exception of *employee OSH training*, and *supervisory training* attributes, which it rated as “2,” and *new employee orientation*, which it rated as “1,” for each attribute, respectively.
- All five Cultural Component attributes as “3.”

SUMMARY OF SELF-EVALUATION

The ITC indicated that its Physical Security and Safety Officer conducts a routine walk-thru inspection of the building, and engages employees in discussions on OSH issues; and provides training and disseminates current and relevant OSH information to employees.

GOALS

The ITC identified its significant OSH goals for 2013 to include:

- Annually inspect all areas and operations of each workplace,
- Maintain and replenish supplies in First Aid kits to meet the needs of employees in case of minor accidents, and
- Continue to make safety and health information readily available to all employees.

JAMES MADISON MEMORIAL FELLOWSHIP FOUNDATION

STATISTICS

Not reported.

FATALITIES AND CATASTROPHIC EVENTS

The James Madison Memorial Fellowship Foundation (Foundation) reported that there were no fatalities or catastrophic events during FY 2012.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER FEDERAL GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

The Foundation stated that it will continue to follow the rules and regulations of the District of Columbia, as well as the Federal Government, concerning building operations.

MOTOR VEHICLE SAFETY

The Foundation indicated that this item was “not applicable.”

TELEWORK ENHANCEMENT

The Foundation indicated that it does not use telework as an option for its employees.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

The Foundation indicated no involvement.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The Foundation did not report on this item.

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The Foundation did not report on this item.

WHISTLEBLOWER PROTECTION PROGRAM

The Foundation did not report on this item.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

The Foundation did not provide an overall assessment rating of its SHMS. With regard to assessing specific components of the overall system, its report did not indicate that the agency accomplished the requested assessment.

SUMMARY OF SELF-EVALUATION

The Foundation did not report on this item.

GOALS

The Foundation did not indicate goals for FY 2013.

MARINE MAMMAL COMMISSION

STATISTICS

Not reported.

FATALITIES AND CATASTROPHIC EVENTS

According to Marine Mammal Commission (MCC), there were no fatalities or catastrophic events during FY 2012.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER FEDERAL GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

The MMC indicated that its COOP and OEP plans contain procedures for contacting and accounting for employees in the event of an emergency; responsibilities of specific agency personnel; and provision for participating in building fire/emergency and other drills. It indicated that the agency participated in the 2012 Great Southeast Shake-Out Annual Earthquake Drill.

MOTOR VEHICLE SAFETY

The Commission indicated that the agency has a policy regarding seatbelt use, and the prohibition against distracted driving. It reported zero motor vehicle accidents for FY 2012.

TELEWORK ENHANCEMENT

The MCC indicated that it has a telework policy.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

According to the MMC, it does not have FFSHCs.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

According to MMC, the agency did not have an inspection during FY 2012.

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The MMC indicated that the agency purchased an OSHA safety training program that is available for all staff to view.

WHISTLEBLOWER PROTECTION PROGRAM

The MMC indicated that its Executive Director has an open door policy, and that staff are encouraged to speak with him directly.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

The MMC provided a “not applicable” rating for the overall assessment of its SHMS. With regard to assessing specific components of the overall system, it rated:

- All four Operational Component attributes as “not applicable.”
- Four of eight Managerial Component attributes as “2,” with the exception of *annual SHMS review*, which it rated as “1,” and *action plan, new employee orientation, and supervisory training* attributes, which it rated “not applicable,” for each attribute, respectively.
- Four of five Cultural Component attributes as “2,” with the exception of *employee evaluation of OSH performance*, which it rated as “not applicable.”

SUMMARY OF SELF-EVALUATION

The MMC indicated that it is a micro-agency of 14 full-time, permanent employees, and that management is dedicated to keeping its employees safe, even with limited resources and staff. It stated that it does not have a full-time safety officer, but that the position is collateral duty.

GOALS

The agency did not indicate OSH goals for FY 2013.

MERIT SYSTEMS PROTECTION BOARD

STATISTICS

The Merit Systems Protection Board's (MSPB's) employment rolls *decreased* by 4 to 216 in FY 2012. Its total injury and illness cases *decreased* by 2 to 0; and its TCR *decreased* from 0.91 to 0.0 (100%). The MSPB's lost-time cases *decreased* by 1 to 0; and its LTCR *decreased* from 0.45 to 0.0 (100%).

The MSPB's workers' compensation costs *increased* by 8.2% to \$44,005 during the CBY.

FATALITIES AND CATASTROPHIC EVENTS

The MSPB reported no fatalities.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER FEDERAL GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

The MSPB indicated that its COOP plans address emergency and/or disaster response, including emergency evacuation, SIP, and pandemic influenza.

MOTOR VEHICLE SAFETY

Although the MSPB reported that it does not have a motor vehicle safety program, it stated that the agency stresses seatbelt use and the prohibition against distracted driving practices. It reported no motor vehicle accidents for FY 2012.

TELEWORK ENHANCEMENT

The MSPB indicated that it has updated its telework program, ensuring policies, procedures, and guidelines are met; and that its COOP plan for alternative worksites, including telework, has been implemented.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

The MSPB indicated that FFSHCs do not impact it.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

In responding to this item, the MSPB stated that the agency does not have any plants or outside employees.

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The MSPB reported that it does not have overseas employees.

WHISTLEBLOWER PROTECTION PROGRAM

The MSPB reported that 99 percent of its employees have taken and completed the *No Fear Act* training.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

The MSPB provided a “3” rating for the overall assessment of its SHMS. With regard to assessing specific components of the overall system, it rated:

- Two of four Operational Component attributes as “3,” with the exception of *presence of work rules and practices*, which it rated as “2,” and *tracking hazard correction*, which it rated as “not applicable,” for each attribute, respectively.
- Six of eight Managerial Component attributes as “3,” with the exception of *annual SHMS review*, and *supervisory training*, which it rated as “2.”
- Three of five Cultural Component attributes as “3,” with the exception of *delegation of authority*, and *employee participation*, which it rated as “2.”

SUMMARY OF SELF-EVALUATION

The MSPB stated that it is a very small agency of 203 employees, with most in deskbound positions; that it had no injuries in FY 2012; that it has accommodated employees when required by purchasing, and providing them with the appropriate furniture and equipment to meet their needs; and that the agency continues to offer CPR/AED/first aid training.

GOALS

The agency did not indicate OSH goals for FY 2013.

MILLENNIUM CHALLENGE CORPORATION

STATISTICS

Not reported.

FATALITIES AND CATASTROPHIC EVENTS

The Millennium Challenge Corporation(MCC) reported no fatalities or catastrophic events during FY 2012.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER FEDERAL GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

The MCC indicated that its COOP plan is updated and tested annually in conjunction with FEMA national-level exercises. It indicated that the agency's plan incorporates OSH, including, the evaluation of hazardous conditions, OEPs, SIP and Pandemic Flu Preparation Plan procedures, and provisions for an alert notification system.

MOTOR VEHICLE SAFETY

The agency reported that it has one vehicle, has had no accidents, moving violations, or issued-tickets reported during FY 2012. It indicated that the agency is in compliance with the use of seatbelts, and the prohibition against distracted driving practices.

TELEWORK ENHANCEMENT

The agency indicated that it has a telework policy and provides its employees with guidance materials, and that it is reviewed annually. It indicated that recent natural disasters did not impact its program.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

The agency reported that it does not have a FFSHC.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The agency indicated that a workgroup composed of infrastructure and environmental specialists assessed the risk management processes associated with foreign travel and construction site visits, and developed an OSH planning template for country teams. It indicated that its new hire training reviews the risks associated with foreign travel.

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The MCC reported having 37 civilian employees who worked overseas during FY 2012, and that the agency requires these employees to attend training seminars, including: *Security Overseas Seminar*, *Introduction to Working in an Embassy*, and *International Cooperative Administrative Support Services Basics*.

WHISTLEBLOWER PROTECTION PROGRAM

The MCC indicated that the agency has a whistleblower protection program, and that it did not receive any reports/allegations of reprisal or other inappropriate actions during FY 2012.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

The MCC provided a “3” rating for the overall assessment of its SHMS. With regard to assessing specific components of the overall system, it rated:

- Two of four Operational Component attributes as “not applicable,” with the exception of *self-inspection*, and *presence of work rules and practices*, which it rated as “3.”
- Seven of eight Managerial Component attributes as “3,” with the exception of *supervisory training*, which it rated as “not applicable.”
- All five Cultural Component attributes as “3.”

SUMMARY OF SELF-EVALUATION

The agency substantiated its SHMS rating by stating that the agency supports its employees, both domestically and overseas, by providing them with resources and numerous OSH programs, and that the agency had zero incidents in FY 2012.

GOALS

The MCC indicated that the agency’s significant goals for FY 2013 target the continuation of its current level of workplace safety and health, stating that the agency will incorporate OSH responsibilities into supervisory training, that the agency will conduct a 3-month pilot telework program to assess the feasibility of expanding the program, and will participate for the first time in National Telework Week 2013.

MORRIS K. AND STEWART L. UDALL FOUNDATION

STATISTICS

Not reported.

FATALITIES AND CATASTROPHIC EVENTS

The Morris K. and Stewart L. Udall Foundation (Foundation) reported no fatalities or catastrophic events for FY 2012.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER FEDERAL GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

The Foundation indicated that its COOP plans are activated by its Executive Director, or representative; and that the plan outlines personnel roles and responsibilities by position and facility, including information technology support/back-up , and maintaining vital records.

MOTOR VEHICLE SAFETY

The Foundation reported that it does not have a formal motor vehicle safety program, but that its policies require all employees to use seatbelts, and refrain from distracted driving practices.

TELEWORK ENHANCEMENT

The Foundation indicated that it does not have a telework program.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

The Foundation reported that it does not have a FFSHC, nor is it involved in similar activities.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The agency indicated that this item was “not applicable.”

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The Foundation indicated that the agency does not have employees who work overseas.

WHISTLEBLOWER PROTECTION PROGRAM

According to the Foundation, it has an internally published draft policy prohibiting retaliation, and advising employees how to report concerns of retaliation. It reported no complaints were filed in FY 20112.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

The Foundation provided a “3” rating for the overall assessment of its SHMS. With regard to assessing specific components of the overall system, it rated:

- Two of four Operational Component attributes as “3,” with the exception of *self-inspection*, and *surveillance*, which it rated as “not applicable.”
- Five of eight Managerial Component attributes as “3,” with the exception of *action plan*, *annual SHMS review*, and *supervisory training*, which it rated as “not applicable.”
- Four of five Cultural Component attributes as “3,” with the exception of *employee evaluation of OSH performance*, which it rated as “not applicable.”

SUMMARY OF SELF-EVALUATION

The agency substantiated its SHMS rating by indicating that it has a standard office environment with few OSH risks. The agency reported that it addresses all repairs, maintenance and potential hazards with the leased-space management company. Since the agency has experienced a consistent absence of workplace injuries, the Foundation indicated that its policies and practices have been sufficient to manage the minimal risks present in its work environment; therefore, it does not have plans to change its OSH program.

GOALS

The Foundation indicated that its primary OSH goal for FY 2013 and beyond is to continue to have an accident-free workplace.

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

STATISTICS

The National Archives and Records Administration's (NARA's) employment rolls *decreased* by 64 to 3,501 in FY 2012. Its total injury and illness cases *decreased* by 6 to 98; and its TCR *decreased* from 2.92 to 2.8 (4.1%). NARA's lost-time cases *decreased* by 1 to 60; and its LTCR remained *UNCHANGED* at 1.71.

The NARA's workers' compensation costs *decreased* by 12.2% to \$918,039 during the CBY.

FATALITIES AND CATASTROPHIC EVENTS

The agency indicated that there were no fatalities in FY 2012.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER FEDERAL GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

NARA reported that the agency has a COOP plan that addresses multiple scenarios, including pandemic influenza, OEP, and telework; and that it has full-time, dedicated COOP program manager and staff assistant program manager, who are responsible for the coordination of program office plans, and administer the annual COOP Test, Training and Exercise Program, and participate in national-level COOP exercises. It identified that the primary lesson that the agency learned from recent natural disasters, specifically the Virginia earthquake, was the need for clearer communications within and between agencies.

MOTOR VEHICLE SAFETY

NARA indicated that it has a motor vehicle safety program that stresses seatbelt use and the prohibition against distracted driving practices. It indicated two motor vehicle accidents occurred in FY 2012, a *decrease* from the five the agency reported in FY 2011; and that all involved employees were wearing seatbelts, and were not injured.

TELEWORK ENHANCEMENT

NARA indicated that the agency revised its telework program in March 2012, to include a new "do-it-yourself" self-certification safety checklist for home-based teleworkers.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

NARA reported that its employees actively participate in FFSHCs, and that the agency is involved in the FACOSH.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The agency indicated that its Atlanta Federal Records Center received a *Notice of Unsafe or Unhealthy Working Conditions*; and, as a result, the agency conducted a JHA through which the agency identified foot hazardous locations at the site; and that it will implement the use of foot protection in selected locations agency-wide.

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The agency indicated that it did not have overseas employees in FY 2012.

WHISTLEBLOWER PROTECTION PROGRAM

The agency indicated that it has a whistleblower protection program, whereby employee allegations of reprisal related to participation in its OSH program are handled through the agency's administrative grievance procedures, appropriate collective bargaining agreements and/or the Inspector General's Office.

SPECIAL 29 CFR 1960 REPORTING

CERTIFIED SAFETY AND HEALTH COMMITTEE

Although NARA does not currently have a CSHC, the agency indicated that its national-level safety and health committee is considering the certification process.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

NARA provided a "2" rating for the overall assessment of its SHMS. With regard to assessing specific components of the overall system, it rated:

- Two of four Operational Component attributes as "1," with the exception of *presence of work rules and practices*, which it rated as "3," and *self-inspection*, which it rated as "2," for each attribute, respectively.
- Three of eight Managerial Component attributes as "3," with the exception of *specific assignment of OSH tasks, and knowledge, skills and information*, which it rated as "2," and *action plan, annual SHMS review, and supervisory training*, which it rated as "0," for each attribute, respectively.

- Three five Cultural Component attributes as “3,” with the exception of *employee evaluation of OSH performance*, which it rated as “1,” and *resource allocation*, which it rated as “0,” for each attribute, respectively.

SUMMARY OF SELF-EVALUATION

NARA stated that its OSH program is not fully developed to the level that a SHMS becomes a process, rather than a program. The agency provided cues (accomplishments) to substantiate its appraisal, indicating that safety and health is a critical element in the supervisor’s performance appraisal; and that senior-level personnel and the agency’s OSH professionals are making measurable inroads to provide OSH information and training resources available to agency staff, including CDSO training, and intranet training. It indicated its other 2012 accomplishments included, successfully promoting its 4th Annual Safety and Health Awareness Week, promoting safety awareness in its facilities, conducting awareness campaigns, and annual inspections at selected locations.

GOALS

NARA reported its FY 2013 goals, include that the agency will coordinate its revised OSH program with Union leadership; reintroduce its program offices to the concept of action planning; conduct frequent self-inspections, including its record centers focusing on ladder and shelving safety; provide employee training on safe lifting techniques; enhance supervisory OSH training, and improve the agency’s mishap data collection capabilities.

NATIONAL CAPITAL PLANNING COMMISSION

STATISTICS

Not reported.

FATALITIES AND CATASTROPHIC EVENTS

The National Capital Planning Commission (NCPC) indicated there were no fatalities or catastrophic events to report.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER FEDERAL GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

The NCPC stated that its COOP plans explicitly detail measures to ensure the safety and health of its employees in emergency and /or disaster response, and that it is practiced annually. It reported that in response to the Virginia earthquake, the agency revised its building evacuation plans and other procedures, to include response to natural disasters. It indicated that the agency participates in Small Agency Council COOP Committee meetings where agencies exchange best practices.

MOTOR VEHICLE SAFETY

The NCPC indicated that it has a motor vehicle safety program that emphasizes seatbelt use and the prohibition against distracted driving practices. It also indicated that the agency informs its staff about various FOH promotions, including GSA's Drive Safety Work Week, and includes topics, such as, distracted driving, *No Text is Worth A Life*, and *Make a Pledge- Drive Cell Free*. It reported zero motor vehicle accidents for FY 2012.

TELEWORK ENHANCEMENT

The NCPC indicated that its telework program was not impacted by recent natural disasters.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

The NCPC indicated that although the agency does not participate in FFSHC activities, its OSH manager participates as a non-management representative on a capital region council.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The NCPC reported that the agency did not receive Notices during FY 2012.

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The NCPC reported that the agency did not have civilian employees working overseas during FY 2012.

WHISTLEBLOWER PROTECTION PROGRAM

The NCPC indicated that it has a whistleblower protection program, and that it did not investigate employee allegations of reprisal in FY 2012.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

The NCPC provided a “3” rating for the overall assessment of its SHMS. With regard to assessing specific components of the overall system, it rated:

- All four Operational Component attributes as “3.”
- Six of eight Managerial Component attributes as “3,” with the exception of *new employee orientation*, and *supervisory training*, which it rated as “2.”
- All five Cultural Component attributes as “3.”

SUMMARY OF SELF-EVALUATION

The NCPC reported that it has an effective SHMS that strives to reduce the number of accidents through hazard anticipation and detection, by reducing the risk of illnesses and injuries to employees, reducing the recurrence of identified hazards, and changing the culture of the workplace to work safe and smart. It stated that the agency has effective safety and health rules and work practices in-place, and that these safe work practices are exhibited by good housekeeping methods, such as keeping passageways, conference rooms, and work areas clean and sanitary; and by keeping electrical cords away from areas where staff could trip over them, and by keeping floors clean and dry. It indicated that its action plans, including OEP and COOP plans, are designed to accomplish its OSH objectives, and that practice drills are used to evaluate the effectiveness of emergency evacuation procedures. The agency intimated that its employees receive appropriate safety and health training via the monthly OSH newsletter updates, and mandatory annual safety and health training; and that its emergency evacuation team members are trained in first aid, and AED procedures. In addition, the agency stated that it has entered into an agreement with FOH to provide a variety of preventive health services to its employees. It stated that NCPC management allows its employees to carry out their safety responsibilities by allocating the time and resources to achieve workplace safety goals, and that it encourages employees to participate and become involved in safety and health issues.

GOALS

The NCPC reported its significant OSH goals for FY 2013, including that the agency will: continue to offer training to staff; ensure that its facility is free of hazards, and comply with applicable OSHA regulations; conduct regular emergency evacuation drills, to reinforce COOP procedures, institute improvements, and continue to educate staff on OSH; respond to employee

reports of hazards in the workplace, and annually inspect its workplace for hazardous conditions, and take prompt action to eliminate the conditions; and will continue to participate in intra- and inter-agency workgroups to stay abreast of the latest thinking in the areas of health and safety.

NATIONAL COUNCIL ON DISABILITY

STATISTICS

Not reported.

FATALITIES AND CATASTROPHIC EVENTS

The National Council on Disability (NCD) did not report on this item.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER FEDERAL GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

The NCD indicated that it is developing its COOP plan; and that in the interim, the Council is ensuring that all employees are telework-ready should any event affect the OSH of employees. The Council indicated that recent natural disaster did not impact its existing building evacuation procedures.

MOTOR VEHICLE SAFETY

The NCD did not report on this item.

TELEWORK ENHANCEMENT

The NCD indicated that its telework program is aligned with the agency's strategic goals and mission, and that management updates the program's policies and procedures on an as needed basis.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

The NCD did not report on this item.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The NCD did not report on this item.

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The NCD did not report on this item.

WHISTLEBLOWER PROTECTION PROGRAM

The Council indicated that it has a whistleblower protection program; and that it did not receive any reports of unsafe or unhealthy working conditions during FY 2012.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

The Council provided a “2” rating for the overall assessment of its SHMS. With regard to assessing specific components of the overall system, it rated:

- Three of four Operational Component attributes as “3,” with the exception of *tracking hazard correction*, which it rated as “2.”
- Four of eight Managerial Component attributes as “2,” with the exception of *specific assignment of OSH tasks, promotion of OSH through organizational policy, and employee OSH training* attributes, which it rated as “2,” and *new employee orientation*, which it rated as “0,” for each attribute, respectively.
- All five Cultural Component attributes as “3.”

SUMMARY OF SELF-EVALUATION

The Council reported that it effectively performs regular safety and health self-inspections; that management enforces safety and health workplace rules; and its leadership provides adequate support to managers to provide for and improve safety and health. It noted several notable weaknesses of the system, including the absence of written guidance, and annual staff training.

GOALS

The Council stated that its primary goal for FY 2012 is to develop written documentation to improve the tracking, monitoring, and evaluation of its SHMS.

NATIONAL CREDIT UNION ADMINISTRATION

STATISTICS

The National Credit Union Administration's (NCUA's) employment rolls *increased* by 68 to 1,192 in FY 2012. Its total injury and illness cases *increased* by 10 to 16; and its TCR *increased* from 0.53 to 1.34 (152.8%). The NCUA's lost-time cases *increased* by 3 to 7; and its LTCR *increased* from 0.36 to 0.59 (63.9%).

The NCUA's workers' compensation costs *decreased* by 9.1% to \$174,117 during the CBY.

FATALITIES AND CATASTROPHIC EVENTS

The NCUA reported no fatalities or catastrophic events.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER FEDERAL GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

The NCUA did not report on this item.

MOTOR VEHICLE SAFETY

The NCUA indicated that its motor vehicle safety program stresses the use of seatbelts, and the prohibition against distracted driving practices.

TELEWORK ENHANCEMENT

The NCUA indicated that the agency has a telework program.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

The NCUA indicated that the agency is not involved in FFSHC activities.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The agency did not report on this item.

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The agency indicated that it does not have an overseas workforce.

WHISTLEBLOWER PROTECTION PROGRAM

The agency did not report on this item.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

The NCUA did not provide a rating for the overall assessment of its SHMS. With regard to assessing specific components of the overall system, it rated:

- Three of four Operational Component attributes as “3,” with the exception of *tracking hazard correction*, which it rated as “2.”
- Seven of eight Managerial Component attributes as “3,” with the exception of *knowledge, skills and information* attribute, which it rated as “2.”
- Four of five Cultural Component attributes as “3,” with the exception of *employee evaluation of OSH performance*, which it rated as “0.”

SUMMARY OF SELF-EVALUATION

The NCUA reported that it implemented the use of ECOMP; maintained its LTCR at below 1 percent; increased the timely filing of injury and illness notices by 50.9 percent; and maintained the lost production days at under 19.1 percent of the FY 2011 goal.

GOALS

The NCUA indicated its FY 2012 goals include maintaining its POWER performance for FY 2013; continue to promote a safe work environment, enforce the use of seatbelts, and the prohibition against distracted driving; continue to provide quarterly OWCP claim processing training to all new supervisors; and continue to the use of ECOMP to expedite the filing claim process.

NATIONAL ENDOWMENT FOR THE ARTS

STATISTICS

The National Endowment for the Arts' (NEA's) employment rolls *decreased* by 5 to 163 in FY 2012. Its total injury and illness cases *increased* by 1 to 4; and its TCR *increased* from 1.79 to 2.45 (36.9%). The NEA's lost-time cases *increased* by 1 to 3; and its LTCR *increased* from 1.19 to 1.84 (54.6%). According to the NEA, there were no civilian fatalities during FY 2012.

The NEA's workers' compensation costs *decreased* by 9.0% to \$2,517 during the CBY.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS.

The National Endowment for the Arts did not submit an assessment report for inclusion in the Secretary of Labor's Report to the President.

NATIONAL ENDOWMENT FOR THE HUMANITIES

STATISTICS

The National Endowment for the Humanities's (NEH's) employment rolls *decreased* by 2 to 166 in FY 2012. Its total injury and illness cases *increased* by 1 to 1; and its TCR *increased* from 0.0 to 0.6. The NEH's lost-time cases *increased* by 1 to 1; and its LTCR *increased* from 0.0 to 0.6.

The NEH's workers' compensation costs *decreased* by 2.8% to \$20,625 during the CBY.

FATALITIES AND CATASTROPHIC EVENTS

The NEH had no fatalities or catastrophic events.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER FEDERAL GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

Although the NEH indicated that it has few resources for emergency or COOP planning, it stated that the agency has developed an extensive OEP covering virtually all potential emergency situations that could affect its facility; and has a nominal COOP plan that may be used for short term continuation of mission functions with certain staff who are teleworking. It indicated that communication is a key part of the plan, and that it has installed a commercial emergency notification system that includes all the building tenants. It indicated that the agency was totally unprepared for the Virginia earthquake, and has subsequently incorporated FEMA guidance into the building's OEP.

MOTOR VEHICLE SAFETY

The NEH indicated that the agency does not have a motor vehicle safety program, but does stress that employees must adhere to wearing seatbelts and refrain from distracted driving practices while driving.

TELEWORK ENHANCEMENT

The NEH indicated that it has a telework program, and that recent natural disasters did not impact the program.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

The NEH indicated that the agency is not involved in FFSHC activities.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The NEH indicated that this item as “not applicable.”

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The NEH reported that the agency has no overseas federal employees.

WHISTLEBLOWER PROTECTION PROGRAM

The NEH indicated that it has a whistleblower protection program, and that the agency provides program information on its public and agency websites. It indicated that it did not receive any whistleblower complaints during FY 2012.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

The NEH provided a “2” rating for the overall assessment of its SHMS. With regard to assessing specific components of the overall system, it rated:

- Three of four Operational Component attributes as “0” with the exception of *tracking hazard correction*, which it rated as “3.”
- Six of eight Managerial Component attributes as “0,” with the exception of *specific assignment of OSH tasks*, which it rated as “3,” and *knowledge, skills and information*, which it rated as “2,” for each attribute, respectively.
- Three of five Cultural Component attributes as “2,” with the exception of *delegation of authority*, which it rated as “3,” and *employee evaluation of OSH performance*, which it rated as “0,” for each attribute, respectively.

SUMMARY OF SELF-EVALUATION

The NEH stated that its OSH program is appropriate for the agency’s size and its historically low risk of injury and illness; that supervisors are aware of their responsibility to ensure a safe and healthful environment; and that the DASHO closely monitors situations in the building that could produce potential hazards. The agency indicated that employees and union representatives are aware that they should immediately report any unsafe or unhealthful conditions to their supervisor and to the safety officer.

GOALS

The agency indicated that it has not established specific goals for FY 2013, but will continue to monitor the NEH and building-wide work environment to identify potential issues which might cause incidents/accidents and abate any unsafe or unhealthful conditions as soon as possible.

NATIONAL GALLERY OF ART

STATISTICS

Not reported.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

The National Gallery of Art did not submit an assessment report for inclusion in the Secretary of Labor's Report to the President.

NATIONAL LABOR RELATIONS BOARD

STATISTICS

The National Labor Relations Board's (NLRB's) employment rolls *decreased* by 66 to 1,657 in FY 2012. Its total injury and illness cases *increased* by 4 to 11; and its TCR *increased* from 0.41 to 0.66 (61.0%). The NLRB's lost-time cases *decreased* by 2 to 3; and its LTCR *decreased* from 0.29 to 0.18 (37.9%).

The NLRB's workers' compensation costs *increased* by 78.5% to \$448,693 during the CBY.

FATALITIES AND CATASTROPHIC EVENTS

The agency indicated that there were no fatalities or catastrophic events during FY 2012.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER FEDERAL GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

The NLRB indicated that its COOP plan provides the agency with guidance regarding OSH issues and employee accountability during emergency situations. The agency indicated that recent natural disasters, specifically Hurricane Sandy, highlighted the need for the agency to take an advanced, proactive approach when planning for similar events; and to improve its communications, and IT infrastructure to support telework.

MOTOR VEHICLE SAFETY

The agency indicated that it has a motor vehicle safety program that stresses the use of seatbelts and prohibits distracted driving practices. The NLRB reported that it did not have any motor vehicle accidents in FY 2012.

TELEWORK ENHANCEMENT

The NLRB indicated that it has a telework program that addresses social distancing, and medical/health-related and COOP telework.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

The NLRB indicated that 14 of its 54 field offices, or 26 percent, participate in FFSHCs; and that its headquarters actively encourages all other offices to participate in local FFSHC activities.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The NLRB indicated that the agency was not inspected by OSHA in FY 2012.

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The NLRB reported that it did not have any employees working overseas during FY 2012.

WHISTLEBLOWER PROTECTION PROGRAM

The NLRB indicated that it provides employees with information on the agency's whistleblower protection program; available in all field offices, and through postings on its intranet site. The agency indicated that it did not receive any employee allegations of reprisal during FY 2012.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

The NLRB provided a "2" rating for the overall assessment of its SHMS. With regard to assessing specific components of the overall system, it rated:

- All four Operational Component attributes as "3."
- Six of eight Managerial Component attributes as "3," with the exception of *action plan*, and *knowledge, skills and information* attributes, which it rated as "2," for each attribute, respectively.
- All five Cultural Component attributes as "3."

SUMMARY OF SELF-EVALUATION

The NLRB indicated that its management is committed to, and its employees are intimately involved in the agency's safety and health program, and that all offices are inspected annually and any deficiencies are promptly addressed. It indicated that the agency is strengthening employees of awareness of the program through an online and electronic campaign to highlight seasonal safety and health risks.

GOALS

The NLRB reported that in FY 2013 it will increase its efforts to promote its safety program and conduct field office inspections, and implement an online employee safety training module.

NATIONAL MEDIATION BOARD

STATISTICS

The National Mediation Board's (NMB's) employment rolls *increased* by 2 to 51 in FY 2012. Its total injury and illness cases remained *UNCHANGED* at 0; and its TCR remained *UNCHANGED* at 0.0. The NMB's lost-time cases remained *UNCHANGED* at 0; and its LTCR remained *UNCHANGED* at 0.0.

The NMB's workers' compensation costs were *UNCHANGED* and remained at \$0 during the CBY.

FATALITIES AND CATASTROPHIC EVENTS

The NMB did not report on this item.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER FEDERAL GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

The NMB did not report on this item.

MOTOR VEHICLE SAFETY

The NMB did not report on this item.

TELEWORK ENHANCEMENT

The NMB did not report on this item.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

The NMB did not report on this item.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The NMB did not report on this item.

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The NMB did not report on this item.

WHISTLEBLOWER PROTECTION PROGRAM

The NMB did not report on this item.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

The NMB did not provide an overall assessment rating of its SHMS. With regard to assessing specific components of the overall system, it rated:

- All four Operational Component attributes as “3.”
- Seven of eight Managerial Component attributes as “3,” with the exception of *annual SHMS review*, which it rated “0.”
- All five Cultural Component attributes as “3.”

SUMMARY OF SELF-EVALUATION

The NMB did not report on this item.

GOALS

The NMB did not report on this item.

NATIONAL SCIENCE FOUNDATION

STATISTICS

The National Science Foundation's (NSF's) employment rolls *increased* by 26 to 1,502 in FY 2012. Its total injury and illness cases remained *UNCHANGED* at 7; and its TCR remained *UNCHANGED* at 0.47. The NSF's lost-time cases *decreased* by 2 to 5; and its LTCR *decreased* from 0.47 to 0.33 (29.8%).

The NSF's workers' compensation costs *increased* by 14.8% to \$174,606 during the CBY.

FATALITIES AND CATASTROPHIC EVENTS

The NSF reported no fatalities or catastrophic events during FY 2012.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER FEDERAL GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

The NSF indicated that its COOP plans address OEP, telework, and pandemic influenza preparedness; and that its trained facility specialists work closely with safety, emergency management, and security; and have integrated with the Federal Protective Service to address agency safety programs and incident response. The agency indicated that this team works closely with GSA on OEP planning, and other building/facility issues and initiatives. On the advise of GAO, the NSF reported that it is rewriting its pandemic plan; and began closer coordination between its COOP and telework planners to enhance the alternate work program.

MOTOR VEHICLE SAFETY

The NSF indicated that it has a motor vehicle safety program that addresses seatbelt use, but not distracted driving practices. The agency reported zero motor vehicle accidents in FY 2012.

TELEWORK ENHANCEMENT

The NSF indicated that it has a telework program.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

The NSF indicated this item as "not applicable."

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The NSF indicated this item as “not applicable.”

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The NSF indicated that its four overseas employees are covered under State safety programs.

WHISTLEBLOWER PROTECTION PROGRAM

The NSF indicated that it has a whistleblower protection program, and that the agency’s employees are provided whistleblower protection program training through a routine and ongoing training program. It reported that its employees did not file any allegation of reprisal during FY 2012.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

The NSF provided a “2” rating for the overall assessment of its SHMS. With regard to assessing specific components of the overall system, it rated:

- Three of four Operational Component attributes as “2,” with the exception of *self-inspection*, which it rated as “3.”
- Five of eight Managerial Component attributes as “2,” with the exception of *specific assignment of OSH tasks*, which it rated as “3,” *employee OSH training*, which it rated as “1,” and *supervisory training*, which it rated as “0,” for each attribute, respectively.
- Two of five Cultural Component attributes as “2,” with the exception of *line function*, and *employee participation*, which it rated as “1,” and *resource allocation*, which it rated as “3,” for each attribute, respectively.

SUMMARY OF SELF-EVALUATION

The NSF indicated that the agency met its OSH goals; had partial success in developing broader training and education campaigns for the workforce; significantly increased resources for safety, security and emergency management; and increased its communications and outreach venues.

GOALS

The NSF indicated that its significant goals for FY 2013 include: continuing targeted assessments of key leverage points of its OSH programs, such as child development center, fitness center, loading docks, mail facility, and supply collection and distribution activities; increase OSH awareness and education through a series of informational campaigns; mature its SHMS metrics and reporting systems; promote the training and development of its OSH professional staff; and promote leadership and employee engagement.

NATIONAL TRANSPORTATION SAFETY BOARD

STATISTICS

The National Transportation Safety Board's (NTSB's) employment rolls *increased* by 10 to 406 in FY 2012. Its total injury and illness cases *decreased* by 4 to 0; and its TCR *decreased* from 1.01 to 0.0 (100%). The NTSB's lost-time cases remained *UNCHANGED* at 0; and its LTCR remained *UNCHANGED* at 0.0.

The NTSB's workers' compensation costs *increased* by 4.2% to \$625,001 during the CBY.

FATALITIES AND CATASTROPHIC EVENTS

The NTSB reported no fatalities or catastrophic events during FY 2012.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER FEDERAL GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

The NTSB reported that, although it has no primary mission essential functions per *National Security Presidential Directive 51*, its COOP plan ensures continuous performance of its essential functions/operations during an emergency event through a systematic means of notifying agency personnel and providing for a safe and orderly devolution and/or reconstitution. It indicated that its OEP and *Emergency Procedures Quick Reference Guide* address bomb threat, bio-terrorism, fires, weather and earthquake emergencies, SIP scenarios, medical emergencies, personal violence or aggressive behavior against employees, and provide a list of security tips to remind employees to be diligent in unusual and unexpected situations. It added that the agency has an active COOP planning and emergency response workgroup.

MOTOR VEHICLE SAFETY

The NTSB indicated that its motor vehicle safety program stresses seatbelt use and the prohibition against distracted driving practices; and that the agency provided new employee safety orientation, and web-based training for all employees on seatbelt usage, and distracted driving. It reported zero motor vehicle accidents during FY 2012.

TELEWORK ENHANCEMENT

The NTSB reported that the agency established a telework program.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

The NTSB stated that the agency recently established a national-level safety council, and has a long-standing field safety committee.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The NTSB reported that that agency was not inspected by OSHA during FY 2012.

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The NTSB reported that although the agency did not have employees assigned to overseas positions in FY 2012, it has established a viable travel program, overseen by a Senior Advisor to International Affairs, that ensures employees are cognizant of the risks involved in specific locations, as well as ensuring that all medical aspects of travel are met, such as immunizations.

WHISTLEBLOWER PROTECTION PROGRAM

The NTSB indicated that it has a whistleblower protection program; and that no reports of restraint, interference, coercion, discrimination or reprisal were reported in FY 2012.

SPECIAL 29 CFR 1960 REPORTING

CERTIFIED SAFETY AND HEALTH COMMITTEE

The NTSB reported that the agency is preparing to apply for certification of its National Safety Council as a CSHC.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

The NTSB provided a “3” rating for the overall assessment of its SHMS. With regard to assessing specific components of the overall system, it rated:

- All four Operational Component attributes as “3.”
- All eight Managerial Component attributes as “3.”
- All five Cultural Component attributes as “3.”

SUMMARY OF SELF-EVALUATION

The NTSB substantiated its SHMS rating by indicating that the agency’s recently completed internal assessment addressed the current status and implementation of its OSH program; and that the agency still needs to address several issues of concern, including employees’ non-use of PPE, and fatigue.

GOALS

The NTSB indicated that its primary OSH goal for FY 2013 is to develop and implement a safety and occupational health program.

NUCLEAR REGULATORY COMMISSION

STATISTICS

The Nuclear Regulatory Commission's (NRC's) employment rolls *decreased* by 220 to 3,958 in FY 2012. Its total injury and illness cases *decreased* by 6 to 20; and its TCR *decreased* from 0.62 to 0.51 (17.7%). The NRC's lost-time cases *decreased* by 4 to 11; and its LTCR *decreased* from 0.36 to 0.28 (22.2%).

The NRC's workers' compensation costs *increased* by 4.2% to \$808,613 during the CBY.

FATALITIES AND CATASTROPHIC EVENTS

The NRC reported zero fatalities or catastrophic accidents during FY 12.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER FEDERAL GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS PLAN

The NRC indicated that its COOP and OEP plans incorporate the safety and health of its employees into emergency planning, for a wide range of emergencies and disruptive events, including pandemic influenza, building evacuation, SIP postures, and social distancing.

MOTOR VEHICLE SAFETY

The NRC indicated that the agency's motor vehicle safety program stresses seatbelt use and the prohibition against distracted driving practices. It reported that the agency had total of 15 motor vehicle accidents in FY 2012, of which five involved capital region fleet vehicles, two involved region fleet vehicles, and eight involved NRC federal employees who were driving privately-owned vehicles or rentals during official work time.

TELEWORK ENHANCEMENT

The NRC indicated that its telework policy incorporates telework into emergency planning, including COOP and pandemic planning.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

The NRC indicated that its OSH manager regularly attends local FFSHC meetings, and that its CDSO are encouraged to attend local council meetings.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

According to the agency, its SHMS was not issued any Notices as a result of facilities work, survey, or pre-occupancy inspection.

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The NRC reported that it had two employees assigned to overseas locations; and that all employees, regardless of duty location, are required to take on online OSH training course.

WHISTLEBLOWER PROTECTION PROGRAM

The NRC indicated that its web-based training course, with a 99 percent completion rate, supports its whistleblower protection program. It indicated no reports of reprisal in FY 2012.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

The NRC did not provide a rating for the overall assessment of its SHMS. With regard to assessing specific components of the overall system, it rated:

- All four Operational Component attributes as “3.”
- Seven of eight Managerial Component attributes as “3,” with the exception of *supervisory training*, which it rated as “1.”
- All five Cultural Component attributes as “3.”

SUMMARY OF SELF-EVALUATION

The NRC did not report on this item.

GOALS

According to the NRC, its future OSH goal is to continue conducting annual worksite inspections, support warehouse operation by providing a fall protection course to the staff, assist and support the regional office and training center CDSOs, develop a hearing conservation module, inaugurate internal safety audits during worksite safety inspections, partner with the Office of the Chief Human Capital Officer’s (OCHCO’s) Workers’ Compensation program to enroll in the DOL ECOMP, and procure DOL’s Safety and Health Information Management System.

NUCLEAR WASTE TECHNICAL REVIEW BOARD

STATISTICS

Not reported.

FATALITIES AND CATASTROPHIC EVENTS

The United States Nuclear Waste Technical Review Board (Board) reported this item as “not applicable.”

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER FEDERAL GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

The Board reported that its COOP plan presents a management framework, establishes operational procedures for sustaining essential activities if normal operations are not feasible, and guides the restoration of the organization’s full function. It indicated that the plan is routinely reviewed, tested and revised if necessary.

MOTOR VEHICLE SAFETY

The Board indicated that it does not participate in a government motor vehicle program, but that it has established a policy concerning distracted driving practices.

TELEWORK ENHANCEMENT

The Board reported that it has an effective telework program.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

The Board reported this item as “not applicable.”

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The Board reported this item as “not applicable.”

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The Board reported this item as “not applicable.”

WHISTLEBLOWER PROTECTION PROGRAM

The Board reported this item as “not applicable.”

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

The Board provided a “not applicable” rating for the overall assessment of its SHMS. With regard to assessing specific components of the overall system, it rated:

- All four Operational Component attributes as “not applicable.”
- All eight Managerial Component attributes as “not applicable.”
- All five Cultural Component attributes as “not applicable.”

SUMMARY OF SELF-EVALUATION

The Board did not report on this item.

GOALS

The Board reported this item as “not applicable.”

OCCUPATIONAL SAFETY AND HEALTH REVIEW COMMISSION

STATISTICS

The Occupational Safety and Health Review Commission's (Commission's) employment rolls *decreased* by 1 to 58 in FY 2012. Its total injury and illness cases *increased* by 3 to 3; and its TCR *increased* from 0.0 to 5.17. The Commission's lost-time cases *increased* by 3 to 3; and its LTCR *increased* from 0.0 to 5.17.

The Commission's workers' compensation costs remained *UNCHANGED* at zero dollars during the CBY.

FATALITIES AND CATASTROPHIC EVENTS

The Commission indicated that there were no fatalities or catastrophic events in FY 2012.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER FEDERAL GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

The Commission reported that its COOP plans include provisions for the OSH of its employees as its primary concern, and cover a wide range of emergencies. It indicated that the primary lesson learned from recent natural disasters was an apparent lack of command and control in the capital region. In response, the Commission reported that it has distributed earthquake safety actions to all employees, implemented the use of battery operated equipment, and provided its floor wardens with disaster preparedness, prevention and first aid guidance.

MOTOR VEHICLE SAFETY

The Commission indicated that it is the agency's policy to stress seatbelt use and the prohibition against distracted driving. It indicated that there were no motor vehicle accidents in FY 2012.

TELEWORK ENHANCEMENT

The Commission indicated that it offers telework to most occupations and is currently being used by more than 40 percent of agency employees.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

The Commission stated that it does not have a FFSHC.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The Commission reported this item as “not applicable.”

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The Commission reported this item as “not applicable.”

WHISTLEBLOWER PROTECTION PROGRAM

The Commission stated that its *No Fear Act Notice* is distributed to all employees on an annual basis, and that the notice covers antidiscrimination, whistleblower protection laws, retaliation for engaging in protected activity, and disciplinary actions.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

The Commission did not provide a rating for the overall assessment of its SHMS. With regard to assessing specific components of the overall system, its report did not indicate that the agency accomplished the requested assessment.

SUMMARY OF SELF-EVALUATION

The Commission did not report on this item.

GOALS

The Commission did not report on this item.

OFFICE OF NAVAJO AND HOPI INDIAN RELOCATION

STATISTICS

The Office of Navajo and Hopi Indian Relocation's (Office's) employment rolls *decreased* by 3 to 41 in FY 2012. Its total injury and illness cases remained *UNCHANGED* at 1; and its TCR *increased* from 2.27 to 2.44 (7.5%). The Office's lost-time cases remained *UNCHANGED* at 1; and its LTCR *increased* from 2.27 to 2.44 (7.5%).

The Office's workers' compensation costs *decreased* by 74.9% to \$4,530 during the CBY.

FATALITIES AND CATASTROPHIC EVENTS

The Office indicated that there were no fatalities or catastrophic events during FY 2012.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER FEDERAL GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

The Office indicated that it recently completed its COOP plan and distributed to all key staff members; that the plan specifically addresses the protective actions and/or evacuation of the agency's employees for various types of the most common incidents for the area, and outlines the COOP response levels to be followed.

MOTOR VEHICLE SAFETY

The Office indicated that the agency has a motor vehicle safety program that stresses seatbelt use and the prohibition against distracted driving practices. It reported one non-injury, minor motor vehicle accident. In addition, it indicated that the agency conducted alcohol, and drug testing on all of its commercial drivers licensed drivers, and verified commercial-driver licensure.

TELEWORK ENHANCEMENT

The Office indicated that it has a telework program.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

The Office indicated that it has had limited success with participating in local FFSHC activities.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The Office indicated that it did not have any outside inspections, nor did it receive any Notices; and that all inspections were conducted internally and generally found to be fully acceptable.

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The Office indicated zero employees overseas.

WHISTLEBLOWER PROTECTION PROGRAM

The Office indicated that it has a whistleblower protection program.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

The Office provided a “3” rating for the overall assessment of its SHMS. With regard to assessing specific components of the overall system, it rated:

- Three of four Operational Component attributes as “3,” with the exception of *surveillance*, which it rated as “2.”
- Five of eight Managerial Component attributes as “3,” with the exception of *action plan*, *annual SHMS review*, and *employee OSH training*, which it rated as “2.”
- Four of five Cultural Component attributes as “3,” with the exception of *employee evaluation of OSH performance*, which it rated as “2.”

SUMMARY OF SELF-EVALUATION

The Office substantiated its SHMS rating by stating that during FY 2012, the agency made significant progress in improving its overall program, including establishing the *Four Point Safety and Health Program*; that senior management remains fully supportive of the program, as illustrated by its DASHO completing comprehensive inspections of all facilities with compliance follow-up inspections scheduled; and that it provided important safety training covering multiple topics, including vehicle safety, hazard communications, West Nile and Hanta-virus, LOTO.

GOALS

Above all, the Office indicated that its primary goals for FY 2013 are to maintain a zero record for major injuries, catastrophic incidents, and deaths; and to keep all staff secure, as well as physically and mentally healthy. It stated its other goals include, but are not limited to: continue to develop and maintain its COOP planning and general disaster preparedness; provide training, particularly concentrating on specialize/technical training for field personnel; update all of its OSHA-required policies and programs; make critical safety inspections and corrections at its field operation sites; and continue to update and improve its safety action plans.

OFFICE OF PERSONNEL MANAGEMENT

STATISTICS

The Office of Personnel Management's (OPM's) employment rolls *decreased* by 443 to 5,562 in FY 2012. Its total injury and illness cases *increased* by 14 to 74; and its TCR *increased* from 1.0 to 1.33 (33.0%). The OPM's lost-time cases *increased* by 18 to 46; and its LTCR *increased* from 0.47 to 0.83 (76.6%).

The OPM's workers' compensation costs *increased* by 1.2% to \$2,303,338 during the CBY.

FATALITIES AND CATASTROPHIC EVENTS

OPM indicated that this item was "not applicable."

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER FEDERAL GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

OPM indicated that its COOP plan contains an OEP, including emergency response, building evacuation, SIP, and an employees' family emergency support plan that includes information on emergency supply kits and family communication. It indicated that the agency offers its employees EAP assistance for dealing with stress, and provides numerous additional resources located throughout the capital region. It indicated that the agency routinely exercises its plan through SIP and practice fire drills. OPM identified lessons learned from recent natural disasters, specifying that its OSH committee will investigate strategies to diminish employee stress through enhanced communications.

MOTOR VEHICLE SAFETY

OPM reported that its motor vehicle safety program addresses the importance of seatbelt use and the prohibition against distracted driving. It indicated that employees are trained on safe driving practices through its online *GSA Vehicle Operator Orientation* video, and the NSC's defensive driving training. The agency reported a total of 204 accidents/incidents in FY 2012, of which, 69 were caused by privately-owned vehicles, and 36 were incidents without damages.

TELEWORK ENHANCEMENT

OPM indicated that it has a telework program.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

OPM reported that members of its OSH committee regularly attend capital region council meetings, and that the agency has hosted FFSHC meetings.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

OPM reported that this item was “not applicable.”

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

OPM reported that this item was “not applicable.”

WHISTLEBLOWER PROTECTION PROGRAM

OPM indicated that its OSH plan contains whistleblower protection program provisions.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

OPM provide a “3” rating for the overall assessment of its SHMS. With regard to assessing specific components of the overall system, it rated:

- All four Operational Component attributes as “3.”
- All eight Managerial Component attributes as “3.”
- All five Cultural Component attributes as “3.”

SUMMARY OF SELF-EVALUATION

OPM stated that its SHMS accomplished much in FY 2012, including: completing its action plan; setting-up a new email box for employees to report any suspected health/safety deficiency; providing oversight of areas undergoing renovation to ensure workers wore/used proper PPE, and providing safety sessions; purchasing a new maintenance service call tracking system that greatly improved the agency’s ability to track all reported hazards and repairs; and the huge success of its *Wellness Works Initiative*, which resulted in a large number of its employees to stop smoking, lost weight and exercised more.

GOALS

OPM indicated that its senior management plan for FY 2013 is to provide needed resources that will continue to improve the awareness of the importance of OSH, and that a safe and healthy workplace is the duty and responsibility of all employees. Management will also continue to support the *Wellness Works Initiative*.

OVERSEAS PRIVATE INVESTMENT CORPORATION

STATISTICS

The Overseas Private Investment Corporation's (OPIC's) employment rolls *increased* by 18 to 222 in FY 2012. Its total injury and illness cases *increased* by 1 to 2; and its TCR *increased* from 0.49 to 0.9 (83.7%). The Corporation's lost-time cases remained *UNCHANGED* at 1; and its LTCR *decreased* from 0.49 to 0.45 (8.2%).

The Corporation's workers' compensation costs *increased* by from \$0 to \$552 during the CBY.

FATALITIES AND CATASTROPHIC EVENTS

OPIC reported no fatalities or catastrophic accidents in FY 2012.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER FEDERAL GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

According to OPIC, its COOP plan addresses mission critical functions and incorporates procedures to ensure the safety and health of employees, including procedures for tracking employees' locations and welfare. OPIC reported that the agency incorporates training, drills and exercises to ensure employees take the appropriate response to possible emergency situations, and provides hands-on and intranet training. It indicated that the agency participates in the FEMA Eagle Horizon exercises; and that recent natural disasters, specifically the Virginia earthquake, highlighted the need for signage at its meeting location due to the large number of organizations that evacuated during the event. As a follow-up to the event, it also indicated that the agency provided reminder emails to staff emphasizing the importance of emergency preparedness and family disaster planning, and included emergency evacuation procedures and emergency preparedness information, and links to FEMA.

MOTOR VEHICLE SAFETY

OPIC indicated that its motor vehicle safety program stresses the use of seatbelts and the prohibition against distracted driving practices. It indicated that seatbelt use is tracked by observation and immediate enforcement, and that it provides a hands-free device for its driving employees. It reported no motor vehicle accidents involving civilians in on-duty status during the reporting period.

TELEWORK ENHANCEMENT

OPIC indicated that it has a telework program, and that over 85 percent of its employees have approved telework agreements, with 79 percent being episodic in nature. It indicated that recent COOP exercises and natural disasters have successfully tested the program without adverse outcomes.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

OPIC stated that the agency encourages its OSH staff to participate in local FFSHC activities; and supports employees by funding training and networking opportunities, including attendance at professional meetings and conferences.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The agency indicated this item as “not applicable.”

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

OPIC reported that it had one employee on temporary duty in India during FY 2012, and that no injuries were reported.

WHISTLEBLOWER PROTECTION PROGRAM

OPIC reported that its employees received electronic notification of the *No FEAR Act* Notice, and that it did not receive any employee complaints regarding allegations of reprisal.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

OPIC provided a “2” rating for the overall assessment of its SHMS. With regard to assessing specific components of the overall system, its report did not indicate that the agency accomplished the requested assessment.

SUMMARY OF SELF-EVALUATION

OPIC substantiated its SHMS rating by indicating that the results of its *2012 Federal Employee Viewpoint Survey* demonstrated that 93.7 percent of its employees felt protected from on-the-job health and safety hazards. It reported that the agency has lost several administrative staff resources as a result of budget cuts, and plans to analyze OSHA staffing resources needed to support OPIC missions.

GOALS

OPIC stated that its goals for FY 2013 include remaining committed to ensuring employees have a safe and healthful workplace that complies with the OSH Act, and with OSHA standards, and to the safety and health of its employees; that top management supports and actively participates in safety, health and wellness programs and activities; and that it will continue to subsidize 100 percent gym membership in 2013 for all employees, and plans to conduct an annual health fair.

PEACE CORPS

STATISTICS

The Peace Corps' employment rolls *decreased* by 106 to 990 in FY 2012. Its total injury and illness cases *increased* by 2 to 4; and its TCR *increased* from 0.18 to 0.4 (122.2%). The Peace Corps lost-time cases *increased* by 1 to 2; and its LTCR *increased* from 0.09 to 0.2 (122.2%).

The agency's workers' compensation costs *increased* by 7.3% to \$14,008,489 during the CBY.

FATALITIES AND CATASTROPHIC EVENTS

The agency reported no fatalities and catastrophic events, but did indicate that it had four workers' compensation claims.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER FEDERAL GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

The Peace Corps reported that its COOP plans, including OEP, addresses its essential functions in response to any man-made and natural hazard, and details emergency preparedness and response procedures directed at safeguarding agency facilities and staff. It indicated that the OEP addresses its incident command structure, general evacuation and SIP guidance; and directions related to a variety of specific topics, including earthquakes, fires, and active shooters. It indicated that the agency is a participant with the District of Columbia's Department of Health in the establishment of a "closed point of dispensing" for prophylaxis in response to a regional biological attack.

MOTOR VEHICLE SAFETY

The Peace Corps reported that its mandatory seatbelt policy led to 100 percent seatbelt use in FY 2012, and that its motor vehicle safety program policies prohibit distracted driving practices. It indicated no motor vehicle accidents involving federal civilian employees occurred in FY 2012.

TELEWORK ENHANCEMENT

The Peace Corps indicated that it is the agency's policy to encourage the use of telework and to allow managers, supervisors, and employees the flexibility to establish telework arrangements on a case-by-case basis, consistent with good management practice and the need for accountability. It indicated that 20 percent of respondents in an agency administered survey indicated using telework at least 1 day per week.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

Although the Peace Corps reported that it is not part of a FFSHC, it indicated that the agency encourages staff member involvement in safety and health support activities and related conferences.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The Peace Corps reported that it had no reports of unsafe working conditions in FY 2012.

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The Peace Corps reported that 100 percent of the agency's 200 overseas civilian employees working and residing in Peace Corps posts overseas in FY 2012 were covered by the Department of State's programs.

WHISTLEBLOWER PROTECTION PROGRAM

The Peace Corps indicated that it has a whistleblower protection program that uses its EEO office, the Office of Inspector General, and Human Resources to manage the program.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

The Peace Corps provided a "3" rating for the overall assessment of its SHMS. With regard to assessing specific components of the overall system, it rated:

- Three of four Operational Component attributes as "3," with the exception of *presence of work rules and practices*, which it rated as "2."
- Four of eight Managerial Component attributes as "3," with the exception of *annual SHMS review*, *specific assignment of OSH tasks*, and *promotion of OSH through organizational policy*, which it rated as "2," and *action plan*, which it rated as "1," for each attribute, respectively.
- Four of five Cultural Component attributes as "3," with the exception of *employee evaluation of OSH performance*, which it rated as "2."

SUMMARY OF SELF-EVALUATION

The agency substantiated its SHMS rating by indicating that it further defined and expanded its COOP plans; that it provided training to new employees, supervisors and management to ensure health and occupational safety, and expects to expand training opportunities in FY 2013.

GOALS

In FY 2013, the Peace Corps indicated that its offices of Management, Safety and Security, and Human Resources have committed to:

- Review and improve existing training for domestic and overseas employees as it related to occupational health and safety;
- Evaluate and improve existing performance standards to include occupational health and safety; and
- Improve existing quarterly communications to prevent future fatalities, catastrophic events, and/or occupational health injuries.

PENSION BENEFIT GUARANTY CORPORATION

STATISTICS

The Pension Benefit Guaranty Corporation's (PBGC's) employment rolls *decreased* by 4 to 975 in FY 2012. Its total injury and illness cases *increased* by 4 to 4; and its TCR *increased* from 0.0 to 0.41 (0.0%). The PBGC's lost-time cases *increased* by 1 to 1; and its LTCR *increased* from 0.0 to 0.1 (0.0%).

The PBGC's workers' compensation costs *increased* by 36.9% to \$68,628 during the CBY.

FATALITIES AND CATASTROPHIC EVENTS

The PBGC reported that there were no fatal or catastrophic accidents in FY 2012.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER FEDERAL GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

The PBGC indicated that its COOP plans address the staff's roles and responsibilities. It indicated that in response to the recent Virginia earthquake, and other natural disasters, the agency explored mitigation strategies for reducing or eliminating the impact to human capital, as well as, educating its people on the most effective ways to respond to emergency situations; and that it developed an earthquake awareness briefing, and incorporated it as part of its COOP training program.

MOTOR VEHICLE SAFETY

The PBGC reported that the agency no longer has an executive vehicle; and that no motor vehicle accidents occurred in FY 2012.

TELEWORK ENHANCEMENT

The PBGC indicated that the agency has an established telework program for employees who are eligible and able to perform their duties away from the agency's principal office. It indicated that 87 percent of its employees participate in the program.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

The PBGC indicated that multiple agency representatives, such as the agency's CDSOs and OWCP coordinator, attend FFSHC meetings when the subject matter is applicable to the agency's needs.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The PBGC reported that two of its offices were inspected by OSHA during FY 2012, and were cited for safety concerns which were immediately corrected by cleaning walking spaces and working surfaces.

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The PBGC reported that the agency does not have overseas federal employees.

WHISTLEBLOWER PROTECTION PROGRAM

The agency indicated that it has a whistleblower protection program that requires agency employees and contractors to report serious abuse or criminal behavior to the OIG; and that the OIG provides that complainants are protected against reprisals for making complaints or providing information to the OIG.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

The PBGC provided a “3” rating for the overall assessment of its SHMS. With regard to assessing specific components of the overall system, it rated:

- Three of four Operational Component attributes as “3,” with the exception of *surveillance*, which it rated as “not applicable.”
- Five of eight Managerial Component attributes as “3,” with the exception of *employee OSH training*, which it rated as “2,” and *new employee orientation*, and *supervisory training*, which it rated as “not applicable,” for each attribute, respectively.
- Three of five Cultural Component attributes as “3,” with the exception of *line function*, and *employee evaluation of OSH performance*, which it rated as “not applicable.”

SUMMARY OF SELF-EVALUATION

The PBGC substantiated its SHMS rating by stating that the results of its self-evaluation showed continued improvement in providing its employees with a safe and healthful work environment, and as indicated by zero inquires or illnesses resulting in the loss of time or agency resources. It added that the process highlighted the need to include OSH material for all new hires and contractors during their entrance-on-duty processing.

GOALS

The PBGC indicated that its FY 2013 goals to include: providing OSH information in the new employee ordination materials, and workplace violence information in supervisory training; establishing safety inspection schedules for its field benefit, which are populated by contractors only; providing OEP training at all PBGC sites; and consolidating/ streamlining the agency’s OSH and OWCP programs to ensure timely reporting and processing of employee injury or illness incidents and their resulting claims.

POSTAL REGULATORY COMMISSION

STATISTICS

The Postal Regulatory Commission's (PRC's) employment rolls remained *UNCHANGED* at 52 in FY 2012. Its total injury and illness cases remained *UNCHANGED* at 0; and its TCR remained *UNCHANGED* at 0.0. The PRC's lost-time cases remained *UNCHANGED* at 0; and its LTCR remained *UNCHANGED* at 0.0.

The PRC's workers' compensation costs remained *UNCHANGED* at \$0.00 during the CBY.

FATALITIES AND CATASTROPHIC EVENTS

The PRC reported no fatalities or catastrophic events in FY 2012.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER FEDERAL GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

The PRC indicated that its COOP plan is activated by the Commission's Chairman; and that its Emergency Response Group is responsible to update staff regarding next steps, including the options of SIP, and telework.

MOTOR VEHICLE SAFETY

The PRC intimated that it does not have a motor vehicle safety program.

TELEWORK ENHANCEMENT

The PRC indicated that its telework program was not impacted by the recent natural disaster in FY 2012.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

Since it is a micro-agency, the PRC indicated that it does not participate in FFSHC activities.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESSES

The PRC reported that the agency did not have any inspections during the reporting period, and therefore, was not issued Notices.

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The PRC indicated that it does not currently have employees overseas.

WHISTLEBLOWER PROTECTION PROGRAM

The PRC stated that the “*No Fear Act*” does not apply to agency; but that, it requires employees to report any suspected illegal or alleged improper activities by federal government employees or agencies to the OIG. Additionally, all staff are offered annual EEOC training, which includes whistleblower protection program training.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

The PBGC provided a “3” rating for the overall assessment of its SHMS. With regard to assessing specific components of the overall system, it rated:

- Two of four Operational Component attributes as “3,” with the exception of *self-inspection*, and *tracking hazard correction*, which it rated as “2.”
- Five of eight Managerial Component attributes as “2,” with the exception of *annual SHMS review*, and *specific assignment of OSH tasks*, which it rated as “3,” and *new employee orientation*, which it rated as “not applicable,” for each attribute, respectively.
- Three of five Cultural Component attributes as “3,” with the exception of *line function*, and *delegation of authority*, which it rated as “2.”

SUMMARY OF SELF-EVALUATION

The PRC substantiate its SHMS rating by stating that the agency has, provisioned for emergency SIP for 70 people, for 3 days; provided first aid, and CPR/AED training to 13 employees; participated in a successful fire drill, and its first-ever earthquake drill; re-convened its OSH committee; and completed all required annual training. It also indicated strengths of its system include its: well-maintained, privately managed, leased-office space; daily walkthrough of its facilities to identify OSH concerns; contented and involved staff; and OSH communication strategies to keep employees apprised of the agencies healthy workplace initiatives, including a safety calendar and fitness walks.

GOALS

The PRC reported its three goals for FY 2013 as: providing OSH information in its new hire orientation; formalizing an inventory and checklist of the first aid supplies maintained by the agency; and ensuring that all office heads complete first aid, and CPR/AED training.

RAILROAD RETIREMENT BOARD

STATISTICS

The Railroad Retirement Board's (RRB's) employment rolls *decreased* by 30 to 957 in FY 2012. Its total injury and illness cases *increased* by 2 to 6; and its TCR *increased* from 0.41 to 0.63 (53.7%). The RRB's lost-time cases *increased* by 1 to 5; and its LTCR *increased* from 0.41 to 0.52 (26.8%).

The RRB's workers' compensation costs *decreased* by 28.3% to \$261,710 during the CBY.

FATALITIES AND CATASTROPHIC EVENTS

The agency reported no fatalities or catastrophic accidents during FY 2012.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER FEDERAL GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

The RRB indicated that OSH aspects are incorporated into its COOP plans, including plans for emergency and/or disaster response, OEP, pandemic influenza, emergency notification, and business continuity. It also indicated that the agency participates in national-level exercises, such as *Eagle Horizon*; and intimated that recent natural disasters did not impact its COOP planning.

MOTOR VEHICLE SAFETY

The RRB indicated that its motor vehicle safety program stresses the use of seatbelts, and the prohibition against distracted driving practices; and that the agency did not experience any motor vehicle accidents in FY 2012.

TELEWORK ENHANCEMENT

The agency reported that it has a well-established telework program, which was not impacted by recent natural disasters.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

The RRB indicated that several members of its OSH committee are active participants of the Chicago FFSHC, which added new members to its ranks, and was able to alternate meeting locations among member agencies.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The RRB indicated that the members of its OSH committee are required to inspect areas of the facility to ensure compliance with meeting all safety requirements for the agency.

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The RRB reported that the agency has no civilian employees working overseas.

WHISTLEBLOWER PROTECTION PROGRAM

The RRB indicated that any possible safety violations are reported to its OSH committee, and/or to management; who conduct joint investigations to correct the hazard. It indicated that there were no cases of reported reprisal for reporting an unsafe working condition in FY 2012.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

The RRB provided a “2” rating for the overall assessment of its SHMS. With regard to assessing specific components of the overall system, it rated:

- All four Operational Component attributes as “3.”
- Six of eight Managerial Component attributes as “3,” with the exception of *action plan*, and *supervisory training*, which it rated as “2.”
- All five Cultural Component attributes as “3.”

SUMMARY OF SELF-EVALUATION

The RRB substantiated its SHMS rating by stating that its six-person, knowledgeable OSH committee has responsibilities for implementing the agency’s SHMS, and routinely inspects the facility to ensure compliance with all safety requirements; that all bureau heads, managers, and supervisors continuously monitor work areas, and ensure that established safety procedures are consistently followed; that the OSH committee initiates and tracks hazard corrections for all reported hazards, and continuously monitors and evaluates the SHMS for effectiveness; that it is agency policy to promote OSH through an informal action plan; that the agency’s Employee Health Service offers a wide range of employee OSH programs, including new employee orientation and supervisory training; and that its management supports and promotes the program through resource allocation, personnel, and authority, and encouraging employee participation.

GOALS

The RRB reported that the agency’s goals for FY 2013 and beyond include that the agency will: continue to focus on hazard recognition, as well as employee and supervisor safety and health responsibilities; encourage broader use of its OSH committee to evaluate incidents, identify occupational injury risk factors, conduct quarterly accident reviews and report finding to the agency’s executive committee; develop a formalized written and detailed action plan designed to accomplish the organization’s OSH objectives; participate in the Chicago FFSHC training, and

specific OSHA training courses; and provide additional OSH safety training to supervisors and employees. In addition, the agency stated that it will focus its efforts on meeting all POWER goals.

SECURITIES AND EXCHANGE COMMISSION

STATISTICS

The Securities and Exchange Commission's (SEC's) employment rolls *decreased* by 114 to 3,858 in FY 2012. Its total injury and illness cases *decreased* by 2 to 7; and its TCR *decreased* from 0.23 to 0.18 (21.7%). The SEC's lost-time cases *increased* by 1 to 6; and its LTCR *increased* from 0.13 to 0.16 (23.1%).

The SEC's workers' compensation costs *decreased* by 13.0% to \$584,339 during the CBY.

FATALITIES AND CATASTROPHIC EVENTS

The SEC reported that there were no fatalities or catastrophic events in FY 2012.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER FEDERAL GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

The SEC reported that, in FY 2012, the agency restructured its COOP program to include improved coordination between its offices of Security Services, and Human Resources; telework request forms; and personnel lists. It indicated that recent natural disasters provided the agency with opportunities for performing regular SIP and evacuation drills, and encouraging its employees to register with *NotiFind*, a notification service for text, email, and voice messaging, to receive emergency messages.

MOTOR VEHICLE SAFETY

The SEC stated that the agency issued notice to all employees reiterating the texting and seatbelt safety information for both work and personal travel, and that all employees will adhere to the Executive Orders.

TELEWORK ENHANCEMENT

The SEC indicated that its telework program provides agency employees with extensive guidance and support, including: a Telework Request and Agreement Form, and a Telework Self-certification Safety Checklist; and that the agency encourages its employees to telework in the event of a natural disaster or other emergency. It indicated that the agency offers employees temporary medical telework and Alternate Work Schedules during natural disasters and other emergency situations.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

The SEC reported that it does not participate in FFSHC activities.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The SEC reported that it has not received any *Notices of Unsafe or Unhealthy Working Conditions*.

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The SEC reported that it has no overseas employees.

WHISTLEBLOWER PROTECTION PROGRAM

The SEC reported that all SEC employees are required to complete *No FEAR* training within 30 days of entering on duty, and are encouraged to anonymously report any unsafe or dangerous situations to the SEC Facilities Branch or SEC Security, which, in turn, will address the situation and notify building operations or building management staff.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

The SEC provided a “2” rating for the overall assessment of its SHMS. With regard to assessing specific components of the overall system, it rated:

- One of four Operational Component attributes as “3,” with the exception of *self-inspection*, which it rated as “2;” and *surveillance*, and *tracking hazard correction* attributes, which it rated as “not applicable,” for each attribute, respectively.
- Five of eight Managerial Component attributes as “3,” with the exception of *action plan, knowledge, skills, and information*, and *supervisory training*, which it rated as “2.”
- Three of five Cultural Component attributes as “3,” with the exception of *resource allocation*, and *employee evaluation of OSH performance*, which it rated as “2.”

SUMMARY OF SELF-EVALUATION

The SEC reported that the agency has strived to maintain and improve its OSH program, and that the program meets or exceeds guidelines for federal agencies, as evidenced by its low case rates, injuries, and lost-time cases; by its annual safety training that reminds employees that their well-being and health are its priorities; and that SEC employees rated the program well-above average against other federal agencies in the *OPM Federal Employee Viewpoint Survey*.

GOALS

For FY 2013, the SEC reported that it will hire a safety officer to manage its OSH program; improve annual safety training for all employees; and develop a program with regular safety inspections in accordance with OSHA best practices.

SELECTIVE SERVICE SYSTEM

STATISTICS

The Selective Service System's (SSS's) employment rolls *decreased* by 9 to 154 in FY 2012. Its total injury and illness cases *decreased* by 5 to 2; and its TCR *decreased* from 4.29 to 1.3 (69.7%). The SSS's lost-time cases *decreased* by 2 to 2; and its LTCR *decreased* from 2.45 to 1.3 (46.9%).

The SSS's workers' compensation costs *increased* by 6.6% to \$235,247 during the CBY.

FATALITIES AND CATASTROPHIC EVENTS

The SSS reported one on-the-job injury, no lost-time cases, and no fatalities.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER FEDERAL GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

The SSS indicated that its seven position emergency response team coordinates agency evacuation procedures during an emergency situation.

MOTOR VEHICLE SAFETY

The SSS indicated that employees are trained on aspects of the agency's motor vehicle safety program, including seatbelt use, parking and handicapped procedures, and the availability of telework options.

TELEWORK ENHANCEMENT

The SSS indicated that employees have an option to telework.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

The SSS indicated that the agency does not participate in FFSHC activities.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The SSS did not report on this item.

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The SSS reported that it has no overseas employees.

WHISTLEBLOWER PROTECTION PROGRAM

The SSS did not report on this item.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION**OVERALL ASSESSMENT**

The SSS did not provide a rating for the overall assessment of its SHMS. With regard to assessing specific components of the overall system, its report did not indicate that the agency accomplished the requested assessment.

SUMMARY OF SELF-EVALUATION

The SSS summarized its self-evaluation by stating that it has had no motor vehicle accidents in the last two years as a result of enforcing strict compliance with GSA standards, and that it conducts self-inspections on a monthly basis.

GOALS

The SSS indicated that its goals for FY 2013 and beyond will move the agency towards a safer work environment by: reducing the TCR to one; reducing the LTCR to zero; maintaining the timeliness of filing notices of injuries and illnesses at 100 percent; and maintain a reduction rate of loss production days by 10 percent, to less than 20 days.

SMALL BUSINESS ADMINISTRATION

STATISTICS

The Small Business Administration's (SBA's) employment rolls remained *UNCHANGED* at 4,037 in FY 2012. Its total injury and illness cases *increased* by 3 to 43; and its TCR *increased* from 0.99 to 1.07 (8.1%). The SBA's lost-time cases *increased* by 3 to 20; and its LTCR *increased* from 0.42 to 0.5 (19.0%).

The SBA's workers' compensation costs *increased* by 4.0% to \$2,480,642 during the CBY.

FATALITIES AND CATASTROPHIC EVENTS

The SBA reported that there were no fatalities.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER FEDERAL GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

The SBA indicated that the fundamental underpinning to its COOP plan is that the agency "*is not a national defense, lifesaving, or life protecting agency, [and that] employee safety will remain a paramount consideration in all COOP planning*"; and includes provisions for OEP and pandemic influenza.

MOTOR VEHICLE SAFETY

The SBA indicated that its motor vehicle safety program stresses seatbelt use and the prohibition against distracted driving practices. It reported that the agency had one motor vehicle accident in FY 2012.

TELEWORK ENHANCEMENT

The SBA indicated that, although no employee position is excluded from teleworking, minimum requirements must be met, and certain jobs, tasks and situations may not be suitable for telework, and there are conditions which may impact or change one's eligibility. It indicated that employees are provided guidance concerning the telework experience, including information regarding alternate worksite safety, workers' compensation, and other procedural processes. The SBA indicated that recent natural disasters did not impact the program.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

Although SBA reported that its staff is not currently involved with FFSHCs, it indicated that the agency is investigating ways to increase involvement in FFSHC activities.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The SBA reported that it had no inspections.

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The SBA reported that it does not have any overseas employees.

WHISTLEBLOWER PROTECTION PROGRAM

The SBA reported that the agency informs employees about the requirements of the *No FEAR Act*, through various strategies, including: *No Fear Act* training, and physical and electronically postings throughout the agency. It indicated that during FY 2012, the SBA Office of the Inspector General did not conduct any investigations related to employee allegations of reprisal, specifically related to unsafe or unhealthy working conditions.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

The SBA provided a “1” rating for the overall assessment of its SHMS. With regard to assessing specific components of the overall system, it rated:

- Two of four Operational Component attributes as “1,” with the exception of *self-inspection*, which it rated as “2;” and *tracking hazard correction*, which it rated as “0,” for each attribute, respectively.
- Four of eight Managerial Component attributes as “0,” with the exception of *knowledge, skills, and information, promotion of OSH through agency policy, and employee OSH training*, which it rated as “2;” and *specific assignment of OSH tasks*, which it rated as “1,” for each attribute, respectively.
- Three of five Cultural Component attributes as “2,” with the exception of *line function*, which it rated as 1, and *employee evaluation of OSH performance*, which it rated as “0,” for each attribute, respectively.

SUMMARY OF SELF-EVALUATION

The SBA summarized its SHMS rating by indicating that the agency has made significant progress on achieving POWER goals 2 and 5, and is poised for success on goals 1, 4, and 6; that the agency did not have any fatalities in FY 2012, and reduced its motor vehicle accident rate by 80 percent. It reported the agency’s strength as its organizational policies involving employees in safety and health training through classes and quarterly drills. It also noted that the agency’s most notable weaknesses include the lack of hazard correction tracking, and an action plan for achieving the organization’s safety and health objectives.

GOALS

The SBA reported that the agency has three major goals for improving its SHMS in FY 2013 and beyond, specifically the creation of a safety officer position, the creation of a safety council, and an update of operational policies.

THE PRESIDIO TRUST

STATISTICS

The Presidio Trust's (Trust's) employment rolls *decreased* by 26 to 320 in FY 2012. Its total injury and illness cases *decreased* by 4 to 21; and its TCR *decreased* from 7.23 to 6.56 (9.3%). The Trust's lost-time cases *increased* by 7 to 17; and its LTCR *increased* from 2.89 to 5.31 (83.7%).

The Trust's workers' compensation costs *increased* by 11.6% to \$533,623 during the CBY.

FATALITIES AND CATASTROPHIC EVENTS

The Trust indicated that there were no fatalities or catastrophic events.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER FEDERAL GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

The Trust indicated that its Building Emergency Plan, completed in September 2012, details building emergency procedures; and that the agency is revising its Emergency Management Plan. The Trust indicated that recent natural disaster did not impact its COOP plans.

MOTOR VEHICLE SAFETY

The Trust indicated that the agency reminds its managers, supervisors and employees annually about the mandatory use of seatbelts, and the prohibition against distracted driving practices.

TELEWORK ENHANCEMENT

The Trust reported that it does not have a formal telework policy.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

The Trust indicated that it does not participate in FFSHC activities.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The Trust indicated that although OSHA did not inspect the agency during FY 2012, OSHA did inspect the contractors working on a variety of construction projects at the Presidio.

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The Trust reported no employees are assigned overseas.

WHISTLEBLOWER PROTECTION PROGRAM

The Trust indicated that this issue has not been raised at the Presidio, and that no employee has ever reported the occurrence of reprisal to the agency head.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

The Trust provided a “3” rating for the overall assessment of its SHMS. With regard to assessing specific components of the overall system, it rated:

- Three of four Operational Component attributes as “3,” with the exception of *presence of work rules and practices*, which it rated as “2.”
- Four of eight Managerial Component attributes as “3,” with the exception of *action plan, annual SHMS review, new employee orientation, and supervisory training*, which it rated as “2.”
- Four of five Cultural Component attributes as “3,” with the exception of *employee evaluation of OSH performance*, which it rated as “not applicable.”

SUMMARY OF SELF-EVALUATION

The Trust substantiated its SHMS rating by indicating that its successful safety and health training program, a strong inspection program, and excellent management/budgetary program attests to the programs strengths. It identified several challenge areas for the agency, including: the lack of active participation in the new employee orientation process; incomplete safety plans, such as confined space entry; and the agency’s high injury/illness rates and associated OWCP costs. The Trust indicated its actions to address these shortfalls include: increasing management involvement with new employee orientation, finishing the safety plans, and monitoring the effect the contract OSH clinic has on reducing lost-time rates and OWCP costs.

GOALS

The Trust broadly indicated it will continue implementing a safety incentive program, and an emergency preparedness plan by: distributing biweekly Tailgate Safety Meeting topics relevant injury rate trends; and providing refresher training, including respiratory protection training.

THE SMITHSONIAN INSTITUTION

STATISTICS

The Smithsonian Institution's (SI's) employment rolls *increased* by 10 to 4,098 in FY 2012. Its total injury and illness cases *decreased* by 50 to 100; and its TCR *decreased* from 3.67 to 2.44 (33.5%). The SI's lost-time cases *decreased* by 40 to 55; and its LTCR *decreased* from 2.32 to 1.34 (42.2%).

The SI's workers' compensation costs *increased* by 8.1% to \$5,047,295 during the CBY.

FATALITIES AND CATASTROPHIC EVENTS

The SI reported one fatality occurred in FY 2012, specifically stating that on August 20, 2012, an SI security officer was found in a restroom stall with a self-inflicted gunshot wound to the right temple. The agency stated that it provided grief counseling for affected security and museum staff, and that the Office of Protective Services increased its efforts to educate employees about the availability of its EAP.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER FEDERAL GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

The SI reported that its facility/museum/research institute directors are responsible for developing, maintaining and exercising unit-level emergency/disaster and COOP plans; that the agency conducted numerous pandemic outbreak tabletop exercises agency-wide. It reported that recent natural disaster highlighted the absence of earthquake preparedness by the agency, and that it is addresses this need.

MOTOR VEHICLE SAFETY

The SI reported that its motor vehicle safety program stresses seatbelt use and the prohibition against distracted driving practices. It reported 15 motor vehicle accidents for FY 2012 – a 72 percent decreased from FY 2011 events; further indicating that insufficient situational awareness was identified as a causal factor in 13 of the incidents.

TELEWORK ENHANCEMENT

The SI reported that its telework program was recently revised to allow employees in eligible positions to telework on a regular assigned schedule, and that 400 employees performed telework in FY 2012, as compared to 150 in FY 2010.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

The SI reported that its management actively encourages participation and has hosted meeting of local FFSHCs, and that many of its OSH professionals regularly attend meetings and promote meeting participation to supervisors and staff. The agency also reported that many of these same professionals participate in annual conferences that are concerned with a wide array of safety, health, environmental and fire protection topics; and its staff members actively serve on a number of national and international committees dedicated to OSH, and environmental management and fire protection.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The SI indicated that an outside federal agency did not inspect it during FY 2012.

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The SI indicated that the Smithsonian Tropical Research Institute, located in Panama, employs a full-time OSH specialist to assist management in developing, implementing, and ensuring the administration of the organization's safety program. It indicated that SI employees visiting overseas countries receive safety, health, and environmental support through their home-based unit safety coordinator.

WHISTLEBLOWER PROTECTION PROGRAM

The SI indicated that its OIG manages employee allegations of reprisal, and that it sustained one complaint of reprisal by an immediate supervisor. It provided some detail of the case, outlining that, the employee identified and reported a health and safety issue; that the supervisor filed a letter of reprimand in the employee's personnel file; and that the OIG conducted extensive interviews, reviewed seized electronic evidence, and rescinded the letter of reprimand. The SI concluded by stating that the agency initiated administrative action against the supervisor for the health and safety violation.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

The SI provided a "2" rating for the overall assessment of its SHMS. With regard to assessing specific components of the overall system, it rated:

- Three of four Operational Component attributes as "2," with the exception of *tracking hazard correction*, which it rated as "3."
- Five of eight Managerial Component attributes as "2," with the exception of *specific assignment of OSH tasks, promotion of OSH through agency policy, and new employee orientation*, which it rated as "3."
- Four of five Cultural Component attributes as "2," with the exception of *delegation of authority*, which it rated as "3."

SUMMARY OF SELF-EVALUATION

The SI highlighted that the agency received the *2012 Corporate Health Achievement Award* from the American College of Occupational and Environmental Medicine, for the agency's exemplary work in integrating its health and safety programs to create a true culture of health. It indicated that the agency's other accomplishments for FY 2012 included: the formalization of a robust ergonomics program; standardizing its safety training program to include: unit safety training matrices, training recordkeeping, and new hire and newly-promoted supervisor training, and contractor site safety programs; standardizing the process for documenting and tracking code equivalencies; conducting comprehensive environmental assessments, and facility management evaluations and technical reviews; providing EPA-mandated underground storage training for affected facility management staff; allocating the resources and medical capability to ready its post-offer/pre-hire physical examinations program for SI security and police officers; increasing employee enrollment in its OSH clinically-based health risk management program to 2300 (target 1,800 employees); establishing the core group of stakeholders for the agency's wellness committee; and providing 3,027 flu shots (target 3,000). It reported partially completing a planned electrical safety campaign, revising its Office of Protection Services directive, and completing its fire protection/life safety project reviews.

GOALS

The SI indicated its significant SHMS goals for FY 2013 further its expansion of the agency's safety culture and other program enhancement accomplished in FY 2012, including, its ergonomics program to reduce the incidence of musculoskeletal disorders; its training program of employee and contractors to reduce the number of injuries caused by slip, trip and falls through fall protection training, and the development of other new training initiatives; its health risk management program by increasing employee enrollment to exceed 2,400 participants in the health risk management program, and exceeding 3,300 "super flu" vaccinations for the upcoming influenza season; its environmental risk assessment program by facilitating compliance with Globally Harmonized System, and assisting museums in developing risk controls for collections-based hazards.

U.S. AFRICAN DEVELOPMENT FOUNDATION

STATISTICS

Not reported.

FATALITIES AND CATASTROPHIC EVENTS

The United States African Development Foundation (USADF) reported that there were no fatalities or catastrophic incidents in FY 2012.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER FEDERAL GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

The USADF reported that the agency has comprehensive safety and health, emergency and/or disaster response and COOP plans, and has implemented programs to ensure employees are safely evacuated during a disaster and/or emergency. The USADF stated that it has developed and distributed to all employees an Emergency Procedures Handbook; and that it provides training to its employees, and has appointed and trained a COOP coordinator.

MOTOR VEHICLE SAFETY

The USADF stated that it has a motor vehicle safety program.

TELEWORK ENHANCEMENT

The USADF indicated that it has not implemented a telework plan in FY 2012; but that it will establish an agency telework plan in FY 2013.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

The USADF reported this item as “not applicable.”

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The USADF reported this item as “not applicable.”

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The USADF reported this item as “not applicable.”

WHISTLEBLOWER PROTECTION PROGRAM

The USADF reported its whistleblower protection program provides protections to its employees, and that the agency had zero whistleblower activities during FY 2012.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

The USADF provided a “2” rating for the overall assessment of its SHMS. With regard to assessing specific components of the overall system, it rated:

- Three of four Operational Component attributes as “3,” with the exception of *surveillance*, which it rated as “not applicable.”
- Five of eight Managerial Component attributes as “2,” with the exception of *action plan*, *annual SHMS review*, and *promotion of OSH through agency policy*, which it rated as “3.”
- Three of five Cultural Component attributes as “3,” with the exception of *employee participation*, and *employee evaluation of OSH performance*, which it rated as “2.”

SUMMARY OF SELF-EVALUATION

The USADF substantiated its SHMS rating by highlighting that the agency provides a safe and healthy environment for employees. It stated that, given the size of USADF, there is a challenge to have dedicated OSHA management in-place; that staff travel in Africa is always a concern, and that the agency will review policies and practices to ensure safety considerations are always of primary importance.

GOALS

The USADF stated its FY 2013 goals as: review international vehicle and travel policies, update new employee orientation materials, and incorporate safety components into annual all-hands meetings.

U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT

STATISTICS

The Agency for International Development's (USAID's) employment rolls remained *UNCHANGED* at 2,515 in FY 2012. Its total injury and illness cases *decreased* by 7 to 20; and its TCR *decreased* from 1.07 to 0.8 (25.2%). The USAID's lost-time cases remained *UNCHANGED* at 11, and its LTCR remained *UNCHANGED* at 0.44.

The USAID's workers' compensation costs *increased* by 7.4% to \$3,763,172 during the CBY.

FATALITIES AND CATASTROPHIC EVENTS

The USAID reported that one fatality occurred in August 2012 when a suicide bomber attacked its operations in Afghanistan. It indicated that the FBI conducted a criminal investigation.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER FEDERAL GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

The USAID stated that the most important function required of the agency in the initial stages of an emergency are communications and coordination. It stated that its emergency relocation sites are not linked to safety and well-being of USAID employees or partners will be minimized. The agency stated that lessons learned from the earthquake of August 2011 resulted in ensuring effective communications, including emergency instructions, natural disaster briefings, OEP information, are received by the employees.

MOTOR VEHICLE SAFETY

The USAID indicated that the agency stresses seatbelt use and the prohibition against distracted driving practices. It reported zero motor vehicle accidents for FY 2012. It further indicated that seatbelt use in overseas theatres is not always possible, since some vehicles are not so equipped, and that the agency tracks overseas motor vehicle accidents through the Department of State.

TELEWORK ENHANCEMENT

The agency indicated that it has an effective telework program.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

The USAID indicated that it encourages its employees to participate in local FFSHC activities.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The USAID reported that no external OSH inspections of the agency were conducted during FY 2012.

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The agency reported that it has 6,780 civilian employees overseas, and that the Department of State manages the OSH aspects of deployment through the Chief of Mission.

WHISTLEBLOWER PROTECTION PROGRAM

The USAID reported that its whistleblower protection program is covered by agency policy, and managed by the Office of Civil Rights.

SPECIAL 29 CFR 1960 REPORTING

CERTIFIED SAFETY AND HEALTH COMMITTEE

The USAID did not report on this item.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

The USAID provided a “2” rating for the overall assessment of its SHMS. With regard to assessing specific components of the overall system, the agency rated:

- Three of four Operational Component attributes as “2,” with the exception of *self-inspection*, which it rated as “1.”
- Five of eight Managerial Component attributes as “2,” with the exception of *knowledge, skills and information*, which it rated as “3,” and *annual SHMS review*, and *supervisory training*, which it rated as “1,” for each attribute, respectively.
- Three of five of the Cultural Component attributes as “3,” with the exception of *employee participation*, and *employee evaluation of OSH performance*, which it rated as “2.”

SUMMARY OF SELF-EVALUATION

The USAID stated that since 2010, its OSH staffing has been a weakness of the agency, but that this shortfall has been rectified by the recent hiring of two dedicated OSH professionals to manage its OSH and emergency management programs .

GOALS

The USAID reported that its goal for FY 2013 is to strengthen its SHMS by: expanding its e-learning platform, providing safety training to new hires, and enhancing communication through an agency-wide notice system.

U.S. ARCTIC RESEARCH COMMISSION

STATISTICS

Not reported.

FATALITIES AND CATASTROPHIC EVENTS

The United States Arctic Research Commission (ARC) reported zero incidents.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER FEDERAL GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

The ARC reported that it has established a flexible COOP plan that allows for an escalating response when merited by conditions or events; and that it is update annually. The ARC indicated that the agency has officially informed all COOP personnel of their roles or designations, has provided guidance on individual preparedness measures; has established procedures for contacting and accounting for employees in the event of an emergency, including operating status; and has established policy so that USARC employees remain in contact with their supervisors during any closure situation. The ARC reported that its COOP plan is comprehensive, and includes provisions for plans and procedures, risk management, budgeting and acquisition, essential functions, orders of succession, delegations of authority, continuity facilities and the telework options, continuity of communications, essential records management, human capital, a test-training-exercise program, devolution of control and direction, reconstitution operations, and hazard-specific appendices. The ARC intimated that recent natural disasters did not adversely impact its COOP plans.

MOTOR VEHICLE SAFETY

The ARC reported that its motor vehicle safety program stresses seatbelt use and the prohibition against distracted driving practices, and that traffic laws are discussed as part of its annual emergency planning review. It reported zero motor vehicle accidents.

TELEWORK ENHANCEMENT

The ARC indicated that, although it has not established a formal telework program, it is agency policy to allow telework options when appropriate, and that the agency is continuing to expand telework training and procedures for utilizing telework during business disruptions.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

The ARC reported that the agency is not involved in FFSHC activities.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The ARC reported this item as “not applicable.”

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The ARC reported this item as “not applicable.”

WHISTLEBLOWER PROTECTION PROGRAM

The ARC indicated that it has a policy concerning whistleblower protections, and that it did not receive reports of allegations of reprisal during FY 2012.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

The ARC provided a “2” rating for the overall assessment of its SHMS. With regard to assessing specific components of the overall system, the agency rated:

- All four Operational Component attributes as “2.”
- Six of eight Managerial Component attributes as “2,” with the exception of *specific assignment of OSH tasks*, and *knowledge, skills and information*, which it rated as “3.”
- Four of five of the Cultural Component attributes as “3,” with the exception of *line function*, which it rated as “2.”

SUMMARY OF SELF-EVALUATION

The ARC did not specifically report on this item, but rather referred to the body of its report.

GOALS

The ARC reported that the agency will continue to update and improve its plans as needed to meet the established policies, responsibilities and goals of COOP and OSHA.

U.S. HOLOCAUST MEMORIAL MUSEUM (INCLUDING THE HOLOCAUST MEMORIAL COUNCIL)

STATISTICS

The United States Holocaust Memorial Museum's (Museum's) employment rolls *decreased* by 1 to 186 in FY 2012. Its total injury and illness cases *increased* by 1 to 2; and its TCR *increased* from 0.53 to 1.08 (103.8%). The Museum's lost-time cases *increased* by 1 to 2; and its LTCR *increased* from 0.53 to 1.08 (103.8%).

The Museum's workers' compensation costs *decreased* by 81.8% to \$120 during the CBY.

FATALITIES AND CATASTROPHIC EVENTS

The Museum reported that one non-work related fatality occurred in FY 2012, stating that on October 18, 2012, a female employee was found unconscious and nonresponsive in a restroom of the Ross Administrative Center; Museum security personnel performed emergency first aid until the paramedics arrived. The agency reported that the employee was taken to George Washington Hospital where she was pronounced dead of natural causes.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER FEDERAL GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

The Museum reported that the agency's on-staff emergency preparedness specialist coordinates the agency's emergency and disaster response, developed its COOP plan that identifies eight continuity objectives, interacts and coordinates with FEMA, and conducts training and drills with the Museum Control Center personnel, including, but not limited to, communication/notification drills and table-top exercises. The Museum stated that it actively maintains the agency's two COOP sites, and that it participates in FEMA's Eagle Horizon exercises. As a result of the Virginia earthquake, the Museum indicated that it has incorporated earthquake emergency procedures into our annual evacuation/ warden training.

MOTOR VEHICLE SAFETY

Although the Museum indicated that it does not have a specific motor vehicle safety program, it reported that all employees are required to wear seatbelts and refrain from distracted driving practices, while travelling in agency vehicles. It reported zero motor vehicle accidents in FY 2012.

TELEWORK ENHANCEMENT

The Museum indicated that it has a telework policy has a policy in-place to deal with the safety and health of teleworking employees, including: an employee self-certification safety checklist, and emergency preparedness. It reported having no injuries related to teleworking.

29CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

The Museum reported that it is not currently involved with FFSHCs.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The Museum indicated that it has not had inspections from outside agencies during the fiscal year, nor was there any Notice issued of unsafe or unhealthy working conditions.

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The Museum reported not having any overseas civilian employees.

WHISTLEBLOWER PROTECTION PROGRAM

The Museum reported that it is in compliance with the OSHA Regulation 29CFR1960.46, and encourages employees to report inappropriate conduct, discrimination, fraud, conflicts of interest, criminal activity, security violations and safety concerns in confidence and without fear of retaliation or retribution.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

The Museum provided a “3” rating for the overall assessment of its SHMS. With regard to assessing specific components of the overall system, it rated:

- All four Operational Component attributes as “3.”
- Five of eight Managerial Component attributes as “3,” with the exception of *action plan*, *annual SHMS review*, and *supervisory training*, which it rated as “2.”
- Four of five Cultural Component attributes as “3,” with the exception of *employee evaluation of OSH performance*, which it rated as “2.”

SUMMARY OF SELF-EVALUATION

The Museum substantiated its SHMS rating by stating that safety and health self-inspections are performed on a regular basis, with formal inspections being conducted annually; that surveillance of established hazard controls is performed by safety personnel frontline managers, and upper management through a variety of methods, including checklists, inspections, feedback from staff, review of injuries/illnesses onsite, and a review of management’s commitment to OSH programs; that hazard prevention and control is achieved by providing safety guidelines and practices for all Museum staff, and safety training and regular “tool box” or morning meetings reinforce the communication; that an effective procedure for tracking hazard correction is accomplished through an “incident data base;” that the Division of Protection Services Director develops a safety task sheet/action plan annually, which identifies goals, assigns responsibilities, and determines completion dates or milestones; and that the agency conducts an annual review of its overall SHMS. The agency further indicated that its organizational policies

promote the performance of safety and health responsibilities, and encourage participation in the OSH committees and conferences; that its safety, and emergency preparedness specialists provided safety, health and emergency training to Museum employees, new hires, and some contractors on a multitude of OSH issues; and that top management provides competent safety and health support by ensuring that safety and emergency preparedness specialists are available to support the needs of the staff.

GOALS

The Museum indicated that in FY 2013, the agency will: increase the number of employees trained in occupational health and safety topics; increase the number of staff receiving influenza vaccinations, and who participate in wellness programs such as yoga, walking, and weight loss; increase participation in the safety committee; add safe driver and accident prevention training for operators of Museum vehicles, and work place violence training for all staff; and develop/implement on-line training program for a variety of safety and security related topics.

U.S. CHEMICAL SAFETY AND HAZARD INVESTIGATION BOARD

STATISTICS

Not reported.

FATALITIES AND CATASTROPHIC EVENTS

The U.S. Chemical Safety and Hazard Investigation Board (CSB) reported no fatalities or catastrophic events for FY 2012.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER FEDERAL GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

The CSB reported that its COOP plan allows eligible personnel to work from home and/or at alternate locations in the event that CSB offices cannot be utilized due to an emergency. It indicated that it was able to successfully use its COOP plan during recent natural disaster in the capital region, including the Virginia earthquake, and Hurricane Sandy; as well as its Western Regional Office in Denver when large snowstorms have prevented employees from reaching the office.

MOTOR VEHICLE SAFETY

The CSB indicated that its motor vehicle safety program stresses seatbelt use and the prohibition against distracted driving practices; and that employees are kept informed of program developments via *SafetyNet*, the CSB's official intranet portal; through a motor vehicle safety awareness training program and a newly implemented computer-based training initiative; and through official publications, such as the OSHA/NHTSA/NETS *Guidelines for Employers to Reduce Motor Vehicle Crashes*.

TELEWORK ENHANCEMENT

The CSB reported that its formal telework policy and program contain a risk assessment checklist that is used as a self-evaluation tool for teleworking environments; that it is reviewed and signed by the supervisor prior to authorizing telework, and copies are forwarded to the DASHO to be reviewed and maintained in the OSH files. The agency indicated that changes to its program were not required by recent natural disasters.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

The CSB reported no involvement.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The CSB reported no inspections occurred during FY 2012.

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The CSB reported that the agency has no overseas federal employees.

WHISTLEBLOWER PROTECTION PROGRAM

The CSB indicated that it has appropriate procedures to address whistleblower protection program; and that no complaints were lodged during FY 2012, and no investigations were initiated.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

The CSB provided a “2” rating for the overall assessment of its SHMS. With regard to assessing specific components of the overall system, it rated:

- Three of four Operational Component attributes as “3,” with the exception of *presence of work rules and practices*, which it rated as “2.”
- Five of eight Managerial Component attributes as “2,” with the exception of *action plan, annual SHMS review, and new employee orientation*, which it rated as “3.”
- All five Cultural Component attributes as “3.”

SUMMARY OF SELF-EVALUATION

The CSP indicated that it maintains a fully functioning OSH program; that the DASHO evaluates the program for effectiveness on an annual basis; that OSH training is provided throughout the FY for all CSB employees and supervised contract workers; that annual medical surveillance is provided to all CSB investigators and investigation supervisors, and the agency has active motor vehicle safety and ergonomics programs, and uses a checklist for risk assessments of telework environments; that OSH resources remained constant; and that the CSB experienced no work-related injuries during FY 2012. It indicated that a recent agency management reorganization may require revisions to its current policy statements; and that additional progress is needed to organize the agency’s OSH records inside a relational database for easy access and retrieval.

GOALS

The CSB indicated that during FY 2013, the agency will: revise and update CSB Board Order 17 to reflect the agency’s current managerial and organization structure, and develop a data structure for filing OSH records in a relational database for easy access and retrieval.

U.S. COMMISSION ON CIVIL RIGHTS

STATISTICS

The Commission on Civil Rights's (Commission's) employment rolls *decreased* by 2 to 40 in FY 2012. Its total and lost-time injury and illness cases and rates remained *UNCHANGED* at zero.

The Commission's workers' compensation costs remained *UNCHANGED* at \$0 during the CBY.

FATALITIES AND CATASTROPHIC EVENTS

The agency reported that there were no catastrophic events.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER FEDERAL GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

The Commission indicated that it will update its current COOP plan to reflect the agency's recent relocation to a new office space, pending the appointment of a new agency head.

Although Hurricane Sandy did not impact its COOP planning, the agency indicated lessons learned from other recent natural disasters, specifically the Virginia earthquake, as including the need to improve staff communication, the functioning of its facility's fire protection procedures, and reiterate staff compliance with plan requirements, such as meeting locations.

MOTOR VEHICLE SAFETY

Although the agency stipulated that it does not have a motor vehicle program, it stated that the agency provides information to employees regarding seatbelt use and distracted driving on an annual basis.

TELEWORK ENHANCEMENT

The Commission indicated that it has identified all employees as being telework-eligible, and recent natural disasters did not impact its program.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

The Commission reported this item as "not applicable."

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The Commission reported that no reports of unsafe or unhealthy working conditions were issued to the agency during FY 2012.

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

According to the Commission, it has no overseas employees.

WHISTLEBLOWER PROTECTION PROGRAM

The Commission indicated that the agency has a viable whistleblower protection program, whereby employees are kept informed of their rights and protections under current legislation.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

The Commission provided a “2” rating for the overall assessment of its SHMS. With regard to assessing specific components of the overall system, it rated:

- Two of four Operational Component attributes as “3,” with the exception of the *presence of work rules and practices*, which it rated “2,” and *tracking hazard correction*, which it rated “not applicable,” respectively.
- Three of eight Managerial Component attributes as “3,” with the exception of *action plan*, *annual SHMS review*, and *employee OSH training* attributes, which it rated “2,” and *new employee orientation*, and *supervisory training* attributes, which it rated “0” for each attribute, respectively.
- Four of five of Cultural Component attributes as “3,” with the exception of *delegation of authority*, which it rated as “not applicable.”

SUMMARY OF SELF-EVALUATION

The Commission identified several milestones of its SHMS that it is most proud of, including its: zero number of on-the-job accidents and fatalities, ergonomics program, employee’s participation in and positive feedback about the program, and its effective written SHMS awareness policies.

GOALS

For FY 2013, the Commission stated that the agency will continue:

- Current job accidents level of 1 or below;
- Current work practices that encourage employees to practice safe working conditions, report any potential issues, training employees about potentially hazardous or unsafe working conditions;
- To work with GSA and its representatives on any issues raised on a space inspection report to correct the issue(s) cited;
- To purchase ergonomic furniture and equipment; and

- To maintain current working conditions and make changes as necessary in the future as required by law.

U.S. COMMISSION OF FINE ARTS

STATISTICS

According to the United States Commission of Fine Arts (CFA), the agency has not experienced any OSHA incidents, injuries, or illnesses over the past eight years.

FATALITIES AND CATASTROPHIC EVENTS

The CFA indicated this item as “not applicable.”

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER FEDERAL GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

The CFA indicated in the event of a natural disaster, such as the 2011 earthquake, or in the event of a work shutdown, agency employees follow the emergency evacuation and/or SIP procedures outlined and distributed by GSA, and the Federal Protective Services.

MOTOR VEHICLE SAFETY

The CFA indicated this item as “not applicable.”

TELEWORK ENHANCEMENT

The CFA indicated that because of its small size, and the nature of the work conducted by employees, telework is not a reasonable agency business policy, and that no agency employee is currently participating in a telework program.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

The CFA indicated this item as “not applicable.”

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The CFA indicated this item as “not applicable.”

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The CFA indicated this item as “not applicable.”

WHISTLEBLOWER PROTECTION PROGRAM

The CFA indicated this item as “not relevant.”

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

The CFA provided a “3” rating for the overall assessment of its SHMS. With regard to assessing specific components of the overall system, it rated:

- All four Operational Component attributes as “3.”
- All eight Managerial Component attributes as “3.”
- Four of five of Cultural Component attributes as “3,” with the exception of *line function*, which it rated as “0.”

SUMMARY OF SELF-EVALUATION

The CFA did not report on this item.

GOALS

The CFA reported that the agency will continue to conduct briefings for all staff and distribute safety and emergency related materials published by GSA and Federal Protection Service on emergency procedures in the event of civil disturbance, power failure, medical emergency, explosion/building collapse, suspicious items, fire, earthquake/hurricane/severe weather/tornado, or/and bomb threat.

U.S. INTERNATIONAL TRADE COMMISSION

STATISTICS

The United States International Trade Commission (ITC) indicated that in FY 2012, its TCR *decreased* from 2 to 1; and that its lost work days *decreased* from six to two days.

The ITC's workers' compensation costs *decreased* by 100.0% to \$0 during the CBY.

FATALITIES AND CATASTROPHIC EVENTS

The ITC reported that the agency had one injury during FY 2012, stating that an employee fell when exiting the elevator causing a contusion to her hip, which resulted in two lost days from work. It indicated that no fatalities or catastrophic events occurred.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER FEDERAL GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

The ITC did not report on this item.

MOTOR VEHICLE SAFETY

The ITC did not report on this item.

TELEWORK ENHANCEMENT

The ITC reported that employees participating in its program are required to review the agency's telework work site certification safety checklist to ensure the overall safety and adequacy of their alternative work site and submit to their supervisor.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

The ITC stated that the agency has a safety and health committee composed of three union employees' representatives and three management representatives, all of whom are trained on the requirements of the safety and health program.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The ITC indicated that, in May 2012, employees' union representatives and management representatives participated in the annual safety and health inspection of its worksites, and

identified 13 potential hazards, mostly housekeeping, and a few tripping hazards that were all corrected on the spot, or shortly thereafter.

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The ITC stated that the agency provides training funds to its managers, supervisors, employees and employee representatives for participation in safety and health training at certified OSHA training centers.

WHISTLEBLOWER PROTECTION PROGRAM

The Commission did not report on this item.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

The ITC provided a “2” rating for the overall assessment of its SHMS. With regard to assessing specific components of the overall system, it rated:

- All four Operational Component attributes as “3.”
- Five of eight Managerial Component attributes as “3,” with the exception of *employee OSH training*, and *supervisory*, which it rated “2,” and *new employee orientation*, which it rated “1” for each attribute, respectively.
- All five Cultural Component attributes as “3.”

SUMMARY OF SELF-EVALUATION

The ITC substantiated its SHMS rating by stating that its Physical Security and Safety Officer conducts a walk-thru of the building regularly conducting inspections, engaging employees in OSH discussions; and provides training, and disseminates current and relevant health and safety information to employees either in person or via email.

GOALS

The ITC stated that the agency’s OSH objective in FY 2013 is to maintain its OSH program consistent with the standards promulgated under the OSH Act, EO 12196, 29 CFR 1960, and applicable laws, EOs and regulations. It specified that the agency will: annually inspect all areas and operations of each workplace, and those workplaces at an increased risk of accident, injury, or illness more frequently; maintain and replenish supplies in first aid kits to meet the needs of employees in case of minor accidents; and will continue to make safety and health information readily available, and improve training and awareness for all employees through the possible implementation of a learning management system.

VIETNAM EDUCATION FOUNDATION

STATISTICS

Not reported.

FATALITIES AND CATASTROPHIC EVENTS

The Vietnam Education Foundation (VEF) reported zero occurrences.

ASSESSMENT OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES AND EVENTS

PRESIDENTIAL AND OTHER FEDERAL GOVERNMENT-WIDE INITIATIVES

CONTINUITY OF OPERATIONS

The VEF reported that this item was “not applicable” to the agency since it is a very small independent agency, and if needed, the agency would contact GSA to help create a COOP plan.

MOTOR VEHICLE SAFETY

The VEF indicated that the agency has notified its employees about the agency’s policy stressing the prohibition against distracted driving practices.

TELEWORK ENHANCEMENT

The VEF indicated that it has a telework program.

29 CFR 1960 REQUIREMENTS

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

The VEF did not indicate specific participation in FFSHC activities; but reported that, if any agency employee were involved in an accident, the employee is entitled to benefits based on OWCP guidance.

SAFETY AND HEALTH MANAGEMENT SYSTEM RESPONSE TO THE INSPECTION PROCESS

The VEF reported this item as “not applicable.”

TRAINING OF OVERSEAS FEDERAL EMPLOYEES

The VEF reported this item as “zero.”

WHISTLEBLOWER PROTECTION PROGRAM

The VEF indicated that it does not have a whistleblower protection program; has no experience with reports of reprisal; and will contact GSA for legal counsel, if needed.

SAFETY AND HEALTH MANAGEMENT SYSTEM SELF-EVALUATION

OVERALL ASSESSMENT

The VEF provided a “not applicable” rating for the overall assessment of its SHMS. With regard to assessing specific components of the overall system, it rated:

- Three of four Operational Component attributes as “not applicable,” with the exception of *presence of work rules and practices*, which it rated as “3.”
- Six of eight Managerial Component attributes as “3,” with the exception of *action plan*, and *annual SHMS review*, which it rated as “not applicable.”
- All five Cultural Component attributes as “not applicable.”

SUMMARY OF SELF-EVALUATION

The VEF indicated that, as an extremely small agency, it does not have the capability to perform, nor does it need a self-evaluation; and that a SHMS is not necessary for its size. It added that a single individual has sole responsibility and authority for the health and safety of employees, and that employees are provided guidance through a VEF handbook.

GOALS

While the VEF did not report specific FY 2013 OSH goals, it stated that it will work with GSA to establish and improve the effectiveness of its SHMS for FY 2013 and beyond as needed.



RESOURCES

OSH-RELATED RESOURCES AND INFORMATION FOR FEDERAL AGENCIES

Occupational Safety and Health Administration (OSHA)

[OSHA Construction Industry Information and Assistance OSHA Website –
www.osha.gov](http://www.osha.gov)

[Laws, Regulations and Interpretations](#)

[Laws and Regulations \(29 CFR\)](#)

[Safety and Health Management Systems eTool](#)

[Safety and Health Topics, Technical Links](#)

[OSHA Office of Federal Agency Programs](#)

200 Constitution Avenue, N.W., Rm. N3622

Washington, DC 20210

(202) 693-2122

(202) 693-1685 FAX

OSHA's Field Operations Manual, Chapter 13, Section VII Agency Technical Assistance

Request http://www.osha.gov/OshDoc/Directive_pdf/CPL_02-00-150.pdf

[OSHA Compliance Assistance eTools and Electronic Products](#)

[OSHA Regional and Area Offices](#) (map with links)

[OSHA Standards](#)

[OSHA's Cooperative Programs](#)

[OSH-related Statistics and Data](#)

[OSHA Office of Whistleblowers Protection Programs, http://www.whistleblowers.gov/](http://www.whistleblowers.gov/)

[National Institute for Occupational Safety and Health \(NIOSH\)](#)

[NIOSH Health Hazard Evaluations](#)

[NIOSH Pocket Guide to Chemical Hazards](#)

[NIOSH Chemicals Page](#)

[NIOSH Safety and Prevention Topics](#)

[American Society of Safety Engineers \(ASSE\)](#)

American Society of Safety Engineers

Customer Service

1800 E Oakton St.

Des Plaines, IL 60018

Phone: 847-699-2929 (8:30 - 5:00 Central Time)

Fax: 847-768-3434 (24 Hours)

E-mail: customerservice@asse.org

[American Industrial Hygiene Association](#)

American Industrial Hygiene Association

2700 Prosperity Ave., Suite 250

Fairfax, VA 22031
Phone: 703-849-8888
Fax: 703-207-3561
E-mail: infonet@aiha.org

[American Conference of Governmental Industrial Hygienists](#)

ACGIH
1330 Kemper Meadow Drive
Cincinnati, Ohio 45240
Customers/Members Phone: 513-742-2020
Administrative Phone: 513-742-6163
Fax: 513-742-3355
E-mail: mail@acgih.org

[U.S. Bureau of Labor Statistics](#)

[BLS Injuries, Illnesses, and Fatalities Program](#)

[Material Safety Data Sheets \(MSDSs\) and Related Information²⁶](#)

[MSDS Online Library](#)

[MSDS Solutions](#)

[MSDSs Online](#)

[MSDS Exchange](#)

[Free MSDSs](#)

²⁶ A search on the Web for “Free MSDS” returned nearly 300,000 links. As a service to federal agencies, a few links have been provided. However, providing the link does not imply OSHA endorsement of the website, nor does it imply that any given site is “better than,” or “preferred” to any other site.